

COURSES

MEDICAL ASSISTING

MED-110 Orientation to Medical Assisting

Lec 1 Lab 0 Clinic 0 Credit 1

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

Co-Requisites: None

Pre-Requisites: None

MED-114 Professional Interaction in Health Care

Lec 1 Lab 0 Clinic 0 Credit 1

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

Co-Requisites: None

Pre-Requisites: None

MED-116 Introduction to Anatomy & Physiology

Lec 3 Lab 2 Clinic 0 Credit 4

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

Co-Requisites: None

Pre-Requisites: None

MED-118 Medical Law and Ethics

Lec 2 Lab 0 Clinic 0 Credit 2

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

Co-Requisites: None

Pre-Requisites: None

MED-121 Medical Terminology I

Lec 3 Lab 0 Clinic 0 Credit 3

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Co-Requisites: None

Pre-Requisites: None

MED-122 Medical Terminology II

Lec 3 Lab 0 Clinic 0 Credit 3

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Co-Requisites: None

Pre-Requisites: MED-121

MED-130 Administrative Office Procedures I

Lec 1 Lab 2 Clinic 0 Credit 2

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

Co-Requisites: None

Pre-Requisites: None

MED-131 Administrative Office Procedures II**Lec 1 Lab 2 Clinic 0 Credit 2**

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

Co-Requisites: None**Pre-Requisites:** None**MED-140 Examining Room Procedures I****Lec 3 Lab 4 Clinic 0 Credit 5**

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

Co-Requisites: None**Pre-Requisites:** None**MED-150 Laboratory Procedures I****Lec 3 Lab 4 Clinic 0 Credit 5**

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

Co-Requisites: None**Pre-Requisites:** MED-140;**MED-240 Examining Room Procedures II****Lec 3 Lab 4 Clinic 0 Credit 5**

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

Co-Requisites: None**Pre-Requisites:** MED-140**MED-260 MED Clinical Practicum****Lec 0 Lab 0 Clinic 15 Credit 5**

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

Co-Requisites: None**Pre-Requisites:** None**MED-264 Medical Assisting Overview****Lec 2 Lab 0 Clinic 0 Credit 2**

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

Co-Requisites: MED-260**Pre-Requisites:** None**MED-270 Symptomatology****Lec 2 Lab 2 Clinic 0 Credit 3**

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

Co-Requisites: None**Pre-Requisites:** None**MED-272 Drug Therapy****Lec 3 Lab 0 Clinic 0 Credit 3**

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

Co-Requisites: None**Pre-Requisites:** None

MED-276 Patient Education**Lec 1 Lab 2 Clinic 0 Credit 2**

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

Co-Requisites: None**Pre-Requisites:** None