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# Medical Assistant Associate in Applied Science Degree (A.A.S.)

## Course Requirements

**MAJOR COURSES** **Qtr. hrs. credit**

**HEA101 Introduction to Health Services** 4

Students study the American healthcare system, its structure and operations, the forces responsible for shaping it, and the policies influencing its current and future performance.

**HEA200 Medical Terminology I** 4

Provides a solid foundation and understanding of the medical language used by healthcare professionals. This is accomplished through the introduction, reinforcement, and combining of medical word parts including prefixes, suffixes, and combining forms. Emphases are on word building, analysis of parts of the word, abbreviations, spelling, and correct pronunciation of various body systems including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

**HEA201 Medical Terminology II** 4

Students continue to develop their understanding of the medical terms that are used regarding various body systems. There is an emphasis on combining word parts (prefixes, suffixes, and combining forms) to create full medical terms including the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: HEA200

**HEA210 Medical Coding I** 3

An introduction to the development of medical nomenclature and classification systems. Topics include coding of diseases and procedures, an overview of coding systems, and basic coding rules and conventions.

Prerequisites: HEA200, SCI223

**MED107 Medical Emergencies** 1

Students learn to respond to common emergency situations, administer first aid in accordance with OSHA standards, recognize the effect of stress on all persons involved in emergency situations and demonstrate self-awareness in responding to emergency situations. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

**MED121 Medical Office Administration I** 3

Introduction into the healthcare industry and the Medical Assistant profession. Emphasizes efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. An emphasis on professionalism and patient relations also is addressed.

**MED221 Medical Office Administration II** 3

Introduction into the management of the professional office. Emphasizes administrative functions necessary in an efficient healthcare facility. Medical insurance, billing and collections, finances, and management of a practice are covered.

Prerequisite: MED121

**MED230 Electrocardiography** 2

Introduction to the anatomy and physiology of the cardiac system. Students learn lead placement and perform EKGs on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed.

Prerequisites or Corequisites: HEA201, SCI224

**MED232 Phlebotomy/Hematology** 2

Students learn the proper venipuncture and finger-stick techniques of obtaining human blood specimens in accordance with OSHA standards. Basic blood chemistry tests, including glucose, are performed and results are properly recorded. Students also become familiar with the anatomy and physiology of the blood body system and cover topics such as blood formation, testing and grouping, and individual blood type identification.

Prerequisite or Corequisite: SCI224

**MED236 Clinical Laboratory** 2

Covers basic laboratory techniques and Clinical Laboratory Improvement Amendments (CLIA), including specimen collection, preservation, and analysis and reporting of all specimen results.

Prerequisites: HEA201, SCI224

**MED240 Clinical Procedures I** 3

Students learn the skills needed to function in a clinical office setting, including patient relations, proper laboratory procedures and safety, medical asepsis, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students review anatomy and physiology of the eye and ear and gastrointestinal systems, and focus on tests and diagnostic procedures of these systems. Students are introduced to OSHA standards.

Prerequisites or Corequisites: HEA201, SCI224

**MED242 Clinical Procedures II** 3

Students learn the skills needed to function in a clinical office setting, including patient relations, proper laboratory procedures and safety, specifics of the gynecological patient, the pediatric patient, growth and development, urology and male health. Responsibilities include assisting with examinations, treatments, and procedures of the orthopedic patient, and performing diagnostic procedures, imaging, patient teaching, and preparation for tests. OSHA standards are reinforced.

Prerequisites: MED230, MED240  
Prerequisite or Corequisite: MED232

**MED246 Assisting with Minor Surgeries** 1

Through practical applications, students develop the skills necessary to maintain medical asepsis, recognize surgical instrumentation, and conduct proper autoclaving and disinfecting. Students also learn to prepare and maintain a sterile surgical environment, prepare a patient for minor surgery, and assist during minor surgical procedures.

Prerequisites or Corequisites: HEA201, SC1224

**MED251 Pharmacology** 3

Students study the different drug categories and the methods of administration, including oral and by injection. Includes the proper use of the Physicians' Desk Reference (PDR) and how to accurately read, prepare, and call in written prescriptions.

**MED282 Medical Assistant Capstone** 4

Designed to elicit reflection and application to the whole of the Medical Assistant program. The capstone course provides an opportunity for the assessment of the medical assistant critical thinking skills and teamwork skills. Finally, the capstone course is designed to reinforce the knowledge and skills needed to sit for industry specific certifications examinations such as the Certified Medical Assistant (CMA), Registered Medical Assistant (RMA), and/or Certified Clinical Medical Assistant (CCMA).

Prerequisites: BUS226 and departmental approval  
Corequisite: MED293

**MED293 Medical Assistant Internship** 6

The course requires the student to apply the knowledge, skills, and techniques attained throughout the Medical Assistant program. Work-experience program in a supervised **healthcare environment that provides students with 180** hours of hands-on experience. On-campus seminars focus on integrating the skills learned throughout the program with work experience through case studies reflecting experiences often encountered in the medical assistant's workplace.

Prerequisites: BUS226 and departmental approval

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**BUSINESS COURSES**  
**BUS226 Career Management Seminar** 2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

**CIS115 Computer Applications** 4

An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

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**LIBERAL ARTS COURSES**  
**ENG105 Expository Writing** 4

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision, and strengthen their understanding and application of grammatical and rhetorical

principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

**ENG106 Writing Through Literature** 4

Strengthens the writing, reading, and interpretive abilities introduced in ENG105. Encourages students to develop an appreciation and understanding of various works of literature, and utilize literature to enhance critical thinking and writing.

Prerequisite: ENG105

**ENG115 Public Speaking** 4

Designed to help students improve oral communication skills. Emphasis is placed on identifying good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite: ENG106

**SCI223 Anatomy and Physiology I** 4

Study of the structure, function, and pathology (disease) of the human body. Students are introduced to various body systems, including the musculoskeletal, digestive, nervous, and integumentary, as well as the senses.

**SCI224 Anatomy and Physiology II** 4

Students continue to develop their understanding of the anatomy, physiology, and pathology (diseases) of the human body. Topics covered include the cardiovascular, respiratory, urinary, endocrine, lymphatic, and reproductive systems.

Prerequisite: SCI223

**SCI228 Microbiology** 4

The morphology and function of microorganisms, especially viruses and bacteria, are studied. The characteristics of microorganisms, the disease process, and the immune response are discussed.

**SCI242 Bioethics and Medical Law** 4

This course provides an understanding of the legal, moral, and ethical issues involved in the healthcare environment, including laws and standards that protect both the healthcare professional and patient. In addition, the bioethics component of the course focuses on the study of the ethical controversies involved in the practice of medicine, including euthanasia, abortion, doctor-patient confidentiality, human and animal experimentation, genetic engineering, stem-cell research, cloning, and access to healthcare.

**SOC225 Introduction to Psychology** 4

Examines the basic principles of psychology and their direct application to the understanding of human behavior. Topics include human development, learning, memory, thinking, intelligence, creativity, motivation, emotion, adjustment, perception, abnormal behavior, and therapy.

Humanities Elective 4

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In the final quarter most on-site courses are offered only during the late afternoon and early evening so as not to interfere with internships.

In addition to meeting the **immunization requirements** of Berkeley College and the State of New Jersey, a tetanus shot administered within the past ten years is also recommended for students enrolled in the Medical Assistant program. Hepatitis B vaccination and a tetanus shot are also recommended for part-time students enrolled in the Medical Assistant program.

To qualify for graduation, students must participate in a national credential examination which is accredited by the National Commission for Certifying Agencies (NCCA) such as the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant - CCMA (NHA).

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1 **SAMPLE PROGRAM SEQUENCE**

1 **A.A.S., Medical Assistant Program Statistics**