



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)
- 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 October 2, 2024 by 5 pm.

Upon acceptance, Registration and FULL payment must be completed by October 21st 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

WWW.VERNONCOLLEGE.EDU

VERNON CAMPUS 4400 College Dr. • Vernon, TX 76384 • 940-552-6291 • CENTURY CITY CENTER 4105 Maplewood Ave. • Wichita Falls, TX 76308 • 940-696-8752



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2024 – 2025 Medical Assisting Program

CENTURY CITY CENTER						
Course ID	Title	Days & Dates	Time	Location	Fees	Book
LEAD1000	Workforce Development with Critical Thinking	10/29/24 – 11/22/24	TBA	Online	\$210	No Book Required
MDCA1005	Medical Law & Ethics	10/29/24 – 11/22/24	TBA	Online	\$240	Approx. \$80
MDCA1009	Anatomy & Physiology for MA	T TH 12/2/24 – 1/9/25	6:00PM-10:00PM	CCC	\$360	Approx. \$135
MDCA1013	Medical Terminology	12/2/24 – 1/9/25	TBA	Online	\$240	Approx. \$130
MDCA1021	Administrative Procedures	1/13/25 – 2/14/25	TBA	Online	\$360	Approx. \$100
PLAB1023	Phlebotomy	T TH 1/14/25 – 2/20/25	6:00 PM-10:00 PM	CCC	\$550	Approx. \$35
ECRD1011	Electrocardiography	T 2/24/25 – 4/8/25	6:00 PM-10:00 PM	CCC	\$440	Approx. \$50
MDCA1048	Pharmacology & Administration of Medications	TH 2/24/25 – 4/24/25	6:00PM-10:00PM	CCC	\$250	
MDCA1060	Clinical	M T W T H F S 4/14/25 – 5/8/25	TBA	Clinical Site	\$633	

Program Cost:

TOTAL = Approximately \$3,888

Cost Breakdown:

\$3283 – Tuition

\$530 – 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.