

# SKILLTRADE MEDICAL ASSISTANT ONLINE PROGRAM

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The Skilltrade Medical Assistant Hybrid Program prepares students for entry-level positions in various healthcare settings by combining online coursework with hands-on, in-person lab training that they will attend every-other week. The curriculum integrates core medical knowledge and practical clinical skills through advanced educational technologies, including interactive videos, interactive modules, virtual 3D simulations, and AI-driven immersive scenarios. In-person lab sessions provide students with the opportunity to practice and refine essential clinical skills under the guidance of experienced medical assistant professionals.

The program covers critical topics such as medical terminology, anatomy and physiology, infection control, pharmacology, clinical procedures, and administrative tasks. Students will learn how to perform key clinical duties, including taking vital signs, administering medications, performing phlebotomy, conducting EKGs, and assisting with specialty procedures. They will also develop competencies in medical office administration, such as electronic health records (EHR) management, medical billing and coding, and patient communication. Additionally, training in telehealth equips students to support modern healthcare delivery systems.

The hybrid format allows students to gain hands-on experience in simulated healthcare settings during in-person labs, where they will practice vital skills like injections, phlebotomy, and assisting with procedures, ensuring they are job-ready upon graduation. The program concludes with comprehensive Certified Clinical Medical Assistant (CCMA) certification exam preparation, including review modules, practice tests, and live practice scenarios.

Students will also complete career development training focused on professionalism, resume building, interview skills, and job search strategies. Upon completion of coursework and in-person lab training, students will take the CCMA exam. Graduates will be fully equipped to pursue entry-level positions in healthcare settings such as clinics, hospitals, and private practices.

Graduates of this program qualify for entry-level occupations in healthcare, even without prior postsecondary education or work experience. Specific job titles may include, but are not limited to:

- Certified Clinical Medical Assistant (CCMA)
- Medical Office Assistant
- Pediatric Medical Assistant
- Internal Medicine Assistant
- Dermatology Assistant
- Primary Care Assistant
- Ophthalmology Assistant
- OB/GYN Medical Assistant
- Urgent Care Medical Assistant
- Float Medical Assistant

## Program Clock Hours

440 Total Program Hours

- Online Coursework / Lecture Hours = 320 hours
- In-Person Labs = 40 hours
- Required Externship = 80 hours

## Program Length

20 weeks

## Delivery Method

Hybrid learning; all lecture/theory clock hours for this program are delivered asynchronously online; labs and externship hours are completed in-person.

## Graduation Requirements / Program Award

Students who successfully complete all required components of the program, maintain a passing cumulative grade average of 70% or higher, and comply with attendance requirements will be issued a Certificate of Completion. The certificate is provided digitally via email upon program completion.

## CCMA Certification

As part of the program requirements, students must take the Certified Clinical Medical Assistant (CCMA) exam during the final week of the program. While passing the National Healthcareer Association (NHA) exam to earn the CCMA credential is not required to complete the program, it is highly regarded within the healthcare industry and can significantly enhance employability and career advancement opportunities.