

Medical Assistant

Diploma Program

Contact Hours: 800

Semester Credits: 26

Instructional Weeks – Full Time: 32

Average Time to Complete – Full Time: 8 Months

Program Overview

Whether in a physician's office, a clinic, or hospital-owned physician network, the Medical Assistant performs many services on the physician's behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, and performing diagnostic procedures. The Medical Assistant is also responsible for the patient's medical records and insurance forms as well as for scheduling appointments and maintaining medical records for the physician.

Program Objectives

Upon completion of the Medical Assistant program, the student will possess the knowledge and skills required in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, and administration of parenteral medications to function successfully in an entry-level position as a Medical Assistant in a clinic or physician's office.

| Course # | Course Title | Pre-Requisites | Co-Requisites | Theory Hours | Lab Hours | Externship Hours | Semester Credit Hours |
|----------|-----------------------|--|---------------|--------------|-----------|------------------|-----------------------|
| CPSO1011 | Career Path Success A | | | 15 | 0 | 0 | 0.5 |
| CPSO1012 | Career Path Success B | | | 15 | 0 | 0 | 0.5 |
| CPSO1013 | Career Path Success C | | | 15 | | | 0.5 |
| CPSO1014 | Career Path Success D | | | 15 | | | 0.5 |
| CPSO1015 | Career Path Success E | | | 15 | 0 | 0 | 0.5 |
| CPSO1016 | Career Path Success F | | | 15 | | | 0.5 |
| MDCA1312 | Medical Assisting A | | | 40 | 40 | | 3 |
| MDCA1322 | Medical Assisting B | | | 40 | 40 | | 3 |
| MDCA1332 | Medical Assisting C | | | 40 | 40 | | 3 |
| MDCA1342 | Medical Assisting D | | | 40 | 40 | | 3 |
| MDCA1352 | Medical Assisting E | | | 40 | 40 | | 3 |
| MDCA1362 | Medical Assisting F | | | 40 | 40 | | 3 |
| MDCA1201 | Externship I | CPSO1011 CPSO1012 CPSO1013 CPSO1014 CPSO1015 | | | | 115 | 2.5 |

CPSO1016
 MDCA1312
 MDCA1322
 MDCA1332
 MDCA1342
 MDCA1352
 MDCA1362

| | | | | | |
|-----------------|---------------|----------|------------|------------|------------|
| MDCA1202 | Externship II | MDCA1201 | | 115 | 2.5 |
| Subtotal | | | 330 | 240 | 230 |

*These courses are offered online.

**A portion of these courses are offered online.

For all students starting on or after July 11, 2022

Program Delivery

The Medical Assistant program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 800 program hours, a maximum of 400 course hours (50.0%) may be offered online.

| Course # | Course Title | Pre-Requisites | Co-Requisites | Theory Hours (Ground/Online) | Lab Hours (Ground/Online) | Externship Hours (Ground/Online) | Semester Credit Hours |
|----------|---|----------------|---------------|---------------------------------|------------------------------|-------------------------------------|--------------------------|
| MDCA1313 | General Patient Care, Skeletal and Muscular Systems | | | 55 (10 / 45) | 40 (30 / 10) | 0 | 3.5 |
| MDCA1323 | Medical Ethics, Nervous and Sensory Systems | | | 55 (10 / 45) | 40 (30 / 10) | 0 | 3.5 |
| MDCA1333 | Office Procedures, Digestive and Reproductive Systems | | | 55 (10 / 45) | 40 (30 / 10) | 0 | 3.5 |
| MDCA1343 | Endocrine, Cardiology, and Professional Communication | | | 55 (10 / 45) | 40 (30 / 10) | 0 | 3.5 |
| MDCA1353 | Diagnostic Procedures, Hematology, Urinary System & Medical Billing | | | 55 (10 / 45) | 40 (30 / 10) | 0 | 3.5 |
| MDCA1363 | Pharmacology, Health Insurance and Respiratory System | | | 55 (10 / 45) | 40 (30 / 10) | 0 | 3.5 |

| | | | | | | |
|-----------------|---------------|--|---------------------|---------------------|---------------------|-----------|
| MDCA1201 | Externship I | MDCA1313 MDCA1323 MDCA1333 MDCA1343 MDCA1353 MDCA1363 | | | 115 (80 / 35) | 2.5 |
| MDCA1202 | Externship II | MDCA1201 | | | 115 (80 / 35) | 2.5 |
| Subtotal | | | 330 (60/270) | 240 (180/60) | 230 (160/70) | 26 |