

MEDICAL ASSISTANT

CERTIFICATE PROGRAM

Quarter Credit Hours Required = 60

This program is designed to prepare graduates to be multi-skilled medical assistants who work with and under the direction of a physician in clinical and administrative aspects of the physician's office or other medical setting. This specialized certificate program will focus on clinical techniques including examining room procedures, obtaining vital signs and medical histories, performing routine laboratory procedures, sterilizing and maintaining equipment, and the proper techniques for administering medications as directed by the physician, combined with administrative functions and duties. As a unique feature of the program, students will complete an externship in a physician's office, clinic, or related healthcare facility under the supervision of a physician, nurse, or health services professional.

Upon successful completion of this program, students should be able to

- function successfully in a healthcare setting requiring clinical and office skills;
- prepare and maintain the examination/treatment area under the supervision of a physician;
- use computer technology and administrative skills in a healthcare environment;
- provide emergency care including Cardiopulmonary Resuscitation (CPR); and
- coordinate a successful job search.

	Quarter Credit Hours
AOM 1010 Keyboarding.....	4
BIO 1120 Anatomy and Physiology: Body Structures.....	4
BIO 1130 Anatomy and Physiology: Organs and Systems.....	4
EDU 1010 Learning Framework.....	4
EDU 1020 Career Exploration/Planning.....	4
MEA 1010 Clinical Office Procedures I.....	4
MEA 1020 Clinical Office Procedures II.....	4
MEA 2500 Medical Assisting Certification Exam Review.....	2
MEA 2600 Medical Assisting Externship.....	6
MED 1010 Medical Terminology.....	4
MED 1080 Medical Office Procedures.....	4
MED 1140 Medical Law and Ethics.....	4
MED 1150 Pharmacology and Drug Administration.....	4
MED 1800 Medical Laboratory Procedures.....	4
MED 1840 Medical Insurance Procedures.....	4
TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED.....	60