

Clinical Medical Assistant Program

Program Duration: 6 months

| 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.