

Institute



Medical Arts

*Institute of Medical Arts
107 Plainfield NJ, 07060, Suite 202
Telephone: (908)-205-0591*

School Catalog

2019-2020

TABLE OF CONTENTS

Administrators and Staff	1
School Calendar	1
Class Schedules	2
Registration Requirements	2
School Policies	2-4
Entrance Requirements	2
Attendance Requirements	3
Leave of Absence	3
Missed Lessons	3
Make-up Work	4
Tardiness	4
Code of Conduct	4
Conditions for Dismissal	5
Reentry Policy	5
Credit for Previous Training	6
Student Complaint/Appeal Process	6
Grading System	7
Probation for Below Average Grades	7
Student Evaluation Techniques	8
Withdrawal From school	8
Student Records	8
Refund Policy	9
Tuition and Additional Costs	10
Credit Disclaimer Statement	11
Facilities	11
Programs Offered	11
Unannounced School Closure Information	12

Institute of Medical Arts

Administrators and Staff

■ Administration

Hatem Abdelaziz
Mamdouh Sorial

President and Director
Vice President / Chief Executive Officer

Admissions Officer

Alison Abdelaziz
Summer Abdelaziz

908-205-0591 Ext:1000

■ Student Advisement

Ehab Salib

908-205 -0591 Ext:1003

■ Bursar Office

Rania Beshta

908-205-0591

■ School Secretaries and Attendance Staff

Secretaries and attendance staff are available Monday through Friday from 9:00 a.m. to 7:00 p.m.

Secretary of Attendance- Damaris Medina 908-205-0591 Ext: 1001

Front Desk Secretary- Lily Cruz 908-205-0591

School Calendar

The following holidays will be observed by the school and classes will not be held:

Observed Holidays

New Year's Day
Martin Luther King Day
Independence Day
Memorial Day
Labor Day
Thanksgiving
Christmas

Class Schedules

The total hours of each program vary and are dependent upon the curriculum. Business hours are from 9:00 a.m. until 5:00 p.m. Monday through Friday.

- Classes are scheduled Monday through Friday from 9:00 a.m. until 7:30 p.m.
- Saturday classes are scheduled from 9:00 a.m. until 2:00 p.m.
- Make-up sessions are scheduled Wednesday evenings and Saturdays

Program Starting Dates

Spring Term	Fall Term
January 6 th	August 6 th

Registration Requirements

Students may register for courses up to one week (5 business days) prior to the start of classes. Students must register in person with the admissions officer. Please bring the following with you:

- Identification (current driver's license, birth certificate or passport)
- High school diploma or G.E.D. certificate
- Initial payment for registration and tuition fees (we accept cash, Money Order and all major credit cards.)

School Policies

Entrance Requirements

1. All students must be at least eighteen (18) years of age on or before the first day of class.
2. Students must possess a High School Diploma or General Education Development (G.E.D.) Diploma.

Attendance Requirements

Institute of Medical Arts records the daily attendance of each student in accordance with state guidelines. Records of student's attendance will be kept on file and are available for student review. This school requires students to be in attendance for 90 percent of the program. Absenteeism for more than 10 percent (40 school hours) of the total program constitutes cause for dismissal. Students who have greater than 10 percent absences will have their case reviewed by the school director with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 10 percent of the program have the option of requesting an official leave of absence.

Leave of Absence

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. The request for a leave of absence must be submitted to the attendance officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment, then the student's contract will be terminated. When appropriate the student may be entitled to a refund in accordance with the school's refund policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

Class Cuts

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up class work and assignments. Missed lessons must be made-up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the attendance officer before returning to class.

Make-up Work

For students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences or a leave of absence need to be made up. The student must makeup missed classes and assignments within five (5) business days of returning to the institute. Please refer to the institutes' make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. Students who do not take advantage of the institutes make-up policy may need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees at the rate of \$30 per hour. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the institute's director for a change in completion date and may result in a contract amendment.

Tardiness

Developing good work ethics is an important part of the training at **Institute of Medical Arts**. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

It is the responsibility of the student to make up missed assignments. **Institute of Medical Arts** encourages students to plan to arrive at the institute at least 10 minutes before the start of class.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.

3. All types of proven dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the institute's director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns it may be possible to re-enter within the same school term. In cases where the Student was dismissed due to failure to maintain the minimum grade point average;

It may be possible for the student to receive private tutoring and then re-enter the school. In the case where a student is dismissed due to unacceptable conduct the student may have to meet with a review panel before re-entering the institute. The decision of the review panel is final, and the student will receive a letter within five business days from the institute's director stating the decision of the panel.

Credit for Previous Training

Institute of Medical Arts is committed to helping students reach their educational goal as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. The minimum passing grade is 75 percent. Students wishing to receive recognition for previous training must show proof.

Student Complaint/Appeal Process

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name, last four digits of their social security number (or student number), and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director and/or appeal panel. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. The decision of the director and/or appeal panel is final. Should the contract be canceled by either the student or the school the date on the complaint letter will be used as the date to calculate any refund in accordance with the institute's refund policy.

Grading System

The competencies taught in each program offered at **Institute of Medical Arts** will be evaluated using written examinations and skill development tests. The minimal grade for graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a *Certificate of Completion* and may be dropped from the program.

<u>Letter Grade</u>	<u>Grade Percentage</u>	<u>Description</u>
A	93 - 100	Excellent
B	92 - 87	Above Average
C	86- 75	Average
F		Failure
INC.		Incomplete
WD		Withdraw
WP		Withdraw Passing
WU		Withdraw Unsatisfactory

A student's Grade Point Average (G.P.A.) is based on the sum of all grades received through testing and divided by the total number of tests.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed examinations, then a failure grade will be given. Students who withdraw and are passing the program will be given a WP (withdrew passing). Students who withdraw and are not meeting the minimum grade point average will be given a WU (withdrew unsatisfactory grades).

Probation for Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average may be dismissed from the program.

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should plan for additional practice, independent study or tutoring. Tests will be both cognitive and psycho-motor with the psycho-motor skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Withdrawing from School

Students must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student ID number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, dismissal, and additional financial obligations.

Student Records

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance records
2. Academic progress and grades
3. Financial records
4. The *Enrollment Agreement*

5. The Ability to Benefit (where applicable)
6. Record of credit given for previous training
7. Records of meetings, appeals, disciplinary actions and dismissals
8. A copy of the graduation certificate(s) from this school
9. Medical Records (where applicable)

Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes. All records are private and are handled with confidentiality.

Refund Policy

Should the student's enrollment be terminated, or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.
2. All tuition will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third business day, but before the first class will result in a refund of the tuition paid, apart from the Administrative Fees.
4. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up.

Reimbursement Scale

Withdrawal or Cancellation:

During the first week

During the second or third week

The School Will Retain

10% of the tuition

20% of the tuition

Tuition and Additional Costs

Tuition (based on class hours)

Administrative Fee (nonrefundable)

Textbooks and workbooks

Supplies and materials

Parking (optional)

Private Tutoring (optional)

The administrative fee is nonrefundable. Additional costs are due the first day of class. Parking is available behind the Institute of Medical Arts building, & Public transportation (Bus routes & train station) are within walking distance.

Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition. The student workbook is not returnable. Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

Grants, Student Loans and Scholarships

Institute of Medical Arts does not award grants or scholarships currently. We do honor grants and scholarships that our students have been awarded from outside organizations.

Credit Disclaimer Statement

Institute of Medical Arts is not approved to offer college credits. The Institute of Medical Arts is a state approved private vocational school.

Facilities

Institute of Medical Arts features a fully air conditioned, well-lit facility with a reception area, administration offices and training classroom. The school has a break room for students with a coffee pot, refrigerator, tables and chairs, and bottled water. Both male and female lavatories are available. We do not employ a nurse or have any medical staff available. There is parking available behind the building in parking lot, and street parking. This is a handicapped accessible facility with handicapped ramp, and an elevator.

Programs Offered at Institute of Medical Arts

Programs

Medical Assisting - 400 hours/ 16 weeks

This program prepares students to learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative process, bookkeeping and accounting practices, and the processing of medical insurance forms and claims. The goal of the Medical Assistant program is to prepare competent entry-level MA's in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions in the medical field. Careers such as clinical or administrative assistant, medical receptionist, and medical insurance biller are all potential possibilities.

Graduates of the program may be eligible to take various professional certification exams, including the NCCT exam required for the National Certified Medical Assistant (NCMA) credential.

Unannounced School Closure Information

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

WORKSHOP REVIEW COURSE

Course Title/Code Workshop and Review Course MOTREV060

Prerequisite Medical Terminology MM50
Medical Office Management MOM50
Clinical Medical Assisting MC100
Electrocardiography ME50
Computer Keyboarding MK75
Medical Billing MB75
Introduction to Windows CW150
Phlebotomy MP50

Lecture: 50 hours
Laboratory: 50 hours
Total Instructional hours: 100 classroom hours
Out of Class Work: 25 hours

Academic credits awarded: 5.0 credits

Textbook

CPT & ICD9-CM

*Delmar's Clinical Medical Assisting
Fourth Edition
Wilburta Q. Lindh, Marilyn S. Pooler
Carol D. Tamparo, Barbara M. Dahl
(c) 2010, 2006, 2002, 1997
Delmar Cengage Learning
ISBN 13: 978-1-4354-1929-2*

*Phlebotomy Technician Specialist
Second Edition
Kathryn A. Kalanick
© 2012 Delmar Cengage Learning
ISBN 13: 978-1-133-83793-0*

*Electrocardiography
for HealthCare Professionals
Third Edition
Kathyn A. Booth & Thomas E. O'Brien
© 2012 McGraw-Hill Companies Inc.
ISBN 13: 978-0-07-337435-2*

INTRODUCTION TO WINDOWS

Course Title/Code Introduction to Windows CW150

Prerequisite None

Lecture: 15 hours
Laboratory: 10 hours
Total Instructional hours: 25 classroom hours
Out of Class Work: 6.15 hours

Academic credits awarded: 1.3 credits

Textbook Microsoft Windows 10®
(Introductory)
First Edition
Shelly Cashman Series ®
Steven M. Freund, Raymond E. Enger &
Corinne L. Hoisington
© 2014 Course Technology, Cengage Learning
ISBN 13: 978-1-285-16313-0

Course Description

This course orients the student to the Microsoft Windows 10® operating system and provides the basic computer knowledge to make the computer easier to use. Topics will include managing Windows 10® screens, accessing software applications, opening and saving documents, creating and working with files, folders and printing documents. Lesson will deal with important computer concepts and the features of the operating system enabling the students to perform Windows tasks and procedures.

Out-of-class work is an important component of this course and enforces in-class lessons. The completion of out-of-class work allows for successful completion of the course

Note:

Along with the 25 instructional hours for this course, students are expected to spend at least 6.15 hours on out-of-class work in order to achieve the learning objectives for this 1.3 semester credit hour course. Out-of-class work will be evaluated for both completion as well as correctness.

PHLEBOTOMY

Course Title/Code

Phlebotomy MP50

Prerequisite

***Medical Terminology MM50
Clinical Medical Assisting MC100***

Lecture:

30 hours

Laboratory:

70 hours

Total Instructional hours:

100 classroom hours

Out of Class Work:

25 hours

Academic credits awarded:

4.3 credits

Textbook

***Phlebotomy Technician Specialist
Second Edition
Kathryn A. Kalanick
© 2012 Delmar Cengage Learning
ISBN 13: 978-1-133-83793-0***

Course Description

This course introduces the proper equipment and specific uses in drawing blood. Emphasis is placed on patient preparation and venipuncture procedures. Students will learn glucose monitoring as well as special collections procedures. Quality assurance evaluation will be included.

Out-of-class work is an important component of this course and enforces in-class lessons. The completion of out-of-class work allows for successful completion of the course

Note:

Along with the 100 instructional hours for this course, students are expected to spend at least 25 hours on out-of-class work in order to achieve the learning objectives for this 4.3 semester credit hour course. Out-of-class work will be evaluated for both completion as well as correctness.

MEDICAL OFFICE MANAGEMENT

<i>Course Title/Code</i>	<i>Medical Office Management MOM50</i>
<i>Prerequisite</i>	<i>None</i>
<i>Lecture:</i>	<i>25 hours</i>
<i>Laboratory:</i>	<i>15 hours</i>
<i>Total Instructional hours:</i>	<i>40 classroom hours</i>
<i>Out of Class Work:</i>	<i>10 hours</i>
<i>Academic credits awarded:</i>	<i>2.1 credits</i>
<i>Textbook</i>	<i>Personal Excellence</i> <i>Robert K. Throop & Marion B. Castellucci</i> <i>© 2006 Delmar Cengage Learning</i> <i>ISBN 13: 978-1-4018-8200-6</i> <i>Medical Office Practice</i> <i>Eighth Edition.</i> <i>Philip Atkinson & Diane R. Timme</i> <i>© 2004 Delmar Cengage Learning</i> <i>ISBN 13: 978-1-4354-8143-5</i>

Course Description

This course is designed to introduce the student to the medical business office. Instruction in medical records management, telephones, filing, medical forms, and insurance is given. Emphasis is on proper procedural steps and organizational skills. Students are also introduced to medical ethics and law.

A one-week Professional Development session is included as part of this course. This session is used to encourage students to define and work towards career goals, develop proper workplace etiquette, become familiar with corporate codes of conduct and learn about standards of business communication.

Out-of-class work is an important component of this course and enforces in-class lessons. The completion of out-of-class work allows for successful completion of the course.

MEDICAL TERMINOLOGY

Course Title/Code *Medical Terminology MM50*

Prerequisite *None*

Lecture: *60 hours*
Total Instructional hours: *60 classroom hours*
Out of Class Work: *15 hours*

Academic credits awarded: *4.0 credits*

Textbook *Illustrated Guide to Medical Terminology*
Juanita Davis
© 2007 Delmar Cengage Learning
ISBN 13: 978-1-4018-7919-8

Course Description

This course develops an understanding and structure of medical terms. Students will have the ability to identify terminology related to each body system, studied and compile a general medical vocabulary.

Out-of-class work is an important component of this course and enforces in-class lessons. The completion of out-of-class work allows for successful completion of the course

Note:

Along with the 60 instructional hours for this course, students are expected to spend at least 15 hours on out-of-class work in order to achieve the learning objectives for this 4.0 semester credit hour course. Out-of-class work will be evaluated for both completion as well as correctness.

MEDICAL BILLING

Course Title/Code *Medical Billing MB75*

Prerequisite *None*

Lecture: *30 hours*
Laboratory: *45 hours*
Total Instructional hours: *75 classroom hours*
Out of Class Work: *18.75 hours*

Academic credits awarded: *3.5 credits*

Textbook *Computers in the Medical Office (CiMO)*
Seventh Edition
Susan M. Sanderson
©) 2011McGraw-Hill Companies
ISBN 13: 978-0-07-337460-4

Course Description

Students are introduced to Medical Billing careers while learning the guidelines and developing necessary skills needed for maximum reimbursement. They will utilize ICD-9 CM, CPT and HCPCS Coding Systems, be taught various insurances, from Medicare to Manage Care Organizations and be able to efficiently process medical claims.

Out-of-class work is an important component of this course and enforces in-class lessons. The completion of out-of-class work allows for successful completion of the course.

Note:

Along with the 75 instructional hours for this course, students are expected to spend at least 18.75 hours on out-of-class work in order to achieve the learning objectives for this 3.5 semester credit hour course. Out-of-class work will be evaluated for both completion as well as correctness.

ELECTROCARDIOGRAPHY

Course Title/Code *Electrocardiography ME50*

Prerequisite *Medical Terminology MM50*

Lecture: *20 hours*
Laboratory: *30 hours*
Total Instructional hours: *50 classroom hours*
Out of Class Work: *12.5 hours*

Academic credits awarded: *2.3 credits*

Textbook *Electrocardiography
for HealthCare Professionals
Third Edition
Kathyn A. Booth & Thomas E. O'Brien
© 2012 McGraw-Hill Companies Inc.
ISBN 13: 978-0-07-337435-2*

Course Description

This subject defines the EKG and outlines the role of an EKG technician. Students learn patient preparation and EKG administration developing interpretive factors to recognize common abnormalities.

Initial concentration of subject material will be teaching the basics of anatomy and physiology of the heart, circulation, performing ECG, interpreting data, ethics and legal responsibilities.

Students will initiate into electrocardiography in a controlled atmosphere. Initial emphasis will encompass universal and standard precautions. Application of theoretical knowledge will be applied using mechanical devices and progressing to mandatory student participation. Students are encouraged to finish several EKG strips during the class hours with interpretation and analysis.

Out-of-class work is an important component of this course and enforces in-class lessons. The completion of out-of-class work allows for successful completion of the course.

INTERNSHIP

Course Title/Code

Internship ME 180

Prerequisite

MM50, MP50, ME50, MCI00, MK75, CW150, MB75, MOM50, MOTREV060

Internship Hours:

150 hours

Academic credits awarded:

3.33 credits

Textbook

None

Course Description

The Medical Office Technology Internship is designed to introduce students their profession by enabling them to convert their classroom theory and clinical skills into practical situations while under the direct supervision of qualified personnel.

Grade Performance Determination:

The internship supervisor completes an Internship Evaluation form while the student is graded for:

- 1- Punctuality
- 2- Professionalism
- 3- Organizes and completes assignments
- 4- Communication skills
- 5- Clinical Office Procedures
- 6- Administrative Office Procedure

Grading		
A	<i>90%-100%</i>	<i>Excellent</i>
B	<i>80%-89%</i>	<i>Very Good</i>
C	<i>70%-79%</i>	<i>Good</i>
D	<i>60%-69%</i>	<i>Fair</i>
F	<i>Below 60%</i>	<i>Needs Improvement</i>

COMPUTER KEYBOARDING

<i>Course Title/Code</i>	<i>Computer Keyboarding MK75</i>
<i>Prerequisite</i>	<i>None</i>
<i>Lecture:</i>	<i>25 hours</i>
<i>Laboratory:</i>	<i>25 hours</i>
<i>Total Instructional hours: Out of Class Work:</i>	<i>50 classroom hours 12.5 hours</i>
<i>Academic credits awarded:</i>	<i>2.5 credits</i>
<i>Textbook</i>	<i>Basic Keyboarding for the Medical Office Third Edition Edna J. Moss © 2004 Delmar Cengage Learning ISBN 13: 978-1-4018-1189-1</i>

Course Description

Students are introduced to computer keyboarding with special emphasis on correct stroking, posture and technique. Speed and accuracy are introduced through timed writings.

Out-of-class work is an important component of this course and enforces in-class lessons. The completion of out-of-class work allows for successful completion of the course

Note:

Along with the 50 instructional hours for this course, students are expected to spend at least 12.5 hours on out-of-class work in order to achieve the learning objectives for this 2.5 semester credit hour course. Out-of-class work will be evaluated for both completion as well as correctness.

CLINICAL MEDICAL ASSISTING

(CMA)

Course Title/code ***Clinical Medical Assisting ME100***

Prerequisite ***Medical Terminology MM50***

Lecture: ***40 hours***

Laboratory: ***60 hours***

Total Instructional hours: ***100 classroom hours***

Out of Class Work: ***25 hours***

Academic Credits Awarded: ***4.7 Credits***

Textbook ***Delmar's Clinical Medical Assisting
Fifth Edition
Willburta Q. Lindh, Marilyn S. Pooler
Carol D. Tampo, Barbara M. Dahl
Julie A. Morris, Angela P. Rein
©2014, 2010, 2006, 2002, 1997
Delmar Cengage Learning
ISBN 13: 978-1-133-60300-9***

***Workbook to Accompany
Delmar's Clinical Medical Assisting
ISBN 13: 978-1-133-60316-0***

Course Description

Initial concentration of subject material will be teaching the basics of aseptic technique, vital signs, ethics, and legal responsibilities. Students will be required to continue to exhibit competency in applied clinical skills.

Students will be immediately initiated into a variety of medical procedures in a controlled atmosphere. Initial emphasis will encompass aseptic techniques and must be demonstrated appropriately. Application of theoretical knowledge will be applied utilizing mechanical devices and progressing to mandatory student participation.