

**Glen Oaks Community College
Division of Allied Health**



Course: Medical Assistant Certification Exam Review ALH 290 DL -
Hybrid
Credit: 3
Hours: 45

Classroom Meeting Dates:

Instructor: Brenda Luczek, MS, LPN, CMA (AAMA) Office: F204
Telephone: 269-294-4267
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See “Online Office Hours” at the communication icon

Textbook:

Medical Assisting Review, Passing the CMA, RMA and Other Exams (3 rd ed.)

Author: Jahangir Moini, M.D., M.P.H.

Optional Resource: Dorland’s Illustrated Medical Dictionary,
Tabers, or Mosby’s Medical Dictionary.

Online resources: Emedicine.com, Medline Plus.com, ModernMedicine

COURSE COMPETENCIES/OUTCOMES:

By the completion of this course, students will be prepared to pass the AAMA National Certification exam. Each student must achieve a total score of 75% or better on each area: administrative, general, and clinical. *The student will take the take the AAMA National Certification exam as a course requirement. No course grade can be assigned until that exam has been taken. Further, failure to take the certifying exam in a timely manner will result in a zero (0) for this course and not being able to complete the Medical Assisting Program.*

PRE-REQUISITE COURSES: Completion of ALL courses in the Medical Assistant program, except ALH 238 Externship.

CO-REQUISITE COURSES: ALH 238 Medical Assistant Externship

METHODS OF INSTRUCTION MAY INCLUDE:

- Lecture
- Discussion
- Audiovisual materials
- Handouts
- Reference materials
- Computer assisted programs
- Internet activities/research

EVALUATION METHODS MAY INCLUDE:

- Written assignments/projects
- Team assignments/labs

- Quizzes/Exams
- **CLOSED BOOK ONLINE EXAMS 1-3 (GENERAL, ADMINISTRATIVE AND CLINICAL) must be taken in the TTC (on campus)**

COURSE OBJECTIVES:

The objectives for this course will be:

Students will systematically review the following areas of Medical Assisting:

1. General Areas of Medical Assisting
 - Medical Terminology
 - Anatomy and Physiology
 - Psychology
 - Professionalism
 - Communication
 - Medicolegal guidelines and requirements
2. Administrative Areas of Medical Assisting
 - Data Entry
 - Equipment
 - Computer Concepts
 - Records Management
 - Screening and Processing Mail
 - Scheduling and Monitoring Appointments
 - Resource Information and Community Services
 - Maintaining the Office Environment
 - Office Policies and Procedures
 - Practice Finances
3. Clinical Areas of Medical Assisting
 - Infection Control
 - Treatment Area
 - Patient Preparation and Assisting the Physician
 - Patient History Interview
 - Collecting and Processing Specimens; Diagnostic Testing
 - Preparing and Administering Medications
 - Emergencies
 - First Aid
 - Nutrition

ACADEMIC DISHONESTY: POLICIES ON ACADEMIC DISHONESTY CAN BE FOUND IN THE GOCC STUDENT CODE OF CONDUCT PUBLISHED IN THE STUDENT HANDBOOK.

Academic Honesty and Classroom Standards:

The faculty of the Allied Health Program are committed to providing an environment that is conducive to learning. Each faculty member encourages the free pursuit of learning, and respects the student as an individual. The student has the primary responsibility for being academically honest. Academic dishonesty

includes cheating and plagiarism. Cheating refers to the **giving and/or receiving** of unauthorized copies of tests or another deceit or fraud related to the student's academic conduct. The definition of plagiarism, for the purpose of student misconduct, is to pass off as one's own the ideas or words of another or to present as one's own an idea or product derived from an existing source.

If it is determined that cheating has taken place, the student will receive **no points** for that exam, assignment or project. **A second act of cheating will automatically result in being dropped from the class with a failing grade.**

It is the responsibility of each student to understand the policies covering drop/add and withdrawal from classes. Each student should have a college catalog and understand the policies that apply.

The course will consist of lecture (online PowerPoint review shows), quizzes/exam, and individual or small group work/labs when appropriate. Computer lab, library and outside assignments will be required.

Formation of study groups and work partners is encouraged. Having a work partner to exchange phone numbers/email addresses with is advised. Online Sharing Room assignments and team activities will be assigned.

DISABILITY STATEMENT:

"If you are a student with a documented disability and you believe you are entitled to receive accommodations for this class, please contact me privately so we may discuss your specific needs. You will also need to contact the Student Support Specialist to schedule an appointment for an intake if you have not already done so. You may contact the Student Support Specialist by calling 269-467-9945 and asking for Student Services."

Please use black or blue ink only for exams and course work

There will be *practice quizzes* over each chapter (#24) and *comprehensive exams* over each of the three sections: *General, Administrative and Clinical* to be completed on **the given dates and on the material as announced.**

A student may be dropped from the course after three missed sessions and/or two missed exams.

Assignments: ***NO late work*** is accepted. ***NO incomplete work*** is accepted.

Evaluation and Grading:

Upon completion of the course, the student will demonstrate satisfactory achievement of the course objectives by obtaining an **average minimum grade of 75 (2.0) percent based on the following:**

CHAPTER QUIZZES & EXAMS-OPEN BOOK	30%
Attendance; online and classroom	20%
Section Exams-(3) Online-CLOSED BOOK	40%
Group Work	10%

The following grading scale will be used for grading exams and assigning your final course grade.

4.0 = 95 – 100%

3.5 = 90 – 94%

3.0 = 85 – 89%

2.5 = 80 – 84%

2.0 = 75 – 79%

1.5 = 70 – 74%

1.0 = 65 – 69%

0.0 = 0 – 64%

Circle the final grade that you are willing to commit to _____

Classroom Policies:

Students are expected to attend all sessions of the course. **Online class attendance** is recorded by signing on and answering the “Question of the Week”. If a class cannot be attended due to illness or other extenuating reasons, the instructor should be notified. This can be done by calling Glen Oaks and leaving a message for the instructor, emailing within Angel, or emailing at the above address. See the course syllabus for dates of **scheduled classroom meetings**. THESE CLASSROOM MEETINGS ARE MANDATORY FOR COURSE COMPLETION! They are scheduled during the last 8 weeks of the semester in order to give you time to get acclimated to your externship. However, **DO NOT** wait to begin your assignments until then. **START** immediately with reading, reviewing and taking the practice quizzes and exams in the textbook.

NO LATE WORK OR INCOMPLETE WORK is accepted. All classroom activities, assignments, and learning activities must be turned in as scheduled.