

**MDA****MDA 114      Medical      Office  
Procedures I      3.0  
UNITS**

This course begins the administrative portion of the medical assisting curriculum. It is a study of the techniques associated with patient reception, appointment scheduling, processing mail, management of telephone calls, medical record keeping, maintenance of medical office files, composing and processing medical correspondence. Course is offered only once during the academic year.

**MDA 211      Clinical      Office  
Procedures II      3.0  
UNITS**

This course is a continuation of COP I. Practical experience is provided in the following: minor office surgery, administration of medications, venipuncture, ECG, asepsis, examinations and procedures in specialties, first aid and CPR. Course is offered only once during the academic year.

**MDA 214      Medical      Office  
Procedures II      3.0  
UNITS**

This course continues the study of the administrative aspects of a medical practice, beginning with professional fees and credit arrangements to an overview of management responsibilities. CPT-4 and ICD9 CM coding will be introduced and the student will code insurance forms. Course is offered only once during the academic year.

**MDA 223      Typing and Medical  
Machine      3.0  
Transcription      UNITS**

The course focuses on the mastery of the typewriter, PC, dictaphone, and care and operation of the equipment. Correct English usage, business letter forms, and the transcription of recorded medical dictation in appropriate report form are stressed. Emphasis is placed on the development of accuracy and speed to meet the special requirements of the medical field.

**MDA 224      Pharmacology      3.0  
UNITS**

This course is an introduction to drugs and drug therapy, including sources of drugs, dosage forms, drug legislation, principles of drug action and pharmacokinetic factors in drug therapy, drug interactions and incompatibilities. Major drug classifications are identified and studied according to physiologic action and/or body system affected. Course is offered only once during the academic year.

**MDA 231      Medical      Assisting  
Externship      4.0 UNITS**

Students are placed in the offices of participating physicians, HMOs, or clinics for a minimum of 200 hours of practical experience in medical assisting during the health care facility's regular hours of operation. They perform the duties of a medical assistant under the direction and supervision of the physician and those health care providers employed in the practice. Students also gain insight into the operation of a medical office. Students are supervised and evaluated by both the site supervisor and the faculty member assigned to the externship program. All prerequisite courses must be completed with a grade-point average of 2.0 before the student is permitted to begin the externship.

**MDA 106      Medical  
Terminology      3.0  
UNITS**

This is a basic course in the development of the medical vocabulary commonly used in medical practice. Emphasis is placed on the study of prefixes, suffixes, root words, and combining forms. Physiologic and anatomic terms referring to human tissues and organ systems are introduced. Emphasis is also placed on building the professional vocabulary required of a career in a health care facility.

**MDA 113      Clinical      Office  
Procedures I      3.0  
UNITS**

An introduction to the clinical aspects of medical assisting. Practical experience is provided in the following areas: vital signs, positioning and draping, assisting with examinations, sterilization, asepsis, dressing wounds, recording health history, nutritional needs. Course is offered only once during the academic year.