# Medical Assisting Medical Assisting

## MED-110 Orientation to Medical Assisting
**Class 1  Lab 0  Clinical 0  Work 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.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

## MED-118 Medical Law and Ethics
**Class 2  Lab 0  Clinical 0  Work 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.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

## MED-120 Survey of Medical Terminology
**Class 2  Lab 0  Clinical 0  Work 0  Credit 2**
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

## MED-121 Medical Terminology I
**Class 3  Lab 0  Clinical 0  Work 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.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

## MED-122 Medical Terminology II
**Class 3  Lab 0  Clinical 0  Work 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.

Minimum State Prerequisites: Take MED-121  
Minimum State Corequisites: None

## MED-130 Administrative Office Procedures I
**Class 1  Lab 2  Clinical 0  Work 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.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

## MED-131 Administrative Office Procedures II
**Class 1  Lab 2  Clinical 0  Work 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.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

## MED-135 Examining Room Procedures I
**Class 3  Lab 4  Clinical 0  Work 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.

Minimum State Prerequisites: None  
Minimum State Corequisites: None
MED-150 Laboratory Procedures I  
Class 3  Lab 4  Clinical 0  Work 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.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

MED-180 CPR Certification  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
This course provides the basic knowledge and skills necessary to perform infant, child, and adult CPR and to manage foreign body airway obstruction. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to perform the infant, child, and adult CPR.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

MED-230 Administrative Office Procedures III  
Class 1  Lab 2  Clinical 0  Work 0  Credit 2  
This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.  
Minimum State Prerequisites: Take MED-131  
Minimum State Corequisites: None  

MED-240 Examining Room Procedures II  
Class 3  Lab 4  Clinical 0  Work 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.  
Minimum State Prerequisites: Take MED-140  
Minimum State Corequisites: None  

MED-260 MED Clinical Practicum  
Class 0  Lab 0  Clinical 15  Work 0  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.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

MED-262 Clinical Perspectives  
Class 1  Lab 0  Clinical 0  Work 0  Credit 1  
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

MED-264 Medical Assisting Overview  
Class 2  Lab 0  Clinical 0  Work 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.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

MED-270 Symptomatology  
Class 2  Lab 2  Clinical 0  Work 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.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

MED-272 Drug Therapy  
Class 3  Lab 0  Clinical 0  Work 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.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None
**MED-274 Diet Therapy/Nutrition**

**Class 3   Lab 0   Clinical 0   Work 0   Credit 3**

This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**MED-276 Patient Education**

**Class 1   Lab 2   Clinical 0   Work 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.

Minimum State Prerequisites: None
Minimum State Corequisites: None