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## Medical Assistant Program

### Course Curriculum

**Semester 01** (Tuition: \$2,720)

| Course #  | Course Title                      | Credits |
|---|-----------------------------------|---------|
| 31-501-104  | Contemporary Healthcare Practices | 2       |
| Credits: 2    Lecture Hours: 72   |                                   |         |
| An introduction to contemporary healthcare practices for students interested in a career serving diverse healthcare communities. Learners explore the essential skills required for equitable and inclusive person-centered interactions. Learners examine various health communities, mindful practices, professionalism, problem solving, and patient confidentiality.  |                                   |         |
| 31-509-301  | Medical Asst Admin Procedures     | 2       |
| Credits: 2    Lecture Hours: 72   |                                   |         |
| Introduces medical assistant students to office management and business administration in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies. Students apply introductory medical coding skills and managed care terminology.                               |                                   |         |
| 31-509-302  | Human Body in Health & Disease    | 3       |
| Credits: 3    Lecture Hours: 108  |                                   |         |
| Focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis and prevention of common diseases.  |                                   |         |
| 31-509-303  | Medical Asst Lab Procedures 1     | 2       |
| Credits: 2    Lecture Hours: 36    Lab Hours: 36  |                                   |         |
| Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing. |                                   |         |
| 31-509-304  | Medical Asst Clin Procedures 1    | 4       |
| Credits: 4    Lecture Hours: 72    Lab Hours: 72  |                                   |         |
| Introduces medical assistant students to the clinical procedures performed in the medical office setting. Students perform basic examining room skills including screening, vital signs, patient history, minor surgery and patient preparation for routine and specialty exams in the ambulatory care setting.   |                                   |         |
| 10-501-101  | Medical Terminology * OR *        |         |
| Credits: 2    Lecture Hours: 54   |                                   |         |
| This course focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation.  |                                   |         |

Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

31-501-101 Medical Terminology 2

Credits: 2 Lecture Hours: 72

This course focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

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**Semester 02** (Tuition: \$2,370)

| <b>Course #</b> | <b>Course Title</b>           | <b>Credits</b> |
|-----------------|-------------------------------|----------------|
| 31-509-305      | Medical Asst Lab Procedures 2 | 2              |

Credits: 2 Lecture Hours: 36 Lab Hours: 36

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing.

Prerequisites: Medical Asst Lab Procedures 1 (31-509-303)

31-509-306 Medical Asst Clin Procedures 2 3

Credits: 3 Lecture Hours: 72 Lab Hours: 36

Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory care setting. Prerequisites: Medical Asst Lab Procedures 1 (31-509-303) and Medical Asst Clin Procedures 1 (31-509-304)

31-509-307 Med Office Insurance & Finance 2

Credits: 2 Lecture Hours: 72

Introduces medical assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties. Prerequisites: Medical Terminology (10-501-101) or Medical Terminology (31-501-101)

31-509-308 Pharm for Allied Health 2

Credits: 2 Lecture Hours: 72

Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems.

31-509-309 Medical Law, Ethics & Profession 2

Credits: 2 Lecture Hours: 72

Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

31-509-310 Medical Assistant Practicum 3

Credits: 3    Lecture Hours: 0    Occupational Hours: 216

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual patient care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. Corequisites: Med Asst Clin Procedures 2 (31-509-306)

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**Total Credits: 29**

**Estimated Total Tuition\*: \$5,090**

*Additional costs for physical, uniforms, and travel. For detailed costs, contact [Health Programs Support](#).*