

<b>Medical Assisting</b>		<u>Weeks</u>	<u>Hours</u>
1	<b><u>Adult Education and Digital Literacy Fundamentals</u></b> – Acquire knowledge and experience with computer literacy, business math, and language skills through independent work, group projects, and class presentations.	2	60
2	<b><u>Introduction to Medical Assisting</u></b> – Learn components of the medical field, legal and ethical standards required for certification.	2	60
3	<b><u>Electronic Medical Records</u></b> – Explore electronic medical records systems via a learning system that provides trainees with a realistic, hand-on experience for mastery of the modern medical office - from front office (administrative) skills to clinical skills to practice management skills (billing, coding, and insurance).	3	90
4	<b><u>Medical Terminology</u></b> – Learn the Language of Medicine and Healthcare. Understand the origin and the parts used to build medical words. Learn its use in patient care, medical history, diagnostic testing, treatment, billing and coding, and the charting process.	3	90
5	<b><u>Fundamentals of Clinical Medical Assisting</u></b> - Learn about infection control, doing patient assessments, patient education, nutrition and health promotion, vital signs, and assisting with the primary physical examination.	1	40
6	<b><u>Anatomy and Physiology</u></b> – Learn about the human body systems including hands-on skills pertaining to each system. Practice diagnostic procedures utilizing appropriate equipment required for diagnosing disorders within the body systems.	5	150
7	<b><u>Pharmacology and Medication Administration</u></b> – Learn about apothecary weights and measures; learn principles of proper drug administration.	4	120
8	<b><u>Clinical Procedure Evaluations</u></b> – Learn, practice and master clinical procedures including handling emergencies (CPR certification), vital signs and physical examinations, as well as, principles of universal precautions including aseptic functions, patient positioning and proper disposal of hazardous wastes.	4	120
9	<b><u>Success Skills</u></b> – Learn self-presentation, communication, relationship building, and employment skills through daily practice in a simulated workplace environment. Uses practical, hands-on curriculum integrated through a number of resources such as web-based applications, project-based education, group exercises, role playing scenarios and other materials as deemed necessary and relevant through industry standards.	3	90
10	<b><u>Career Coaching and Development</u></b> – Learn how to complete an employment portfolio focusing on the following items: job applications, resumes, references, cover and thank you letters. Develop a Personalized Career Strategy identifying future goals. Practice effective interviewing techniques in mock interviews.	3	90
<b>Total Course Weeks/Hours:</b>		30	910
<b><u>Supervised Externship</u></b> – Supervised work in an approved hospital, clinic, or similar environment.		4	160
		34	1070