

Medical Assistant

MA 111

Pharmacology I [RE] • 5.0 Credits

Provides a basic knowledge of pharmacology including the legal ethical issues, the terms and abbreviations, the involvement of governmental agencies, the role of the providers and allied health professional, reading, interpreting and documenting the medication orders; and the effects of medication and common drugs used with each body system including antineoplastics, analgesics, antipyretics, nutritional supplements, and alternative medicines and immunizations. **Prerequisite:** Acceptance into the Medical Assistant program at CBC.

MA 114

Human Body Structure, Function, and Diseases I [RE] • 4.0 Credits

Formerly MA 114, MRHI 114

This is the first of two structure and function classes introducing cellular function, organ systems of the body, the anatomy and physiology of the integumentary, skeletal, muscular, nervous, endocrine systems, and the senses. Common diseases related to each of these body systems is presented as well as pathology and expected medical treatment. \$10.72 per quarter malpractice insurance fee. **Prerequisite:** Completion of HSCI 147 with a 0.7 or higher and acceptance into the Medical Assistant program at CBC.

MA 115

Clinical Procedures Theory I [RE] • 4.0 Credits

This class provides a theoretical foundation in medical asepsis, infection control, vital signs, phlebotomy, cardiopulmonary procedures, colon procedures, introduction to the clinical laboratory, urinalysis, and a theoretical foundation for the gynecological exam, prenatal care, pediatric exams, and office emergencies. **Prerequisite:** Completion of MA 111, MA 114, and MA 140, all with a 0.7 or higher. This course to be taken concurrently with MA 116 (lab course).

MA 116

Clinical Procedures Lab I [RE] • 4.0 Credits

Formerly MA 116

This lab class provides for a practice in basic patient exam techniques, procedures, lab tests, and injections commonly performed in the physician's office or clinic. \$11.40 lab fee. **Prerequisite:** Completion of MA 111, MA 114, and MA 140, all with a 0.7 or higher. This course to be taken concurrently with MA 115 (theory course).

MA 140

Admin. Medical Assistant Office Procedures I [RE] • 5.0 Credits

This course defines the front office roles and responsibilities in a medical office. Major topics covered are a history of the medical assistant profession; written, verbal, and non-verbal communication; patient education; medical law and ethics, the medical record and introduction to the electronic medical record; and performing daily administrative office duties including: appointment scheduling, coordinating outpatient procedures, managing referrals for patients, and utilizing the computer and electronic medical record. \$11.40 lab fee. **Prerequisite:** Acceptance into the Medical Assistant program at CBC.

MA 141

Career Development for Medical Assistants [RE] • 2.0 Credits

This class covers professionalism in a medical office, successful job search, interview techniques, the importance of networking, and how to be successful on the job. **Prerequisite:** Completion of MA 115, MA 116, MA 211, and MA 214, all with a 0.7 or higher.

MA 211

Pharmacology II [RE] • 5.0 Credits

This is the second of two pharmacology classes. This class includes the administration of medication including: safety and quality assurance, enteral, percutaneous, and parenteral routes of medication; measurement, conversions of medications for administration, calculating dosages and solutions, and immunization schedules. **Prerequisite:** Completion of MA 111, MA 114, and MA 140, all with a 0.7 or higher.

MA 214

Human Body Structure, Function, and Diseases II [RE] • 4.0 Credits

Formerly MA 214, MRHI 214

This is the second of two body structure, function, and disease courses and includes: the circulatory system, lymphatic system and immunity, the respiratory system, the digestive system, nutrition and metabolism, the urinary system, fluid and electrolyte balance, acid-base balance, the reproductive system, genetics, growth and development, mental disorders, and disorders and conditions resulting from trauma. Common diseases are presented for each of these body systems as well as pathology and expected medical treatment. **Prerequisite:** Completion of MA 111, MA 114, and MA 140, all with a 0.7 or higher.

MA 215

Clinical Procedures Theory II [RE] • 4.0 Credits

This class provides a theoretical foundation in physical agents to promote tissue healing, radiology, sterilization and disinfection, minor office surgery, eye and ear assessment and procedures, the physical examination, hematology, blood chemistry and serology, and medical microbiology. **Prerequisite:** Completion of MA 115, MA 116, MA 211, and MA 214, all with a 0.7 or higher. This course to be taken concurrently with MA 216 (lab course).

MA 216

Clinical Procedures Lab II [RE] • 4.0 Credits

Formerly MA 216

This class provides for a practice in basic patient exam techniques, procedures, lab tests, and basic sterile techniques commonly performed in the provider's office or clinic. \$11.40 lab fee. **Prerequisite:** Completion of MA 115, MA 116, MA 211, and MA 214, all with a 0.7 or higher. This course to be taken concurrently with MA 215 (theory course).

MA 240

Admin. Medical Assistant Office Procedures II [RE] • 6.0 Credits

This course expands on front office roles and responsibilities of an Administrative Medical Assistant. Major topics covered include: patient account management, medical billing, medical banking services and procedures, management of practice finances, and the use of computers in the medical office including electronic medical record, and safety and emergency practices. **Prerequisite:** Completion of MA 115, MA 116, MA 211, and MA 214, all with a 0.7 or higher.

MA 241

Externship Seminar [RE] • 2.0 Credits

This course is to be taken concurrently with the externship for Medical Assistants. The seminar provides current information regarding workplace issues, technologies, and advancements in healthcare pertinent to the externship experience. Students engage in discussions based on their experiential learning opportunities within the externship. Grade is pass/no credit. **Prerequisite:** Successful completion of all other Medical Assistant courses with a GPA of 2.0 or better.

Medical Assistant

MA 242

Externship [RE] • 6.0 Credits

Formerly MA 242

This class provides an opportunity to apply the theory learned in the classroom setting to a healthcare setting through practical, hands-on experience. \$10.72 per quarter malpractice insurance fee. **Prerequisite:** Successful completion of all other Medical Assistant courses with a GPA of 2.0 or better.