

## Medical Assistant (MA), Diploma

The purpose of this program is to prepare the student as a multi-skilled medical assistant. This is done through the acquisition of the knowledge and skills that are necessary to work in clinical and administrative settings at hospitals, clinics, medical Labs, diagnostic centers, and doctor's offices. In addition, the program offers options for entry-level positions such as front office procedures, back office procedures, and back office procedures. Students will be able to apply for the American Registry for Medical Assistants (ARMA) registry.

### GRADUATION REQUIREMENTS (A MINIMUM OF 36 CREDITS)

#### General Education Requirements

<b>COMMUNICATIONS (6 CREDITS)</b>		Credit Hours
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communications	3
<b>COMPUTERS (4 CREDITS)</b>		
CGS 1030	Introduction to Information Technology	4
BSC 1081	Basic Anatomy and Physiology	3
HSC 1531C	Medical Terminology	3
HSC 1230L	Patient Care Procedures	2
MEA 1659C	Electronic Medical Records	3
MEA 2226C	Examining Room Procedures	3
MEA 2265C	Med. Lab. Procedure I	3
MEA 2266C	Med. Lab. Procedure II	3
MEA 2305C	Medical Office Procedures	3
MEA 2335C	Medical Insurance, Coding and Billing	3
<b>TOTAL</b>		<b>36</b>

BLS, OSHA, HIV, HIPPA seminars completion are required for graduation.

Students are required to complete 45 hours of clinical experience before graduation.

Medical Assistant students are required to wear uniforms at all times.

Attendance is mandatory for this program.

\*General Education Component (see page 219)

\*\*This course has prerequisites; check course descriptions.

Medical Assistant Classes could be offered in English and Spanish simultaneously.  
Completing a course or program in a language other than English may reduce employability where English is required.