

**Plan of Study**  
**Continuing Education - Alamo Colleges**

<b>Student Name</b>		<b>Banner ID</b>		<b>Program</b>		<b>Campus(s) Specific</b>	
				Medical Assistant			
<b>Program Description</b>							
This program/course prepares you for the (CCMA) Certified Clinical Medical Assistant Certification. Medical Assistants perform routine clinical and administrative duties under the direct supervision of a physician or other healthcare professionals. They perform a variety of administrative duties including, but not limited to, taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, collecting and preparing lab specimens, and assisting other medical professionals during diagnostic examinations.							
<b>Sequence Variable</b>		<b>Notes:</b>					
<b>Completion Status</b>	<b>Course Title(s)</b>	<b>Rubric</b>	<b>Contact Hours</b>	<b>CRN</b>	<b>Prerequisite(s)</b>	<b>Grade Mode</b>	<b>Training Mode</b>
	CPR for Healthcare Providers	EMSP 1019	3			A,B,C,D, NR	Hybrid
	Basic Knowledge & Science	MDCA 1091	24			A,B,C,D, NR	Online
	Disease Control & Prevention	HPRS 1091	9		EMSP 1019	A,B,C,D, NR	Online
	Health & Wellness	HPRS 1007	9		HPRS 1091	A,B,C,D, NR	Online
	Pharmacology & Lab Procedures	MDCA 1091	9		HPRS1007	A,B,C,D, NR	Online
	Procedures in the Clinical Setting	MDCA 1017	108		MDCA 1091	A,B,C,D, NR	Online
	Medical Law & Ethics Overview	PBHL 1001	9		MDCA 1017	A,B,C,D, NR	Online
	Clinical Competency & Practical Application Ce	MDCA 1054	24		Successful completion of CPR and all content courses in the CCMA program.	A,B,C,D, NR	Hybrid
					Verification of a passing grade of all MA program courses, before award of certification voucher.	A,B,C,D, NR	
<b>Program Requirements</b>							
Possess proficiency in English (reading, writing, and speaking skills) You are at least eighteen (18) years of age Have a high school diploma or GED Must have access to computer/tablet and internet							
Background Check Drug Screen CPR/BLS Tuberculosis (TB) Test Results (within 1 yr.) Flu Meningitis MMR (Measles, Mumps, Rubella) Hepatitis A 1st Hepatitis A 2nd Hepatitis B 1st Hepatitis B 2nd Hepatitis B 3rd Varicella 1st Varicella 2nd Tdap (Tetanus, Diphtheria, Pertussis)							
Students should review the CE Allied Health Requirements Checklist prior to entering.							

This form is an outline of courses required to complete the elected Continuing Education program.

	<b>Yes</b>	<b>No</b>
<b>CE to Credit pathway eligible:</b>	X	X
<b>Prior Learning Credit eligible:</b>		X

Reference the course syllabus; the syllabus provides an overview of the assignments and activities in a course. It is your guide to what to expect from the course and to your responsibilities as a student.

CE students have access to the ACES portal at <https://aces.alamo.edu>. ACES is your official access point to student resources and information.

All Alamo Colleges CE students are given a banner ID number and official Alamo Colleges e-mail; your Official Alamo College e-mail address will be the official form of communication between you and the college.

CE courses require a minimum of 80% attendance; some State Regulated courses require a specific number of hours to qualify for a certification from a credentialing body. Students are expected to attend class on the first day and throughout the program. Students may be dropped who do not attend the first class meeting or make contact with the instructor regarding the absence.

For fully online courses, an attendance verification activity is assigned and must be completed. For courses that are less than 3-days the student is expected to complete the attendance activity on or before the Census Date.

CE students may have the option to convert CEU's to academic credits for qualifying programs which may lead towards an academic certificate or associate's degree at any of the Alamo Colleges. A six-hour academic requirement must be met before the CEU's can be transferred into college credit.

The Alamo Colleges District's grading system is available in the Academic Standards section of the academic catalog on the left hand navigation bar. A grade of NR (Not Recorded) is posted on your transcript when your instructor has not assigned a final grade. To change a grade of NR, you should follow up with the instructor or, reach out to [dst-alamoCD@alamo.edu](mailto:dst-alamoCD@alamo.edu) for further guidance.