

### Program Description

The Medical Assisting Diploma program is designed to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the professions. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates apply for the national Certified Medical Assistant (CMA) examination. Students are also eligible for the Registered Medical Assistant (RMA), Certified Clinical Medical Assistant (CCMA), the Registered Phlebotomy Technician (RPT), and the Certified Phlebotomy Technician (CPT) credentials.

**This is a selective admission program. Please see the college website for details.**

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Perform administrative functions such as patient reception, scheduling appointments, form preparation, ordering supplies and maintaining patient records.
- Assist physicians with general physical examination and related patient procedures.
- Collect, transport, handle and process laboratory specimens for analysis
- Administer medications measure vital signs.
- Demonstrate professional conduct, stress management, and interpersonal and communication skills with patients, the public, peers and other health care personnel.
- Display an understanding of requisitioning and the legal implications of their work environment.
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

| Sugg. Term | Seq. # | Course ID | Course Title                      | Cr | Prereq/Coreq(Co)                    | Options Available |
|------------|--------|-----------|-----------------------------------|----|-------------------------------------|-------------------|
| Fall       | 1      | PDV 101   | First Year Seminar                | 1  |                                     |                   |
|            | 2      | OFT 110   | Document Processing I             | 3  | OFT 100 or Satisfactory Skills Test |                   |
|            | 3      | BIO 107   | Human Biology                     | 3  |                                     | BIO 171 & 172     |
|            | 4      | CPT 150   | Microcomputer Concepts            | 3  |                                     |                   |
|            | 5      | MAS 100   | Introduction to Medical Assisting | 4  |                                     |                   |
| Spring     | 6      | ALH 122   | Medical Terminology               | 3  |                                     |                   |
|            | 7      | PSY 160   | General Psychology                | 3  |                                     |                   |
|            | 8      | HCM 145   | Medical Office Procedures         | 3  |                                     |                   |
|            | 9      | MAS 105   | Administrative Procedures         | 3  | MAS 100                             |                   |
|            | 10     | MAS 110   | Clinical Procedures               | 4  | MAS 100                             |                   |
| Summer     | 11     | OFT 235   | Customer Service                  | 3  |                                     |                   |
|            | 12     | MAS 120   | Practicum                         | 3  | MAS 105, MAS 110                    |                   |

Total Program Credits

36

MEAS