

*A student who successfully completes an average of 15 credits per quarter will be able to earn the diploma in 5 quarters (15 months).*

This professional education program prepares a medical assistant student to work as an allied health care professional serving the needs of physician employers in delivering quality health care services to a client population. The objective is to prepare entry-level medical assistants who are competent in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning behaviors.

#### CAREER OPPORTUNITIES

Medical assistants help physicians examine and treat patients and perform routine tasks to keep offices running smoothly. Medical assistants are trained to perform a variety of clerical and clinical tasks, such as telephone management, reception and appointment scheduling, mail processing, records management, billing and collections, banking, payroll and bookkeeping, diagnosis and procedural coding, insurance claim processing, taking vital signs, eliciting patient histories, preparing and assisting with medical/surgical procedures, collecting and processing laboratory specimens, administering medications, and providing patient instructions, as well as performing a variety of diagnostic tests.

The goal of this program is to prepare graduates who are able to:

1. Identify, demonstrate, and continuously use OSHA principles, standard precautions, and safety precautions
2. Recognize emergency situations and respond appropriately with emergency care techniques
3. Apply legal and ethical medical standards of practice
4. Perform and analyze clinical procedures such as vitals, laboratory testing, and other diagnostic and medical procedures and effectively chart all pertinent patient data
5. Describe the human body including structure, function, and basic pathologies
6. Recognize, interpret, and use medical terminology correctly
7. Apply basic pharmacology, including dosage calculations, drug interactions, and administration of medications

#### PROGRAM REQUIREMENTS

Class #	Class Name	Credits
CS111	Computer Information Systems	3
KY100	Keyboarding I	3
MA100	Medical Terminology	4
MA110	Anatomy and Physiology	5
MA120	Health Care Law and Ethics	4
MA131	Introduction to Clinical Skills	3
MA149	Patient Care Sciences I	3
MA157	Patient Care Sciences II	3
MA161	Pharmacology	3
MA212	Microbiology and Urinalysis	3
MA223	Hematology and Immunology	3
MA226	Radiography I	3
MA227	Radiography II	3
MA230	CMA Review Seminar	3
MA297	Clinical Practicum	8
OA170	Medical Office Procedures I	4
OA270	Medical Office Procedures II	3
PD102	Strategies for Success	2
PD250	Career Development	1
SS140	Interpersonal Relations	4
<b>Total Program Minimum Credit Requirement</b>		<b>68</b>

#### Notes:

Students may be required to complete Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based upon competency exam scores.