

# MDCA1312: Medical Assisting A

**Credit Hours:** 3

**Clock Hours:** 40/40

Students in this course will practice various administrative skills including scheduling appointments. They will learn medical terms, anatomy & physiology, and common diseases and disorders of the skeletal, integumentary and muscular body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. They will learn first aid, rehabilitative procedures, the role of the medical assistant in the health community, and team member responsibilities.

**Prerequisites:**

None