

**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) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Medical Assisting program prepares you to assist healthcare providers with the care and treatment of patients in administrative, clinical and laboratory procedures. Graduates are eligible to apply to national certification examinations including the Certified Clinical Medical Assistant (CCMA), Certified Medical Assistant (CMA), Registered Medical Assistant (RMA) and Registered Phlebotomy Technician (RPT) 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	HCM 155	Electronic Health Records	3		
	3	BIO 107	Human Biology	3	Varies	BIO 171 & BIO 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	

Minimum Program Credits

36

MEAS