

MEDICAL ASSISTING NONCREDIT (MAN)

MAN 1001 INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION, MODULE A

0 unit

Introduction to basic skills for translation and interpretation during medical visits and procedures. Topics include medical terminology, discussions of cultural sensitivity and ethics related to the medical interpreter and translator, college academic programs, and job opportunities in interpretation and translation in a medical setting. Total of 20 hours lecture and 40 hours laboratory.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

MAN 1002 INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION, MODULE B

0 unit

Introduction to techniques for written translation, simultaneous, consecutive, summary interpreting and sight translation for assisting patients, nurses, doctors, and administrators in a medical setting. Topics include translation techniques, and requirements for state and federal medical interpretation certification. Total of 20 hours lecture and 40 hours laboratory.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

MAN 5000 MEDICAL FRONT OFFICE CLERK: OFFICE PROCEDURES

0 unit

Introduction to medical office procedures in preparation for entry-level positions in a medical front office setting. Includes medical terminology, medical transcription, medical billing and coding, patient confidentiality, and workforce preparation skills. Keyboarding experience advised. Total of 80 hours lecture and 10 hours laboratory.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*

MAN 5001 SOFTWARE APPLICATIONS FOR MEDICAL FRONT OFFICE SETTINGS

0 unit

Introduction to software applications for individuals entering the medical front office setting. Provides a basic introduction to spreadsheets, accounts receivable, insurance entry, patient demographic entry, and scheduling systems as they apply to the medical front office. Keyboarding experience advised. Total of 36 hours lecture and 108 hours laboratory.

Grade Mode: *Ungraded Non-Credit, Pass/No-Pass*