

Diploma in Medical Assistant

36 credits

Program Description

This program is designed to provide students with the knowledge and necessary skills, administrative and clinical, to assist doctors in daily's routine with the patients and be a connection between doctor and patient. Prepare the student with the knowledge to provide medical office administrative services and perform clinical duties, including patient intake and care. Includes instruction in basic anatomy, medical terminology and medical office procedures, examination testing and treatment procedures.

Program Objectives

Demonstrate knowledge and develop administrative and clinical skills to assist a medical, clinical or health care facility environment in a daily's routine with patients.

Program sequence will be available at the time of enrollment.

The language of instruction and program delivery modality are subject to availability.

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.

Program Curriculum

Course	Title	Credits
ENGL 101 or SPAN 101 or ENGL 150	Introductory English Language Course Basic Level I or Introducción a la Lengua Española I or English Composition I	3
MATH 101	Mathematical Reasoning I	3
COIC 101	Introduction to Computers	3
HEST 100	Health, Safety and Medical Law and Ethics	3
HEST 101	Medical Terminology	3
BIOT 106	Anatomy and Physiology	4
MEDA 201	Clinical Laboratory Procedures	4
MEDA 202	Examining Room Procedures	4
MEDA 203	Fundamentals of Pharmacology	3
MEDA 204	Medical Office Management	3
MEDA 205	Medical Assistant Externship	3
Total credits		36