

MEDICAL/NURSING ASSISTANT PROGRAM (ECRD, HPRS, MDCA, NURA, PHRA, PLAB, POFM)

ECRD-1111. Electrocardiograph. (1 Credit)

(1-0-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. Lab fee.

ECRD-1211. Electrocardiograph. (2 Credits)

(2-1-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. Lab fee.

HPRS-1105. Essentials of Medical Law/Ethics for Health Professionals. (1 Credit)

(1-1-0-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to the relationship between legal aspects and ethics in health care, with emphasis on the ethical and legal responsibilities of health care professionals. Lab fee.

HPRS-1106. Essentials of Medical Terminology. (1 Credit)

(1-1-1-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of medical terminology, word origin, structure and application. Lab fee.

HPRS-1205. Essentials of Medical Law/Ethics for Health Professionals. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Lab.

HPRS-1304. Basic Health Professions Skills Health Professionals. (3 Credits)

(3-2-4-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Lab fee.

MDCA-1160. Clinic Med Assist. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee \$87 includes professional liability insurance and drug screen.

MDCA-1210. Medical Assistant Interpersonal Communication Skills. (2 Credits)

(2-1-4-2) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. Lab fee.

MDCA-1254. Medical Assisting Credentialing Exam Review. (2 Credits)

(2-2-1-0) This course is taken for academic credit. (Prerequisite: MDCA 1417) Students will earn an A, B, C, D, F, or W. A preparation for one of the National Commission for Certifying Agencies NCCA recognized credentialing exams. Lab fee.

MDCA-1313. Medical Terminology. (3 Credits)

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms.

MDCA-1317. Procedures in a Clinical Setting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Emphasis on patient assessment, examinations, and treatment as directed by a physician. Includes vital signs, collection and documented of patient information, asepsis, office clinical procedures and other treatments as appropriate for ambulatory case settings. Computer with web access is required. Lab fee.

MDCA-1321. Administrative Procedures. (3 Credits)

(3-2-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. Computer/web access required. Lab fee.

MDCA-1348. Pharmacology & Administration of Medications. (3 Credits)

(3-2-4-0) This course is taken for academic credit. (Prerequisite: HRPS 1105 and NURA 1407) Students will earn an A, B, C, D, F, or W. Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. Lab fee.

MDCA-1452. Medical Assistant Laboratory Procedures. (4 Credits)

(4-3-3-0) This course is taken for academic credit. (Prerequisite or Corequisite: HRPS 1105 and NURA 1407) Students will earn an A, B, C, D, F, or W. Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA) waived laboratory testing. Lab fee.

NURA-1160. Clinical, Nursing Assistant/Aide and Patient Care Asst/Aide. (1 Credit)

(1-0-0-6) This course is taken for academic credit. (Prerequisite: See health occupations advisor) Students will earn an A, B, C, D, F, or W. A health related work-based learning experience that enables the student to apply specialized occupational theory skills and concepts. Direct supervision is provided by the clinical professional. Lab fee \$87 includes professional liability insurance and drug screening.

NURA-1307. Body Systems. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A basic study of the structures and functions of the human body. Lab fee.

NURA-1401. Nurse Aide for Health Care. (4 Credits)

(4-3-4-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Knowledge, skills, and abilities essential to provide basic care to patients of long-term care facilities. Topics include resident's rights, communication, safety. Emphasis on observation, reporting, and assisting students in maintaining basic comfort and safety with emphasis on effective interaction with restorative services, mental health, and social service needs. Lab fee.

PHRA-1201. Introduction to Pharmacy. (2 Credits)

(2-2-1) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Lab fee.

PHRA-1202. Pharmacy Law. (2 Credits)

(2-2-1) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects. Lab fee.

PHRA-1243. Pharmacy Technician Certification Review. (2 Credits)

(2-2-1) This course is taken for academic credit. (Prerequisite: PHRA 1202, 1201, 1205, 1309, 1313, 1349) Students will earn an A, B, C, D, F, or W. A review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE). Lab fee \$193 includes skills lab fee, practice certification exam and national certification fee.

PHRA-1305. Drug Classification. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. Lab fee.

PHRA-1309. Pharmaceutical Mathematics I. (3 Credits)

(3-2-2) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. Lab fee.

PHRA-1313. Community Pharmacy Practice. (3 Credits)

(3-2-4) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. Lab fee \$74 includes skills lab fee and drug screening. Fee is subject to change.

PHRA-1345. Compounding Sterile Preparations. (3 Credits)

(3-1-7) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. Lab fee \$170 includes skills lab fee and sterile compounding fee.

PHRA-1349. Institutional Pharmacy Practice. (3 Credits)

(3-2-4) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. Lab fee.

PHRA-1360. Clinical, Pharmacy Technician/Assistant. (3 Credits)

(3-0-0-18) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee \$48 includes professional liability insurance.

PHRA-1441. Pharmacy Drug Therapy and Treatment. (4 Credits)

(4-3-2) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Lab fee.

PLAB-1171. Phlebotomy Lab. (1 Credit)

(1-0-4-0) This course is taken for academic credit. (Prerequisite: PLAB 1323) Students will earn an A, B, C, D, F, or W. Continued skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions to prepare the student for eligibility for national NHA phlebotomy certificate. Lab fee \$85 includes lab supplies.

PLAB-1323. Phlebotomy. (3 Credits)

(3-2-4-0) This course is taken for academic credit. (Prerequisite: See health occupations advisor) Students will earn an A, B, C, D, F, or W. Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Lab fee \$95 includes lab supplies and drug screening.

POFM-1300. Basic Medical Coding. (3 Credits)

(3-3-0) This course is taken for academic credit. (Prerequisite: MDCA 1313) Students will earn an A, B, C, D, F, or W. Presentation and application of basic coding rules, principles, guidelines and conventions utilizing various coding systems.

POFM-1317. Medical Administrative Support (front Office). (3 Credits)

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM-1327. Medical Insurance. (3 Credits)

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues.

POFM-1380. Coop Education, Medical Admin/Exec Assistant & Medical Secretary. (3 Credits)

(3-1-20) This course is taken for academic credit. (Prerequisite: see advisor) Students will earn an A, B, C, D, F, or W. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines the classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Lab fee.