**Program SAMPLE Outline Template**

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

***Program Description***

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

*For example, “This Medical Assisting program is a #-week program, including # hours lecture and lab time, plus # hours in clinical externship in a medical office. The externship must be completed by week [# of weeks/course title] 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 | Fundamentals of Medical Assisting | 10 | 4 | 0 | 14 |
| MA 102  | Introduction to Psychology  | 10 | 4 | 0 | 14 |
| MA 103 | Medical Law & Ethics  | 10 | 4 | 0 | 14 |
| MA 104 | Anatomy & Physiology  | 20 | 8 | 0 | 28 |
| MA 105 | Medical Terminology | 15 | 5 | 0 | 20 |
| MA 106 | Disease Pathology  | 10 | 10 | 0 | 20 |
| MA 107  | Infection Control  | 10 | 10 | 0 | 20 |
| MA 108 | Applied Venipuncture | 20 | 20 | 0 | 40 |
| MA 109  | Principles of Pharmacology  | 10 | 4 | 0 | 14 |
| MA 110  | Applied Medical Surgical Care  | 10 | 20 | 0 | 30 |
| MA 111 | CPR/First AID/Safety/BLS | 10 | 4 | 0 | 14 |
| MA 112 | Medical Insurance Administration | 20 | 20 | 0 | 40 |
| MA 113 | Medical Administrative Procedures | 20 | 20 | 0 | 40 |
| MA 114 | EKG | 20 | 10 | 0 | 30 |
| MA 115 | Applied Laboratory Procedures  | 20 | 10 | 0 | 30 |
| MA 116  | Career Development | 4 | 0 | 0 | 4 |
| MA 117 | National Exam Seminar  | 4 | 0 | 0 | 4 |
| MA 118  | Practical Externship  | 0 | 0 | 160 | 160 |
| TOTAL HOURS |  | 223 | 153 | 160 | 536 |

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