
Medical Assistant Essentials

Objective: This program includes extensive instruction in medical terminology, medical office procedures, anatomy and physiology, basic healthcare math, as well as instruction in basic insurance knowledge and pharmacology. In addition to clinical procedures, qualified students participate in a 168-hour externship. Students completing this course are prepared for entry-level back office medical assisting positions in doctors' offices, hospitals (such as diagnostic testing and outpatient areas), health centers, and other medical institutions. Emphasis on vocational training is consistent with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

Expected Educational Outcomes: Upon completing the Medical Assistant Essentials program, students will have demonstrated:

1. The critical skills necessary to properly perform the various clinical duties using standard precautions (a set of guidelines set forth by OSHA).
2. Expanded focus regarding current medical issues such as laws, ethics, insurances, scope of practice, and electronic health records.
3. The important role and responsibilities of a medical assistant.
4. Readiness to sit for the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.

Diploma awarded upon successful completion of all graduation requirements.

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Empire College
Business – Law – Technology – Medical

Medical Assistant Essentials

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
CMN127B	Introduction to Word I	24	1.0	MDN250	Medical Office Procedures I	24	2.0
ENN100A	Business English IA - Grammar	24	2.0	MDN251	Medical Office Procedures II	24	2.0
ENN100B	Business English IB - Grammar	24	2.0	MDN255	Medical Assisting Certification Exam Preparation	24	1.0
ENN200A	Business English IIA - Punctuation	24	2.0	MDN301A	Diagnostic Coding I	24	2.0
ENN300A	Business Correspondence I	24	1.0	MDN305	Medical Insurance Plans	24	2.0
GBN101	Career Transitions	24	2.0	MDN308A	Introduction to the Paperless Medical Office	24	1.0
GBN200B	Human Relations II	24	2.0	MDN400B	Medical Career Preparation	24	1.0
MDN150	Anatomy and Physiology I	24	2.0	MDN401 *	Medical Externship	168	5.5
MDN151	Anatomy and Physiology II	24	2.0	RXN141A	Basic Health Care Math	24	2.0
MDN152	Anatomy and Physiology III	24	2.0	RXN175A	Principles of Pharmacology	24	2.0
MDN161A	Medical Terminology I	24	2.0		Total:	960	57.5
MDN161B	Medical Terminology II	24	2.0		Total Weeks/Quarters:	48/4	
MDN162A	Introduction to Medical Assisting I	24	1.0				
MDN162B	Introduction to Medical Assisting II	24	1.0				
MDN162C	Introduction to Medical Assisting III	24	1.0				
MDN163A	Injections and Surgical Assisting	24	2.0				
MDN163B	Injections and Surgical Assisting Skills Lab A	24	1.0				
MDN163C	Injections and Surgical Assisting Skills Lab B	24	1.0				
MDN164A	EKG and Capillary Puncture	24	2.0				
MDN164B	EKG and Capillary Puncture Skills Lab A	24	1.0				
MDN164C	EKG and Capillary Puncture Skills Lab B	24	1.0				
MDN166A	Phlebotomy and Urinalysis	24	2.0				
MDN166B	Phlebotomy and Urinalysis Skills Lab A	24	1.0				
MDN166C	Phlebotomy and Urinalysis Skills Lab B	24	1.0				

Keyboarding Speed Graduation Requirement:
30 NWPM

* See eligibility requirements under "Class Descriptions" in the Course Catalog.