



**TECHNICAL  
COLLEGE  
OF THE  
ROCKIES**

*Where Careers Begin*

# 2022 Course Descriptions

**BIO1006: Basic Anatomy and Physiology** · 4 Credits

Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

**HPR1039: Medical Terminology** · 2 Credit

Discusses the structure of medical terms with emphasis on using and combining prefixes, roots and suffixes. This class includes terms related to major body systems, oncology, and psychiatry, as well as clinical laboratory and diagnostic procedures and imaging, and provides accepted pronunciation and spelling of terms used in the healthcare setting.

**MAP1010: Medical Office Administration** · 4 Credits

Introduces the administrative duties specifically used in medical offices.

**MAP2038: Medical Assisting Laboratory** · 4 Credits

Introduces basic, routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting.

**MAP2040: Medical Assistant Clinical Skills** · 4 Credits

Provides hands on experience with clinical skills required in medical offices. Delivers theory and skills presentations allowing for students to properly demonstrate techniques for a variety of medical needs.

**MAP 1020: Medical Office Financial Management** · 4 credits

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office. This course introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed, such as Current Procedural Terminology (CPT) codes, correlating the diagnosis, symptom, complaint or condition, and International Classifications of Diseases (ICD) codes, thus establishing the medical necessity required for third-party reimbursement

**MAP 1050: Pharmacology for Medical Assistants** · 3 credits

Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

**MOT2089: Capstone** · 1 Credit

Provides a demonstrated culmination of learning within a given program of study.

**MAP2069: Review for Medical Assistant National Exam** · 1 Credits

Prepares the candidate sitting for the National Registration/Certification examination for Medical Assistant through review and practice. These examinations are given with the intent of evaluating the competency of entry-level practitioners in Medical Assisting, supporting quality care in the office or clinic.

**MAP2080: Internship** · 3.5 Credits

Provides the opportunity to supplement coursework with practical work experience related to their educational program, working under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.