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  
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 (preferred) or BIOL F100X; HLTH F118; 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 + 0 + 0  
**Grading System:** Letter Grades with option of Plus/Minus

MA F247  Introduction to Pharmacology  
3 Credits  
Offered Fall, Spring and Summer  
Introduction to the use of therapeutic medications in medical settings. Includes classifications of drugs, clinical use and adverse effects of the 50 most commonly prescribed medications.  
**Prerequisites:** MA F100; MA F114 or BIOL F100X.  
**Lecture + Lab + Other:** 3 + 0 + 0  
**Grading System:** Letter Grades with option of Plus/Minus

MA F261  Medical/Dental Office Reception Practicum  
2 Credits  
Offered As Demand Warrants  
Provides students with 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

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 F118; 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 + 0 + 0  
**Grading System:** Letter Grades with option of Plus/Minus

MA F267  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 F267 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; MA F100; MA F114; MA F142; MA F144; MA F244; MA F247; enrollment by special permission only; completion of all Medical Assisting program courses with a C or better in each class; departmental approval.  
**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