**GNPEC Program Outline Template**

You may want to use this guideline to present the total program to be delivered. In the case of a hybrid program, include the hours to be delivered online and in-person.

***Program Description***

This should be a brief summary of the program – may include goals, length, total time and credit.

*For example, “This Medical Assisting program is a 24-week program, including 96 hours lecture and lab time, plus 80 hours in clinical externship in a medical office. The externship must be completed by week 22 (MA 111) of the program. Students will be proficient in the competencies required for entrance to this career field.”*

***Program Outline***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course #/Title | Description | Lecture Hours | Lab Hours | Externship Hours | Total Clock Hours |
| MA 101 | Intro to Medical Assisting, Infection Control, Patient Intake and Vital Signs | 4 | 4 | 0 | 8 |
| MA 102 | Intro to Anatomy and Physiology | 4 | 4 | 0 | 8 |
| MA 103 | Neurology, Eye and Ear Care, Patient Scheduling and Telephone Technique | 4 | 4 | 0 | 8 |
| MA 104 | Orthopedic Medicine, Medication Admin and Pharmacology | 4 | 4 | 0 | 8 |
| MA 105 | Phlebotomy and Blood Analysis | 4 | 4 | 0 | 8 |
| MA 106 | Endocrinology, Pediatrics, Clinical Lab, Microbiology, Health Insurance and coding | 4 | 4 | 0 | 8 |
| MA 107 | Urinary System | 4 | 4 | 0 | 8 |
| MA 108 | Cardiopulmonary Procedures | 4 | 4 | 0 | 8 |
| MA 109 | Obstetrics and Gynecology, other medical specialties | 4 | 4 | 0 | 8 |
| MA 110 | Dermatology, Minor Office Surgery, EM | 4 | 4 | 0 | 8 |
| MA 111 | Basic Life Support Provider Certification | 4 | 4 | 0 | 8 |
| MA 112 | MA Certification Examination and Skills Assessment | 4 | 4 | 0 | 8 |
| MA 113 | Medical Assistant Externship | 0 | 0 | 40 | 40 |
| TOTAL HOURS |  | 48 | 48 | 40 | 136 |

August 2021