

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 a 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				115	2.5

CPSO1013
 CPSO1014
 CPSO1015
 CPSO1016
 MDCA1312
 MDCA1322
 MDCA1332
 MDCA1342
 MDCA1352
 MDCA1362

MDCA1202 **	Externship II	MDCA1201			115	2.5
Total			330	240	230	26

* 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			55 (10 / 45)	40 (30 / 10)	0	3.5

Insurance and
Respiratory
System

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