



**Catalog Supplement**  
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**ASSOCIATE OF OCCUPATIONAL SCIENCE DEGREE PRACTICAL NURSING**

Credit Hours: 95  
Total Hours: 1702.5  
In-Class Hours: 1300  
Out of Class Hours: 402.5  
Program Length: 60 weeks  
Delivery Method: Blended

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**ASSOCIATE OF APPLIED SCIENCE DEGREE DIAGNOSTIC MEDICAL SONOGRAPHY (DMSA)**

Credit Hours: 122.5  
Total Hours: 2030  
Program Length: 70 weeks  
Delivery Method: Blended

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**DIPLOMA IN MEDICAL ASSISTING WITH PHLEBOTOMY**

Objective: This diploma program is designed to train individuals for entry-level medical office positions. A medical assistant is a medical support professional that performs a variety of tasks to assist physicians in providing patient care, while ensuring that clinics and hospitals run smoothly and efficiently. While medical assistants working in a smaller practice may be required to perform some administrative tasks, those working in larger medical facilities focus mainly on providing support services directly related to patient care. While administrative medical assistants work mainly at the front desk and reception area of a clinic or doctor's office, clinical medical assistants are more often found at the physician's side working in close contact with patients. Graduates of this program receive coursework relating to offering assistance to the physician in direct patient care. Graduates will be prepared to seek positions such as clinical/medical assistant. After completion of this program graduates will be eligible to sit for a national certification from National Health Association (NHA) in medical assisting and phlebotomy.

\* Students are required to show proof of immunization against Hepatitis B. In addition, proof of negative TB Skin test must be submitted.

Credit Hours: 65  
 Total Hours: 1195  
 In-Class Hours: 900  
 Out of Class Hours: 295  
 Program Length: 40 weeks  
 Delivery Method: Blended

| <b>Basic Requirements</b>                              |  | <b>Credit Hours</b> | <b>Contact Hours</b> |
|--|--|---------------------|----------------------|
| LAS120A  | Success Skills                         | 4                   | 50                   |
| LAS130A  | Professional Development               | 4                   | 40                   |
| <b>Program Requirements</b>                            |  |                     |                      |
| ANA101   | Anatomy & Physiology                   | 4                   | 40                   |
| ECG100   | Basic Arrhythmia/ECG                   | 3                   | 40                   |
| MED100   | Medical Terminology                    | 4                   | 40                   |
| MED110   | Medical Math                           | 4                   | 40                   |
| MED135A  | Medical Administrative Procedures      | 4                   | 50                   |
| MED115   | Pharmacology                           | 4                   | 40                   |
| MED150   | Clinical Procedures I                  | 3                   | 50                   |
| MED155   | Clinical Procedures II                 | 3                   | 50                   |
| MED160   | Laboratory Procedures I                | 3                   | 50                   |
| MED165   | Laboratory Procedures II               | 3                   | 50                   |
| MED175   | Medical Assisting Certification Review | 4                   | 40                   |
| PTH100   | Pathology                              | 4                   | 40                   |
| EXT200   | Externship                             | 6                   | 180                  |
| PHL116   | Phlebotomy Techniques I                | 4                   | 50                   |
| PHL117   | Phlebotomy Techniques II               | 4                   | 50                   |
| <b>Total Credits Required for Graduation - Diploma</b> |  | 65                  | 900                  |
| <b>Outside Coursework Hours</b>                        |  |                     | 295                  |
| <b>Total Hours</b>                                     |  |                     | 1195                 |

**ANA101 Anatomy & Physiology**

4 Credit Hours

40 Lecture Hours

This course covers the study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. The course includes the discussion of pathological conditions and diseases through the course. Prerequisites: None

**ECG100 Basic Arrhythmia/ECG**

3 Credit Hours

20 Lecture Hours

20 Lab Hours

This course is designed to introduce the student to basic arrhythmias and function of the electrical conduction of the heart, in order to aid in proper administration of ECGs. Prerequisites: None

**EXT200 Externship**

6 Credit Hours

180 Lab Hours

Externship provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day to day operations of the medical office that may include management functions, personnel administration, record keeping and medical office equipment. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. Prerequisites: Final Quarter of the program.

**LAS120A Success Skills**

4 Credit Hours

30 Lecture Hours

20 Lab Hours

The development of self-reliance through understanding and utilizing the concepts of self-esteem, self-efficacy, goal setting, and accountability. Includes development of study skills, including library utilization, test taking, note taking, time management and critic thinking. This course also teaches introductory Microsoft Word 2013 and Microsoft Office Excel 2013 skills and how to apply them in a medical office setting. As a participant, you will become more prepared for your career as a Medical Professional in learning how to successfully support the front or back office of a clinic or hospital. This course covers the development of basic keyboarding skills to improve speed and accuracy. Prerequisites: None

**LAS130A Professional Development**

4 Credit Hours

40 Lecture Hours

This course is designed to assist the student in developing skills necessary to gain employment. It also covers a wide range of job-seeking skills, including the development of an effective résumé. Interviewing skills, referral letters, cover letters and other professional areas will be discussed. In addition, it covers professionalism in the workplace and the importance of the externship. Prerequisites: None

**MED100 Medical Terminology**

4 Credit Hours

40 Lecture Hours

This course provides the student with an understanding of the medical language in the healthcare fields while incorporating body structures and function in health and disease. The student will have an effective understanding of the major body systems, including the musculoskeletal, cardiovascular, respiratory, digestive and Integumentary system. Prerequisites: None

### **MED110 Medical Math**

4 Credit Hours

40 Lecture Hours

This course includes instruction in essentials of mathematics for a health care provider. Drug dosages, intake and output, weights and measures, temperatures, IV drip rate and conversions are a focus, and illustrations of syringes, prescriptions, medication labels, IV bags, and I and O charts allow the students to practice real-life health care skills requiring mathematics and algebraic skills. Skills necessary to problem solve and apply appropriate mathematical concepts to daily life are developed: Prerequisites: None

### **MED115 Pharmacology**

4 Credit Hours

40 Lecture Hours

This course provides the student with the knowledge and skills required to prepare and administer oral and parenteral drugs. The student is introduced to principles of pharmacology, including major drug classifications, actions, side effects, immunology and implications for care. Prerequisites: None

### **MED135A Medical Administrative Procedures**

4 Credit Hours

30 Lecture Hours

20 Lab Hours

This course is designed to develop competencies in front office procedures, including scheduling and time management, telephone etiquette, and procedure codes. This course also familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims, professional fees, credit arrangements, submission, collection and data entry. Emphasis is placed on the practical application of collection procedures, patient billing and data entry and becoming proficient in the use of a practice management software program. The course is also designed to introduce the student to a variety of records and record keeping systems and the principles underlying effective management of records. It also combines technical aspects of records procedures with systems typically used in medical practices today. Prerequisites: MED100

### **MED150 Clinical Procedures I**

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course is designed to introduce the student to the medical assistant program and to his/her role as a medical assistant. The student will be introduced to the components of the medical record, how to identify the different types of documents within the medical record and how to prepare charts. The important concepts relating to the measurement of vital signs will also be introduced and the student will have the opportunity to learn several methods of taking temperature, pulse, blood pressure, respiration and ECGS. Prerequisites: ANA101, MED100

**MED155 Clinical Procedures II**

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course is designed to provide the student with an opportunity to learn the principles and methods used to promote tissue healing and minor surgery, how to assist the physician, and patient during a gynecological examination and prenatal care. The student will also be provided with an opportunity to learn how to assist the physician during a flexible sigmoidoscopic examination. The medical assistant will learn skills to prepare and administer oral and parenteral drugs. CPR skills and basic first aid training.

Prerequisites: MED150

**MED160 Laboratory Procedures I**

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course is designed to develop student skills in a simulated laboratory and will provide the student with an opportunity to learn about laboratory testing as a diagnostic tool as well as the steps that are taken when specimens are tested at an outside laboratory. Specifically, the student will be provided with an opportunity to learn about urinalysis, including the physical, chemical and microscopic analysis of urine. The student will also be provided with the opportunity to learn the proper procedures for collection of various urine specimens. Prerequisites: ANA101, MED100

**MED165 Laboratory Procedures II**

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course is designed to assist the student in developing skills in a simulated laboratory setting and will provide the student with an opportunity to learn and develop skills in preparing for and performing venipuncture, as well as learning about the various components of the blood. The student will also be provided with an opportunity to learn the purpose and functions of various blood chemistry tests, including specimen requirements, normal values and those conditions resulting in abnormal values.

Blood borne pathogens certification. Prerequisites: MED160

**MED175 Medical Assistant Certification Review**

4 Credit Hours

40 Lecture Hours

This course is designed to help prepare the student to perform well on the Medical Assistant Certifying Examination (CMA) test. The principal guidelines for this course are based on the American Association of Medical Assistants (AAMA) Certification Examination Content Outline. There are four major areas of comprehensive review: General information, administrative procedures, clinical procedures, and a practice exam. Prerequisites: MED155, MED165

**PHL116 Phlebotomy Techniques I**

4 Credit Hours

30 lecture hours

20 lab hours

This course provides a history of the phlebotomist's role in healthcare as well as quality assurance, legal issues and infection control surrounding phlebotomy. The theory content of capillary, venipuncture, and

the correct order of blood draw are emphasized. Hands-on experience in a laboratory setting allows the student the opportunity to perform capillary and venipuncture techniques. The course also covers collection of non-blood specimens and considerations surrounding specimen collection. Prerequisites: None

### **PHL117 Phlebotomy Techniques II**

4 Credit Hours

30 lecture hours

20 lab hours

This course provides a review of concepts learned in Phlebotomy Techniques I (PHL 116). It also introduces procedures as they relate to the pediatric and geriatric populations. Arterial blood gases will be discussed as well as specialty tests. The student will gain further experience in venipuncture techniques as well as lab requisition. Different roles available surrounding phlebotomy will be discussed. Prerequisites: PHL116

### **PTH100 Pathology**

4 Credit Hours

40 Lecture Hours

This course will provide the student with the basic concepts underlying various pathological processes. The student will study the pathogenesis of diseases, learn their mechanism and understand how they develop. The student will also learn the etiology of pathologic changes and understand the causes of many diseases. Prerequisites: ANA101