

Medical Assistants have versatile skills they can use in front office and clinical settings. They **help doctors and nurses care for patients** by performing routine procedures and also keep accurate notes and medical histories. Study medical assisting at Summit College and develop the confidence, skills and knowledge to succeed.



## MEDICAL ASSISTANT ADMINISTRATIVE & CLINICAL PROGRAM AT SUMMIT COLLEGE

### BENEFITS OF MEDICAL ASSISTANT TRAINING AT SUMMIT COLLEGE

- **Professional faculty focused on your success:** Your instructors have all done the job you're training for and use their experience to prepare you for real-world situations. You'll develop critical administrative and clinical skills through hands-on learning and will benefit from small class sizes.
- **Comprehensive curriculum:** Learn about phlebotomy and lab procedures, computer operations, body system functions, tool sterilization, EKGs, insurance claim processing and basic office procedures.

### WHERE SUMMIT MEDICAL ASSISTANT GRADS CAN WORK

- Hospitals and clinics
- Physicians' offices
- Rehabilitation facilities
- Nursing homes
- Military facilities

### CAREER OUTLOOK

Medical assistants can work in any type of healthcare facility, and they are in great demand. According to O\*NETOnLine, jobs for medical assistants are predicted to grow 11 percent or higher through 2028, which is much faster than other occupations.<sup>1</sup>

<sup>1</sup> <https://www.onetonline.org/link/summary/31-9092.00#WagesEmployment>

*"We have the best instructors who passionately share their knowledge and skills that create a very positive impact. The MA program and supportive and wonderful staff of the school are simply amazing. I am so thankful to have my Medical Assistant training at Summit College."*

— Helen,  
Summit College Student



### PROGRAM LOCATIONS:

**San Bernardino, CA**  
804 East Brier Drive  
San Bernardino, CA 92408  
855-970-4151

**El Cajon, CA**  
411 N. Marshall Ave.  
El Cajon, CA 92705  
855-970-4151

# MEDICAL ASSISTANT ADMINISTRATIVE & CLINICAL PROGRAM AT SUMMIT COLLEGE



## GET READY FOR AN IN-DEMAND MEDICAL ASSISTANT CAREER

You don't want to take shortcuts when it comes to caring for patients. That's why Summit prepares you with the knowledge and skills you need to take care of patients in any situation or any location. Because you'll be trained in a well-rounded program that focuses on you, you'll learn:

- Medical records procedures
- Skeletal systems' functions, structures and treatments
- Medical billing
- Anatomy and CPR
- Medical office bookkeeping
- Minor surgical procedures and protocols
- Patient rights
- Medical law and ethics
- Medical terminology
- MediSoft training

## PROGRAM MODULES

Course Number & Title	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		HOME WORK	TOTAL INSTRUCTIONAL HOURS	
	clock	credit	clock	credit	clock	credit	clock	clock	credit
MA3510.1 OB/GYN & Pediatrics	24	2	36	1.5		0	20.5	60	3.5
MA3510.2 Ethic & Law/The Medical Record	24	2	36	1.5		0	17	60	3.5
MA3520.1 Circulatory System/ Electrocardiogram/	24	2	36	1.5		0	16	60	3.5
MA3520.2 Microbiology/Minor Surgery Skills	24	2	36	1.5		0	14	60	3.5
MA3530.1 Musculoskeletal & Skin	24	2	36	1.5		0	8	60	3.5
MA3530.2 Basic Pharmacology & Nutrition	24	2	36	1.5		0	11.5	60	3.5
MA3540.1 Gerontology/ Vital Signs & CPE	24	2	36	1.5		0	18.5	60	3.5
MA3540.2 Medical Doc/Emergency Procedures	24	2	36	1.5		0	11.5	60	3.5
MA3550.1 Medical Insurance Coding/EHR	24	2	36	1.5		0	12	60	3.5
MA3550.2 Medical Assistant as a Professional/EMR	24	2	36	1.5		0	12	60	3.5
CD0110 Career Development	20	2	20	1		0	3	40	3
MA3500 Externship				0	160	5		160	5
<b>Totals</b>	<b>260</b>	<b>22</b>	<b>380</b>	<b>16</b>	<b>160</b>	<b>5</b>	<b>144</b>	<b>800</b>	<b>43</b>

\*Courses are currently offered in a format combining On-line distance learning and On-campus classes. \*Excludes Externship

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Call us at (888) 504-2552 or visit us online at [SummitCollege.edu](http://SummitCollege.edu)

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Summit College is Accredited by the Accrediting Council for Continuing Education & Training.

Summit College is CIMC, Rehab, WIOA, EDD approved. Summit College is eligible to train students utilizing the GI Bill®, Survivors' and Dependents' Educational Assistance Program (DEA/Chapter 35), Reserve Educational Assistance Program (REAP/Chapter 1607), Montgomery GI Bill® - Selected Reserve (MGIB-SR/Chapter 1606), Montgomery GI Bill® - Active Duty (MGIB-AD/Chapter 30), Post-9/11 GI Bill® (Chapter 33), Vocational Rehabilitation and Employment (VR&E) (Chapter 31). † Not all programs are approved for VA funding. Not all programs available at all campuses. Visit [www.summitcollege.edu/disclosures](http://www.summitcollege.edu/disclosures) for complete disclosures. †GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.