

MA - MEDICAL ASSISTANT

MA110 Fundamentals for the Administrative Medical Assistant

Credits 3

Registration Requirement: WR090 or IECC201W; and MTH058 or MTH060; or placement above stated course levels. Students must be fluent in reading and writing English without the use of translation devices to ensure effective communication in patient care settings before starting the program. Co-requisite: BI100 or BI121 or BI231. Students who elect to take an Anatomy and Physiology course series as part of their program requirements must complete the full sequence prior to the end of the program in order to meet graduation eligibility. Recommended Requisite: BA131. Students must have foundational computer skills and be comfortable navigating digital systems before starting the program. Concurrent enrollment in MA112 is required. This course will introduce students to the administrative front office roles and responsibilities of the professional medical assistant working in an ambulatory healthcare setting. Emphasis will be placed on managing front office procedures, scope of practice, standards of care, and legal and ethical responsibilities, including the Patient's Bill of Rights and applicable Federal and State laws. Students will also engage in applied learning activities that reinforce the technical and administrative functions essential to front office operations.

Additional Course Fee: \$215.00

MA111 Communication Skills in Healthcare

Credits 3

Registration Requirement: Corequisites: MA210 & MA210L. This course supports the personal and professional growth of medical assistant students through the development of essential workplace and communication skills. Emphasis is placed on building effective verbal, nonverbal, and written communication within the ambulatory care setting, including interactions with patients, providers, and healthcare teams. Students will explore professional boundaries, medical law and ethics, and the impact of cultural, social, and religious diversity on health beliefs and practices. The course also prepares students for employment by guiding them through resume development, job applications, and interview preparation.

MA112 Introduction to Clinical Procedures

Credit 1

Registration Requirement: Co-requisite: MA110. This course provides an overview of the clinical responsibilities of a medical assistant in an ambulatory care setting. Students are introduced to foundational clinical practices, including the collection of vital signs, preparing patients for examinations, and sterilizing medical equipment. Emphasis is placed on infection control, blood-borne pathogens, and protective practices.

MA136 Medical Documentation

Credits 3

Registration Requirement: Co-requisites: MA110 & MA110L. This course covers the fundamentals of healthcare documentation as it pertains to the medical assistant. The course introduces students to the electronic health record (EHR) as a technology-based representation of healthcare data. The class covers the health record format, its use, and required information. Students examine the basics of healthcare information technology as required under the Health Information Technology for Economic and Clinical Health Act (HITECH), with emphasis on data security, privacy in health records, and the flow of healthcare documentation. Students navigate the EHR in a simulated lab.

MA140 Understanding Medical Insurance

Credits 3

Registration Requirement: Recommended BA131. WR090 or IECC201W; and MTH058 or MTH060; or placement above stated course levels. Co-requisites: MA110 & MA110L. Students in the Medical Assistant program are given an introduction to the dynamics of commercial, state and federal health plans. Special emphasis is given to terminology, health plan components and how these components impact the patient regarding medical services. Students investigate the components of medical insurance contracts used in a medical provider's office and how these details impact a patient's ability to receive care.

MA210 Fundamentals of the Clinical Medical Assistant

Credits 6

Registration Requirement: MA110 & MA110L. Concurrent requisite: MA210L.

This course introduces the student to the skills and responsibilities of the medical assistant in the back office of the clinic setting in the ambulatory care office. Emphasis is placed on safety and privacy, patient-care provider interaction, patient preparation and interventions, initial assessment and history gathering, managing diagnostic testing, agents in the infectious disease process, immunizations, documentation of procedures and results and communication with other members of the health care team. The rationale for clinical test will be covered with discussion of pathology of the related disease process and pharmacology used to treat different diseases.

MA210L Medical Assistant Clinical Procedures Lab

Credits 4

Registration Requirement: MA110 & MA110L. Concurrent requisite: MA210.

This course has the student apply and practice technical skills utilized by the medical assistant in the back office of the ambulatory clinic setting. Emphasis is placed on safety, privacy, patient-care provider interaction, vital signs, documenting, diagnostic laboratory test, phlebotomy techniques, specimen collections and management of emergency situations. The student will learn the routes for medication administration, vaccine selection, performing initial assessments and patient history gathering. Instruction includes High-Quality CPR single-rescuer and team basic life support skills in pre-hospital and in-facility environments. Successful completion leads to American Heart Association BLS for Healthcare Providers certificate.

Additional Course Fee: \$175.00

MA213 Medical Terminology for the Medical Assistant

Credits 2

Registration Requirement: Recommended requisite: BA131. WR090 or IECC201W; and MTH058 or MTH060; or placement above stated course levels. Co-requisites: MA110 & MA110L. This course is the study of medical terms and medical abbreviations associated with body systems and procedures that are used in the ambulatory health care setting.

MA214 Medical Assistant Clinical Practicum

Credits 7

Registration Requirement: Complete all previous required Medical Assistant program courses with a "C" or higher. This course is designed to provide the student the opportunity to apply, practice and formalize the knowledge and skills learned in the medical assistant lab and theory classes. The clinical experience will be in the ambulatory healthcare setting, facilitated by a medical assistant preceptor.

MA215 Review for Medical Assistant Certification Exam

Credits 2

Registration Requirement: MA210 & MA210L.

This course is intended to help prepare the Medical Assistant student for credentialing examination. Essential content and technical skills defined by the Medical Assisting Education Review Board will be reviewed and discussed.

Course fees are subject to change. Additional section fees (web, hybrid, etc.) may apply.

- ★ Course offered online
- 🌐 Cultural Literacy course