

# 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 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. Graduates or students who are currently in externship are eligible to sit for national certification examinations. Students typically register for the examination during their certification exam review class. Certification examinations are offered on campus.

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.

	<b>Quarter Credit Hours</b>
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
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b> .....	<b>60</b>