Clinical Medical Assistant Program

Program Duration: 6 months

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| **Lessons** | **Suggested Study Schedule** |
| **Lesson 1: Introduction to Medical Assisting** | Week 1 |
| **Lesson 2: Patient History and Documentation** | Week 2 |
| **Lesson 3: Patient Vital Signs** | Week 3 |
| **Lesson 4: Physical Examination** | Week 4 |
| **Lesson 5: Phlebotomy** | Week 5 |
| **Lesson 6: Electrocardiography** | Week 6 |
| **Lesson 7: CLIA ’88 and Maintaining a Safe Environment** | Week 7 |
| **Lesson 8: Examination and Procedures—Integumentary and Neurologic Systems** | Week 8 |
| **Lesson 9: Examination and Procedures—Sensory System** | Week 9 |
| **Lesson 10: Examination and Procedures—Respiratory and Circulatory Systems** | Week 10 |
| **Lesson 11: Examination and Procedures—Digestive System** | Week 11 |
| **Lesson 12: Examination and Procedures—Urinary System** | Week 12 |
| **Lesson 13: Communication** | Week 13 |
| **Lesson 14: Medication Dosage and Administration** | Week 14 |
| **Lesson 15: Control of Infections** | Week 15 |
| **Lesson 16: Legal Considerations in Healthcare** | Week 16 |
| **Lesson 17: Ethical Considerations in Healthcare** | Week 17 |
| **Lesson 18: Assisting with Office/Ambulatory Surgery** | Week 18 |
| **Lesson 19: Maintaining a Safe Environment** | Week 19 |
| **Lesson 20: Laboratory Practices** | Week 20 |
| **Lesson 21: Urinalysis** | Week 21 |
| **Lesson 22: Specialty Laboratory Tests** | Week 22 |
| **Lesson 23: Office Administration** | Week 23 |
| **Lesson 24: Medical Records** | Week 24 |
| **Lesson 25: Medical Coding** | Week 25 |
| **Lesson 26: Human Resource Management** | Week 26 |

* The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
* Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
* We recommend students to follow the course sequence in the order listed above.