



**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