Medical Assisting (MA)

Community and Technical College
Allied Health Program (https://www.ctc.uaf.edu/academics/allied-health/)
907-455-2800

MA F100 Medical Terminology
3 Credits
Offered Fall, Spring and Summer
Study of medical terminology, including analysis and origin of word roots, prefixes and suffixes. Understanding the word components, students will be able to build, spell and define medical words. Content will be presented by body systems focusing on terms for anatomy, diagnostic, laboratory and medical specialties.

Cross-listed with HLTH F100.

Special Notes: Includes use of medical dictionary, word pronunciation and abbreviations; designed for health care professionals.

Lecture + Lab + Other: 3 + 0 + 0
Grading System: Letter Grades with option of Plus/Minus

MA F114 Fundamentals of Anatomy and Physiology
4 Credits
Offered Fall, Spring and Summer
Provides a basic understanding of human anatomy and physiology. Recommended for individuals interested in health careers or students desiring an introduction to anatomy and physiology prior to taking in-depth course work in this field.

Recommended: HLTH F100 or MA F100; high school biology and chemistry.

Cross-listed with HLTH F114.

Special Notes: Students should take HLTH F114 if they took HLTH F100, and MA F114 if they took MA F100.

Lecture + Lab + Other: 4 + 0 + 0
Grading System: Letter Grades with option of Plus/Minus

MA F142 Clinical Procedures I
4 Credits
Offered Fall and Spring
Introduction to the theoretical basis and performance competencies for the clinical duties performed by medical assistants in outpatient facilities. Includes urinalysis, electrocardiograph, subcutaneous and intramuscular injections, routine laboratory procedures, venipuncture, emergencies, and assisting with specialty examinations.

Prerequisites: MA F100; MA F114; HLTH F116; HLTH F122 or current AHA BLS for healthcare provider CPR and First Aid card; documentation of current immunizations or titers for hepatitis B, measles, mumps, rubella and varicella; flu shot and two 2-step PPDs within the past year; other specific immunizations as required by externship sites; departmental approval.

Lecture + Lab + Other: 3 + 2 + 0
Grading System: Letter Grades with option of Plus/Minus

MA F244 Clinical Procedures II
4 Credits
Offered Fall and Spring
Theoretical basis and performance competencies for the clinical duties performed by medical assistants in outpatient facilities. Includes urinalysis, electrocardiograph, subcutaneous and intramuscular injections, routine laboratory procedures, venipuncture, emergencies, and assisting with specialty examinations.

Prerequisites: MA F100; MA F114 (preferred) or BIOL F100X; HLTH F116; MA F142; HLTH F122 or current AHA BLS for healthcare provider CPR and First Aid card; documentation of current immunizations or titers for hepatitis B, measles, mumps, rubella and varicella; flu shot and two 2-step PPDs within the past year; other specific immunizations as required by externship sites; departmental approval.

Lecture + Lab + Other: 3 + 2 + 0
Grading System: Letter Grades with option of Plus/Minus

MA F257 Medical Assisting Practicum Completion
2-4 Credits
Offered As Demand Warrants
Provides 100 hours hands on experience in back office of outpatient healthcare facility for Medical assisting students. Additional contact time required for meeting with instructor. MA F257 combined with MA F261 provides experience equivalent to that in MA F268 and satisfies the practicum requirement for the medical assistant programs.

Prerequisites: HLTH F122; enrollment by special permission only.

Recommended: Students taking HLTH F257 should have passed MA F144, and students taking HLTH F261 should have passed HLTH F132 and HLTH F234.

Cross-listed with HLTH F257.

Special Notes: Students part of the Medical Assisting program should take the HLTH F257 section of this course.

Lecture + Lab + Other: 0 + 0 + 8
Grading System: Pass/Fail Grades

MA F261 Medical/Dental Office Reception Practicum
2 Credits
Offered As Demand Warrants
Provides 80 practicum hours in a medical or dental front office. With additional time required for meeting with the campus practicum coordinator. Students will be expected to perform any and all duties of a receptionist in a medical/dental care setting.

Prerequisites: HLTH F122; enrollment by special permission only.

Recommended: Students taking HLTH F261 should have passed MA F144, and students taking HLTH F261 should have passed HLTH F132 and HLTH F234.

Cross-listed with HLTH F261.

Special Notes: Students part of the Medical Assisting program should take the HLTH F261 section of this course.

Lecture + Lab + Other: 0 + 0 + 8
Grading System: Pass/Fail Grades

Repeatable for Credit: May be taken 1 time for up to 4 credits
MA F268  Medical Assisting Practicum
4 Credits
Offered Fall, Spring and Summer
Provides 180 hours of hands-on experience in an outpatient healthcare facility. Students will gain both front office and back office experience. Additional time required for meeting with the instructor. Students will not receive compensation for practicum. Students will be expected to perform procedures learned throughout the medical assisting curriculum.

Prerequisites: HLTH F116; HLTH F122; MA F100; MA F114; MA F142; MA F144; MA F244; MA F247; WRTG F111X; documentation of positive antibody titer or immunizations for Hepatitis B, two MMRs, two varicella and negative 2-step PPD within the past year; other specific immunizations as required by externship sites; departmental approval required.

Special Notes: This is the last course in the Medical Assisting Certificate degree program; all courses required for the certificate program must be completed prior to enrolling.

Lecture + Lab + Other: 0 + 0 + 12
Grading System: Pass/Fail Grades