

## MEDICAL ASSISTANT CERTIFICATE PROGRAM

Offered at AUS, DAL, FW, HNL, HSW, and SA Campuses

**Objective:** The Medical Assistant 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 as a medical assistant 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. Students will take the Scholastic Level Exam and be required to pass 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 length of the morning program is 35 weeks. The length of time normally required for completing the afternoon or evening program is 54 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
<b>MODULE I</b>						
MSS 100	Master Student/Study Skills	30	0	0	30	2.0
PRO 100	Professionalism	15	0	0	15	1.0
HIP 100	HIPAA / OSHA / Infection Control	15	0	0	15	1.0
MED 100	Medical Terminology	30	0	0	30	2.0
APM 100	Overview of Anatomy & Physiology	30	0	0	30	2.0
<b>MODULE II</b>						
APM 101	A&P 1 (Nervous System, Special Senses)	15	0	0	15	1.0
MAT 116	Medical Law and Ethics	30	0	0	30	2.0
MA 120	Psychology/ Human Relations	30	0	0	30	2.0
OM 111	Keyboarding/Computer Applications	0	45	0	45	1.5
<b>MODULE III</b>						
APM 102	A&P 2 (Muscular, Respiratory)	15	0	0	15	1.0
MA 118	Pharmacology	75	30	0	105	6.0
<b>MODULE IV</b>						
APM 103	A&P 3 (Cardiovascular, Circulatory, Integumentary and Skeletal)	15	0	0	15	1.0
OM 114A	Medical Office Procedures/Management	30	15	0	45	2.5
MA 216	Medical Clinical Procedures 1	30	30	0	60	3.0
<b>MODULE V</b>						
APM 104	A&P 4 (Digestive, Reproductive)	15	0	0	15	1.0
MA 226	Medical Clinical Procedures II	45	60	0	105	5.0
<b>MODULE VI</b>						
APM 105	A&P 5 (Lymphatic/Immune, Endocrine, Urinary)	15	0	0	15	1.0
MA 217	Medical Laboratory Procedures	45	60	0	105	5.0
<b>MODULE VII</b>						
MAX 100	Externship	0	0	180	180	4.0
<b>Total Hours/Credits</b>		<b>480</b>	<b>240</b>	<b>180</b>	<b>900</b>	<b>44.0</b>

*Total Program Hours = 900/ 44.0 Semester Credits*

*Note: If one does not pass a course(s) necessary for completion of the program, he or she must retake the failed courses before beginning externship. All students must type a minimum of 35 net wpm in order to graduate from the program. 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.*

- MSS 100      MASTER STUDENT/STUDY SKILLS      30/0/0/30/2.0**  
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.  
**No Prerequisite.**
- PRO 100      PROFESSIONALISM      15/0/0/15/1.0**  
Students will learn and become familiar with the soft skills and habits that are necessary to be a successful employee in the allied healthcare field. This course is designed to help students identify the attributes of an employee that are sought-after in the professional setting and to develop a personal plan to expand their talents to meet the expectations of the educational institution and workplace.  
**No Prerequisite.**
- HIP 100      HIPAA/OSHA/INFECTION CONTROL      15/0/0/15/1.0**  
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. **No Prerequisite.**
- APM 100      OVERVIEW OF ANATOMY & PHYSIOLOGY      30/0/0/30/2.0**  
Students will learn and identify basic structures, functions and dysfunctions of the body. This course covers a general treatment of the sensory, muscular, nervous, endocrine, digestive, respiratory, circulatory, urinary, reproductive, integumentary, and skeletal system. **No Prerequisite.**
- MED 100      MEDICAL TERMINOLOGY      30/0/0/30/2.0**  
Students will learn the study of the word roots, prefixes, suffixes as well as abbreviations and symbols that are necessary tools for building a medical vocabulary. **No Prerequisite.**
- APM 101      A&P 1 (Nervous System, Special Senses)      15/0/0/15/1.0**  
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. **Prerequisite MOD I**
- APM 102      A&P 2 (Muscular, Respiratory)      15/0/0/15/1.0**  
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Muscular and Respiratory systems. **Prerequisite MOD I**
- APM 103      A&P 3 (Cardiovascular, Circulatory, Integumentary, Skeletal)      15/0/0/15/1.0**  
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Cardiovascular, Circulatory, Integumentary and Skeletal systems. **Prerequisite MOD I**
- APM 104      A&P 4 (Digestive & Reproductive)      15/0/0/15/1.0**  
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Digestive & Reproductive systems. **Prerequisite MOD I**
- APM 105      A&P 5 (Lymphatic/Immune, Endocrine, Urinary)      15/0/0/15/1.0**  
Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Lymphatic/Immune, Endocrine, and Urinary systems. **Prerequisite MOD**
- MA 116      MEDICAL LAW AND ETHICS      30/0/0/30/2.0**  
Students learn how ethical codes and the governing of the medical practice, how licenser is granted and/or revoked, patient confidentiality and medical liability and negligence. **Prerequisite MOD I**
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- MA 120 PSYCHOLOGY/HUMAN RELATIONS 30/0/0/30/2.0**  
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. **Prerequisite MOD I**
- OM 111 KEYBOARDING/COMPUTER APPLICATIONS 0/45/0/45/1.5**  
Students will use a computerized software program to set up and manage a medical practice including a database, posting transactions, and production analysis. **Prerequisite: MODULE I.**
- MA 118 PHARMACOLOGY 75/30/0/105/6.0**  
Students will identify the classification of drugs and their effects, and regulation on prescribing narcotics. Students learn how to write prescriptions, calculate drug dosages and administer intramuscular, sublingual and ID injections. **Prerequisite MOD I**
- OM 114A MEDICAL OFFICE PROCEDURES/ MANAGEMENT 30/15/0/45/2.5**  
Students will learn 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. **Prerequisite MOD I**
- MA 216 MEDICAL CLINICAL I 30/30/0/60/3.0**  
Students will learn and perform procedures for emergency situations and first aid and certify for cardiopulmonary resuscitation. Students will learn about and perform electrocardiograms. **Prerequisite MOD I**
- MA 226 MEDICAL CLINICAL PROCEDURES II 45/60/0/105/5.0**  
Students will discuss concepts of microbiology and disease transmission. Students will learn charting, vital signs, measurement, visual acuity, patient positioning and draping. Students will learn to identify instruments, perform sterile procedures to include suture removal, assist physicians in minor office surgery. Concepts of physical therapy, pediatric and geriatric care and medical office safety are discussed and performed. **Prerequisite MOD I**
- MA 217 MEDICAL LABORATORY PROCEDURES 45/60/0/105/5.0**  
Aseptic technique is practiced, along with patient instruction and collection such as venipuncture and capillary puncture. Urinalysis and gram stain is also performed. Students learn parts of the microscope, hematology, microbiology and chemistry procedures. Students differentiate various laboratory departments and personnel, complete laboratory requisitions and practice laboratory safety. Students will also learn the basic principles of IV therapy. **Prerequisite MOD I**
- MAX 100 EXTERNSHIP 0/0/180/180/4.0**  
This course will allow the student to gain hands-on experience in an appropriate medical facility.  
**Prerequisites: Completion of all medical assistant classes, current on financial obligations to the school, and recommendation of the instructor and externship coordinator.**
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