Medical Assisting Program

In this entry-level course, Medical Assistants can gain the knowledge, skills, and competencies to prepare a student to become a Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), and Certified EKG Technician (CET). The 384 hour course includes topics: Critical Thinking, EKG, Medical Law & Ethics, Anatomy and Physiology, Medical Terminology, Administrative Procedures, Pharmacology and Administration of Medications, and Phlebotomy.

STUDENT REQUIREMENTS:
** THIS IS A SPECIAL ADMISSIONS PROGRAM**
STUDENTS MUST TURN IN AN APPLICATION TO THE CONTINUING EDUCATION OFFICE

- Minimum age 18 and no criminal convictions or probation
- Have no physical restrictions and be able to lift and move patients
- Competent communication skills (speaking, reading, & writing) / Instruction provided in English
- Current Shot Records as required by the Department of State Health Services at the time of enrollment
  MMR (2); Tetanus (<10 years); Varicella (2); and Hepatitis B Series (3)
- Copy of high school transcript (with graduation date), high school diploma, or GED scores
- Proof of CPR certification prior to program beginning
- ***Attendance is mandatory***
- Clinical: scrubs, shoes & watch (with a second hand) required when Clinical begins. Picture name tag; you will be notified in class when pictures will be taken and when Clinical will begin

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** IMPORTANT **
Medical Assisting Application, complete shot record, copy of social security card and state identification, and proof of high school completion must be turned in by Sept 4, 2025 by 5 pm.
Upon acceptance, Registration and FULL payment must be completed by Sept 11th by 5 pm.
Please call 940-696-8752 Ext. 3213 or 2210 for more information.

Student must complete a Medical Assisting Application and submit all required documents in order to be considered. Please pick up a paper Application for Medical Assisting from the Continuing Education Office. Below is a quick checklist to follow for possible acceptance of the Medical Assisting program:

1. Submit Completed Medical Assisting Packet before Deadline
2. Determine Financial Funding
3. Complete the Medical Assistant Program Questionnaire
4. Turn in a copy of your driver's license or state-issued picture ID
5. Turn in proof of high school completion
6. Shot records with all current vaccinations
7. Write a 1-page essay on "Why I Want to be a Medical Assistant"
8. Copy of current CPR card for Healthcare Providers
9. Complete Policies and Liability form
10. Complete Confidentiality Agreement
11. Complete Statement of Student Responsibility

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2025 – 2026 Medical Assisting Program

CENTURY CITY CENTER						
Course ID	**Title**	**Days & Dates**	**Time**	**Location**	**Fees**	**Book**
LEAD1000-CEO01	Workforce Development with Critical Thinking	9/15/2025 - 10/10/2025	TBA	*Online*	$210	No Book Required
MDCA1005-CEO60	Medical Law & Ethics	10/13/2025 - 11/4/2025	TBA	*Online*	$240	Approx. $80
MDCA1009-CEH60	Anatomy & Physiology for MA	T TH 11/10/2025 - 12/18/2025	6:00PM-10:00PM	*Hybrid*	$360	Approx. $135
MDCA1013-CEO60	Medical Terminology	10/13/2025 - 11/6/2025	TBA	*Online*	$240	Approx. $130
MDCA1021-CEO60	Administrative Procedures	1/6/2026 - 2/10/2026	TBA	*Online*	$360	Approx. $100
PLAB1023-CE62	Phlebotomy	TH 1/6/2026 - 3/5/2026	6:00 PM-10:00 PM	*CCC*	$550	Approx. $35
ECRD1011-CEH60	Electrocardiography	T 2/16/2026 - 3/31/2026	6:00 PM-10:00 PM	*Hybrid*	$440	Approx. $50
MDCA1048-CEH60	Pharmacology & Administration of Medications	TH 3/16/2026 - 5/28/2026	6:00PM-10:00PM	*Hybrid*	$250	
MDCA1060-CE60	Clinical **Clinical will require 6 hours a week	M T W TH F S 4/6/2026 - 5/28/2026	TBA	*Clinical Site*	$633	

Program Cost:
TOTAL = Approximately $3,888
Cost Breakdown:
$3283 – Tuition
$530 – Books (Approximate cost before tax)
Approx. $75 – Scrubs

All courses must be completed in order to be eligible to sit for the Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), Certified EKG Technician (CET) exams.

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