

# MEDICAL ASSISTANT (EC)

Concordia University's Nationally Accredited Medical Assistant Program will train you for an exciting career in the healthcare field. Certified Medical Assistants are in high demand. The Medical Assistant profession is one of the fastest growing occupations in the country today. If you enjoy working with people, and are interested in healthcare, the CU Medical Assistant Program is a great place to start.

The three key skill areas of training include:

1. Clinical Procedures
2. Laboratory Procedures
3. Administrative Procedures

There are several other medical related courses and a liberal arts component, which will enhance your education.

The CU Medical Assistant program incorporates Christian Values and Ethics that are important in the healthcare field.

The CU Medical Assistant program is a Certificate program and has a daytime class track and an evening class track. Classes are offered at our Miller Park Way Center (West Milwaukee) utilizing an online blended format.

## Program Learning Outcomes

Upon successful completion of the Medical Assistant Program, you are awarded 42 semester hours of college credit and are eligible to take the American Association of Medical Assistants National Certification Exam to become a Certified Medical Assistant.

## Curriculum

Code	Title	Hours
MA 100	Interpersonal Communication	3
MA 107	Student Success Strategies	3
MA 106	Medical Terminology	1
MA 110	Psychology	3
MA 125	Computing for Health Care Professionals	1
MA 115	Math for Health Care Professionals	1
MA 130	Cardiopulmonary Resuscitation	1
MA 140	Medical Law and Ethics	3
MA 215	Endocrine, Urinary and Reproductive Systems	4
MA 225	Cardiovascular/Respiratory Systems	4
MA 235	Administrative Procedures	4
MA 245	Lymphatic, Digestive and Blood Systems	4
MA 255	Musculoskeletal, Skin, Nervous, and Sensory Systems	4
MA 300	Medical Assistant Practicum	3
REL 100	The Bible	3
<b>Total Hours</b>		<b>42</b>

## Admission Requirements

Applicants must be high school graduates or have earned an HSED or GED.

1. Meet with the Program Director for a personal interview.
2. Official transcripts from all post-secondary institutions attended must be sent directly to the extended campus at which you are enrolling. In cases where the student has less than 60 transferable credits, an official high school transcript or proof of GED must also be submitted. Students will be required to have a minimum cumulative GPA of 2.00 or above.
3. Submit an application and a \$60 non-refundable application fee.
4. Must be able to pass a background check prior to being placed at a practicum.

## Admission Decisions

The applicant will be sent an official acceptance letter after the Program Director receives the application, fee, and official transcripts.

1. Anyone who does not pass a background check may be admitted into the program but must sign a waiver that they are aware that they may have difficulty being placed at a practicum site.
2. Students may transfer up to 12 credits into the Medical Assistant program. The official transcripts and course descriptions need to be provided to the Program Director for approval.
3. The student is admitted as a conditional student whose admission and/or continuation in the program is contingent upon meeting certain conditions that are stipulated in the acceptance letter the student receives.
4. The student is denied admission\*

*\*If an applicant is denied and is eligible to appeal, they must write a letter to the director of admission stating their intentions and reasons for appealing the decision.*