

- Course Title: **Directed Studies Capstone Course for Medical Assistants**
- Instructor: **Sandra Carter**  
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**Phone: 864-225-7653 ext. 2310**
- Course Schedule: This course will be an independent study and will meet January 2<sup>nd</sup>, 2012. All homework will be due each Sunday by 12 Midnight. The final will be here at the college on **March 21<sup>st</sup>, 2012** during the times of **8:30am -11:30am** and **3pm-6pm. No Exceptions**
- Course Code: **BUS.280**
- Credit Hours: 3.0 credit hours awarded upon successful completion of course requirements.
- Prerequisite(s): **All Medical classes or Permission of Instructor**
- Textbook(s): **Medical Assistant Q&A Review Book**  
**7<sup>th</sup> Edition** Prentice Hall Tom Palko, BA, MEd, MT(ASCP) Hilda Palko, BS MT(ASCP), CMA ISBN 0-13-117851-2
- Course Description: Prepares students to successfully pass the Certification for the CMA and/or RMA exam.
- Course Objectives: Upon successful completion of this course, the student will be able to:
- Describe the fundamental elements that are used to build medical words and their principles of component parts, formation of plural endings.
  - Describe the body systems as a whole and the functions of each.
  - Know the Medical, ethical, and legal aspects of Medicine along with the Regulatory Agencies.
  - Know Administrative Procedures (patient confidentiality, Medical records, Insurance & Coding, and Office Management)
  - Know Clinical Procedures (Medications and Pharmacology, Laboratory Procedures, Emergencies and First Aid)
- Course Outline: Week 1. **Chapter 1** - Medical Terminology and Anatomy and Physiology  
Test on Chapter 1 **DUE ON SUNDAY NIGHT BY MIDNIGHT**
- Week 2. **Chapter 2 & 3**- Medical Law & Ethics and Professional Communications  
Test on Chapter 2 & 3 **DUE ON SUNDAY NIGHT BY MIDNIGHT**
- Week 3. **Chapter 4**- Administrative Procedures  
Test on Chapter 4 **DUE ON SUNDAY NIGHT BY MIDNIGHT**
- Week 4. **Chapter 5 & 6** – Bookkeeping, Credits, & Collections. Medical Records and Office Management  
Test on Chapter 5 & 6 **DUE ON SUNDAY NIGHT BY MIDNIGHT**
- Week 5. **Chapter 7 & 8** – Insurance & Coding and Computers and Office Machines  
Test on Chapter 7 & 8 - **DUE ON SUNDAY NIGHT BY MIDNIGHT**
- Week 6. **Chapter 9** - Examination Room Techniques  
Test on Chapter 9 - **DUE ON SUNDAY NIGHT BY MIDNIGHT**

- Week 7. **Chapter 10** – Laboratory Procedures  
Test on Chapter 10 - **DUE ON SUNDAY NIGHT BY MIDNIGHT**
- Week 8. **Chapter 11**- Medication and Pharmacology  
Test on Chapter 11 - **DUE ON SUNDAY NIGHT BY MIDNIGHT**
- Week 9. **Chapter 12** – Emergency and First Aid  
Test on Chapter 12 - **DUE ON SUNDAY NIGHT BY MIDNIGHT**
- Week 10. **Chapter 13** – Visual Aids  
Test on Chapter 13 - **DUE ON SUNDAY NIGHT BY MIDNIGHT**
- Week 11. **Review** for **FINAL** on **Chapter 14**
- Week 12. **Final on Chapter 14 March 21, 2012**

Instruction Method: A variety of instruction techniques will be used in this course. These practices include (but are not limited to) class lecture, small group work, discussion, group projects, out-of-class assignments, individual assignments, electronically based research, expected e-mail communications, independent study, etc

Grading: Basis for determination of the final grade:

<b>Unit Tests</b>	<b>70%</b>		
<b>Final</b>	<b>30%</b>		
	<b>100%</b>		
	Grading Scale:	A = 90-100	4.0
		B = 80-89	3.0
		C = 70-79	2.0
		D = 60-69	1.0
		F = Below 60	0.0

Attendance: **Regular attendance is expected** because it is through regular attendance that you hear and learn from the experience of your instructors as well as the input (questions, answers, discussions, concerns) of other members of your class. You may also “attend” (classes when you are not physically present in class) by communicating with members of your assigned group and finding out from them what class material you have missed and/or other aspects of what went on in class that you should know about. You can also “attend” by keeping in touch with your instructor through the use of e-mail. Let your instructor and classmates know that you might be late, or that you’re too ill to come to class, or that you’ve missed an assignment and are trying your best to catch up. **You must be in attendance for your scheduled test dates.**

Any exception to this policy, because of extenuating circumstances, must have the approval of an academic program coordinator **before** this assignment is due.

Make-up work: It is the individual student’s responsibility to find out from one of his/her classmates and/or group members the materials he/she might have missed as a result of having missed a class session. Call your classmates; e-mail them; keep up with them; be responsible for getting the information that you need in order to demonstrate competence in this course.

Resources:	The College has adequate resources to assist students in researching projects through The Library & Information Resources Network (LIRN) Virtual Library Collection. Included in LIRN is the InfoTrac OneFile and Reference collection. The Reference library contains 112 titles. OneFile contains all of the Gale publications. There are over 150,000,000 articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books and reference titles in the collection. Instructors will provide students with appropriate resource links specific to this course within LIRN as well as those provided as instructional support material by the author and publisher of the text. <b><u>41955</u></b>
Academic Dishonesty:	Acts of academic dishonesty take many forms, the most common of which are cheating and plagiarism. Forrest College follows the procedures listed on pages 35-36 for acts of academic dishonesty.
Grievances Protocol:	Any grievances concerning this course or instructor should first be directed to the instructor of the course. If, in the opinion of the student, the instructor fails to address the students concern in a satisfactory manner, the student should then contact their program coordinator. If, in the opinion of the student, the program coordinator fails to address the students concern in a satisfactory manner, the student should then contact the President of the College.
Communication Protocol:	All students, staff, and faculty are required to use their FC email accounts for all electronic communications within the College. <b>Students should regularly check their e-mail accounts. All correspondence by Instructor will be by e-mail and/or telephone.</b>
Changes:	In accordance with the policy of the College, your instructor has the right to change the syllabus in a manner that he/she feels necessary in order to better accomplish the goal(s) of this course.
Revision Date:	December 20 <sup>th</sup> , 2011

I \_\_\_\_\_ have received a copy of the Introduction to Bus.280 Directed Studies Course Syllabus and have read and understand what my responsibilities are as a Allied Health student. I also have read and understand the attendance, missed test and missed assignments policy for this class.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_