



## Medical Assistant Program

### Associate in Specialized Business Degree Program

**Objective:** This sixteen-month program is designed to provide graduates with skills and knowledge necessary for entry-level medical assisting positions. This course highlights phlebotomy skills, injections, EKGs, and electronic records. The student will be prepared to function as a clinical and office professional for the physician, or obtain employment in hospital departments such as laboratory and EKG. They will also be prepared to work in such settings as clinics, physicians' offices, nursing homes, hospitals, and ancillary hospital departments.

Course #	Title	Theory	Lab	Externship	Credit
221	Principles of Electronic Health Records	25	50		3
202	Fundamentals of Medical Terminology and Anatomy I	50	25		4
208	Clinical Procedures I	25	50		3
GE102*	English	50	25		4
GE103*	Mathematics I	25	50		3
107	Microsoft Office Word I	25	50		3
203	Fundamentals of Medical Terminology and Anatomy II	50	25		4
209	Clinical Procedures II	25	50		3
211	Ancillary Services	25	50		3
GE401*	The Psychology of Personalities	50	25		4
210	Pathophysiology	50	25		4
212	Laboratory	25	50		3
213	Clinical Processes	25	50		3
216	Diagnostic and Procedural Coding	25	50		3
217	Insurance Procedures	25	50		3
201	Medical Office Procedures	25	50		3
222	Principles of Health Care Reimbursement	25	50		3
214	Office Procedures	25	50		3
215	Advanced Clinical Procedures	25	50		3
1000	Professional Skills Workshop	50	25		4
1001	Externship			100	2
<b>Totals</b>		<b>650</b>	<b>850</b>	<b>100</b>	<b>68</b>

\* General education courses are denoted with an asterisk.

*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

<b>4</b>	<b>Semesters</b>
<b>62.5</b>	<b>Weeks</b>
<b>68</b>	<b>Credits</b>

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/ma](http://www.dec.edu/ma)**

*Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.*