

# MEDICAL ASSISTING (MA)

## MA 004 Structure and Function of the Human Body 4 Units

Students will study basic human anatomy structures and physiology concepts related to each of the body systems. Correlating pathologies and therapies will be covered in relation to each of the body systems. This course is designed for, but is not limited to, students in Medical Assisting and Allied Health programs and not recommended for pre-med or nursing majors.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Completion of MATH 311 with a P grade or higher  
Advisory Level: Read: 4 Write: 4 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## MA 005 Medical Office Emergencies 2 Units

Students will acquire the knowledge and skills necessary to handle emergency procedures in medical offices including hospital settings. Students will learn to evaluate cardiac arrest and/or an obstructed airway, and safely perform Cardiopulmonary Resuscitation (CPR) intervention. Students will obtain the knowledge to disseminate information to various regulatory emergency agencies. Upon successful completion, students will earn CPR certification.

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L  
Prerequisite: MA 006 with a C or better  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## MA 006 Introduction to Medical Assisting 3 Units

Students will acquire knowledge of the administrative and clinical medical assistant's scope of practice in a medical office setting or outpatient facility. The study of health and disease, medical ethics and legal aspects of medical assisting will also be examined.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: 2  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## MA 007 Medical Front Office Procedures 3 Units

Students will gain the knowledge and skills necessary to perform the duties of a Front Office/Medical Records Assistant. Topics will include the use of medical office technology, prioritization and delegation of tasks, medical scheduling, reports and records management, and related legal and ethical issues. Various forms of communication with patients, physicians, and staff in medical office settings or health care facilities will be explored.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: 3  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## MA 008 Medical Office Financial Procedures 3 Units

Students will gain the knowledge and skills necessary to perform medical office financial procedures. Topics will include credits and collections, bookkeeping, medical insurance, payroll, and banking procedures in medical office settings or health care facilities.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: 3  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## MA 009 Electronic Health Records and Medical Billing 3 Units

Students will gain the knowledge and skills necessary to develop and maintain electronic health records using a variety of computerized software systems. Students will also acquire the knowledge and ability to prepare and submit medical billing for a variety of private and government-sponsored health insurance plans.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Students should have basic computer/software utilization abilities  
Advisory Level: Read: 3 Write: 3 Math: 2  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## MA 011 Medical Coding 2 Units

Students will acquire basic knowledge of the functions of coding used in the medical field. Students will learn to interpret and locate codes in the CPT (Current Procedural Terminology) manual and ICD-10-CM (International Classification of Diseases-10-Clinical Modifiers) manual.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L  
Prerequisite: HSCI 008 and (BIOL 071 or BIOL 020 or MA 004), all with C or better  
Advisory Level: Read: 3 Write: 3 Math: 2  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## MA 012 Medical Assisting Administrative Practicum Experience 4 Units

Students will acquire medical front office administrative experience under the supervision of a licensed healthcare professional in a board-certified medical office setting or outpatient facility. Students will also gain competencies in professional communication and patient instruction within the legal boundaries of a practicing Medical Assistant in the State of California. Students will be required to complete a minimum of 160 hours of unpaid medical office experience.

Lecture Hours: 0.5 Lab Hours: 10.5 Repeatable: No Grading: L  
Prerequisite: MA 005 and MA 006 and MA 007 and MA 008 and MA 009 and MA 011; all with C or better  
Advisory Level: Read: 3 Write: 3 Math: 3  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**MA 020 Physical Examination Procedures 3 Units**

Students will demonstrate a variety of clinical tasks in the medical assisting field by becoming active participants in the learner-centered environment. Skill competencies include preparing the exam room, obtaining patient medical histories, taking vital signs, assisting with physical examinations, instruments for examination, nutritional education planning, orthopedic bracing/casting, performing electrocardiograms, handling medical emergencies, pulmonary function testing, physical therapy, and explore the principles of radiology.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L  
Prerequisite: MA 006 and HSCI 008 and (BIOL 071 or BIOL 020 or MA 004) all with C or better  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**MA 021 Medical Office Laboratory Procedures 3 Units**

Students will learn to execute and evaluate typical laboratory Clinical Laboratory Improvement Amendment Act (CLIA)-waived tests performed in a medical office or general lab setting by becoming active participants in a learner-centered environment. Specimen collection and handling, laboratory safety, analysis techniques, quality assurance and control, and the interpretation of normal and abnormal lab values are emphasized. Students will also acquire phlebotomy skills.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L  
Prerequisite: MA 006 and HSCI 008 and (BIOL 071 or BIOL 020 or MA 004) all with C or better  
Advisory Level: Read: 3 Write: 3 Math: 3  
Transfer Status: CSU Degree Applicable: AA/AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**MA 022 Medical Asepsis and Surgical Procedures 3 Units**

Students will study the theory and practice involved in assisting with minor office surgeries and wound care by becoming active participants in a learner-centered environment. This course also includes instrument sterilization procedures, sterile technique, and sterile field protocols.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L  
Prerequisite: MA 006 and HSCI 008 and (BIOL 071 or BIOL 020 or MA 004), all with C or better  
Advisory Level: Read: 3 Write: 3 Math: 3  
Transfer Status: CSU Degree Applicable: AA/AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**MA 023 Medication Administration for Medical Assistants 3 Units**

Students will study the theory and practice of oral, topical, and parenteral medication administration. Students will learn injection safety, techniques, and site selection in a learner-centered environment. Medication dosage calculations are emphasized as well as the handling of possible medication side effects and emergencies pertaining to medication administration.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L  
Prerequisite: MA 006 and HSCI 008 and (BIOL 071 or BIOL 020 or MA 004) all with C or better  
Advisory Level: Read: 3 Write: 3 Math: 3  
Transfer Status: CSU Degree Applicable: AA/AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**MA 024 Medical Assisting Clinical Practicum Experience 4 Units**

Students will acquire medical back office clinical experience under the supervision of a licensed healthcare professional in a board-certified medical office setting or outpatient facility. Students will also gain competencies in professional communication and patient instruction within the legal boundaries of a practicing Medical Assistant in the State of California. Students will be required to complete a minimum of 160 hours of unpaid medical office experience.

Lecture Hours: 0.5 Lab Hours: 10.5 Repeatable: No Grading: L  
Prerequisite: MA 005 and MA 020 and MA 021 and MA 022 and MA 023; all with C or better  
Advisory Level: Read: 3 Write: 3 Math: 3  
Transfer Status: CSU Degree Applicable: AA/AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**MA 500A Fundamentals of Medical Terminology I 0 Units**

Students will define, build, and analyze terms as well as develop a vocabulary of combining forms, prefixes, and suffixes. They develop the ability to pronounce and spell terms correctly and use to them in an appropriate context. This is the first course exposing students to the language of Medicine. It is highly recommended that students successfully complete this course before taking MA 500B. Open entry/Open exit.

Lecture Hours: 1 Lab Hours: None Repeatable: Yes Grading: N  
Advisory Level: Read: None Write: None Math: None  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**MA 500B Fundamentals of Medical Terminology II 0 Units**

Students will learn medical terminology as it relates to each body system. Students learn medical terms and their abbreviations for organs, diseases, symptoms, and for diagnostic, treatment and surgical procedures. This is the second course exposing students to the language of Medicine. It is highly recommended that students successfully complete MA 500A before taking MA 500B. Open entry/Open exit.

Lecture Hours: 2 Lab Hours: None Repeatable: Yes Grading: N  
Advisory Level: Read: None Write: None Math: None  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**MA 501 Introduction to Healthcare Professions 0 Units**

Students will explore a variety of health-related disciplines, learn associated entry-level skills, and compare the educational and credentialing requirements, as well as job opportunities of various careers within health care. Professional behavior, effective communication, and time management skills related to health care will also be examined with emphasis on ethics and cultural competence. This course exposes students to various aspects of the health care field. Open Entry/Open Exit.

Lecture Hours: 3 Lab Hours: None Repeatable: Yes Grading: N  
 Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NC  
 For General Education (GE) information, please refer to assist.org  
 (<https://assist.org>) or consult a counselor.

**MA 502 Fundamentals of Health Navigation 0 Units**

Students will learn the competencies expected as part of health navigation education. This course will provide an overview of health navigation including health services delivery and health insurance, care of the individual, and accessing and analyzing health information competencies.

Lecture Hours: 3 Lab Hours: None Repeatable: Yes Grading: N  
 Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NC  
 For General Education (GE) information, please refer to assist.org  
 (<https://assist.org>) or consult a counselor.

**MA 503 Medical Law and Ethics 0 Units**

Students will explore the legal, policy and ethical issues encountered by healthcare professionals in the evolving healthcare system. Students will examine the essentials of pertinent laws and the ethical demands of healthcare professions. Topics include government regulation of healthcare providers, patient consent to and refusal of treatment, human reproductions issues, privacy and confidentiality, mental health issues, and health information management.

Lecture Hours: 1 Lab Hours: None Repeatable: Yes Grading: N  
 Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NC  
 For General Education (GE) information, please refer to assist.org  
 (<https://assist.org>) or consult a counselor.

**MA 504 Introduction to Health and Wellness 0 Units**

Students will learn the information they need to understand and implement the basic principles of physical, mental, and spiritual wellness including preventive healthcare, staying healthy and risk factors that may cause disease. From stress management and emotional health, to overall well-being, health related attitudes and belief plus individual health behaviors will also be explored.

Lecture Hours: 3 Lab Hours: None Repeatable: Yes Grading: N  
 Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NC  
 For General Education (GE) information, please refer to assist.org  
 (<https://assist.org>) or consult a counselor.

**MA 505 Professionalism in Healthcare 0 Units**

Students will learn the common professional standards that all health care workers need to provide excellent care and service to their patients. Crucial soft skills: work ethic, character, relationships, teamwork, communication and etiquette, honesty, cultural competence, personal image, and personal health and wellness will be explored in this course.

Lecture Hours: 1 Lab Hours: None Repeatable: Yes Grading: N  
 Advisory Level: Read: None Write: None Math: None  
 Transfer Status: None Degree Applicable: NC  
 For General Education (GE) information, please refer to assist.org  
 (<https://assist.org>) or consult a counselor.