

## MEDICAL ASSISTANT CERTIFICATE PROGRAM

Blended Delivery - Offered at AUS, DAL, FW, SA, MCA and SSA Campus

**Objective:** The Medical Assisting program prepares students to become entry-level employees in a variety of medical facilities. This is achieved via classroom and clinical hands-on training, as well as professional development. Graduates possess clinical and administrative skills, i.e. EKG's Injections, Phlebotomy, Examinations, Patient Histories, Vital Signs, Insurance, Billing, which enable them to perform both front and back office procedures in a physician's private practice, group medical practice, or long-term medical care facilities as well as a phlebotomist in a clinical laboratory, physician's office or hospital. A career in medical assisting will enable one to have a stepping stone to possible future careers in medicine.

**Program Requirements:** Applicants to the Medical Assistant Program are required to have a High School Diploma or GED. All entrants must take and pass the Scholastic Level Exam with a minimum score of 10. The participant should also be able to read and write English, have good coordination and be neat and professional at all times.

**Program Length:** The total length of this program is 900 clock hours and 36 weeks.

**Delivery Method:** Blended Class Delivery

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
<b>MODULE I</b>						
MSS130	Master Student/Study Skills	8	0	0	8	0.5
HIP130	HIPAA / OSHA / Infection Control	10	0	0	10	0.5
OAPT130	Overview of Anatomy, Physiology and Medical Terminology	48	0	0	48	3.0
<b>Total Module I</b>		<b>66</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>4.0</b>
<b>MODULE II</b>						
MA301	<b>A&amp;P A</b> - Nervous System and Special Senses	24	0	0	24	1.5
MA313	Medical Psychology/Human Relations*	48	0	0	48	3.0
MA302	Medical Clinical Procedures A	8	16	0	24	1.0
<b>Total Module II</b>		<b>80</b>	<b>16</b>	<b>0</b>	<b>96</b>	<b>5.5</b>
<b>MODULE III</b>						
MAAS213G	MEDICAL OFFICE PROCEDURES/MANAGEMENT	48	0	0	48	3.0
MAAS211G	Medical Insurance and Managing Medical Records	48	0	0	48	3.0
<b>Total Module III</b>		<b>96</b>	<b>0</b>	<b>0</b>	<b>96</b>	<b>6.0</b>
<b>MODULE IV</b>						
MA303	<b>A&amp;P B</b> – Muscular, Skeletal and Digestive Systems	24	0	0	24	1.5
MA304	Medical Clinical Procedures B	20	28	0	48	1.5
MA305	Medical Law and Ethics	24	0	0	24	1.5
<b>Total Module IV</b>		<b>68</b>	<b>28</b>	<b>0</b>	<b>96</b>	<b>4.5</b>
<b>MODULE V</b>						
MA306	<b>A&amp;P C</b> - Cardiovascular, Lymphatic, Circulatory, and Respiratory Systems	32	0	0	32	2.0
MA307	Medical Clinical Procedures C	28	36	0	64	2.5
<b>Total Module V</b>		<b>60</b>	<b>36</b>	<b>0</b>	<b>96</b>	<b>4.5</b>
<b>MODULE VI</b>						
MA308	<b>A&amp;P D</b> – Integumentary and Endocrine Systems	32	0	0	32	2.0
MA309	Electronic Health Records	28	36	0	64	2.5
<b>Total Module VI</b>		<b>60</b>	<b>36</b>	<b>0</b>	<b>96</b>	<b>4.5</b>
<b>MODULE VII</b>						
MA310	<b>A&amp;P E</b> – Urinary and Reproductive System	32	0	0	32	2.0
MA311	Medical Clinical Procedures D	12	24	0	36	1.0
MA312	Medical Administrative Procedures	8	20	0	28	1.0
<b>Total Module VII</b>		<b>52</b>	<b>44</b>	<b>0</b>	<b>96</b>	<b>4.0</b>
<b>MODULE VIII</b>						
CSP201	Customer Service/Professionalism and Career Preparation	30	18	0	48	2.5
MAC301	Cert Prep	15	15		30	1.5
MAX301	Externship			180	180	4.0
<b>Total Module VIII</b>		<b>45</b>	<b>33</b>	<b>180</b>	<b>258</b>	<b>8.0</b>
<b>Total Hours/Credits</b>		<b>527</b>	<b>193</b>	<b>180</b>	<b>900</b>	<b>41.0</b>

**Total Program Hours = 900/ 41.0 Semester Credits**

**Note: Upon successful completion of all course work, typing requirements, externship, and fulfillment of all financial obligations to the school, the student is awarded a certificate of completion. Successful completion of course work is defined as completing the program with a minimum cumulative GPA of 2.0.**

**COURSE DESCRIPTIONS:**

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing “15/30/0/45/2.0” indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.

**Note: Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below. Module 1 is a prerequisite for all other modules.**

<b>MSS130</b>	<b>MASTER STUDENT/STUDY SKILLS</b>	<b>8/0/0/8/0.5</b>
Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication diversity, and technology. <b>Prerequisite: None.</b>		
<b>HIP130</b>	<b>HIPAA/OSHA/INFECTION CONTROL</b>	<b>10/0/0/10/0.5</b>
Students will learn about the Health Insurance Portability and Accountability Act (HIPAA). This course will identify rights for individuals and the processes that health care providers must implement to support individual rights. Students must demonstrate knowledge of the rules for the use and disclosure of information. Students will learn about transmission of disease, hand washing techniques and gloving. This course will ensure that students are aware of biohazards and airborne pathogens, including infection control procedures and laboratory safety. Students must demonstrate infection control procedures and laboratory safety. <b>Prerequisite: None.</b>		
<b>OAPT 130</b>	<b>OVERVIEW OF ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY</b>	<b>48/0/0/48/3.0</b>
Students will learn and Identify basic structures, functions and dysfunctions of the body, as well as medical terminology, abbreviations and symbols that are necessary tools for building a medical vocabulary. This course covers general treatment of the sensory, skeletal and muscular, nervous, endocrine, digestive, respiratory, Circulatory, Urinary and reproductive, and integumentary systems. <b>Prerequisite: None.</b>		
<b>MA301</b>	<b>A&amp;P A – NERVOUS SYSTEM AND SPECIAL SYSTEMS</b>	<b>24/0/0/24/1.5</b>
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Nervous System and Special Senses. <b>Research Assignment 1 - Career Services Prep. Prerequisite Mod I.</b>		
<b>MA313</b>	<b>MEDICAL PSYCHOLOGY / HUMAN RELATIONS</b>	<b>48/0/0/48/3.0</b>
Students learn how to deal with difficult patients, abnormal behavior and terminal illness and specific needs of patients and emotional family crisis as well as interaction with employers/co-workers. <b>Prerequisite Mod 1.</b>		
<b>MA302</b>	<b>MEDICAL CLINICAL PROCEDURES A</b>	<b>8/16/0/24/1.0</b>
Students will learn skills with emphasis on patient assessments, physical examination, assist with eye and ear care and treatments as directed by physician: Includes vital signs, specimen collection and documentation of patient information, medical asepsis, office clinical procedures, and other treatments as appropriate for ambulatory settings. Student will complete skills competencies. <b>Prerequisite Mod 1.</b>		
<b>MAAS213G</b>	<b>MEDICAL OFFICE PROCEDURES/MANAGEMENT</b>	<b>48/0/0/48/3.0</b>
Students will learn manual and computerized records management, how to take patient histories, filing, appointments and scheduling, basic bookkeeping, billing/collections, banking/payroll, telephone techniques, safety of the medical office and professional conduct. <b>Prerequisite Mod 1.</b>		
<b>MAAS211G</b>	<b>MEDICAL INSURANCE AND MANAGING MEDICAL RECORDS</b>	<b>48/0/0/48/3.0</b>
This course introduces students to the subject of medical health records. Students consider inpatient and outpatient scenarios and the differences between paper and electronic files. The course explores the advantages and risks of electronic medical records with a focus on HIPAA compliance. <b>Prerequisite Mod 1.</b>		
<b>MA303</b>	<b>A&amp;P B – MUSCULAR, SKELETAL AND DIGESTIVE SYSTEMS</b>	<b>24/0/0/24/1.5</b>
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Muscular, Skeletal and Digestive systems. <b>Research Assignment 2 – Career Services Prep Prerequisite Mod I.</b>		
<b>MA304</b>	<b>MEDICAL CLINICAL PROCEDURES B</b>	<b>20/28/0/48/1.5</b>
This course introduces sources and forms of drugs, drug classifications, drug effects on the body systems, and basic concept of administration and calculation of dosages. Students will also learn the basic principles of IV therapy; review vital signs; patient education; Concepts of physical therapy, pediatric and geriatric care and medical office safety are discussed and performed. Students will complete skills competencies. <b>Prerequisite Mod I.</b>		

<b>MA305</b>	<b>MEDICAL LAW AND ETHICS</b>	<b>24/0/0/24/1.5</b>
<p>The students will learn the legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. <b>Prerequisite Mod I.</b></p>		
<b>MA306</b>	<b>A&amp;P C – CARDIOVASCULAR, LYMPHATIC, CIRCULATORY, AND RESPIRATORY SYSTEMS</b>	<b>32/0/0/32/2.0</b>
<p>Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Cardiovascular, Lymphatic, Circulatory, and Respiratory systems. <b>Research Assignment 3</b> – Career Services Prep. <b>Prerequisite Mod I.</b></p>		
<b>MA307</b>	<b>MEDICAL CLINICAL PROCEDURES C</b>	<b>28/36/0/64/2.5</b>
<p>This course introduces phlebotomy; clinical laboratory procedures; EKG's; CPR Certification; Pulmonary Function Testing. Students will review vital signs, aseptic technique, and charting, patient education and medication administration. Students will identify parts of the microscope, as well as perform hematology, microbiology and chemistry procedures. Students differentiate various laboratory departments and personnel, complete laboratory requisitions and practice laboratory safety. Students as assisting with minor surgeries, medical emergencies and emergency readiness. Students will complete skills competencies. <b>Prerequisite Mod I.</b></p>		
<b>MA308</b>	<b>A&amp;P D – INTEGUMENTARY AND ENDOCRINE SYSTEMS</b>	<b>32/0/0/32/2.0</b>
<p>Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Integumentary and Endocrine systems. <b>Research Assignment 4</b> – Career Services Prep. <b>Prerequisite Mod I.</b></p>		
<b>MA309</b>	<b>ELECTRONIC HEALTH RECORDS</b>	<b>28/36/0/64/2.5</b>
<p>This course reviews the history of and current state of the electronic health record, trends, healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper based health record to an electronic health record and the associated issues. <b>Prerequisite Mod I.</b></p>		
<b>MA310</b>	<b>A&amp;P E – URINARY AND REPRODUCTIVE SYSTEMS</b>	<b>32/0/0/32/2.0</b>
<p>Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Urinary and Reproductive systems. <b>Research Assignment 5</b> – Career Services Prep. <b>Prerequisite Mod I.</b></p>		
<b>MA311</b>	<b>MEDICAL CLINICAL PROCEDURES D</b>	<b>12/24/0/36/1.0</b>
<p>Students will learn to perform Urinalysis (physical/chemical/microscopic); students will identify and assist with life span specialties and specialty exams, students will also review proper charting. Students will complete skills competencies. <b>Prerequisite Mod I.</b></p>		
<b>MA312</b>	<b>MEDICAL ADMINISTRATIVE PROCEDURES</b>	<b>8/20/0/28/1.0</b>
<p>Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. <b>Prerequisite: Mod I.</b></p>		
<b>CSP201</b>	<b>CUSTOMER SERVICE/PROFESSIONALISM AND CAREER PREPARATION</b>	<b>30/18/0/48/2.5</b>
<p>This course will teach the student about professionalism, including work-place behaviors that result in positive business relationships. Students will learn goal-setting, stress-management, time-management, professional dress, etiquette, diversity in the work place relationships, excellent customer service, communication at work, conflict management, job search skills, building resumes, and interview techniques. <b>Prerequisite: Mods I-VII.</b></p>		
<b>MAC301</b>	<b>CERT PREP</b>	<b>15/15/0/30/1.5</b>
<p>Certification Prep allows the student to review for a state or national registry. This is done by using review material and the use of practice exam that covers all areas of the exam. Student will complete exam application and take certification exam. <b>Prerequisite: Module I-VII.</b></p>		
<b>MAX301</b>	<b>EXTERNSHIP</b>	<b>0/0/180/180/4.0</b>
<p>Students will be able to apply in a practical setting the professional skills learned in the classroom, as a Medical Assistant. <b>Prerequisite: Module I-VII.</b></p>		