



FAST TRACK CAREERS

Vernon College

VERNON • WICHITA FALLS

Continuing Education



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); TB
- 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

**** 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 Aug 31, 2026 by 5 pm.

Upon acceptance, Registration and FULL payment must be completed by Sept 9th 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



2026 – 2027 Medical Assisting Program

CENTURY CITY CENTER						
Course ID	Title	Days & Dates	Time	Location	Fees	Book
LEAD1000-CEO01	Workforce Development with Critical Thinking	9/14/2026 - 10/09/2026	TBA	Online	\$266	No Book Required
MDCA1005-CEO62	Medical Law & Ethics	10/12/2026 - 11/3/2026	TBA	Online	\$355	No Book Required
MDCA1013-CEO62	Medical Terminology	10/13/2026 - 11/5/2026	TBA	Online	\$360	No Book Required
MDCA1009-CEH62	Anatomy & Physiology for MA	T TH 11/9/2026 - 12/16/2026	6:00PM-10:00PM	Hybrid	\$480	No Book Required
MDCA1021-CEO62	Administrative Procedures	1/6/2027 - 2/10/2027	TBA	Online	\$360	No Book Required
PLAB1023-CE64	Phlebotomy	T TH 1/6/2027 - 3/3/2027	6:00 PM-10:00 PM	CCC	\$550	Approx. \$60
ECRD1011-CEH62	Electrocardiography	TH 2/15/2027 - 3/31/2027	6:00 PM-10:00 PM	Hybrid	\$440	Approx. \$45
MDCA1048-CEH62	Pharmacology & Administration of Medications	TH 3/15/2027 - 5/26/2027	6:00PM-10:00PM	Hybrid	\$250	
MDCA1060-CE62	Clinical **Clinical will require 6 hours a week	M T W T H F S 4/5/2027 - 5/26/2027	TBA	Clinical Site	\$633	

Program Cost:

TOTAL = Approximately \$3,874

Cost Breakdown:

\$3,694 – Tuition

\$105 – 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.