

MEDICAL ASSISTING

Support the work of physicians, nurses, and other health professionals by performing clinical and administrative work. Students prepare for their CCMA certification, with heavy emphasis on-site clinical simulations and off-site clinical internships.

**surgical assistance | vision & hearing | injections & phlebotomy | patient vitals
emergency medical aid | medication | medical testing and filing**

Suggested Abilities

- ▶ 8th grade English reading, writing, speaking, and listening
- ▶ Lift 30 pounds
- ▶ Sustained activity for 5 hours at a time

Prerequisites

- ▶ Successfully pass entrance exam or provide acceptable documentation of reading level
- ▶ *High School Students: Meet with counselor for eligibility requirements*

Class Hours

- ▶ Morning: 7:50am - 10:40am, Mon. - Fri.
- ▶ Afternoon: 12:05pm - 2:55pm, Mon. - Fri.

SEMESTER 1

HPR 1011 CPR for Professionals

0.5 credits

Meets American Red Cross Professional Rescuer CPR/AHA BLS standards for emergency and healthcare personnel; includes patient assessment, airway management, rescue breathing, AED use, and CPR for infants, children, adults.

HPR 1038 Medical Terminology

2 credits

Medical terminology structure, focusing on common prefixes, roots, and suffixes; covers lab, imaging, nuclear medicine, oncology, major body systems, pronunciation, and clinical usage.

MOT 1025 Basic Medical Sciences I

3 credits

Anatomy, physiology, pathophysiology, and drug therapy of the immune, musculoskeletal, and digestive systems, including discussion of pediatric clinical physiology implications.

MOT 1026 Basic Medical Sciences II

3 credits

Anatomy and physiology, pathophysiology and drug therapy of the cardiovascular, respiratory, and dermatology systems.

MOT 1027 Basic Medical Sciences III

3 credits

Anatomy and physiology, pathophysiology and drug therapy of the Renal, Reproductive, Neurological, and Endocrine systems.

MOT 1040 Insurance Billing and Coding

3 credits

Course introduces outpatient coding; matching CPT procedure codes with ICD-9 diagnosis codes to document medical necessity for third-party reimbursement.

MAP 1050 Pharmacology - Medical Assistants

3 credits

Overview of pharmacology: terminology, conversions, the Controlled Substances Act, medication forms, classifications administration routes, dosage calculations, safety, and common office drugs.

SEMESTER 2

MAP 1010 Medical Office Administration

4 credits

Introduces the administrative duties specifically used in medical offices.

MAP 2038 Medical Assisting Laboratory

4 credits

Basic lab skills for collecting, handling, and examining ambulatory care specimens, emphasizing hands-on experience and routine techniques commonly used in outpatient settings.

MAP 2040 Medical Assist Clinical Skills

4 credits

Provides hands-on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

MOT 1036 Intro to Clinical Skills

2 credits

Provides hands-on training in ambulatory clinical assisting: techniques and theory for patient care, universal precautions/OSHA, HIPAA, asepsis, gowning/gloving, draping/positioning, and vital signs.

MAP 2069 Review for CCMA Exam

1 credit

Prepares candidates for the National Medical Assistant certification exam through review and practice, assessing entry-level competency to ensure quality care in office or clinic settings.

MOT 2089 Capstone

2 credits

Emphasizes a synthesis of the information and skills that students learned throughout the Medical Assisting program.

Medical Assisting Certificate

1 Year

34.5 Credit Hours



Information Revised DEC '25. Information subject to change. Course listings have been paraphrased on this flyer, for full course info please see Pickens Catalog. This certificate is eligible for Financial Aid. If you have further questions, please call (303)344-4910.