

# Medical Assistant

## DIPLOMA

*Help others while helping yourself.*

Are you looking to pursue a career in a growing field that allows you to assist others in need? Glen Oaks College offers training to help prepare you for an entry-level position as a Medical Assistant.

With continuing advances in medicine, the aging population continues to increase in size, creating more employment opportunities within the healthcare industry. In fact, Medical Assisting is one of the fastest growing occupation over the period 2012 - 2020.\*

The Medical Assistant Program provides hands-on training from professional instructors in a student-friendly environment. Through group discussions, lectures, and hands-on laboratory experience, our Medical Assistant program is designed to help you develop skills that will get you started in the job market and the industry



### Professional Responsibilities

- Professional Instructors
- Hands-on Training
- Career placement assistance
- Financial assistance for those who qualify



### GLEN OAKS COLLEGE

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Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Medical Assistants, on the Internet at <http://www.bls.gov/ooh/healthcare/medical-assistants.htm> (visited February 09, 2016).



## PROGRAM OBJECTIVES

The objective of the Medical Assistant program is to teach a wide variety of medical skills, both administrative and clinical. Graduates of the program have the skills and knowledge to pursue entry-level positions in physician offices, HMO facilities, clinics, urgent care, rehabilitation centers, and other allied healthcare facilities.

The Medical Assistant performs routine administrative and clinical tasks to keep healthcare settings running efficiently. Duties may include updating patient files, charting histories, arranging lab services, taking vital signs, administering injections, sterilizing medical instruments, and assisting physicians during examinations. Graduates from the eight-month program will generally perform their duties under the supervision of a physician, Physicians Assistant (P.A.), Nurse Practitioner (N.P.) or an RN in a medical office, HMO practice, clinics, or other medical facilities.

Upon successful completion of the program requirements, graduates will be awarded a diploma. Although Glen Oaks College will assist students with job placement, finding employment is the individual responsibility of the student. The College does not guarantee that any student will be placed in any of the jobs described or placed at all.



## CURRICULUM

Course Number	Course Name	Lec.	Lab	Ext.
<b>Module I</b>	Medical Terminology	60	20	
<b>Module II</b>	Introduction to Health Care	60	20	
<b>Module III</b>	Medical Office Administration	80		
<b>Module IV</b>	Clinical Medical Assisting Duties	40	40	
<b>Module V</b>	Medical Laboratory	40	40	
<b>Module VI</b>	Pharmacology	40	40	
<b>Module VII</b>	Electrocardiography and X Ray	40	40	
<b>Module VIII</b>	Externship			160
<b>Total</b>		<b>290</b>	<b>270</b>	<b>160</b>