

## **Diploma in Medical Assistant**

**Credits: 36**

### **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 Outcomes**

1. Manage and care for patients as individuals, recognizing and attending to their needs and demonstrating professional characteristics.
2. Perform a variety of clinical procedures in conjunction with and under the order of other clinical staff.
3. Execute administrative duties within the medical practice or other health care setting.
4. Demonstrate fluency with medical terminology in clinical and business settings.
5. Apply ethical, legal, and regulatory knowledge in all settings.

Program sequence will be available at the time of enrollment.

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



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### Curriculum

Course	Title	Credits	Prerequisites
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	BIOT 106, HEST 100, HEST 101 Co-requisite: MEDA 202
MEDA 202	Examining Room Procedures	4	BIOT 106, HEST 100, HEST 101 Co-req. MEDA 201
MEDA 203	Fundamentals of Pharmacology	3	Co-req. MEDA 204
MEDA 204	Medical Office Management	3	Co-req. MEDA 203
MEDA 205	Medical Assistant Externship	3	All courses
<b>Total Credits</b>		<b>36</b>	

**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 professional board licensing state and/or national certification requirements, including an exam, a background screening, and/or a drug test to obtain a license and practice the profession.
4. Graduation GPA: 2.00