

**PROGRAM DESCRIPTION:  
CERTIFICATE PROGRAM  
MEDICAL ASSISTANT**

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The Medical Assistant Certificate program is a competency-based certificate program designed to provide for development of knowledge and skills required for entry-level employment in outpatient healthcare, industry, or government environments. It is designed for those seeking entry-level employment and those currently employed who are seeking promotion.

The student will have skills to create, interpret, and manage medical records (manual and electronic); demonstrate proper venipuncture and skin puncture techniques, perform basic laboratory tests, properly perform 12-lead EKGs, and use industry specific equipment and software. The student will also have clinical exposure, knowing how to take vital signs, follow universal precautions and OSHA guidelines, and to function within the clinical component of a medical office, assisting with examinations and procedures.

Career opportunities include medical assistant, medical records specialist, intake specialist, patient care technician, phlebotomist, or EKG technician. Students completing this program may find employment in medical offices/clinics, rehabilitation centers, hospitals, social service organizations, home health agencies, and other business office environments.

This program will prepare the graduate to sit for the certification exam of Registered Medical Assistant (RMA). The certificate program consists of 40.5 credit hours, 884 contact hours, and is 40 weeks (day) and 40 weeks (evening) in length.

<u>Course #</u>	<u>Course Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Externship</u>	<u>Total Contact</u>	<u>Credit</u>
MDCA 1313	Medical Terminology	32	32	0	64	3
HSAS 1301	Hallmark Strategies for Academic Success	48	0	0	48	3
MDCA 1321	Administrative Procedures	32	32	0	64	3
MDCA 1317	Procedures in a Clinical Setting	32	32	0	64	3
MDCA 1409	Anatomy and Physiology for Medical Assistants	64	0	0	64	4
MDCA 1352	Medical Assistant Laboratory Procedures	32	32	0	64	3
MDCA 1443	Medical Insurance	64	0	0	64	4
BCIS 1305	Business Computer Applications	32	32	0	64	3
MED 2301	Intermediate Clinical & Laboratory Procedures	32	32	0	64	3
MDCA 1348	Pharmacology and Administration of Medications	32	32	0	64	3
MDCA 1305	Medical Law and Ethics	48	0	0	48	3
MDCA 1254	Certified Medical Assisting Exam Review	40	8	0	48	2
MDCA 1169	Externship—Medical Assistant	<u>4</u>	<u>0</u>	<u>160</u>	<u>164</u>	<u>3.5</u>
<b>TOTALS</b>		<b>492</b>	<b>232</b>	<b>160</b>	<b>884</b>	<b>40.5</b>