### Catalog No. Class Title Credit(s)

#### Term 1

<table>
<thead>
<tr>
<th>Catalog No.</th>
<th>Class Title</th>
<th>Credit(s)</th>
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<tbody>
<tr>
<td>10501101</td>
<td>Medical Terminology</td>
<td>3.00</td>
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<tr>
<td>10501107</td>
<td>Introduction to Healthcare</td>
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<tr>
<td>31516306</td>
<td>Basic Ocular Science</td>
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</tr>
<tr>
<td>31501301</td>
<td>Learning Strategies for Health Careers (Optional)</td>
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#### Term 2

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<td>10530182</td>
<td>Human Diseases for Health Professions</td>
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<tr>
<td>31516302</td>
<td>Optical Dispensing</td>
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<td>31516303</td>
<td>Optical Concepts</td>
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<td>31516304</td>
<td>Ophthalmic Pre-Testing</td>
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<td>10806103</td>
<td>Body Structure and Function</td>
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<td>31809362</td>
<td>Psych for Life</td>
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#### Term 3

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<td>10501104</td>
<td>Healthcare Customer Service</td>
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<td>31509301</td>
<td>Medical Assistant Administrative Procedures</td>
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<td>31509309</td>
<td>Medical Law, Ethics and Professionalism</td>
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<tr>
<td>31516312</td>
<td>Contact Lenses</td>
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<td>31516330</td>
<td>Ophthalmic Clinical Procedures and Specialty Testing</td>
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### About the Career

The Ophthalmic Medical Assistant program prepares students for employment in ophthalmologic and optometric practices and in retail optical settings. Students apply technical skills to perform prescreening and specialty testing, assist with dispensing glasses and contact lenses, and perform office management duties including maintaining patient information and billing and insurance processes.

### Careers

- Optometric Assistant
- Ophthalmic Assistant
- Ophthalmic Medical Assistant
- Optical Assistant
- Contact Lens Technician

### Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Background Check
- Program Advising Session
- Health/TB/Tetanus Form
- Functional Abilities Statement of Understanding Form

### Program Outcomes

You’ll learn to:

- Apply technical skills to perform eye care prescreening and specialty testing procedures on patients accurately and efficiently.
- Apply technical skills to educate and assist patients with glasses and/or contact lenses to meet their eye health and visual needs.
- Perform business office procedures such as maintaining appointment schedules, maintaining patient records, processing insurance reimbursement, and billing patients.
- Demonstrate professional ethics, honesty, and respect when dealing with doctors, patients, and co-workers.
- Communicate clearly and professionally in both written and oral formats.

### Other Program Expectations

You’ll need to:

- Stand and/or walk for eight-hour period.
- See fine detail.
- Hear faint noises.
- Speak fluent English.
- Possess fine manipulative skills.

### Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

### Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.
10501101 Medical Terminology
...focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come “alive” through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

10501102 Health Insurance and Reimbursement
...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.

10501104 Healthcare Customer Service
...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.

10501107 Intro to Healthcare Computing
...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

10501103 Human Disease For Hlth Profes
...focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) or each disease. COREQUISITES: 10501101 Medical Terminology or CONDITION: 10501103 Human Disease For Hlth Profes and 10806103 Body Structure and Function

10806103 Body Structure and Function
...introduces the learner to the structures and functions of the integumentary, musculoskeletal, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. COREQUISITE: 10806103 Body Structure and Function

10509309 Medical Law, Ethics & Profess
...provides the student with the skills to display professionalism, maintain confidentiality, perform within ethical and legal boundaries, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues. CONDITION: 315091 Medical Assistant or 315164 Ophthalmic Medical Assistant program requirements met

31516302 Optical Dispensing
...introduces learners to frame definition, parts and types of frames, measurement of frames and lenses, alignment of frames, inserting and removing lenses, introduction to dispensing of eyewear and frame repairs. COREQUISITES: 31516303 Optical Concepts and 31516304 Ophthalmic Pre-Testing and 31516306 Basic Ocular Science and CONDITION: 315164 Ophthalmic Medical Assistant program requirements met

31516303 Optical Concepts
...begins the study of the neutralization and verification of spectacle lens powers, to include spherical, cylindrical and prism lenses. The properties of light and the function of a lens in vision correction as well as a review of basic math needed in vision care and the physiological aspects of vision. COREQUISITE: 31516302 Optical Dispensing

31516304 Ophthalmic Pre-Testing
...covers the history of optometry, relationships between optometry, ophthalmology and optician and various paraprofessional careers in vision care. The course involves the study of and practical experience in patient pre-testing such as case history, visual acuity, color vision, pupil evaluation and depth perception as well as the specialized testing procedures such as keratometry and blood pressure. COREQUISITE: 31516302 Optical Dispensing

31516306 Basic Ocular Science
...introduces learners to the structures, microscopic anatomy, and functional aspects of the eye and visual system. Clinical application emphasizes diseases, disorders and common treatments including pharmacological...

31516312 Contact Lenses
...provides the student in-depth exposure to the technical aspects of clinical contact lens practice. Lecture and laboratory experiences emphasize lens verification, patient education and evaluation. COREQUISITE: 31516312 Contact Lenses

31516330 Ophthalmic Clinical Procedures Specialty Testing
...provides the student experience and knowledge in areas of special vision care procedures: subjective refraction, visual field testing, slit lamp, Goldmann and non-contact tonometry, ultrasound, basic concepts of orthoptics and the treatment of eye diseases including instillation of eye medications and eye patching. Patient instruction and assistance are emphasized in laboratory sessions. COREQUISITE: 31516302 Optical Dispensing

31516343 Ophthalmic Clinical Experience
...will have students participate in assigned clinical experience beginning with vision screenings on patients from the college and continues in an optometric, ophthalmology or optical setting. Class discussions are held analyzing the results of the screening as well as the students' performance. The student is expected to achieve specific educational objectives determined for this experience. PREREQUISITES: 31516302 Optical Dispensing and 31516312 Contact Lenses and 31516330 Ophthalmic Clinical Procedures and Specialty Testing

31809362 Psychology for Life
...prepares the learner to select behavior modification techniques, demonstrate techniques for enhancing memory, analyze expressions of emotion, use conflict for common good, employ techniques to reduce conflict/frustration, use several methods to reduce stress, interpret personality types, ascertain contributors to perception, and apply methods of problem-solving.