



Davis Applied Technology College

A UCAT Campus
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Course Descriptions - Medical Assistant Catalog Year: 2012

BTEC 1015 Financial Operations for Health Care - 60 Hours

This course is designed to instruct the administrative medical office assistant in the basic skills necessary to perform bookkeeping and financial functions in a medical practice setting.

BTEC 1110 Computer Literacy - 90 Hours

This course provides students with a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications (word processing, spreadsheet, and database) including internet use and e-mail. This course includes information regarding setting up an ergonomic environment, maintaining healthy work habits and health risks involving eye strain and repetitive stress injuries.

BTEC 1110_ Computer Literacy (Program Based) - 90 Hours

This course provides students with a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications (word processing, spreadsheet, and database) including internet use and e-mail. This course includes information regarding setting up an ergonomic environment, maintaining healthy work habits and health risks involving eye strain and repetitive stress injuries.

BTEC 1510 Business English - 90 Hours

This course will focus on business English essentials, including writing, sentence structure, grammar, punctuation, and proofreading.

FUND 0050 Keyboarding Skills - 90 Hours

This course covers an introduction to the QWERTY keyboard, correct finger placement, and keyboarding techniques. Students will learn to touch type as they complete drills and timed writings. Through practicepractice, students will increase their typing speed and accuracy on a computer keyboard.

FUND 0065 Computer Skills - 30 Hours

Students will learn beginner computer skills in a Windows XP environment. Topics include starting a computer, using a mouse, launching programs, creating, saving and printing documents, surfing the World Wide Web and sending email.

FUND 0070 Spelling Skills - 30 Hours

Students will improve their spelling skills by learning and using phonics and common spelling rules.

FUND 0075 Language Skills - 90 Hours

In this course students will practice and improve their language and writing skills and will gain an understanding of the English language and its correct use in written communication. Topics include sentence structure, parts of speech, grammar and punctuation rules in addition to extending these rules to sentences and paragraphs.

FUND 0080 Reading Skills - 90 Hours

This course will provide students with a foundation in reading skills, build vocabulary, and will provide practice recalling and interpreting information.

FUND 0085 Math Skills - 60 Hours

In this course students will learn to perform all four basic math operations accurately with whole numbers, fractions and decimals. Students will also be introduced to percentage and converting between fractions, decimals and percents.

FUND 0090 Study Skills - 30 Hours

Students will learn to use effective study habits and strategies for remembering information found in their textbooks and heard in class lectures. Students will also learn to use a strategy for reading and taking notes from textbooks, in class, and learn effective strategies for taking the five types of tests most frequently given by teachers.

FUND 0091 Davis School District Technical Tutoring - 250 Hours

Technical tutoring provides designated high school students with individual tracking to improve student success in Davis Applied Technology College courses. Students are provided assistance in study skills, test preparation as well as review of student progress and attendance.

MEDA 1100 Medical Terminology - 90 Hours

This course provides the student with the necessary skills to interpret and understand medical terminology, in order to be successful in the pursuit of health occupation careers. This is accomplished by utilizing a method of study that not only instructs the students in building medical terms but also gives the student immediate application in utilizing the medical term.

MEDA 1200 Medical Law and Ethics - 60 Hours

This course provides the student exposure to the legal and ethical issues that impact the healthcare setting, including guidelines, requirements, risk management and application of HIPPA regulations.

MEDA 1300 Psychology for Healthcare Professionals - 30 Hours

This course will provide the student with the basic principles of psychology required in a healthcare environment including the identification of developmental stages of the life cycle, hereditary, cultural and environmental influences on behavior and mental health issues.

MEDA 1400 Anatomy and Physiology for the Medical Professional - 150 Hours

Anatomy and physiology is the study of the structure and function of the human body. This course includes a review of all organ systems including disease processes and diagnostic treatment modalities.

MEDA 2100 Medical Assistant Clinical Procedures I - 30 Hours

This course provides the student with an overview of the medical assistant profession and its role in the healthcare environment. This includes the role of the medical assistant, the specialties of medical practice in which a medical assistant would work, credentialing, appropriate personal attributes of a professional medical assistant and workplace dynamics and operational functions in a healthcare setting.

MEDA 2110 Medical Assistant Clinical Procedures II - 150 Hours

Course content includes the study of disease transmission and prevention, emergency patient care, patient assessment including vital signs, and assisting the physician. Students will learn correct hand washing, wrapping items for autoclaving, sterilization techniques, disposal of biohazardous materials, practice of universal precautions, screening, collection of patient history, and patient instruction. Students will obtain provider level CPR and first aid training.

MEDA 2120 Medical Assistant Clinical Procedures III - 150 Hours

This course will provide the student with the skills necessary to perform diagnostic testing, minor surgery procedures, laboratory safety procedures, and the collections and testing of laboratory specimens. Students will also learn to prepare and maintain examination and treatment areas, to prepare patients for, and assist with, routine and specialty examinations, procedures, treatments and minor office surgery.

MEDA 2200 Pharmacology for the Medical Assistant - 60 Hours

This course discusses the classification of drugs, their actions, their uses, and common side effects. The student will learn how to perform dosage calculations, document and maintain medical administration records, and prepare and administer oral and parenteral medications.

MEDA 2210 Medication Administration and Dosage - 60 Hours

This course provides the student with applications of pharmacological principles to understand classes of drugs according to body systems, drug action and uses, side effects and adverse reactions, and to become familiar with the most commonly prescribed and used medications.

MEDA 2300 Medical Assistant Externship I - 180 Hours

This course allows the medical assistant student the opportunity to demonstrate their skills in administrative and clinical procedures and to practice the professional attributes of a medical assistant in a healthcare setting. This non-paid externship takes place in a working medical office or clinic under the supervision of a licensed physician.

MEDA 2310 Medical Assistant Externship II - 60 Hours

This is a continuation of the Medical Assistant Externship I. This course allows the medical assistant student additional opportunity to demonstrate their skills in administrative and clinical procedures and to practice the professional attributes of a medical assistant in a healthcare setting. All medical assistant externships are non-paid experiences in a working medical office or clinic under the supervision of a licensed physician.

MEDA 2320 Medical Assistant Externship III - 60 Hours

This is a continuation of the Medical Assistant Externship II. This course allows the medical assistant student additional opportunity to demonstrate their skills in administrative and clinical procedures and to practice the professional attributes of a medical assistant in a healthcare setting. All medical assistant externships are non-paid experiences in a working medical office or clinic under the supervision of a licensed physician.

MEDO 2001 Medical Office Administrative Procedures I - 90 Hours

This course is designed to teach students the basic skills required to perform clerical functions efficiently in a medical office setting.

MEDO 2003 Medical Office Administrative Procedures III - 120 Hours

This course is designed to instruct the medical assistant student in the basic skills necessary to process insurance claims, apply managed care and third party policies and procedures, obtain referrals and pre-certifications and perform procedural and diagnostic coding.

MEDO 2015 Electronic Health Records - 60 Hours

This course provides the student with a comprehensive understanding of history, theory and the functional benefits of Electronic Health Records.

WKSK 1400_ Workplace Relations (Program Based) - 60 Hours

This course will help students develop essential human-relation skills needed to maintain gainful and satisfying employment. This course includes familiarization with problematic areas found in the workforce including, solving problems; understanding relationships and diversity; increasing personal ethics; and developing strong personal, interpersonal, and human relation skills.

WKSK 1400B Workplace Relations - Blended - 60 Hours

This course will help students develop essential human-relation skills needed to maintain gainful and satisfying employment. Course content includes familiarization with problematic areas found in the workforce including, solving problems; understanding relationships and diversity; increasing personal ethics; and developing strong personal, interpersonal, and human relation skills.

WKSK 1500_ Job Seeking Skills (Program Based) - 30 Hours

This course helps prepare students to successfully apply for a job. This course will present essential job-seeking skills needed to find gainful employment including: developing resumes, applications, networking and interview skills.

WKSK 1500B Job Seeking Skills - Blended - 30 Hours

This course helps prepare students to successfully apply for a job. This course will present essential job-seeking skills needed to find gainful employment including: developing resumes, applications, networking and interview skills.
