**Program Schedule**

**Medical Assistant**

The Medical Assistant program includes 377 classroom hours, 290 lab hours, and 240 hour externship hours to satisfy institutional requirement for 907 contact hours over 37 weeks.

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| **Session** | **Course** | **Classroom Hours** | **Lab Hours** | **Externship**  **Hours** | **Total Contact Hours** |
| Session 1: Computer Office Technology, Medical Terminology I  (6 weeks) This session is both classroom and lab intensive. | Microsoft Word | 24 | 14 |  | 38 |
| Microsoft Excel | 24 | 14 |  | 38 |
| Keyboarding | 24 | 14 |  | 38 |
| Medical Terminology I |  | 30 |  | 30 |
| **Total Hours** |  | **72** | **72** |  | **144** |
| Session 2: Medical Terminology II, Health Information Management  (10 weeks) This session is classroom intensive. | Medical Terminology II | 40 | 25 |  | 65 |
| Health Information Documentation | 40 | 25 |  | 65 |
| Electronic Health Records | 40 | 25 |  | 65 |
| **Total Hours** |  | **120** | **75** |  | **195** |
| Session 3: Clinical Competencies  (10 weeks) This session is both classroom and lab intensive, providing students with hands on clinical experience. | Infection Control | 30 | 20 |  | 50 |
| Vital Signs | 30 | 20 |  | 50 |
| Physical Examination | 30 | 20 |  | 50 |
| Phlebotomy | 30 | 20 |  | 50 |
| BLS/CPR Training | 5 |  |  | 5 |
| **Total** |  | **125** | **80** |  | **205** |
| Session 4: Career Readiness, Work-based Activities  (11 weeks) This session is classroom and lab intensive. It includes critical thinking and business/technical writing skills training. | Certification Preparation | 36 | 36 |  | 72 |
| Job Placement Assistance-  Critical Thinking/ Business/Technical Writing | 24 | 27 |  | 51 |
| Externship |  |  | 240 | 240 |
| **Total** |  | **60** | **63** | **240** | **363** |
| **Program Total** |  | **377** | **290** | **240** | **907** |