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## Medical Assisting Program Courses

### **MAC 100: Medical Terminology**

This course subject presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations introduced as related terms are presented.

### **MAC 101: Medical Insurance and Managing Medical Records**

This course introduces students to the subject of medical health records. Students consider inpatient and outpatient scenarios and the differences between paper and electronic files. The course explores the advantages and risks of electronic medical records with a focus on HIPAA compliance.

### **MAC 102: Anatomy & Physiology**

This course subject is a scientific study of the structure of the human body and its parts, including relationships, functions, and disease processes of the cardiovascular, and respiratory systems. Additionally, mechanisms of disease, human development, inheritance, weights and Measures, and normal physiological values are studied.

### **MAC 103: Human Relations and Patient Interaction**

This course includes practical application of the principles and concepts of behavioral science to interpersonal relationships in the Healthcare setting. Key concepts include empathy, strong communication, shared decision-making, and open professional and compassionate dialogue. Students will learn about diversity, attitudes, self-esteem, and interpersonal skills, as well as relationships with coworkers, supervisors, and managers. The special challenges in patient relations and interaction with patients in stressful environments and appropriate responses as well as assisting the patient in with issues and concerns that may arise in the course of treatment will be explored.

### **MAC 104: Medical Clinical Procedures I**

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory settings.

### **MAC 105: Medical Laboratory Procedures**

Aseptic technique is practiced, along with patient instruction and collection such as venipuncture and capillary puncture. Urinalysis and gram stain is also performed. Students learn parts of the microscope, hematology, microbiology, and chemistry procedures. Students differentiate various laboratory departments and personnel, complete laboratory requisitions and practice laboratory safety. Students will also learn the basic principles of IV therapy.

### **MAC 105: Medical Clinical Procedures II**

Students will discuss concepts of microbiology and disease transmission. Students will learn charting, vital signs, measurement, visual acuity, patient positioning and draping. Students will learn to identify instruments, perform sterile procedures to include suture removal, assist physicians in minor office surgery. Concepts of physical therapy, pediatric and geriatric care and medical office safety are discussed and performed.

### **MAC 106: Medical Law, Ethics, and Administration**

This course includes a study of health care law and ethics including the study of confidentiality, privacy, security, professional ethics, and healthcare legislation and administrative office techniques and processes. Students will learn how to apply local, state, and federal standards and regulations for the control and use of health information and healthcare settings, as well as computerized records and practice management, billing and collection, safety of the medical office, and professional conduct.

### **MAC 107: Skills/Competencies Check-Off I**

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. Demonstrate competency in the clinical procedures such as sterile tray set up, use of autoclave, and taking and reporting vital signs.

### **MAC 108: Skills/Competencies Check-Off II**

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. Demonstrate student competency in occupational math and metric conversion, use of PDR, and comprehension of common pharmacology.

**MAC 109: Skills/Competencies Check-Off III**

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. Clinical skills such as cleaning wounds, screen bloods, and use of various laboratory equipment.