



ADULT EDUCATION

MEDICAL ASSISTING PROGRAM GUIDE

2026 – 2027

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Main Campus: 1101 W. Liberty Street, Medina, OH 44256

South Campus: 6300 Technology Lane, Medina, OH 44256

330-725-8461 | www.mcjvs.edu

MEDICAL ASSISTING PROGRAM

OVERVIEW

August 17, 2026 – May 13, 2027

910-hour Program

Monday – Thursday 9:00 a.m. – 4:00 p.m.

Classroom / Lab = 750 hours

Practicum (April 5, 2027 – May 7, 2027) = 160 - hours

Student must complete Practicum to be eligible to take the NHA Certification Exams*

NHA Certification Exam Dates – Subject to Change

May 11, 2027 – Certified Phlebotomy Technician (CPT)

May 13, 2027 – Certified Clinical Medical Assistant (CCMA)

*Fees are included in your tuition

Program Guide Disclaimer: *I understand that MCCC is not responsible for any changes made by third-party certifying commissions.*

*Note: Calamity hours and/or days will be made up at an established time scheduled by the instructor.

Accreditation:

The Medina County Career Center Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB)

Commission on Accreditation of Allied Health Education Programs

9355 113th Street North, #7709

Seminole, FL 33775

Chicago, IL www.caahep.org



Disability Services for Adult Students Medina County Career Center

The goal of the Medina County Career Center (MCCC) is to help provide access and reasonable accommodations to students with disabilities while attending adult education classes.

All accommodations will be based upon documentation that indicates the student has a disability that substantially limits some major life activity, including learning. Important points to remember:

- During High School, students receive services under the Individuals with Disabilities Act (IDEA).
- Students enrolled in MCCC Adult Education classes and requesting accommodations based on the ADA must schedule a meeting with the MCCC Director of Adult Education to begin the process.
- At the adult level students function under the American with Disabilities Act (ADA) it is important to remember the following for qualified students at the adult level:
 - Students are not entitled to a free, appropriate education, rather students have civil rights and they must advocate for themselves in order to enjoy those rights.
 - ***Students must meet all entrance and academic requirements*** whether they receive academic accommodations or not.
 - There is no “IEP like” process in the post-secondary setting. However, reasonable accommodations can be provided to create an opportunity for success. **Accommodations cannot alter the fundamental nature of the program or course.**
 - Federal privacy laws require the student’s written permission to allow academic and non-academic information to be shared with parents.
 - Post-secondary institutions are required to make accommodations available to level the playing field; however,
 - It is the civil right of a student to refuse accommodations that they do not wish to use, ***and if accommodations are not requested, it is assumed that the accommodation is not desired.***
 - The post-secondary institution does not assume the costs associated with obtaining a current and relevant evaluation.
 - Student disability information is maintained separate from the educational record. The student has the right to disclose their disability to the Director of Adult Education and Adult Education Counselor in order to receive academic accommodations and support. Students have the right to privacy under ADA.

- The Adult Education Counselor typically does not contact an instructor without the express permission of the student. Each student must initiate an accommodation discussion with each instructor at the beginning of every class. If the student has been approved, they must present “Verified Individualized Services and Accommodation Form.”
- Students are responsible for coordinating their own personal care and the services needed to meet medical and other needs.

Procedure for Documentation of Disability

Under the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed certain protections and rights to accommodations based upon documentation. The documentation must indicate that the disability substantially limits some major life activity. The following guidelines are provided in the interest of assuring that documentation is appropriate to verify eligibility and to support requests for accommodations, academic adjustments and/or auxiliary aids.

- Documentation must be comprehensive and current.
- The report must include a specific diagnosis.
- Actual test scores must be provided.
- Tests used to document eligibility must be technically sound.
- A description of requested accommodations, including the rationale, must be provided.
- A qualified professional must conduct the evaluation – a *Health Care Provider Letter* is available upon request in the Adult Education Office.

The Adult Education Staff will protect student privacy rights by maintaining a confidential file for each student. Disability-related information will be shared only when express permission is given by the student to release such information in order to provide appropriate support services.

MCCC recommends that students needing services contact the Adult Education Counselor as soon as they know they will be attending MCCC. The Adult Education Office will review each student’s documentation and, if found to be eligible for accommodations, will contact the student to begin the process.

The Americans with Disabilities Act of 1990, as amended defines Disability as follows:

(1) Disability

The term ‘disability’ means, with respect to an individual:

- (A) Physical or mental impairment that substantially limits one or more major life activities of such individual.
- (B) A record of such impairment; or
- (C) Being regarded as having such an impairment.

(2) Major Life Activities

(A) In General

For the purpose of paragraph (1), major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

(B) Major Bodily Functions

For the purposes of paragraph (1), a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Application Form

Once verification is received, the Adult Education Office will provide a *Disability Verification Letter* for students to present to their Health Care Provider.

Adult Education Department

Medina County Career Center
1101 West Liberty Street
Medina, Ohio 44256

330-725-8461

2026-2027 Program Description

Adult Education Medical Assisting Program Philosophy

We believe that the Adult Education Medical Assisting Program's primary goal is to develop the abilities, attitudes, work habits, and appreciation necessary for students to become effective, creative, and sensitive citizens of our society.

We believe that our goal is to teach students who have chosen to pursue entry-level positions in the field of Medical Assisting and other related medical careers in such a way that they will become aware that work is a way of creating opportunities and developing skills that will improve their lives. These new skills will help give them a sense of accomplishment and an understanding that they can make a positive contribution to the future of this country.

We believe our goal is to have students gain experience in decision-making, accepting responsibilities and consequences for their actions. Students will discover and develop their self-esteem, gain mutual respect and understanding with others.

Program Goals

- To prepare competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Our goal is to provide students with a curriculum of liberal arts and technical units in an environment that enhances learning and is flexible with individual development.
- Upon completion of the program, all students will demonstrate personal and professional behaviors consistent with the expectations of the profession and the employer.
- Upon completion of the program, all graduates will be registered for and successfully complete a national certification examination in the field of Medical Assisting.

Adult Learning Principles

Adult classes are made up of people with a variety of experiences; hence it is necessary to use individual instruction to relate the material to the student's experience.

Adult students are well motivated, eager to learn, and appreciative of quality teaching.

Adults want to understand the use of a skill before they practice that skill; therefore, a variety of teaching methods will give a realistic approach to learning. Adults want short units and to cover the material in the course as rapidly as possible yet remain sensitive to those who may fall behind.

Medical Assisting students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education.

The Medina County Career Center does not remunerate students for work done on Medical Assisting Practicum assignments. There will be no payment of any type made to the student for the Practicum experience.

Academic Counseling: The Academic Counselor and Job Placement Coordinator works with each student throughout the year. The Counselor identifies pathways to achieving success with their program and career goals. Barriers to success are identified and goals for overcoming these obstacles are set. Students learn to understand their learning style and suggestions are presented for developing solid study and test taking skills. The adult student also learns about prioritizing and balancing school with personal, family and/or employment commitments. Developing and meeting both short and long-term goals culminate in a rewarding career in Medical Assisting.

Job Placement: Students complete 10 hours of computer training, resume writing, interviewing skills, and job-seeking techniques within Medical Assisting. At program completion students submit a resume as well as participate in a mock interview as part of their grade. Students receive feedback on both the resume and mock interview. Students also have the opportunity to post their resume and credentials with Ohio Means Jobs and learn how to access job opportunities with this internet site. Job leads will be forwarded directly to each student's personal email account for student consideration. Students provide job placement information to the school through a required form.

Individual Assistance: Individual appointments to discuss academic, personal, or social concerns with the Academic Counselor and Job Placement Coordinator may be arranged directly with the coordinator or through the Adult Education Staff. Staff may also refer students for individual assistance to address an escalating concern. **Information discussed in private will remain confidential unless a student is personally in danger or is in danger of hurting himself or others.** Students may discuss, review, and explore solutions and will be empowered to address their concern in an appropriate and respectful manner at the correct level of authority (i.e., instructor, supervisor, or director).

Contact Information: **Adriana Strazzanti**
 Academic Counselor/Job Placement Coordinator
 330-725-8461, Ext. 354
 astrazzanti@mcjvs.edu

Kyle Wissel
Adult Education Career Counselor
330-725-8461, Ext. 351
kwissel@mcjvs.edu

A resource list of websites related to employment, job readiness and county/state services is located on the Admissions webpage for Adult Education at www.mcjvs.edu.

A resource list of websites related to industry-specific information, textbook resources and test prep will be distributed by the instructor.

Medical requirements: *

A Physical examination and medical clearance form is required prior to the start of the program. In addition, titers and immunizations are required. Documentation must be provided prior to September 15th, 2026, for all immunizations except COVID-19 and Influenza which must be completed by October 15th, 2026. Forms are available on Achademix in the student portal.

Hepatitis B Inoculations:

Hepatitis B is a serious, potentially life-threatening disease that affects the liver and is caused by the Hepatitis B virus (HBV). HBV is spread through contact with blood or body fluids of an infected person.

Some of the potential complications of HBV infection include:

- Loss of appetite
- Pain in muscles, joints, and stomach
- Jaundice (yellow skin or eyes)
- Liver damage
- Liver cancer
- Death

Hepatitis B Vaccine can prevent Hepatitis B and the consequences of HBV infection such as liver damage and liver cancer.

Hepatitis B vaccine is usually given as a series of three injections (shots), giving the individual long-term protection from HBV infection. The second shot in the series will be given no sooner than 30 days and no later than 60 days from the date of the first dose. The third injection will be given 6 months after the first dose. However, proof of long-term protection is only confirmed with titer verification.

If students do not get the titer drawn by **September 15th, 2026**, or the 3-dose series, they will not have the proper documentation to be placed at a Practicum site. This means that students will be limited in their Practicum placement.

Tuberculosis is an infectious lung disease caused by the tuberculosis bacteria. A QuantiFERON – TB Gold test, T-Spot, or 2 Step PPD - Mantoux is required to show immunity yearly. Results of the test are required prior to the start of program.

Students will need documentation from a QuantiFERON – TB Gold drawn or T-Spot results proving they do not have TB or 2-Step TB documentation. If either test is positive, a chest x-ray result from a doctor proving they do not have TB is acceptable. If students do not get the results by **September 15th, 2026**, they will not have the proper documentation to be placed at a Practicum site. This means that they will NOT be allowed to participate in Practicum, they will not finish the program and they will not be eligible to sit for any of the NHA certification exams. NOTE: Certain Practicum sites require a TB Test within six

months prior to the student's first clinical start date. If they are placed at one of these sites, they may need to have the test repeated during the school year.

Tetanus – Diphtheria (DT) Toxoid Booster (Tdap)

Tdap immunization record of shot less than 9 years ago is required (immunization must be valid through the end of the program).

Measles, Mumps, Rubella (MMR)

Immunization record AND bloodwork titer results proving immunity are required prior to program start date. If any titer is non-reactive, documentation of a booster shot is required.

Varicella (Chickenpox)

Immunization record or physician's record documenting disease AND bloodwork titer results proving immunity (reactive). If any titer is non-reactive, documentation of a booster shot is required.

Influenza Vaccination:

It is the student's choice to receive the current/seasonal influenza vaccine. By not receiving the vaccine, the students limit your eligibility to be sent to certain Practicum sites. If students choose to receive the influenza vaccine, it must be done so by October 15th, 2026. Documentation of the injection is required prior to the start of Practicum.

Covid Vaccination:

It is the student's choice to receive the current Covid vaccine. By not receiving the vaccine, the students limit their eligibility to be sent to certain Practicum sites. If students choose to receive the Covid vaccine, it must be done so by October 15th, 2026. Documentation of the injection is required prior to the start of Practicum.

*All practicum sites may have different immunization/health requirements. Practicum placement may require additional immunizations or drug screening.

NOTE: Waivers must be signed for any declination of vaccination. Practicum sites may not accept students who are not fully vaccinated.

Description of Program and Profession

Medical Assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of Medical Assisting directly influences the public's health and well-being. Medical Assisting requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience. Formal education and practical experience are the standards for entry into the profession. MCCC Adult Education Medical Assisting Program is a comprehensive course designed for students new to the Medical Assisting industry. The program combines Medical Assisting theory, simulation, & terminology with hands-on learning in a lab environment. This learning prepares students for the Certified Clinical Medical Assistant (CCMA) certification exam. The students will also sit for the Certified Phlebotomy Technician (CPT) examination. Students will sit for their certifications in the month of May. All certification examinations are through the National Healthcareer Association (NHA). Students will be taught the skills necessary to perform both Medical Office Administrative duties and Clinical Medical Assistant duties for an entry-level position as a Medical Assistant. Students will develop the skills necessary to prepare for interviewing for Medical Assisting positions.

2026-2027 Medical Assisting Required Textbooks

Kinn's The Medical Assistant, 15th Edition

Study Guide, Procedure Checklist

Niedzwiecki, Pepper

ISBN 9780323871167

ISBN 9780323874243

Mosby's 2027 Nursing Drug Reference, 40th Edition

Skidmore

ISBN 9780443385476

Math Basics for Medical Assisting

Instructor provided resources

The Language of Medicine, 13th Edition

Chabner

ISBN 9780443107795

SimChart for the Medical Office: Learning the Medical Offices Workflow, 2025 Edition

Elsevier

ISBN 9780443108839

Behaviors

Students are expected to demonstrate the 4 P's each day:

- **Be Present:** On time and engaged
- **Be Positive:** Making choices that build a respectful strong culture
- **Be Professional:** Being mindful of your appearance, words, and actions
- **Be Productive:** Giving your best effort and taking initiative to succeed.



MCCC Expectations:

Be Present	Attendance Matters! On Time & Engaged
Be Positive	Mindful Choice Impact on Culture
Be Professional	Appearance Words Actions
Be Productive	Work Hard Take Initiative

Medical Assisting Code of Conduct & Professionalism Grade*

Professionalism is a very important part of the student's role in the healthcare field. Students must follow the standards and policies set forth in the Medical Assisting Program Guide and Student Handbook. Students will be given a Professionalism grade based on the code of conduct below.

- Every day the student is eligible to earn 25 Professionalism points.
 - Every homework packet is eligible to earn 25 Professionalism points.
 - Points will be deducted for each infraction or event of misconduct.
 - Please see the Student Handbook in addition for code of conduct/professionalism requirements at Medina County Career Center Adult Education.
1. Follow all safety rules and regulations in parking lot, building, classroom/lab, field trips, and Practicum site.
 2. Notification of tardiness or absence must be before 9:00 am. A communication platform will be used for communication.
 3. A "No Call No Show" will result in all 25 points being deducted.
 4. School badges must be worn at all times in the building, during field trips and during Practicum.
 5. The student will receive four uniform (scrub) tops, four bottoms, and a medical jacket. Uniforms (scrubs) shall be freshly laundered and ironed. Uniform (scrub) pants shall not be rolled nor pegged, must be hemmed if necessary. Students are permitted to wear a white, black, or grey shirt under their uniform (scrub) top. Scrubs must be worn once provided.
 6. The student is responsible for purchasing their own shoes. Uniform shoes shall be clean. Solid material tennis shoes or nursing shoes are acceptable. No canvas/mesh shoes. Shoelaces (if applicable) shall be clean and un-frayed.
 7. Comply with dress code specifications: NO hoodies, head wear (excluding cultural/religious beliefs), yoga pants or leggings, jeans/pants with holes, shorts, open toe shoes, boots, sweats tops/pants of any kind can be worn during class/lab, field trips and Practicum.
 8. Sign-In and Sign-Out on Daily Attendance Log.
 9. Demonstrate tolerance and respect for others through tone of voice, attitude, and behavior.
 10. Participate in discussions during lectures and lab.
 11. Be prepared for class/lab – badge, books, stethoscopes, procedure sheets, homework turned in on time, etc. Do not be tardy to class, lab, or returning from breaks.
 12. Turn in completed homework packets on time on due dates.
 13. Speak in a professional manner with no profanity or crude/offensive language.
 14. Texting, cell phone, smart watch, Bluetooth, ear buds and all forms of electronic devices are strictly prohibited during class time. Usage of devices takes place outside of instructional time (on breaks & lunch).

15. Food and drink are allowed in the commons area, not in the classroom/lab.
16. Web browsing is prohibited during instruction and lab time.
17. The student must log off and turn off computer after use.
18. Not listening during lecture, sleeping during lectures or videos is prohibited during instruction and lab time.
19. Socializing, gossiping, or sharing of personal information not related to Medical Assisting is prohibited during instructional/lab time.
20. Personal grooming is to take place before entering the building:
 - i Hair must be clean and while in lab be worn off the collar, pulled up or back from the face in a professional style.
 - ii Good hygiene must be used to maintain a clean face and body. Facial hair must be cleaned and groomed.
 - iii Make-up must look professional.
 - iv **Absolutely no artificial nails!** This presents an infection control hazard and safety hazard for the student, patients, and staff. Fingernails must be well manicured and not extend beyond tip of finger and shall be kept free of dirt & debris. Nail polish shall not be worn, neither colored nor clear.
21. Please understand that safety is a very important factor in the classroom/lab. Appropriate attire is required for participation in lab. Subsequently, Professionalism Points will be deducted, and lab time cannot be made up. Safety precautions shall be practiced at all times. Utilize appropriate personal protective equipment (PPE) during all classroom & lab sessions dealing with blood/body fluids, & chemicals.

***Please see Code of Conduct in the Student Handbook.**

Conference Evaluations

Medical Assisting students are evaluated during established checkpoints in the program with the Instructor, Practicum Coordinator and/or the Director of Nursing Education/Medical Assisting Program Director. At this time the Instructor, Practicum Coordinator and/or the Director of Nursing Education/Medical Assisting Program Director will discuss student's current grades, attendance, and concerns that the Medical Assisting staff may have. Student progress with these employability skills is essential. The Medical Assisting staff will also meet with individual students on an as needed basis during the program.

Classroom & Lab Policies

As future members of the healthcare community the students will be expected to present themselves in a professional manner during work and while attending any work-related functions. This refers not only to their attire and grooming but their demeanor and conduct as well. Students' professional presentation will serve them well and help to further your career in the healthcare industry. Prospective employers look for employees who exhibit knowledge in their chosen field; are respectful of others, demonstrating fairness and equality in personal business dealings; maintain personal integrity; are reliable; and display a professional demeanor.

The following classroom rules have been established and are effective immediately.

All students are expected to adhere to the Medical Assisting Program Guide & Code of Conduct outlined in the Student Handbook. Any infractions of the Code will result in disciplinary action as outlined in the Handbook.

Students removed from the Medical Assisting Program may receive a certificate of hours completed. If the student is delinquent in their payments to the school, the student will not receive a certificate until all restitution is paid in full.

Food/Gum/Candy

Due to OSHA regulations and County Health Department, **food and drink are strictly prohibited in the Lab section of the classroom.** The student will be given adequate break times so that they can get a snack if needed. **The Lab is a Biosafety Level 1 Lab.**

Grades:

In order to earn a passing grade in the program, students must achieve a minimum grade of 80% (cumulative). Students must also successfully pass and complete all the Psychomotor and Affective Competencies.

- 25.00.01 MT Medical Terminology, Anatomy and Physiology
- 25.00.01 MOA Medical Office Administration
- 25.00.01 AS Administrative Skills Supplement
- 25.00.01 CLE Communications/Law and Ethics
- 25.00.01 MM Medical Math
- 25.00.01 MAC Medical Assisting Clinical
- 25.00.01 PR Practicum
- 25.00.01 Professionalism

See specific course syllabus for grading outline criteria.

Tests / Procedures:

1. Tests may be digital or paper tests.
2. If a student misses a test or procedure, they must make-up the test under the following conditions:
 - The instructor and student will agree upon a schedule time for make-up work once the student returns from the absence.
 - The student is responsible to review procedures missed and practice the procedure to prepare for the scheduled test out.
3. If a student scores below a 70% on a test or below 80% on a procedure, remediation of the content and retesting is required. The student must make arrangements with the instructor/aide for retesting.
4. The cost of the initial certification exams is included in the program. Any certification retakes will be paid for by the student.

Homework & Study Time: Students are expected to come to class prepared to discuss the day's lecture material and participate in lab activities. Lectures and activities will be based on assignments from the previous day on the syllabus (for example: Monday, August 17th lecture will be based on assignments listed on Monday, August 17th syllabus). Please refer to the syllabus for detailed information.

Homework assignments – Please reference Assignments/Procedure Grading Policy section for expanded details.

All Procedures are worth 100 points, unless otherwise notified by the instructor/aide, and each must be passed with an 80%. The student will have 2 attempts to pass the procedure. If the student does not pass after the second attempt, then the student will have to meet with the instructor/aide, Director of Nursing Education/Medical Assisting Program Director and/or Director of Adult Education.

Students are expected to complete weekly homework and reading assignments. Reading all the required material, participating in class discussions and lab practice will prepare the student for tests, quizzes, and procedures. Homework helps the student be prepared for the next class day.

Chapter tests will be given weekly in the specific course that is outlined in the syllabus. If the school is closed on the date of a test or an assignment due date, the instructor will communicate the instructional plan and test date. Please refer to individual course syllabus for a complete schedule of test dates. Clinical skills such as instrument identification, taking and recording vital signs, phlebotomy and various laboratory skills will be reviewed and tested during lab time.

Students will have the opportunity to obtain extra credit in each course throughout the program. This will be relevant towards the goals of the program.

Assignment / Procedure Grading Policy

1. Homework assignments are listed on a Packet List that is given to students every Monday morning. All required work will be listed. This is what is **due in your packet the following Monday** at 9 a.m., unless otherwise instructed. Students will be given an organizer to keep their assignments in.
2. If the student is absent on Monday, it is **their responsibility** to obtain the packet list.
3. If the student is absent during the week, they are still **required to have all work completed the next day school is resumed**.
4. If the student is absent on Monday, all work must be turned in the day that they return.
5. All assignments are to be submitted as a packet and are due on the following Monday at 9 a.m., unless otherwise instructed. **No packets will be accepted late unless prior arrangements have been made with the instructor/aide.** Packets/Assignments must be turned in by Thursday of that week or the entire packet will be graded as a zero in the gradebook and professional points will be deducted.
6. Each packet assignment will be scored as a completion grade (all or nothing) and is worth an assigned number of points. If **ANY** part of the assignment is incomplete, the student will receive a zero for that particular assignment and professional points will be deducted. Peer grading and review of answers may occur.
7. ALL PROCEDURES must be completed and successfully passed with an 80% (cumulative) before the student can proceed to Practicum. This is a mandatory CAAHEP/MAERB standard and there are no exceptions.



Program Name	Medical Assisting Program
Course Title	25.00.01 MT Medical Terminology & Anatomy and Physiology
Total Clock Hours	167

Basic Information			
Quarter(s):	1, 2, 3 & 4	Location:	Room 107
Class Meets:	Monday & Wednesday	Time:	9 a.m. – 12 p.m.

Faculty with Credentials Responsible for Course	Brian Hallisy, CCMA, PBT
Instructor Work Phone	330-725-8461 Ext. 618
Instructor Email	BHallisy@mcjvs.edu
Office Hours	Before or After Class (9 a.m. – 4 p.m.)
Medical Assisting Aide	Martha Janczura, MA
Other Individual Providing Course Content Information	Tina Myers, MSN, RN, CNEcl, CCMA

Prerequisites
Medical Assisting students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education.

Course Hours	
Theory Hours	167

Required Texts and other Bibliography of learning resources
Required Text: <i>The Language of Medicine</i> , 13 th Edition. Author: Davi-Ellen Chabner

Course Description

This is a comprehensive course that combines medical terminology with anatomy and physiology in one text. An illustrated, easy-to-understand approach presents medical terms within the context of the body's anatomy and physiology in health and disease. Students will learn a working medical vocabulary built on the most frequently encountered prefixes, suffixes, and combining forms. Practical exercises and case studies make learning more interesting and demonstrate how medical terms are used in practice. When students take advantage of the games, activities, quizzes, and flashcards on Evolve, they will be ready to communicate correctly in the clinical setting and succeed in healthcare careers. The following topics will be taught: Basic Word Structure, Terms Pertaining to the Body as a Whole, Suffixes, Prefixes, Digestive System, Additional Suffixes and Digestive System Terminology, Urinary System, Female Reproductive System, Male Reproductive System, Nervous System, Cardiovascular System, Respiratory System, Blood System, Lymphatic and Immune Systems, Musculoskeletal System, Skin, Sense Organs: The Eye and the Ear, Endocrine System, Cancer Medicine (Oncology), Radiology and Nuclear Medicine, Pharmacology, Psychiatry, Medical Word Parts to English Glossary, English to Medical Word Parts Glossary, Plurals, Abbreviations, Acronyms, Eponyms, and Symbols, Normal Hematologic Reference Values and, Implications of Abnormal Results, and Drugs are covered.

Medical Terminology: Material covered will include the basic structure of medical words, word building, definitions, and applications of medical terminology. The content of the medical terminology portion will help the student to learn and apply word building rules to be able to combine word parts (prefixes, suffixes, combining forms) to form medical terms. By the end of this course the student will be able to correctly identify, define, pronounce, and form medical terms.

Anatomy & Physiology: The student will be able to identify body planes, body regions, body cavities, directional planes and body quadrants as they apply to the field of medicine. The student will learn about muscles and joints and the various body systems (i.e., integumentary, skeletal, nervous, blood and lymph, cardiovascular, respiratory, digestive, endocrine, urinary, and reproductive). By the end of this course, the student will have a better understanding of anatomy & physiology, common pathology/diseases of the various body systems, and the types of diagnostic/treatment modalities used in the medical field.

Course Theory Objectives / Outcomes

Cognitive (Knowledge)

I.C Anatomy, Physiology, & Pharmacology

1. identify structural organization of the human body
2. Identify body systems*
3. Identify:
 - a. body planes
 - b. directional terms
 - c. quadrants
 - d. body cavities
4. Identify major organs in each body system*
5. Identify the anatomical location of major organs in each body system*
6. Identify the structure and function of the human body across the life span
7. Identify the normal function of each body system*
8. Identify common pathology related to each body system* including:
 - a. signs
 - b. symptoms
 - c. etiology
 - d. diagnostic measures
 - e. treatment modalities
9. Identify Clinical Laboratory Improvement Amendments (CLIA) waived tests associated with common diseases
10. Identify the classifications of medications including:
 - a. indications for use
 - b. desired effects
 - c. side effects
 - d. adverse reactions

*Body systems must include, but are not limited to, the following: Circulatory, Digestive, Endocrine, Integumentary, Lymphatic, Muscular, Nervous, Sensory, Reproductive, Respiratory, Skeletal, and Urinary.

Cognitive (Knowledge)

V.C Concepts of Effective Communication

1. Identify the following related to body systems*:
 - a. medical terms
 - b. abbreviations

Psychomotor (Skills)

V.P. Concepts of Effective Communication

1. Correctly use and pronounce medical terminology in health care interactions

Teaching Strategies	
➤	Lecture
➤	Chapter Review Quizzes, Test Reviews
➤	Utilization of textbooks/study guide resources
➤	Discussion and Group activities
➤	Reputable Internet sources

Evaluation / Assessment and Grades	
To pass this course, the student MUST attain an 80% (cumulative)	
Grade Type	Points Possible
Workbook Assignments	50 each
Worksheet Assignments	50 each
Chapter Tests	54 - 129
Extra Credit	TBD
Professionalism	TBD

Grading Scale

Medical Assisting students must achieve an 80% (cumulative) grade in all four quarters for each individual component of the course.

Grades for all Medical Assisting Courses are based on the following scale:

Grade	Percentage
A+	100 – 98
A	97 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D+	69 – 68
D	67 – 63
D-	62 – 60
F	59 & below
I	Work must be made up

In order to earn a passing grade in the course, students must achieve a minimum grade of 80% (cumulative). Students must also successfully pass and complete all the Psychomotor and Affective Competencies. Each student will have two attempts to achieve a passing score. See details under Homework/Study Time.

Other Information

MCCC Adult Education Medical Assisting Program is a comprehensive course comprised of four quarters.

The program combines Comprehensive Medical Assisting Curriculum, Terminology, Medical Mathematics, with hands-on learning in a lab environment during the first three quarters, and part of quarter 4 and a Practicum experience during the fourth quarter.

Medina County Career Center
Medical Assisting
25.00.01 MT Medical Terminology & Anatomy and Physiology
The Language of Medicine
M & W 9AM-12PM
Quarters 1, 2, 3, 4
(Test on Monday over prior week's Chapter)

Date	Week	Chapter	Chapter Content
08/17 & 8/19	1	Chapter 1	Basic Word Structure
08/24 & 08/26	2	Chapter 1	Basic Word Structure
08/31	3	Chapter 1 Test	
08/31 & 09/02	3	Chapter 2	Terms Pertaining to the Body as a Whole
09/09	4	Chapter 2	Terms Pertaining to the Body as a Whole
09/14	5	Chapter 2 Test	
09/14 & 09/16	5	Chapter 3	Suffixes
09/21	6	Chapter 3 Test	
09/21 & 09/23	6	Chapter 4	Prefixes
09/28	7	Chapter 4 Test	
09/28 & 09/30	7	Chapter 18 (Kinn's)	Introduction to Anatomy and Medical Terminology
10/05 & 10/07	8	Chapter 18 (Kinn's)	Introduction to Anatomy and Medical Terminology
10/12	9	Chapter 18 Test (Kinn's)	
10/19 & 10/21	10	Chapter 21	Pharmacology
10/26	11	Chapter 21 Test	
10/26 & 10/28	11	Chapter 22	Psychology
11/02	12	Chapter 22 Test	
11/02 & 11/04	12	Chapter 11	Cardiovascular System

Date	Week	Chapter	Chapter Content
11/09	13	Chapter 11 Test	
11/09 & 11/11	13	Chapter 12	Respiratory
11/16	14	Chapter 12 Test	
11/30 & 12/02	16	Chapter 16	Skin
12/07	17	Chapter 16 Test	
12/07 & 12/09	17	Chapter 13	Blood System
12/14	18	Chapter 13 Test	
12/14 & 12/16	18	Chapter 14	Lymphatic & Immune System
01/04	19	Chapter 14 Test	
01/04 & 01/06	19	Chapter 5	Digestive System
01/11	20	Chapter 5 Test	
01/11 & 1/13	20	Chapter 6	Additional Suffixes & Digestive System Terminology
1/19	21	Chapter 6 Test	
01/19 & 01/20	21	Chapter 18	Endocrine System
01/25	22	Chapter 18 Test	
01/25 & 01/27	22	Chapter 9	Male Reproductive System
02/01	23	Chapter 9 Test	
02/01 & 02/03	23	Chapter 8	Female Reproductive System
02/08	24	Chapter 8 Test	
02/08 & 2/10	24	Chapter 10	Nervous System
02/16	25	Chapter 10 Test	
02/16 & 02/17	25	Chapter 19	Oncology System

Date	Week	Chapter	Chapter Content
02/22	26	Chapter 19 Test	
02/22 & 02/24	26	Chapter 7	Urinary System
03/01	27	Chapter 7 Test	
03/01 & 03/03	27	Chapter 17	Sense Organs: The Eye and the Ear
03/08	28	Chapter 17 Test	
03/15 & 03/17	29	Chapter 15	Musculoskeletal System
03/22	30	Chapter 15 Test	
03/22 & 03/24	30	Chapter 20	Radiology & Nuclear Medicine
03/30	31	Chapter 20 Test	

***Instructors retain the right to adjust the course schedule and revise the course syllabus as needed.**



Program Name	Medical Assisting Program
Course Title	25.00.01 MOA Medical Office Administration
Total Clock Hours	136

Basic Information			
Quarter(s):	1	Location:	Room 107
Class Meets:	Monday & Thursday	Time:	12 p.m. – 4 p.m.

Faculty with Credentials Responsible for Course	Brian Hallisy, CCMA, PBT
Instructor Work Phone	330-725-8461 Ext. 618
Instructor Email	BHallisy@mcjvs.edu
Office Hours	Before or After Class (9 a.m. – 4 p.m.)
Medical Assisting Aide	Martha Janczura, MA
Other Individual Providing Course Content Information	Tina Myers, MSN, RN, CNEcl, CCMA

Prerequisites
Medical Assisting students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education.

Course Hours	
Theory Hours and Procedures	136

Required Texts and other Bibliography of learning resources
Required Text: <i>Kinn's The Medical Assistant, An Applied Approach to Learning</i> , 15th Edition. Authors: Brigitte Niedzwiecki, Julie Pepper

Course Description

This is a comprehensive text that covers both the Administrative and Clinical aspects of the course. The Administrative part of this course will be covered during **Quarter 1** and will explore the career of the Medical Assistant, beginning with the examination of the Medical Assistant as a profession and the healthcare industry and continuing to the daily responsibilities of a Medical Assistant. This course is designed to prepare the student for an entry-level position as a Medical Assistant. Subject matter covered includes, but is not limited to, basic Medical Assisting clerical functions, fundamental writing skills, bookkeeping principles, insurance procedures and diagnostic coding, operational functions, and use of electronic technology. The course is designed to meet entry-level Medical Assistant Administrative Competencies as developed by the American Association of Medical Assistants.

Administrative Competencies are evaluated and graded by utilizing a Procedure Skills Checklist.

Medical Assisting administrative course work is covered during **Quarter 1** along with Administrative Skills supplement coursework for a **combined total of 136 clock hours**.

Course Theory Objectives / Outcomes

Cognitive (Knowledge) VI.C Administrative Functions	Psychomotor (Skills) VI.P Administrative Functions
1. Identify different types of appointment scheduling methods 2. Identify critical information required for scheduling patient procedures 3. Recognize the purpose for routine maintenance of equipment 4. Identify steps involved in completing an inventory 5. Identify the importance of data back-up 6. Identify the components of an Electronic Medical Record, Electronic Health Record, and Practice Management system	1. Manage appointment schedule using established priorities 2. Schedule a patient procedure 3. Input patient data using an electronic system 4. Perform an inventory of supplies

Cognitive (Knowledge) VII.C Basic Practice Finances	Psychomotor (Skills) VII.P Basic Practice Finances
1. Define the following bookkeeping terms: a. charges b. payments c. accounts receivable d. accounts payable e. adjustments f. end of day reconciliation 2. Identify precautions for accepting the following types of payments: a. cash b. check c. credit card d. debit card 3. Identify types of adjustments made to patient accounts including: a. non-sufficient funds (NSF) check b. collection agency transaction c. credit balance d. third party 4. Identify patient financial obligations for services rendered	1. Perform accounts receivable procedures to patient accounts including posting: a. charges b. payments c. adjustments 2. Input accurate billing information in an electronic system 3. Inform a patient of financial obligations for services rendered

Cognitive (Knowledge) VIII.C Third-Party Reimbursement	Psychomotor (Skills) VIII.P Third-Party Reimbursement
1. Identify: a. types of third-party plans b. steps for filing a third-party claim 2. Identify managed care requirements for patient referral 3. Identify processes for: a. verification of eligibility for services b. precertification/preauthorization c. tracking unpaid claims d. claim denials and appeals 4. Identify fraud and abuse as they relate to third party reimbursement 5. Define the following: a. bundling and unbundling of codes b. advanced beneficiary notice (ABN) c. allowed amount d. deductible e. co-insurance f. co-pay 6. Identify the purpose and components of the Explanation of Benefits (EOB) and Remittance Advice (RA) Statements	1. Interpret information on an insurance card 2. Verify eligibility for services 3. Obtain precertification or preauthorization with documentation 4. Complete an insurance claim form 5. Assist a patient in understanding an Explanation of Benefits (EOB)
Cognitive (Knowledge) IX.C Procedural and Diagnostic Coding	Psychomotor (Skills) IX.P Procedural and Diagnostic Coding
1. Identify the current procedural and diagnostic coding systems, including Healthcare Common Procedure Coding Systems II (HCPCS Level II) 2. Identify the effects of: a. upcoding b. downcoding 3. Define medical necessity	1. Perform procedural coding 2. Perform diagnostic coding 3. Utilize medical necessity guidelines

Teaching Strategies	
➤	Lecture
➤	Chapter Review Quizzes, Test Reviews
➤	Utilization of textbooks/study guide resources
➤	Discussion and Group activities
➤	Reputable Internet sources

Evaluation / Assessment and Grades	
To pass this course, the student MUST attain an 80% (cumulative)	
Grade Type	Points Possible
Review Quizzes	10 each
Study Guide Assignments	25 each
Procedures	100 each
Chapter Tests	100
Extra Credit	TBD
Professionalism	TBD

Grading Scale

Medical Assisting students must achieve an 80% (cumulative) grade in all four quarters for each individual component of the course.

Grades for all Medical Assisting Courses are based on the following scale:

Grade	Percentage
A+	100 – 98
A	97 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D+	69 – 68
D	67 – 63
D-	62 – 60
F	59 & below
I	Work must be made up

In order to earn a passing grade in the course, students must achieve a minimum grade of 80% (cumulative). Students must also successfully pass and complete all the Psychomotor and Affective Competencies. Each student will have two attempts to achieve a passing score. See details under Homework/Study Time.

Other Information

MCCC Adult Education Medical Assisting Program is a comprehensive course comprised of four quarters.

The program combines Comprehensive Medical Assisting Curriculum, Terminology, Medical Mathematics, with hands-on learning in a lab environment during the first three quarters, and part of quarter 4 and a Practicum experience during the fourth quarter.

Medina County Career Center
Medical Assisting
25.00.01 MOA Medical Office Administration
M & TH 12PM-4PM
Quarter I

(Test every Thursday over weekly Chapters/Competencies)

Date	Week	Chapter	Chapter Content
08/17 & 08/20	1	Chapter 9	Scheduling Appointments & Patient Processing
08/20	1	Chapter 9 Test	
08/24 & 08/27	2	Chapter 10	Health Records
08/27	2	Chapter 10 Test	
08/31 & 09/03	3	Chapter 11	Daily Operations & Safety
09/03	3	Chapter 11 Test	
09/08 & 09/10	4	Chapter 12	Health Insurance Essentials
09/10	4	Chapter 12 Test	
09/14 & 09/17	5	Chapter 13	Diagnostic Coding Essentials
09/17	5	Chapter 13 Test	
09/21 & 09/24	6	Chapter 14	Procedural Coding Essentials
09/24	6	Chapter 14 Test	
09/28 & 09/30	7	Chapter 15	Medical Billing & Reimbursement Essentials
09/30	7	Chapter 15 Test	
10/05 & 10/08	8	Chapter 16	Patient Accounts & Practice Management
10/08	8	Chapter 16 Test	
10/12 & 10/15	9	Chapter 17	Advanced Roles in Administration
10/15	9	Chapter 17 Test	

***Instructors retain the right to adjust the course schedule and revise the course syllabus as needed.**



Program Name	Medical Assisting Program
Course Title	25.00.01 AS Administrative Skills Supplement
Total Clock Hours	Included with Medical Office Administration

Basic Information			
Quarter(s):	1, 2, & 3	Location:	Room 107
Class Meets:	Monday & Thursday	Time:	9 a.m. – 12 p.m.

Faculty with Credentials Responsible for Course	Brian Hallisy, CCMA, PBT
Instructor Work Phone	330-725-8461 Ext. 618
Instructor Email	BHallisy@mcjvs.edu
Office Hours	Before or After Class (9 a.m. – 4 p.m.)
Medical Assisting Aide	Martha Janczura, MA
Other Individual Providing Course Content Information	Tina Myers, MSN, RN, CNEcl, CCMA

Prerequisites
Medical Assisting students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education.

Course Hours	
Computer Lab Hours	Included with Medical Office Administration

Required Texts and other Bibliography of learning resources
Required Text: SimChart for the Medical Office: Learning the Medical Office Workflow, 2025 edition

Course Description

This program is designed to help students master the Administrative Competencies they need to get hired with **SimChart for the Medical Office: Learning the Medical Office Workflow**. Students' Practicum duties for this Simulation course will include a variety of medical office tasks by using exercises centered on the world's premier educational Electronic Health Record (EHR), *SimChart for the Medical Office*. The simulated Practicum guides students through on the job as a Medical Assistant in the following: Front or Back Office of a medical practice, charting Clinical Care, and Coding & Billing. The text features clear tasks that simulate an actual administrative duty of the Medical Assistant such as: managing patient scheduling, insurance, or billing; to develop the student's front-office skills. The text features clear tasks that simulate an actual administrative/clinical duty of the Medical Assistant such as: documenting patient information, ordering procedures, creating lab requisitions, refilling prescriptions (to develop the student's back-office skills). Step-by-step instructions simplify the daily tasks and make simulations and practice more realistic. Examples of forms and supplies are included online to use in completing assigned daily tasks. Tasks are fully aligned with the current CAAHEP/MAERB competencies for Medical Assisting. The hands-on experience prepares students for their actual Practicums and future Medical Assisting careers. All assignments are internet based. Students will access the Evolve website at <http://evolve.elsevier.com>. This intuitive, online simulation program features interactive assignments tied to ABHES and CAAHEP/MAERB Competencies to ensure graduates meet all the necessary Medical Assisting accreditation standards. The instructor/aide will check progress weekly and students will be given points for the completed tasks. Course material is covered during **Quarters 1, 2 & 3** along with Medical Office Administration for a **combined total of 136 clock hours**.

Course Theory Objectives / Outcomes

Cognitive (Knowledge)

V.C Concepts of Effective Communication

1. Identify communication barriers
2. Identify different types of electronic technology used in professional communication
3. Identify the role of the medical assistant as a patient navigator

Cognitive (Knowledge)

VI.C Administrative Functions

1. Identify different types of appointment scheduling methods
2. Identify critical information required for scheduling patient procedures
3. Recognize the purpose for routine maintenance of equipment
4. Identify steps involved in completing an inventory
5. Identify the importance of data back-up
6. Identify the components of an Electronic Medical Record, Electronic Health Record, and Practice Management system

Psychomotor (Skills)	
IX.P Procedural and Diagnostic Coding	
1.	Perform procedural coding
2.	Perform diagnostic coding
3.	Utilize medical necessity guidelines
Affective	
A.2	Reassure patients
A.3	Demonstrate empathy for patients' concerns
A.4	Demonstrate active listening
A.5	Respect diversity
A.6	Recognize personal boundaries
A.7	Demonstrate tactfulness

Teaching Strategies
➤ Utilization of textbooks
➤ Discussion and Group activities
➤ Reputable Internet sources

Evaluation / Assessment and Grades	
To pass this course, the student MUST attain an 80% (cumulative)	
Grade Type	Points Possible
Assignment Completion	10 each
Professionalism	TBD

Grading Scale	
Medical Assisting students must achieve an 80% (cumulative) grade in all four quarters for each individual component of the course.	
Grades for all Medical Assisting Courses are based on the following scale:	
Grade	Percentage
A+	100 – 98
A	97 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D+	69 – 68
D	67 – 63
D-	62 – 60
F	59 & below
I	Work must be made up
In order to earn a passing grade in the course, students must achieve a minimum grade of 80% (cumulative). Students must also successfully pass and complete all the Psychomotor and Affective Competencies. Each student will have two attempts to achieve a passing score. See details under Homework/Study Time.	

Other Information
MCCC Adult Education Medical Assisting Program is a comprehensive course comprised of four quarters. The program combines Comprehensive Medical Assisting Curriculum, Terminology, Medical Mathematics, with hands-on learning in a lab environment during the first three quarters, and part of quarter 4 and a Practicum experience during the fourth quarter.

Medina County Career Center
Medical Assisting
25.00.01 AS Administrative Skills Supplement
Learning the Medical Office Workflow
Practicum Skills for the Medical Assistant powered by SimChart for the Medical Office
M-TH 12PM-4PM
Quarters 1, 2 & 3

Date	Week	Task
08/17 –08/20	1	Unit 2 Front Office Task 1, 2, 3, 4, 5, 6
08/24 – 08/27	2	Unit 2 Front Office Task 7, 8, 9, 10, 11, 12
08/31 –09/03	3	Unit 2 Front Office Task 13, 14, 15, 16, 17, 18
09/8 –09/10	4	Unit 2 Front Office Task 19, 20 Unit 3 Clinical Care Task 21, 22, 23, 24
09/14 –09/17	5	Unit 3 Clinical Care Task 25, 26, 27, 28, 29, 30
09/21 –09/24	6	Unit 3 Clinical Care Task 31, 32, 33, 34, 35, 36
09/28 –09/30	7	Unit 3 Clinical Care Task 37, 38, 39, 40, 41, 42
10/05 –10/08	8	Unit 3 Clinical Care Task 43, 44, 45, 46, 47, 48

Date	Week	Task
10/12 –10/15	9	Unit 3 Clinical Care Task 49, 50, 51, 52, 53, 54
10/19 –10/22	10	Unit 3 Clinical Care Task 55, 56, 57, 58, 59, 60
10/26 –10/29	11	Unit 3 Clinical Care Task 61 Unit 4 Coding & Billing Task 62, 63, 64
11/02 –11/05	12	Unit 4 Coding & Billing Task 65, 66, 67, 68, 69
11/09 –11/12	13	Unit 4 Coding & Billing Task 70, 71, 72, 73
11/16 –11/19	14	Unit 4 Coding & Billing Task 74, 75, 76, 77, 78, 79
11/23 – 12/24	15	Unit 4 Coding & Billing Task 80, 81, 82, 83, 84
11/30 –12/03	16	Unit 4 Coding & Billing Task 85, 86, 87
12/07 –12/10	17	Unit 4 Coding & Billing Task 88, 89, 90, 91
12/14 –12/17	18	Unit 4 Coding & Billing Task 92, 93, 94, 95

Date	Week	Task
01/04 –01/07	19	Unit 4 Coding & Billing Task 96, 97
01/11 –01/14	20	Unit 4 Coding & Billing Task 98, 99, 100, 101
01/19 –01/21	21	Unit 4 Coding & Billing Task 102, 103, 104, 105, 106
01/25 –01/28	22	Unit 4 Coding & Billing Task 107, 108, 109, 110

***Instructors retain the right to adjust the course schedule and revise the course syllabus as needed.**



Program Name	Medical Assisting Program
Course Title	25.00.01 CLE Communications / Law & Ethics
Total Clock Hours	51

Basic Information			
Quarter(s):	1	Location:	Room 107
Class Meets:	Tuesday & Thursday	Time:	9 a.m. – 12 p.m.

Faculty with Credentials Responsible for Course	Brian Hallisy, CCMA, PBT
Instructor Work Phone	330-725-8461 Ext. 618
Instructor Email	BHallisy@mcjvs.edu
Office Hours	Before or After Class (9 a.m. – 4 p.m.)
Medical Assisting Aide	Martha Janczura, MA
Other Individual Providing Course Content Information	Tina Myers, MSN, RN, CNEcl, CCMA

Prerequisites
Medical Assisting students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education.

Course Hours	
Theory Hours & Procedures	51

Required Texts and other Bibliography of learning resources
Required Text: <i>Kinn's The Medical Assistant, An Applied Approach to Learning</i> , 15 th Edition. Authors: Brigitte Niedzwiecki, Julie Pepper Publisher: Elsevier, 2023

Course Description

This is a comprehensive text that covers the communications, psychology, law & ethics aspects of the Medical Assisting program. Self-awareness is an important component of communication skills and is the first topic to be covered. Basic communication skills include being able to recognize and respond to verbal and nonverbal communication. The student will learn how to adapt their communication skills to meet the individualized needs of others. Other topics covered include recognizing defense mechanisms, the diverse community of patients, developmental learning theories across the lifespan, hereditary, cultural, and environmental influences on behavior, and appropriate therapeutic responses to client needs.

The Law & Ethics portion of the course will provide the student with a basic understanding of legal guidelines and requirements for healthcare. Areas being covered include statutory law, common law, administrative law, civil and criminal law, standards of care, medical malpractice, negligence, contracts, litigation, statute of limitations, consent/informed consent, licensure, certification, and registration are also covered. The importance of confidentiality as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) is an important component of the course. The importance of medical ethics and related issues will also be explored.

Course material is covered during **Quarter 1** for a **combined total of 51 clock hours**.

Course Theory Objectives / Outcomes

Cognitive (Knowledge)

I.C Anatomy, Physiology, & Pharmacology

1. Identify quality assurance practices in healthcare

Cognitive (Knowledge)

V.C Concepts of Effective Communication

1. Identify types of verbal and nonverbal communication
2. Identify communication barriers
3. Identify techniques for overcoming communication barriers
4. Identify the steps in the sender-receiver process
5. Identify challenges in communication with different age groups
6. Identify techniques for coaching a patient related to specific needs
7. Identify different types of electronic technology used in professional communication
8. Identify the following related to body systems*:
 - a. medical terms
 - b. abbreviations

Psychomotor (Skills)

V.P. Concepts of Effective Communication

1. Respond to nonverbal communication
2. Correctly use and pronounce medical terminology in health care interactions
3. Coach patients regarding:
 - a. office policies
 - b. medical encounters
4. Demonstrate professional telephone techniques
5. Document telephone messages accurately
6. Using technology, compose clear and correct correspondence
7. Use a list of community resources to facilitate referrals

9. Identify the principles of self-boundaries
10. Identify the role of the medical assistant as a patient navigator
11. Identify coping mechanisms
12. Identify subjective and objective information
13. Identify the basic concepts of the following theories of:
 - a. Maslow
 - b. Erikson
 - c. Kubler-Ross
14. Identify issues associated with diversity as it relates to patient care

*Body systems must include, but are not limited to, the following: Circulatory, Digestive, Endocrine, Integumentary, Lymphatic, Muscular, Nervous, Sensory, Reproductive, Respiratory, Skeletal, and Urinary.

Cognitive (Knowledge) X.C Legal Implications	Psychomotor (Skills) X.P Legal Implications
1. Identify scope of practice and standards of care for medical assistants 2. Identify the provider role in terms of standard of care. 3. Identify components of the Health Insurance Portability & Accountability Act (HIPAA) 4. Identify the standards outlined in The Patient Care Partnership 5. Identify licensure and certification as they apply to healthcare providers 6. Identify criminal and civil law as they apply to the practicing medical assistant 7. Define: a. negligence b. malpractice c. statute of limitations d. Good Samaritan Act(s) e. Uniform Anatomical Gift Act f. living will/advanced directives g. medical durable power of attorney h. Patient Self Determination Act (PSDA) i. risk management	1. Locate a state's legal scope of practice for medical assistants 2. Apply HIPAA rules in regard to: a. privacy b. release of information 3. Document patient care accurately in the medical record 4. Complete compliance reporting based on public health statutes 5. Report an illegal activity following the protocol established by the healthcare setting 6. Complete an incident report related to an error in patient care

8. Identify the purpose of medical malpractice insurance
9. Identify legal and illegal applicant interview questions
10. Identify:
 - a. Health Information Technology for Economic and Clinical Health (HITECH) Act
 - b. Genetic Information Nondiscrimination Act of 2008 (GINA)
 - c. Americans with Disabilities Act Amendments Act (ADAAA)
11. Identify the process in compliance reporting:
 - a. unsafe activities
 - b. errors in patient care
 - c. conflicts of interest
 - d. incident reports
12. Identify compliance with public health statutes related to:
 - a. communicable diseases
 - b. abuse, neglect, and exploitation
 - c. wounds of violence
13. Define the following medical legal terms:
 - a. informed consent
 - b. implied consent
 - c. expressed consent
 - d. patient incompetence
 - e. emancipated minor
 - f. mature minor
 - g. subpoena duces tecum
 - h. respondeat superior
 - i. res ipsa loquitur
 - j. locum tenens
 - k. defendant-plaintiff
 - l. deposition
 - m. arbitration-mediation

Cognitive (Knowledge)	Psychomotor (Skills)
XI.C Ethical and Professional Considerations	XI.P Ethical and Professional Considerations
1. Define: a. ethics b. morals 2. Identify personal and professional ethics	1. Demonstrate professional response(s) to ethical issues

3. Identify potential effects of personal morals on professional performance
4. Identify professional behaviors of a medical assistant

Cognitive (Knowledge)
III.C Infection Control

1. Identify major types of infectious agents
2. Identify the infection cycle including:
 - a. the infectious agent
 - b. reservoir
 - c. susceptible host
 - d. means of transmission
 - e. portals of entry
 - f. portals of exit
3. Identify the following as practiced within an ambulatory care setting:
 - a. medical asepsis
 - b. surgical asepsis
4. Identify methods of controlling the growth of microorganisms
5. Identify the principles of standard precautions
6. Identify personal protective equipment (PPE)
7. Identify the implications for failure to comply with Centers for Disease Control (CDC) regulations in healthcare settings

Psychomotor (Skills)
III.P Infection Control

1. Participate in bloodborne pathogen training
2. Select appropriate barrier/personal protective equipment (PPE)
3. Perform handwashing
4. Prepare items for autoclaving
5. Perform sterilization procedures
6. Prepare a sterile field
7. Perform within a sterile field
8. Perform wound care
9. Perform dressing change
10. Demonstrate proper disposal of biohazardous material
 - a. sharps
 - b. regulated wastes

Affective

- A.1** Demonstrate critical thinking skills
- A.2** Reassure patients
- A.3** Demonstrate empathy for patients' concerns
- A.4** Demonstrate active listening
- A.5** Respect diversity
- A.6** Recognize personal boundaries
- A.7** Demonstrate tactfulness
- A.2** Reassure patients
- A.3** Demonstrate empathy for patients' concerns

Teaching Strategies	
➤	Lecture
➤	Chapter Review Quizzes, Test Reviews
➤	Utilization of textbooks/study guide resources
➤	Discussion and Group activities
➤	Reputable Internet sources

Evaluation / Assessment and Grades	
To pass this course, the student MUST attain an 80% (cumulative)	
Grade Type	Points Possible
Review Quizzes	10 each
Study Guide Assignments	25 each
Procedures	100 each
Chapter Tests	100
Extra Credit	TBD
Professionalism	TBD

Grading Scale	
Medical Assisting students must achieve an 80% (cumulative) grade in all four quarters for each individual component of the course.	
Grades for all Medical Assisting Courses are based on the following scale:	
Grade	Percentage
A+	100 – 98
A	97 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D+	69 – 68
D	67 – 63
D-	62 – 60
F	59 & below
I	Work must be made up
In order to earn a passing grade in the course, students must achieve a minimum grade of 80% (cumulative). Students must also successfully pass and complete all the Psychomotor and Affective Competencies. Each student will have two attempts to achieve a passing score. See details under Homework/Study Time.	

Other Information
MCCC Adult Education Medical Assisting Program is a comprehensive course comprised of four quarters. The program combines Comprehensive Medical Assisting Curriculum, Terminology, Medical Mathematics, with hands-on learning in a lab environment during the first three quarters, and part of quarter 4 and a Practicum experience during the fourth quarter.

Medina County Career Center
Medical Assisting
25.00.01 CLE Communications/Law & Ethics
The Medical Assistant
T & TH 9AM-12PM
Quarter I
(Test every Tuesday over prior week's Chapters/Procedures)

Date	Week	Chapter	Chapter Content
08/18 & 08/20	1	Chapter 1	The Professional Medical Assistant & the Healthcare Team
08/25	2	Chapter 1 Test	
08/25 & 08/27	2	Chapter 2	Therapeutic Communication
09/01	3	Chapter 2 Test	
09/01 & 09/03	3	Chapter 3	Legal Principles
09/08	4	Chapter 3 Test	
09/08 & 9/10	4	Chapter 4	Healthcare Laws
09/15	5	Chapter 4 Test	
09/15 & 9/17	5	Chapter 5	Healthcare Ethics
09/22	6	Chapter 5 Test	
09/22 & 09/24	6	Chapter 6	Technology
09/29	7	Chapter 6 Test	
09/29 & 09/30	7	Chapter 7	Written Communication
10/06	8	Chapter 7 Test	
10/06 & 10/08	8	Chapter 8	Telephone Techniques
10/06 & 10/08	8	Chapter 22	Patient Coaching
10/13	9	Chapter 8 & 22 Test	

Date	Week	Chapter	Chapter Content
10/13 & 10/15	9	Chapter 19	Infection Control
10/15	9	Chapter 19 Test	

***Instructors retain the right to adjust the course schedule and revise the course syllabus as needed.**



Program Name	Medical Assisting Program
Course Title	25.00.01 MM Medical Math
Total Clock Hours	66

Basic Information			
Quarter(s):	2, 3 & 4	Location:	Room 107
Class Meets:	Tuesday & Thursday	Time:	9 a.m. – 12 p.m.

Faculty with Credentials Responsible for Course	Brian Hallisy, CCMA, PBT
Instructor Work Phone	330-725-8461 Ext. 618
Instructor Email	BHallisy@mcjvs.edu
Office Hours	Before or After Class (9 a.m. – 4 p.m.)
Medical Assisting Aide	Martha Janczura, MA
Other Individual Providing Course Content Information	Tina Myers, MSN, RN, CNEcl, CCMA

Prerequisites
Medical Assisting students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education.

Course Hours			
Theory Hours	50	Lab Hours	16

Required Texts and other Bibliography of learning resources
Required Text: Math Basics for Medical Assisting, Instructor provided resources

Course Description

The Medical Assistant is expected to be able to dispense certain medications as ordered by the physician. This course will cover the ratio and proportion and other methods offering a step-by-step approach to the calculation and administration of drug dosages. Students will be able to focus on enhancing their learning experience at all curricular levels by making content clinically applicable with practice problems. **Math Basics for Medical Assisting** addresses the increasing responsibility of the medical student in medication administration, prioritizes client safety, and reflects the current scope of practice. **Safety Alert boxes** highlight issues that may lead to medication errors and empower the student to identify actions that must be taken to avoid calculation errors. Practice problems and chapter review test all major topics presented in the chapter.

Course material is covered during **Quarters 2,3 & 4 for a total of 66 clock hours.**

Course Theory Objectives / Outcomes

Cognitive (Knowledge) II.C Applied Mathematics	Psychomotor (Skills) II.P Applied Mathematics
- Define basic units of measurement in: - the metric system - the household system - Identify abbreviations used in calculating medication dosages - Identify normal and abnormal results as reported in: - graphs - tables	- Calculate proper dosages of medication for administration - Record laboratory test results into the patient's record - Document on a growth chart - Apply mathematical computations to solve equations - Convert among measurement systems
Cognitive (knowledge) I.C Pharmacology	Psychomotor (Skills) I.P Pharmacology
- Identify the classifications of medications including: - indications for use - desired effects - side effects - adverse reactions - Identify quality assurance practices in healthcare	- Verify the rules of medication administration: - right patient - right medication - right dose - right route - right time - right documentation - Select proper sites for administering parenteral medication - Administer oral medications - Administer parenteral (excluding IV) medications

Teaching Strategies	
➤	Lecture
➤	Test Reviews
➤	Utilization of study guide resources
➤	Discussion and Group activities
➤	Reputable Internet sources

Evaluation / Assessment and Grades	
To pass this course, the student MUST attain an 80% (cumulative)	
Grade Type	Points Possible
Homework Assignments	100 each
Chapter Tests	100 each
Extra Credit	TBD
Professionalism	TBD

Grading Scale

Medical Assisting students must achieve an 80% (cumulative) grade in all four quarters for each individual component of the course.

Grades for all Medical Assisting Courses are based on the following scale:

Grade	Percentage
A+	100 – 98
A	97 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D+	69 – 68
D	67 – 63
D-	62 – 60
F	59 & below
I	Work must be made up

In order to earn a passing grade in the course, students must achieve a minimum grade of 80% (cumulative). Students must also successfully pass and complete all the Psychomotor and Affective Competencies. Each student will have two attempts to achieve a passing score. See details under Homework/Study Time.

Other Information

MCCC Adult Education Medical Assisting Program is a comprehensive course comprised of four quarters.

The program combines Comprehensive Medical Assisting Curriculum, Terminology, Medical Mathematics, with hands-on learning in a lab environment during the first three quarters, and part of quarter 4 and a Practicum experience during the fourth quarter.

Medina County Career Center
Medical Assisting
25.00.01 MM Medical Math
Math Basics for the Health Care Professional
T & TH 9AM-12PM
Quarters 2, 3 & 4

(Test every Tuesday over prior week's Chapters/Procedures)

Date	Week	Chapter	Chapter Content
10/20 & 10/22	10	Chapter 1	Fractions
10/20 & 10/22	10	Chapter 2	Decimals
10/27	11	Chapter 1 & 2 Test	
10/27 & 10/29	11	Chapter 5	The Metric System
11/03	12	Chapter 5 Test	
11/10 & 11/12	13	Chapter 8	Additional Conversions
11/17	14	Chapter 8 Test	
11/17 & 11/19	14	Chapter 9	Medication Administration
12/01	16	Chapter 9 Test	
12/01 & 12/03	16	Chapter 10	Understanding and Interpreting Medication Orders
12/08	17	Chapter 10 Test	
01/05 & 01/07	19	Chapter 12	Reading Medication Labels
12/12	20	Chapter 12 Test	
01/12 & 01/14	20	Chapter 13	Dosage Calculation Using the Ratio and Proportion Method
01/12 & 01/14	20	Chapter 14	Dosage Calculation Using the Formula Method

Date	Week	Chapter	Chapter Content
01/19	21	Chapter 13 & 14 Test	
01/19 & 01/21	21	Chapter 19	Insulin
01/19 & 01/21	21	Chapter 22	Heparin
01/26	22	Chapter 19 & 22 Test	
01/26 & 01/28	22	Chapter 16	Oral Medications
02/02	23	Chapter 16 Test	
02/02 & 02/04	23	Chapter 17	Parenteral Medications
02/09	24	Chapter 17 Test	
02/09 & 02/11	24	Chapter 18	Reconstitution of Solutions
02/16	25	Chapter 18 Test	
02/23 & 02/25	26	Chapter 24	Pediatric and Adult Dosage Calculations Based on Weight
03/02	27	Chapter 24 Test	
03/09 & 03/11	28	Chapter 28 (Kinn's)	Principles of Pharmacology
03/16	29	Chapter 28 Test	
03/23 & 03/25	30	Chapter 29 (Kinn's)	Pharmacology Math
03/30	30	Chapter 29 Test	

*** Instructors retain the right to adjust the course schedule and revise the course syllabus as needed.**



Program Name	Medical Assisting Program
Course Title	25.00.01 MAC Medical Assisting Clinical
Total Clock Hours	330

Basic Information			
Quarter(s):	2, 3 & 4	Location:	Room 107
Class Meets:	Monday & Thursday	Time:	9 a.m. – 4 p.m.

Faculty with Credentials Responsible for Course	Brian Hallisy, CCMA, PBT
Instructor Work Phone	330-725-8461 Ext. 618
Instructor Email	BHallisy@mcjvs.edu
Office Hours	Before or After Class (9 a.m. – 4 p.m.)
Medical Assisting Aide	Martha Janczura, MA
Other Individual Providing Course Content Information	Tina Myers, MSN, RN, CNEcl, CCMA

Prerequisites
Medical Assisting students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education.

Course Hours			
Theory Hours	130	Lab Hours	200

Required Texts and other Bibliography of learning resources
Required Text: <i>Kinn's The Medical Assistant, An Applied Approach to Learning</i> , 15 th Edition. Authors: Brigitte Niedzwiecki, Julie Pepper

Course Description

The clinical portion of the course will give the student the necessary skills to be able to secure employment as an entry-level Medical Assistant. Classroom topics include, but are not limited to: asepsis, infection control, specimen collection/processing, diagnostic testing, patient care/instruction, pharmacology, and medical emergencies. Career Development and Life Skills are also included in the last week of this course to prepare students prior to their Practicum. Course material is covered during Quarter 2, 3, and part of Quarter 4 for a **combined total of 330 clock hours**.

Course Theory Objectives / Outcomes

Cognitive (Knowledge)

I.C Anatomy, Physiology, & Pharmacology

1. Identify quality assurance practices in healthcare
2. Identify basic principles of first aid
3. Identify appropriate vaccinations based on an immunization schedule.

Psychomotor (Skills)

I.P Anatomy, Physiology, & Pharmacology

1. Accurately measure and record
 - a. blood pressure
 - b. temperature
 - c. pulse
 - d. respirations
 - e. height
 - f. weight (adult and infant)
 - g. length (infant)
 - h. head circumference (infant)
 - i. oxygen saturation
2. Perform the following procedures:
 - a. electrocardiography
 - b. venipuncture
 - c. capillary puncture
 - d. pulmonary function testing
3. Perform patient screening following established protocols
4. Verify the rules of medication administration:
 - a. right patient
 - b. right medication
 - c. right dose
 - d. right route
 - e. right time
 - f. right documentation
5. Select proper sites for administering parenteral medication
6. Administer oral medications

7. Administer parenteral (excluding IV) medications
8. Instruct and prepare a patient for a procedure or a treatment
9. Assist provider with a patient exam
10. Perform a quality control measure
11. Collect specimens and perform:
 - a. CLIA waived hematology test
 - b. CLIA waived chemistry test
 - c. CLIA waived urinalysis
 - d. CLIA waived immunology test
 - e. CLIA waived microbiology test
12. Provide up-to-date documentation of provider/professional level CPR
13. Perform first aid procedures
 - a. bleeding
 - b. diabetic coma or insulin shock
 - c. stroke
 - d. seizures
 - e. environmental emergency
 - f. syncope

Cognitive (Knowledge)
II.C Applied Mathematics

1. Define basic units of measurement in:
 - a. the metric system
 - b. the household system
2. Identify abbreviations used in calculating medication dosages
3. Identify normal and abnormal results as reported in:
 - a. graphs
 - b. tables

Psychomotor (Skills)
II.P Applied Mathematics

1. Calculate proper dosages of medication for administration
2. Record laboratory test results into the patient's record
3. Document on a growth chart
4. Apply mathematical computations to solve equations
5. Convert among measurement systems

Cognitive (Knowledge) IV. C Nutrition	Psychomotor (Skills) IV. P Nutrition
- Identify dietary nutrients including: - carbohydrates - fat - protein - minerals - electrolytes - vitamins - fiber - water - Identify the function of dietary supplements - Identify the special dietary needs for: - weight control - diabetes - cardiovascular disease - hypertension - cancer - lactose sensitivity - gluten-free - food allergies - eating disorders - Identify the components of a food label	Instruct a patient regarding a dietary change related to patient's special dietary needs
Cognitive (Knowledge) V.C Concepts of Effective Communication	Psychomotor (Skills) V.P. Concepts of Effective Communication
Identify the medical assistant's role in telehealth	Participate in a telehealth interaction with a patient
Psychomotor (Skills) V.P. Concepts of Effective Communication	
- Respond to nonverbal communication - Correctly use and pronounce medical terminology in health care interactions - Coach patients regarding: - office policies - medical encounters - Demonstrate professional telephone techniques - Document telephone messages accurately - Using technology, compose clear and correct correspondence - Use a list of community resources to facilitate referrals - Participate in a telehealth interaction with a patient	

Psychomotor (Skills)	
X.P Legal Implications	
1. Locate a state's legal scope of practice for medical assistants 2. Apply HIPAA rules in regard to: a. privacy b. release of information 3. Document patient care accurately in the medical record 4. Complete compliance reporting based on public health statutes 5. Report an illegal activity following the protocol established by the healthcare setting 6. Complete an incident report related to an error in patient care	
Affective	
A.1	Demonstrate critical thinking skills
A.2	Reassure patients
A.3	Demonstrate empathy for patients' concerns
A.4	Demonstrate active listening
A.5	Respect diversity
A.6	Recognize personal boundaries
A.7	Demonstrate tactfulness
A.8	Demonstrate self-awareness

Teaching Strategies
➤ Lecture
➤ Chapter Review Quizzes, Test Reviews
➤ Utilization of textbooks/study guide resources
➤ Procedure Demonstration
➤ Discussion and Group activities
➤ Reputable Internet sources

Evaluation / Assessment and Grades	
To pass this course, the student MUST attain an 80% (cumulative)	
Grade Type	Points Possible
Review Quizzes	10 each
Study Guide Assignments	25 each
Procedures	100 each
Chapter Tests	100 each
Extra Credit	TBD
Professionalism	TBD

Grading Scale	
Medical Assisting students must achieve an 80% (cumulative) grade in all four quarters for each individual component of the course.	
Grades for all Medical Assisting Courses are based on the following scale:	
Grade	Percentage
A+	100 – 98
A	97 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D+	69 – 68
D	67 – 63
D-	62 – 60
F	59 & below
I	Work must be made up
In order to earn a passing grade in the course, students must achieve a minimum grade of 80% (cumulative). Students must also successfully pass and complete all the Psychomotor and Affective Competencies. Each student will have two attempts to achieve a passing score. See details under Homework/Study Time.	

Other Information
MCCC Adult Education Medical Assisting Program is a comprehensive course comprised of four quarters. The program combines Comprehensive Medical Assisting Curriculum, Terminology, Medical Mathematics, with hands-on learning in a lab environment during the first three quarters, and part of quarter 4 and a Practicum experience during the fourth quarter.



Program Name	Medical Assisting Program
Course Title	American Heart Association & Basic Life Support
Total Clock Hours	5 (included in MAC Medical Assisting Clinical)

Basic Information			
Quarter(s):	2	Location:	TBD
Class Meets:	TBD	Time:	TBD

Faculty with Credentials Responsible for Course	Timothy W. Brunenmeister, BS, NRP, FESI-II
Instructor Work Phone	330-725-8461 Ext. 341
Instructor Email	tbrunenmeister@mcjvs.edu
Office Hours	
Teaching Assistant(s) & Credentials	Adjunct Instructor
Other Individual Providing Course Content Information	

Prerequisites
Medical Assisting students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education.

Course Hours
Included in MAC Medical Assisting Clinical

Required Texts and other Bibliography of learning resources
Text: <u>American Heart Association – Basic Life Support</u>

Course Description

Students are required to learn Cardiopulmonary Resuscitation (CPR) and AED prior to starting Practicum rotation. The course is taught by a Certified Instructor and will provide the student with the knowledge needed to give basic CPR and AED in an emergency situation.

Course Theory Objectives / Outcomes

1. Explain the steps for performing CPR
2. Correctly perform CPR on a manikin
3. Describe when to use a defibrillator or administer first aid
4. Demonstrate correct procedure for AED use
5. Demonstrate the proper technique used to help someone who is choking
6. Demonstrate how to assist a patient who has fainted
7. Demonstrate how to control bleeding

Psychomotor (Skills)

I.P Anatomy, Physiology, & Pharmacology

1. Provide up-to-date documentation of provider/professional level CPR
2. Perform first aid procedures
 - a. bleeding
 - b. diabetic coma or insulin shock
 - c. stroke
 - d. seizures
 - e. environmental emergency
 - f. syncope

Teaching Strategies

- Lecture
- Take home and in class review exams
- Utilization of textbooks/study guide resources
- Discussion and Group activities
- Reputable Internet sources

Evaluation / Assessment and Grades
Pass / Fail

Grading Scale	
Medical Assisting students must achieve an 80% (cumulative) grade in all four quarters for each individual component of the course.	
Grades for all Medical Assisting Courses are based on the following scale:	
Grade	Percentage
A+	100 – 98
A	97 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D+	69 – 68
D	67 – 63
D-	62 – 60
F	59 & below
I	Work must be made up
In order to earn a passing grade in the course, students must achieve a minimum grade of 80% (cumulative). Students must also successfully pass and complete all the Psychomotor and Affective Competencies. Each student will have two attempts to achieve a passing score. See details under Homework/Study Time.	

Other Information
MCCC Adult Education Medical Assisting Program is a comprehensive course comprised of four quarters. The program combines Comprehensive Medical Assisting Curriculum, Terminology, Medical Mathematics, with hands-on learning in a lab environment during the first three quarters, and part of quarter 4 and a Practicum experience during the fourth quarter.



Program Name	Medical Assisting Program
Course Title	CareerSafe
Total Clock Hours	10

Basic Information			
Quarter(s):	3	Location:	Online
Class Meets:	Monday-Thursday	Time:	Self-paced

Faculty with Credentials Responsible for Course	Brian Hallisy, CCMA, PBT
Instructor Work Phone	330-725-8461 Ext. 618
Instructor Email	BHallisy@mcjvs.edu
Office Hours	Before or After Class (9 a.m. – 4 p.m.)
Medical Assisting Aide	Martha Janczura, MA
Other Individual Providing Course Content Information	Tina Myers, MSN, RN, CNEcl, CCMA

Prerequisites
Medical Assisting students are required to pass the pre-assessment WorkKeys Test prior to being admitted into the program. If a student scores below the Admission Policy Guide, they will be offered tutoring resources. A college degree (official transcripts) or ACT/SAT scores within the last 5 years can be submitted for waiver consideration by the Director of Adult Education.

Course Hours	
Online	10 hours

Required Texts and other Bibliography of learning resources
No text required.

Course Description

CareerSafe is an OSHA 10-hour general industry program. Students will be required to complete all modules including the Optional Healthcare modules. Students will learn about safety signs, symbols, and labels. They will learn different safety techniques that can be used in responding to accidental exposure to blood, other body fluid, needle sticks, and chemicals. Discussions on safety issues within an ambulatory healthcare environment. Students will learn the purpose of Safety Data Sheets (SDS) in a healthcare setting. Protocols discussions over the appropriate disposal of biological chemical materials. They will learn how to evaluate the work environment to identify unsafe working conditions. Students will receive Bloodborne Pathogens Certification.

Course Theory Objectives / Outcomes

Cognitive (Knowledge) XII.C Protective Practices	Psychomotor (Skills) XII.P Protective Practices
1. Identify workplace safeguards 2. Identify safety techniques that can be used in responding to accidental exposure to: a. blood b. other body fluids c. needle sticks d. chemicals 3. Identify fire safety issues in an ambulatory healthcare environment 4. Identify emergency practices for evacuation of a healthcare setting 5. Identify the purpose of Safety Data Sheets (SDS) in a healthcare setting 6. Identify processes for disposal of a. biohazardous waste and b. chemicals 7. Identify principles of: a. body mechanics b. ergonomics 8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency 9. Identify the physical manifestations and emotional behaviors on persons involved in an emergency	1. Comply with safety practices 2. Demonstrate proper use of: a. eyewash equipment b. fire extinguishers 3. Use proper body mechanics 4. Evaluate an environment to identify unsafe conditions

Teaching Strategies
➤ Modules
➤ Online Quizzes
➤ Reputable Internet sources

Evaluation / Assessment and Grades
Pass / Fail

Other Information

Medina County Career Center
Medical Assisting
The Medical Assistant
25.00.01 MAC Medical Assisting Clinical
An Applied Learning Approach
M – TH 12PM-4PM
Quarters 2, 3 & 4

(Tests every Thursday over weekly Chapters/Procedures)

Date	Week	Chapter	Chapter Content
10/19 – 10/22	10	Chapter 21	Physical Examination
10/19 – 10/22	10	Chapter 46	Introduction to the Clinical Lab
10/22	10	Chapter 21 & 46 Test	
10/26 – 10/29	11	Chapter 38	Behavioral Health
10/29	11	Chapter 38 Test	
11/05	12		CPR
11/02 – 11/05	12	Chapter 26	Principles of Electrocardiography
11/02 – 11/05	12	Chapter 40	Cardiology
11/05	12	Chapter 26 & 40 Test	
11/09 – 11/12	13	Chapter 33	Allergy and Infectious Disease
11/09 – 11/12	13	Chapter 41	Pulmonology
11/12	13	Chapter 33 & 41 Test	
11/16 – 11/19	14	Chapter 20	Vital Signs
11/23 – 11/24	15	Chapter 20	Vital Signs
11/24	15	Chapter 20 Test	
11/30 – 12/03	16	Chapter 32	Dermatology
12/03	16	Chapter 32 Test	

Date	Week	Chapter	Chapter Content
12/07 – 12/10	17	Chapter 48	Blood Collection
12/07 – 12/10	17	Chapter 49	Blood Analysis
12/10	17	Chapter 48 & 49 Test	
12/14 – 12/17	18	Chapter 50	Microbiology & Immunology
12/17	1	Chapter 50 Test	
01/04 – 01/07	19	Chapter 24	Surgical Supplies & Instruments
01/04 – 01/07	19	Chapter 34	Gastroenterology
01/07	19	Chapter 24 & 34 Test	
01/11 – 01/14	20	Chapter 23	Nutrition & Health Promotion
01/11 – 01/14	20	Chapter 25	Assisting with Surgical Procedures
01/14	20	Chapter 23 & 25 Test	
01/19 – 01/21	21	Chapter 39	Endocrinology
01/21	21	Chapter 39 Test	
01/25 – 01/28	22	Chapter 42	Urology
01/28	22	Chapter 42 Test	
02/01	23	START DATE	BBP/OSHA CareerSafe 10-Hour General Industry (Healthcare) Training
02/01 – 02/04	23	Chapter 43	Obstetrics & Gynecology
02/04	23	Chapter 43 Test	

Date	Week	Chapter	Chapter Content
02/08 – 02/11	24	Chapter 27	Medical Emergencies
02/08 – 02/11	24	Chapter 37	Neurology
02/11	24	Chapter 27 & 37 Test	
02/16 – 02/18	25	Chapter 45	Geriatrics
02/18	25	Chapter 45 Test	
02/22 – 02/25	26	Chapter 44	Pediatrics
02/22 – 02/25	26	Chapter 47	Urinalysis
02/25	26	Chapter 44 & 47 Test	
03/01 – 03/04	27	Chapter 31	Ophthalmology and Otolaryngology
03/04	27	Chapter 31 Test	
03/08 – 03/11	28	Chapter 30	Administering Medication
03/08 – 03/11	28	Chapter 51	Intravenous Therapy
03/11	28	Chapter 30 & 51 Test	
03/11	28	COMPLETION DATE	CareerSafe 10-Hour General Industry (Healthcare) Training
03/15 – 03/18	29	Chapter 35	Orthopedics and Rheumatology
03/15 – 03/18	29	Chapter 36	Physical Medicine and Rehabilitation
03/18	29	Chapter 35 & 36 Test	
03/22 – 03/25	30	Chapter 52	Radiology Basics
03/22 – 03/25	30	Chapter 53	Positioning for Radiology
03/25	30	Chapter 52 & 53 Test	

Date	Week	Chapter	Chapter Content
03/30 – 04/01	31		Ohio Means Jobs
03/30 – 04/01	31	Chapter 54	Skills and Strategies
03/30 - 04/01	31		Ohio Means Jobs/Mock Interviews
04/01	31	Chapter 54 Test	
04/05	32	*Practicum	
05/07		*Final Day to turn in Practicum Paperwork	(5:00 p.m. deadline)
05/11		Certification Exam	CPT Exam
05/13		Certification Exam Final Evaluations Surveys	CCMA

***Instructors retain the right to adjust the course schedule and revise the course syllabus as needed.**



Program Name	Medical Assisting Program
Course Title	25.00.01 PR Practicum
Total Clock Hours	160

Basic Information			
Quarter(s):	4	Location:	Practicum Site
Class Meets:	n/a	Time:	TBD

Faculty with Credentials Responsible for Course	Brian Hallisy, CCMA, PBT
Instructor Work Phone	330-725-8461 Ext. 618
Instructor Email	BHallisy@mcjvs.edu
Office Hours	Before or After Class (9 a.m. – 4 p.m.)
Practicum Coordinator	Martha Janczura, MA
Practicum Coordinator Email	MJanczura@mcjvs.edu
Practicum Coordinator Work Phone	330-725-8461 Ext. 621
Other Individual Providing Course Content Information	Tina Myers, MSN, RN, CNEcl, CCMA

Prerequisites
Successful completion of all course requirements of didactic and clinical lab practice with a minimum grade of 80% (cumulative). Additionally, students must successfully complete <u>all</u> applicable Cognitive objectives and <u>all</u> the Psychomotor and Affective competencies must be achieved prior to the start of any Practicum. All attendance, medical requirements, and financial obligations for the course must be met.

Course Hours	
Practicum Hours	160

Required Texts and other Bibliography of learning resources
Practicum Binder

Course Description
A Practicum is required during the fourth quarter of the course. The purpose of the Practicum is to give the student practical experience utilizing the administrative and clinical skills learned in the student labs throughout the prior three quarters. The student is expected to perform the duties of a Medical Assistant during their Practicum rotation. The Practicum is unpaid and supervised Practicum for at least 160 contact hours minimum in an ambulatory healthcare setting. During the Practicum the student is to demonstrate the knowledge, skills, and behaviors of the MAERB Core Curriculum in performing clinical and administrative duties. All 160 hours must be completed prior to sitting for National Healthcareer Association (NHA) Certification Exams and for successful program completion. Students must complete and pass all applicable cognitive objectives, psychomotor and affective competencies prior to the start of any Practicum. Students will be assigned to a Practicum site based on vaccination status and availability of Practicum site. The Practicum Coordinator and Instructor will assess the fit between student and Practicum site. Students are required to do a “Meet and Greet” appointment with the chosen Practicum site. The initial appointment will consist of the student discussing the work schedule and duty expectations of the site. The students will be supervised by a Preceptor (clinical site staff member) during their entire Practicum. Students will not receive compensation for their work while participating in the Practicum experience. The Instructor, Practicum Coordinator, Director of Nursing Education/Medical Assisting Program, or other qualified faculty members will make weekly visits to each student’s Practicum site. The purpose of the visit is to make an on-site assessment of student experiences and the quality of learning opportunities. Students must take advantage of all learning opportunities provided at their Practicum sites. Phone or electronic contact from the Instructor, Practicum Coordinator, Director of Nursing Education/Medical Assisting Program Director, or another qualified faculty member may be done in lieu of physical visit. Students may contact the Instructor, Practicum Coordinator, Director of Nursing Education/Medical Assisting Program Director through the Adult Education office, school email, or other electronic communication in between visits if necessary.

Course Theory Objectives / Outcomes

Upon completion of the Practicum experience the student will:

- Relate Administrative concepts in the physician office/facility setting
- Relate Clinical concepts in the physician office/facility setting
- Articulate protocols relating to patient safety
- Apply Insurance principles when processing patient information
- Articulate Federal Law and Legislation relating to the Medical Assisting Practice (HIPAA, OSHA, and Standard Precautions)
- Apply the AAMA Code of Ethics
- Articulate the Administration functions that may be performed by a Medical Assistant
- Articulate Therapeutic communication techniques
- Demonstrate qualities of a responsible professional
- Communicate effectively with patients and other healthcare professionals

Competencies and Standards Required for Graduation:

Students must satisfactorily meet 2022 Core curriculum requirements included in Appendix B of the 2022 CAAHEP Standards and Guidelines at [Standards and Policies](#).

Psychomotor (Skills)

- Obtain vital signs
- Perform patient screenings
- Perform hand washing
- Use reflection, restatement, and clarification techniques to obtain patient information
- Prepare patients for procedures/treatments.
- Document accurately
- Apply HIPAA rules in regard to patient privacy/release of patient information

Affective (Behavior)

- Apply critical thinking skills in performing patient assessments/care
- Demonstrate respect for diversity in approaching patients and family
- Display sensitivity to patient rights and feelings in collecting patient data/specimens
- Apply active listening skills

Evaluation / Assessment and Grades	
To pass this course, the student MUST attain an 80% (cumulative)	
Grade Type	Points Possible
Collection of required documents during Site visits	100
Professionalism	TBD

Grading Scale	
Medical Assisting students must achieve an 80% (cumulative) grade in all four quarters for each individual component of the course.	
Grades for all Medical Assisting Courses are based on the following scale:	
Grade	Percentage
A+	100 – 98
A	97 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D+	69 – 68
D	67 – 63
D-	62 – 60
F	59 & below
I	Work must be made up
A grade of 100% is automatically achieved on the first day of the student's Practicum experience.	
Medical Assisting students must achieve a grade of at least 80% (cumulative) in the Practicum experience to successfully complete and graduate from the program.	

Other Information
MCCC Adult Education Medical Assisting Program is a comprehensive course comprised of four quarters. The program combines Comprehensive Medical Assisting Curriculum, Terminology, Medical Mathematics, with hands-on learning in a lab environment during the first three quarters, and part of quarter 4 and a Practicum experience during the fourth quarter.

Practicum Professionalism Grades:

One percentage point will be deducted for EACH INCIDENT OF:

1. No name tag with "STUDENT: on the tag in clearly visible letters.
2. See Section VI of Practicum Procedures.
3. No Practicum time sheet present at site.
4. Practicum time sheet not current with times, signatures, and dates.
5. Absence without calling the Practicum site prior to starting time.
6. Absence without calling the school (MCCC) prior to starting time.
7. Late without calling the Practicum site prior to starting time.
8. Late without calling the school (MCCC) prior to the starting time.
9. Leaving Practicum site early without notifying the Practicum site at the start of or during the shift.
10. Leaving Practicum site early without notifying the school (MCCC) at the start of or during the shift.
11. Changing the Practicum work calendar dates and/or times without notification to the site.
12. Changing the Practicum work calendar dates and/or times without notification to the school (MCCC).
13. Not adding the hours for each week correctly on the weekly Practicum time sheet.
14. Not totaling the hours correctly at the completion of the Practicum experience (needs to add up to a minimum 160 hours).
15. Not turning in all the required paperwork during site visits and at the same time at the end of the Practicum experience.

I. Medina County Career Center Student Practicum Policy

- A. At no time is the student to be considered an employee of the Practicum site.
- B. The student shall not receive compensation/payment, monetary or otherwise, for the Practicum experience.

II. Practicum Requirements for Medical Assisting Students

A. EACH STUDENT WILL BE RESPONSIBLE TO:

1. Complete all immunizations and medical requirements.
2. Provide proof of any other required site-specific immunizations and/or drug screening.
3. Maintains good physical health during Practicum experience.
4. Conforms to the rules of participation in the Practicum experience established by MCCC and the site.

5. Be punctual and regular in attendance, wearing proper professional attire.
6. Notify Practicum site and the school (MCCC) in advance of any tardiness' and absence.
7. Notify the Practicum site and school (MCCC) of related problems; accept counseling and any work readjustment which must be made.
8. The student is to provide their own transportation.
9. Exhibit primary allegiance to Practicum site.
10. Assume a responsible, safety-conscious manner to be always professional and accept the consequences of their actions.
11. Respect the confidential nature of all information regarding patients and the Practicum site/agency.
12. Have an OSHA and Infection Control In-service prior to rotation if required by the site.
13. Learn the Practicum site fire/safety protocol.
14. Sign HIPAA Compliance Form
15. Complete site-specific onboarding requirements.

- B. The student will discuss with the Practicum Coordinator their preferences for a Practicum site.
1. Placement preferences are not guaranteed.
 2. Instructors consider all aspects of fit at available sites with agency partners.

III. An employee from MCCC (Practicum Coordinator) will contact the Practicum site to discuss arrangements.

- A. The clinical affiliation agreement will be provided to the Practicum site representative for review
- B. The clinical affiliation agreement will be signed by:
1. The Practicum site representative
 2. The Director of Nursing Education/Medical Assisting Program Director

IV. Practicum hours

- A. A MINIMUM of 37 hours per week is to be completed
- B. All hours must be completed before a certificate of completion is provided
- C. A total of 910 hours is required to complete the course
1. Classroom/Lab hours – 750
 2. Practicum hours – 160

- D. All hours must be completed prior to sitting for the NHA certification exams
- E. Students are responsible for obtaining signatures daily from the preceptor or practicum representative. The student is responsible to turn in to the Practicum Coordinator or Designee weekly.
- F. All time sheets and practicum hours completed must be submitted to the Practicum Coordinator for review before becoming eligible for hire at the practicum site.

V. Student requirements at the Practicum site

- A. Students will abide by all the rules set forth on the clinical affiliation agreement and the student practicum policies.
- B. Name tag
 - 1. **Must be worn at all times** by the student at the Practicum site
 - 2. If lost or broken, the STUDENT is responsible to purchase another name tag from MCCC prior to next Practicum scheduled hours
- C. Dress Code / Uniforms
 - 1. Students **must wear** the school uniform (scrubs)
 - 2. Uniforms (scrubs) must be clean, neat, and in good repair
- D. Neutral professional looking shoes must be worn
 - 1. Shoes must be clean and in good repair
- E. Hair
 - 1. Hair shall be clean & modestly styled. Bangs are not subject to this rule.
 - 2. Hair needs to be pulled back off the face when in the lab section and on Practicum.
 - 3. Hair colors shall be kept in the natural colors of brown, black, auburn, blonde, etc.
 - 4. Remember, you are becoming health care professionals and high standards in personal hygiene are expected to be maintained. Therefore, you need to dress and act accordingly.
- F. Make-up/Fingernails
 - 1. Good hygiene must be used to maintain a clean face and body
 - 2. Make-up must look professional
 - 3. Fingernails **must be** well manicured and not extend beyond tip of finger and shall be kept free of dirt & debris. Nail polish shall not be worn, neither colored nor clear.
Absolutely no artificial nails! This presents an infection control hazard and safety hazard for yourself, patients and staff
- G. Perfume/Cologne/Lotions/Personal Hygiene
 - 1. **No scented lotions, perfumes or colognes are to be applied during class/lab, field trips or at Practicum site.** Staff, other students, or patients may have allergic responses and respiratory insufficiency can be an issue.
- H. Jewelry/Tattoos
 - 1. Only a wedding band is allowed. Only 1 pair of earrings allowed during class/lab, field trips & Practicum. Earrings cannot be hoops or dangling. Body rings, including tongue, eyebrow, nose, and facial piercings are prohibited in class/lab, field trips & Practicum. Offensive tattoos must be kept covered whether in class/lab, field trips & Practicum.

- I. Language
 - 1. Appropriate language shall always be used. Profanity is prohibited and unprofessional.
- J. Attendance
 - 1. Students will be prompt
 - 2. Students will notify BOTH the Practicum site AND the school (MCCC) if a tardiness/absence is necessary, PRIOR TO the student's starting time
- K. Paperwork and Forms in Practicum Binder
 - 1. Must be up-to-date and present at the site each day

***NOTE: All Practicum paperwork must be turned in by 5:00 pm on May 7, 2027, in order to sit for the certification exams. It is highly recommended that you turn in your paperwork immediately upon completion of your Practicum so that the Practicum Coordinator can verify that all your hours have been successfully completed.**



Medina County Career Center

Medical Assisting Program

I have read and understand the classroom and practicum policies for the Medical Assisting Program and agree to abide by them. I further understand that the instructor/aide, Director of Nursing Education/Medical Assisting Program Director, Director of Adult Education and/or Superintendent may amend, change, or institute new policies as deemed necessary.

Print Name

Student Signature

Date