Program Overview
Whether in a physician’s office, a clinic, or hospital-owned physician network, the Medical Assistant performs many services on the physician’s behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, and performing diagnostic procedures. The Medical Assistant is also responsible for the patient’s medical records and insurance forms as well as for scheduling appointments and maintaining medical records for the physician.

Program Objectives
Upon completion of the Medical Assistant program, the student will possess the knowledge and skills required in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, and administration of parenteral medications to function successfully in an entry-level position as a Medical Assistant in a clinic or a physician’s office.

Course List
CPSO1001* Career Path Success A
CPSO1002* Career Path Success B
CPSO1003* Career Path Success C
CPSO1004* Career Path Success D
CPSO1005* Career Path Success E
CPSO1006* Career Path Success F
MDCA1312 Medical Assisting A
MDCA1322 Medical Assisting B
MDCA1332 Medical Assisting C
MDCA1342 Medical Assisting D
MDCA1352 Medical Assisting E
MDCA1362 Medical Assisting F
MDCA1573 Externship

*These courses are offered online