

St. Joseph School of Nursing
Medical Assisting Program Course Descriptions

General Education Course Descriptions

FYS 100 - FIRST YEAR SEMINAR

15 Hours Theory
Credits: 0

This course is designed for beginning medical assisting students during their first semester of enrollment. The focus of this course will be on the cultivation of skills and behaviors necessary for both college and career success. Course topics include study strategies and skills, college survival, communication, engagement, technology, information literacy and 21st century skills with an emphasis on habits of the mind. This is a mandatory, no credit, no fee course.

BIO 101 - ANATOMY AND PHYSIOLOGY I

45 Hours Theory
30 Hours Laboratory
90 Hours Self-Directed Study
Credits: 4.00

Anatomy and Physiology I forms the foundation for course work in the health-related professions. The course presents fundamental information and concepts needed by students in health-related professions. This course is presented as a foundation for all other nursing courses. Before one can understand illness or alteration from normal (pathology), it is necessary to understand the normal function of the body. This course will study the following aspects of human anatomy and physiology: organization of the human body, chemistry, cellular organization, histology, integumentary system, articulations, skeletal system, muscular system, and nervous system.

BIO 102 - ANATOMY AND PHYSIOLOGY II

Prerequisite: Anatomy and Physiology I
45 Hours Theory
30 Hours Laboratory
90 Hours Self-Directed Study
Credits: 4.00

Anatomy and Physiology II continues the foundation work covered in Anatomy and Physiology I. This course presents fundamental information and concepts needed by students in health-related professions. It is presented as a foundation for all other nursing courses. Before one can understand illness or alteration from normal (pathology), it is necessary to understand the normal function of the body. This course will continue to study the following aspects of human anatomy and physiology: endocrine system, cardiovascular system, respiratory system, digestive system, urinary system, reproductive system, development and inheritance.

ENG 101 - ENGLISH COMPOSITION I

45 Hours Theory
90 Hours Self-Directed Study
Credits: 3.00

English I is designed to provide the student with a foundation in higher education reading and writing. The student will be required to read critically from a variety of sources and, in both class discussion and individual writing, analyze these readings for their merit and technique. The student will be required to demonstrate the ability to analyze literature through intensive exploration of an assigned topic culminating in a 5-7 page, APA formatted research essay. This will require the student to organize and develop valid ideas that, through revision and editing, will be presented in a scholarly and professional manner. The final goals of English I are for students to understand both the correlation between writing and all other disciplines and the fact that the clear communication of one's thoughts to others is crucial to any scholarly endeavor.

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PSY 101 - PSYCHOLOGY

45 Hours Theory
90 Hours Self-Directed Study
Credits: 3.00

This course will provide the student with a general overview of Psychology. Mental processes including both normal and abnormal will be reviewed and discussed. A review of the developing person is presented as well as an overview of the biological basis of behavior. Several theories of personality development are discussed and the impact of socialization is emphasized. How stress affects a person's pattern of behavior is discussed. The student is asked to identify and evaluate coping behaviors and employ the problem solving process in dealing with stress and conflict. Psychological disorders are identified as well as current modes of therapy.

PSY 201 - LIFESPAN DEVELOPMENT

45 Hours Theory
90 Hours Self-Directed Study
Credits: 3.00

Life Span Development explores the individual in terms of their bio-psycho-social-spiritual and cultural development, from conception to death. Normal patterns of growth and development, as described by several theorists, will be discussed as a frame of reference. The course focuses on how history, environment, and change influence human development. The student will gain insight into his/ her individual development and that of others in comparison to the theoretical developmental stages. The course discusses the evolution of the family unit in society today and the roles of family members when confronted with illness or death. This course will prepare the student to recognize the specific needs of each individual in relation to their age so that they can be a supportive member of the health care team.

Medical Assisting Course Descriptions

MA 101 MEDICAL ASSISTING

Prerequisite : n/a
45 Hours Theory
60 hours Laboratory
90 Hours self-directed study.
Credit: 5

This course will provide an introduction to the field of medical assisting and the healthcare team. It will explore the role of the medical assistant, including professionalism, duties, responsibilities, and medical specialties. These concepts will be integrated into the classroom and laboratory settings. Classroom laboratory will provide the opportunity for students to complete exercises related to medical assisting entry level competencies per MAERB standards.

MT 101 Medical Terminology

Prerequisite :
45 Hours Theory
90 Hours self-directed study.
Credit: 3

The study of medical terminology introduces students to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a systems-approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, common abbreviations applicable to each system will be interpreted.

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MH 101 MATH FOR HEALTH

Prerequisite : appropriate score on the Mathematics Placement Test

30 Hours Theory

60 Hours self-directed study.

Credit: 2

Course covers common Mathematics requirements for Allied Health Sciences. It includes a brief review of fractions, decimals, percents and ratio, the International System of Measurement (Metric); apothecary and household systems, system conversions and reading and calculating medication doses. Technology incorporated when appropriate.

MK 101 INTRODUCTION TO WORD PROCESSING AND KEYBOARDING

Prerequisite :

30 Hours Theory

60 Hours self-directed study.

Credit: 2

Keyboarding is an essential skill for both school and work. Students will learn to touch type using a personal computer. Keyboarding speed and accuracy are emphasized. Learn to use a popular word processing program while formatting business correspondence, basic reports, and simple tables. No computer experience necessary. Additional content may include graphic design, internet, webpage production and presentations.

MA 102 ADMINISTRATIVE MEDICAL ASSISTING

Prerequisite : MA 101; MT 101; MK 101

45 Hours Theory

60 hours Laboratory

45 Hours clinical

90 Hours self-directed study

Credit: 6

This is the core course for administrative office skills. Students will learn the scope and functions of the medical assistant administrative role in the medical practice. Topics in the course include patient scheduling, management of medical records, medical insurance and coding, and billing and collections. These concepts will be integrated into the classroom, clinical and laboratory settings. Classroom laboratory will provide the opportunity for students to complete exercises related to administrative medical assisting entry level competencies per MAERB standards. Clinical will provide the opportunity for students to complete hands-on medical assisting duties in a real-world setting per MAERB standards. Classroom laboratory will provide the opportunity for students to complete exercises related to medical assisting entry level competencies per MAERB standards.

EH 101 EHR with Epic Training

Prerequisite : MA 101; MT 101; MK 101

15 Hours Theory

30 Hours self-directed study

Credit: 1

The course will explore the legal aspects of insurance billing, ICD-9-CM coding, HCPCS coding, various medical claims forms, Electronic Data Interchange (EDI), Managed Care, Blue Cross/Blue Shield, Medicare, Medicaid, and Workers' Compensation. A billing simulation will be completed a final evaluation.

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ME 201 Medical Ethics and Law

Prerequisite :
45 Hours Theory
90 Hours self-directed study.
Credit: 3

This course presents for discussion, legal and ethical issues arising from the organization and delivery of health care services. Topics include contracts, torts, business law; medical recordkeeping and retention; physicians' public duties; licensure, certification and regulation of health professionals; consent for treatment; and exploration of issues arising from various bioethical topics.

MA 201 Clinical Procedures I

Prerequisite : MA 101; BIO 101; MH 101; MT 101;MK 101; MA 102; BIO 102; EH 101; ME 201
60 Hours Theory
30 Hours Laboratory
90 Hours Clinical
120 Hours self-directed study.
Credit: 7

This course begins as an introductory course and continues into preparing the student for Medical Assisting with some basic skills. The student will receive an introductory look at the profession to include managing the clinical environment, learning communication and patient teaching skills, and taking health history and vital signs. Students will continue by learning infection control, safety, sterilization, instrument preparation, the process of a general patient exam, minor office surgery, emergencies, first aid, CPR, phlebotomy and the administration of medications. These concepts will be integrated into the classroom, clinical and laboratory settings. Classroom laboratory will provide the opportunity for students to complete exercises related to administrative medical assisting entry level competencies per MAERB standards. Clinical will provide the opportunity for students to complete hands-on clinical medical assisting duties in local physicians' offices or hospitals setting per MAERB standards. Classroom laboratory will provide the opportunity for students to complete exercises related to medical assisting entry level competencies per MAERB standards.

NH 101 NUTRITION

45 Hours Theory
90 Hours self-directed study.
Credit: 3

This course introduces the basic concepts of nutrition. The content includes: the functions of the major nutrients (carbohydrates, lipids, proteins, vitamins and minerals) and food sources of each. The principles of diet evaluation, nutritional assessment, energy balance, weight control, nutrition and fitness, and how food choices can enhance health, athletic performance, and reduce the risk of chronic disease are emphasized. Selected topics in protein quality, vegetarian diets, eating disorders, and food safety are explored

MA 202 Clinical Procedures II

Prerequisite : MA 101; BIO 101; MH 101; MT 101;MK 101; MA 102; BIO 102; EH 101; ME 201; MA 201 BIO 102
60 Hours Theory
30 Hours Laboratory
180 Hours Clinical
120 Hours self-directed study.
Credit: 9

This course will continue presenting clinical skills needed for the medical assistant in a medical setting. During this course the student will learn basic laboratory testing procedures. A basic treatment of

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microbiology, urology, and diagnostic imaging will be presented. The student will also be introduced to the different specialties of a medical practice: Gynecology, Obstetrics, Pediatrics, Neurology, Psychiatry, Orthopedics, Rehabilitation, Cardiology, Pulmonology, Gastroenterology, Dermatology, Ophthalmology, Otolaryngology, Endocrinology, Oncology, Immunology and Allergy. These concepts will be integrated into the classroom, clinical and laboratory settings. Classroom laboratory will provide the opportunity for students to complete exercises related to administrative medical assisting entry level competencies per MAERB standards. Clinical will provide the opportunity for students to complete hands-on medical assisting duties in a real-world setting per MAERB standards. Classroom laboratory will provide the opportunity for students to complete exercises related to medical assisting entry level competencies per MAERB standards.

PM 101 Pharmacology for Medical Assistants

Prerequisite : MH 101

45 Hours Theory

90 Hours self-directed study.

Credit: 3

This course will cover basic pharmacological concepts. Major drug categories will be covered as they relate to the different body systems. The general principles of drug action, absorption, metabolism and excretion, as well as methods of administration, will be presented. The course covers a review of mathematical skills required to calculate drug dosages. Emphasis is on the safe preparation and administration of medications to patients of various age groups. Simulated problems and case scenarios are based upon situations that the allied health professional may encounter in a general medical office or clinic setting. Students must have an understanding of basic mathematical processes in order to perform practice problems with accuracy.

TH 201 Transcultural Health Care

Prerequisite :

45 Hours Theory

90 Hours self-directed study.

Credit: 3

This course explores the importance of transcultural competencies as standards of care in health service organizations. The long-term goal of cultural competency in health care delivery is to decrease disparities in health outcomes. The course premise is that patients and families will more likely seek care and support care regimens where the health care is delivered in a facility that is sensitive and responsive to their particular values, beliefs, practices, and where language services are available that support effective communication. Units in the course offer basic information on the general characteristics and traditions of several cultural and religious groups while cautioning the student not to stereotype, over-generalize, nor to characterize all members of a cultural or ethnic group as alike. Transcultural principles and application to health care organizational environments are explored.
