

Medical Assistant • Certificate

Program Description

The Medical Assistant program teaches students to mainly work in the back office of a medical practice. Students will also learn basic front office duties. Students will be taught the clinical tasks of drawing blood, giving injections, performing lab tests, taking patient history's, and measuring vital signs. The organizational tasks include: scheduling appointments, code medical information, and financial bookkeeping.

The Medical Assistant program has a selective admissions process. The program application and requirements are available in HS 202 or at [Pueblo Community College Medical Assistant](#) from November 1 to May 1. All Health & Public Safety programs have essential functions to help you be successful in the program and career.

Note: You must undergo a background check and drug screen before we can officially admit you into the program. A felony, loss of license, administrative disciplinary proceeding for negligence, malpractice, recklessness, or willful or intentional misconduct may prohibit entrance into the program and/or eligibility to sit for licensure exams.

Total Program Credits – 40

Program Schedule

Semester/Total Credits	Course	Program Course Titles	Credits
Fall – 17	HPR 106	Law and Ethics for Health Professions	2
	HPR 178	Medical Terminology (2 credit) ¹	2
	MAP 110	Medical Office Administration	4
	MOT 125	Basic Medical Science I	3
	MOT 133	Basic Medical Science II	3
	MOT 135	Basic Medical Science III	3
Spring – 17	HPR 119	Computers in Health Care	2
	MAP 120	Medical Office Financial Management	4
	MAP 138	Medical Assisting Laboratory Skills	4
	MAP 140	Medical Assistant Clinical Skills	4
	MAP 150	Pharmacology for Medical Assistants	3
Summer – 6	HPR 108	Dietary Nutrition	1
	MAP 183	Medical Assistant Internship	4
	MAP 189	Review Medical Assistant National Exam	1

¹ Course may be taken prior to acceptance into program.

Graduation!!