### Course Number and Title

**HSW01 Healthcare Support Workers**

### Course Clock/Quarter Hours

90 Hours

### Prerequisites Required

The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

### Course Description

Knowledge of the health care delivery system and health occupations, oral and written communications skills, professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts, emergency situations response, infection control, employability skills, resume writing, blood borne disease, basic math skills, critical thinking skills and leadership skills within the health team. Includes 4 hours HIV/Aids Training.

### Course Objectives

The Student will demonstrate the following skills: the health care delivery system and health occupations, oral and written communications skills, professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts, emergency situations response, infection control, employability skills, resume writing, blood borne disease, basic math skills, critical thinking skills and leadership skills within the health team. Includes 4 hours HIV/Aids Training.

### Evaluation Methods

<table>
<thead>
<tr>
<th>Evaluation Method</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>5%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Tests</td>
<td>45%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>30%</td>
</tr>
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### Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>84-92%</td>
</tr>
<tr>
<td>C</td>
<td>75-83%</td>
</tr>
<tr>
<td>D</td>
<td>67-74%</td>
</tr>
<tr>
<td>F</td>
<td>66 and below</td>
</tr>
</tbody>
</table>

### Completion Requirements

Minimum passing grade of this course is 70%

### Course Time Frame

The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

### Print/Revision Date

MAY 2012
### Course Number and Title

**BHC02** Basic Healthcare

### Course Clock/Quarter Hours

78 Hours

### Prerequisites Required

The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

### Course Description

This course will teach Ethics and laws, work ethics, communication, with the assistance process, body structure, safety, preventing falls, care of the older person, moving and transferring a patient, personal care, bed making, grooming, urinary & bowel elimination, admission and discharge, Oxygen need, and course confusion and dementia management/elder abuse.

### Course Objectives

The student will demonstrate skills in the following areas and will be checked off of these skills. Ethics and laws, work ethics, communication, assisting with the nursing process, body structure, safety, preventing falls, care of the older person, moving and transferring a patient, personal care, bed making, grooming, urinary & bowel elimination, admission and discharge, Oxygen need, confusion and dementia and restorative care.

### Evaluation Methods

<table>
<thead>
<tr>
<th>Evaluation Method</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>5%</td>
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<td>Quizzes</td>
<td>20%</td>
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<tr>
<td>Tests</td>
<td>45%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>30%</td>
</tr>
</tbody>
</table>

### Grading Scale

- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

### Completion Requirements

Minimum passing grade of this course is 70%

### Course Time Frame

The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

### Print/Revision Date

MAY 2012
**Course Number and Title**  
MAT01 Medical Assistant Medical Terminology

**Course Clock/Quarter Hours**  
40 Hours

**Prerequisites Required**  
The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

**Course Description**  
The student will learn to identify word parts of medical terminology, build words, spell and pronounce them correctly. Learn the appropriate terms from word parts and their meaning. Spell and use medical abbreviations, recognize and identify terminology of hospital and clinic forms. Learn how to use basic medical terminology.

**Course Objectives**  
The Student will demonstrate the following skills: to identify word parts of medical terminology, build words, spell and pronounce them correctly. Learn the appropriate terms from word parts and their meaning. Spell and use medical abbreviations, recognize and identify terminology of hospital and clinic forms. Learn how to use basic medical terminology.

**Evaluation Methods**  
- Class Participation 5%
- Quizzes 20%
- Tests 45%
- Final Examination 30%

**Grading Scale**  
- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

**Completion Requirements**  
Minimum passing grade of this course is 70%

**Course Time Frame**  
The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

**Print/Revision Date**  
MAY 2012
MAT02  Medical Assistant Office Skills

60 Hours

The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

The student will learn appropriate methods of preparing and organizing and maintaining medical records, select appropriate procedure and diagnostic codes, process insurance date and claims, develop and maintain billing and collection system, keyboards documents using Medical Office Software, perform various financial procedures, billing and collection procedure, and payroll procedures. (Includes 20 hours of laboratory).

The Student will demonstrate the following skills: appropriate methods of preparing and organizing and maintaining medical records, select appropriate procedure and diagnostic codes, process insurance date and claims, develop and maintain billing and collection system, keyboards documents using Medical Office Software, perform various financial procedures, billing and collection procedure, and payroll procedures. (Includes 20 hours of laboratory).

Class Participation  5%
Quizzes  20%
Tests  45%
Final Examination  30%

A – 90-100%  D – 67-74%
B – 84-92%  F – 66 and below
C – 75-83%

Minimum passing grade of this course is 70%

The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

MAY 2012
## Florida Nursing Assistant Academy #2926
### COURSE SYLLABUS

#### Medical Assistant Program

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>MAT03 Medical Assistant Phlebotomy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Clock/Quarter Hours</td>
<td>102 Hours</td>
</tr>
<tr>
<td>Prerequisites Required</td>
<td>The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.</td>
</tr>
<tr>
<td>Course Description</td>
<td>The student will learn the relation of phlebotomy to the healthcare setting, the anatomic structure and function of body systems in relations to services performed by a phlebotomist, identify collection reagents supplies, equipment and interfering chemical substances, knowledge of skills to perform phlebotomy, practice infection control following universal precautions, the process of collecting specimens, quality assurance in phlebotomy, using the correct equipment for blood drawing, performing the correct procedure to collect a blood sample and making a blood smear. (Includes 22 hours of laboratory and 40 Hours of Externship).</td>
</tr>
<tr>
<td>Course Objectives</td>
<td>The Student will demonstrate the following skills: the relation of phlebotomy to the healthcare setting, the anatomic structure and function of body systems in relations to services performed by a phlebotomist, identify collection reagents supplies, equipment and interfering chemical substances, knowledge of skills to perform phlebotomy, practice infection control following universal precautions, the process of collecting specimens, quality assurance in phlebotomy, using the correct equipment for blood drawing, performing the correct procedure to collect a blood sample and making a blood smear. (Includes 22 hours of laboratory and 40 Hours of Externship).</td>
</tr>
<tr>
<td>Evaluation Methods</td>
<td>Class Participation 5% Quizzes 20% Tests 45% Final Examination 30%</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>A – 90-100% D – 67-74% B – 84-92% F – 66 and below C – 75-83%</td>
</tr>
<tr>
<td>Completion Requirements</td>
<td>Minimum passing grade of this course is 70%</td>
</tr>
<tr>
<td>Course Time Frame</td>
<td>The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.</td>
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<td>Print/Revision Date</td>
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</table>
Florida Nursing Assistant Academy #2926  
COURSE SYLLABUS  

Medical Assistant Program

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>MAT04  Medical Assistant EKG Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Clock/Quarter Hours</td>
<td>80 Hours</td>
</tr>
<tr>
<td>Prerequisites Required</td>
<td>The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.</td>
</tr>
<tr>
<td>Course Description</td>
<td>This course will teach the student to identify the cardiovascular system, legal and ethical responsibilities of an EKG aide, maintain a safe environment, maintain the EKG equipment, three types of lead systems, proper lead placement, perform a 12 lead EKG, perform a rhythm strip, calculate the QRS complex and PR interval, trace and mount an EKG strip, recognize a cardiac emergency as seen on the EKG, verify the requisition order, prepare patient for EKG testing and use precautions required to perform an EKG. (Includes 22 hours of laboratory and 40 Hours of Externship).</td>
</tr>
<tr>
<td>Course Objectives</td>
<td>The Student will demonstrate the following skills: to identify the cardiovascular system, legal and ethical responsibilities of an EKG aide, maintain a safe environment, maintain the EKG equipment, three types of lead systems, proper lead placement, perform a 12 lead EKG, perform a rhythm strip, calculate the QRS complex and PR interval, trace and mount an EKG strip, recognize a cardiac emergency as seen on the EKG, verify the requisition order, prepare patient for EKG testing and use precautions required to perform an EKG. (Includes 22 hours of laboratory and 40 Hours of Externship).</td>
</tr>
</tbody>
</table>
| Evaluation Methods | Class Participation 5%  
| | Quizzes 20%  
| | Tests 45%  
| | Final Examination 30%  
| Grading Scale | A – 90-100%  
| | B – 84-92%  
| | C – 75-83%  
| | D – 67-74%  
| | F – 66 and below  
| Completion Requirements | Minimum passing grade of this course is 70%  
| Course Time Frame | The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.  
| Print/Revision Date | MAY 2012  

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>MAT05  Anatomy &amp; Physiology</th>
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</thead>
<tbody>
<tr>
<td>Course Clock/Quarter Hours</td>
<td>80 Hours</td>
</tr>
<tr>
<td>Prerequisites Required</td>
<td>The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.</td>
</tr>
<tr>
<td>Course Description</td>
<td>Describe the relationships of body systems in providing client care. Describe the structure and function of the respiratory system, cardio-vascular system, muscular-skeletal systems, nervous, skin, and sensory systems, reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.</td>
</tr>
<tr>
<td>Course Objectives</td>
<td>The Student will demonstrate the following skills: the relationships of body systems in providing client care. Describe the structure and function of the respiratory system, cardio-vascular system, muscular-skeletal systems, nervous, skin, and sensory systems, reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.</td>
</tr>
</tbody>
</table>
| Evaluation Methods | Class Participation 5%  
Quizzes 20%  
Tests 45%  
Final Examination 30% |
| Grading Scale | A – 90-100%  
B – 84-92%  
C – 75-83%  
D – 67-74%  
F – 66 and below |
| Completion Requirements | Minimum passing grade of this course is 70% |
| Course Time Frame | The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm. |
| Print/Revision Date | MAY 2012 |
**Course Number and Title**  
**MAT06** Medical Assistant I

**Course Clock/Quarter Hours**  
120 Hours

**Prerequisites Required**  
The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

**Course Description**  
Demonstrate communication skills used by medical assistant, use medical terminology, the role of the medical assistant, knowledge of the medical assistant’s legal responsibilities, distinguish the staff and physicians liabilities, how to prevent liability, understanding the anatomy and physiology of the human body, use proper sanitation, disinfection and sterilization procedures, sterilize and maintain instruments, wrap articles for autoclave, chemically disinfect articles, safely handle contaminated equipment and supplies, create and maintain sterile fields for dressing and minor surgery, hand washing, prepare for minor surgical procedures, remove sutures, and disposing of contaminated materials. (Includes 30 hours of laboratory).

**Course Objectives**  
The Student will demonstrate the following skills: used by medical assistant, use medical terminology, the role of the medical assistant, knowledge of the medical assistant’s legal responsibilities, distinguish the staff and physicians liabilities, how to prevent liability, understanding the anatomy and physiology of the human body, use proper sanitation, disinfection and sterilization procedures, sterilize and maintain instruments, wrap articles for autoclave, chemically disinfect articles, safely handle contaminated equipment and supplies, create and maintain sterile fields for dressing and minor surgery, hand washing, prepare for minor surgical procedures, remove sutures, and disposing of contaminated materials. (Includes 30 hours of laboratory).

**Evaluation Methods**  
- Class Participation: 5%
- Quizzes: 20%
- Tests: 45%
- Final Examination: 30%

**Grading Scale**  
- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

**Completion Requirements**  
Minimum passing grade of this course is 70%

**Course Time Frame**  
The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

**Print/Revision Date**  
MAY 2012
**Course Number and Title**  
MAT07 Pharmacology I

**Course Clock/Quarter Hours**  
100 Hours

**Prerequisites Required**  
The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

**Course Description**  
The student will learn the accurate dosage calculations, demonstrate the six rights of medication administration observe and respond to the clients need for medication and monitor and document use of controlled substances. (Includes 20 hours of laboratory).

**Course Objectives**  
The Student will demonstrate the following skills: the accurate dosage calculations, demonstrate the six rights of medication administration observe and respond to the clients need for medication and monitor and document use of controlled substances. (Includes 20 hours of laboratory).

**Evaluation Methods**  
- Class Participation: 5%
- Quizzes: 20%
- Tests: 45%
- Final Examination: 30%

**Grading Scale**  
- A – 90-100%
- B – 84-92%
- C – 75-83%
- D – 67-74%
- F – 66 and below

**Completion Requirements**  
Minimum passing grade of this course is 70%

**Course Time Frame**  
The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

**Print/Revision Date**  
MAY 2012
### Course Number and Title

**MAT08** Medical Assistant II

### Course Clock/Quarter Hours

120 Hours

### Prerequisites Required

The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.

### Course Description

The student will learn to operate emergency equipment, perform occult blood test, prepare specimens for outside lab tests, test urine, instruct patients in how to obtain specimen of fecal, urine, and sputum test; perform urinalysis, do blood type for ABO and Rh, perform hematocrit, do hemoglobin tests, perform serum cholesterol test, perform glucose testing, perform urine pregnancy slide agglutination test, assist the physicians with physical examination, measure and record vital signs, recognize abnormal and danger signs of vital signs, record patient data, apply all types of roller bandages, perform visual and auditory screening and perform minor treatments as directed by the physician. (Includes 30 hours of laboratory).

### Course Objectives

The Student will demonstrate the following skills: how operate emergency equipment, perform occult blood test, prepare specimens for outside lab tests, test urine, instruct patients in how to obtain specimen of fecal, urine, and sputum test; perform urinalysis, do blood type for ABO and Rh, perform hematocrit, do hemoglobin tests, perform serum cholesterol test, perform glucose testing, perform urine pregnancy slide agglutination test, assist the physicians with physical examination, measure and record vital signs, recognize abnormal and danger signs of vital signs, record patient data, apply all types of roller bandages, perform visual and auditory screening and perform minor treatments as directed by the physician. (Includes 30 hours of laboratory).

### Evaluation Methods

<table>
<thead>
<tr>
<th>Evaluation Method</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Class Participation</td>
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<tr>
<td>Quizzes</td>
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<td>Tests</td>
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</tr>
<tr>
<td>Final Examination</td>
<td>30%</td>
</tr>
</tbody>
</table>

### Grading Scale

- **A** – 90-100%
- **B** – 84-92%
- **C** – 75-83%
- **D** – 67-74%
- **F** – 66 and below

### Completion Requirements

Minimum passing grade of this course is 70%

### Course Time Frame

The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.

### Print/Revision Date

MAY 2012
<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>MAT09 Pharmacology II</th>
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<tbody>
<tr>
<td>Course Clock/Quarter Hours</td>
<td>100 Hours</td>
</tr>
<tr>
<td>Prerequisites Required</td>
<td>The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.</td>
</tr>
<tr>
<td>Course Description</td>
<td>The student will learn how to administer various type of medication such as topical medication, inhalants, oral medications, sublingual medication, rectal medication, vaginal medication, eye medications, ear drops, nose drops, intramuscular injection (including Z-tract), intra-dermal injection and subcutaneous injection. (Includes 20 hours of laboratory).</td>
</tr>
<tr>
<td>Course Objectives</td>
<td>The Student will demonstrate the following skills: how to administer various type of medication such as topical medication, inhalants, oral medications, sublingual medication, rectal medication, vaginal medication, eye medications, ear drops, nose drops, intramuscular injection (including Z-tract), intra-dermal injection and subcutaneous injection. (Includes 20 hours of laboratory).</td>
</tr>
</tbody>
</table>
| Evaluation Methods | Class Participation 5%  
Quizzes 20%  
Tests 45%  
Final Examination 30% |
| Grading Scale | A – 90-100%  
B – 84-92%  
C – 75-83%  
D – 67-74%  
F – 66 and below |
<p>| Completion Requirements | Minimum passing grade of this course is 70% |
| Course Time Frame | The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm. |
| Print/Revision Date | MAY 2012 |</p>
<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>MAT10 Medical Assistant Lab/Clinical</th>
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<tbody>
<tr>
<td>Course Clock/Quarter Hours</td>
<td>190 Hours</td>
</tr>
<tr>
<td>Prerequisites Required</td>
<td>The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.</td>
</tr>
<tr>
<td>Course Description</td>
<td>Demonstrate accurate dosage calculations, demonstrate the six rights of medication administration, observe and respond to the clients need for medication and monitor and document use of controlled substances. How to administer various type of medication such as topical medication, inhalants, oral medications, sublingual medication, rectal medication, vaginal medication, eye medications, ear drops, nose drops, intramuscular injection (including Z-tract), intra-dermal injection and subcutaneous injection. (Includes 60 hours of laboratory)</td>
</tr>
<tr>
<td>Course Objectives</td>
<td>The student will practice in the lab setting all the skills learned in: MAT06 – Medical Assistant I, MAT07 - Pharmacology I MAT08 – Medical Assistant II, MAT09 - Pharmacology II</td>
</tr>
</tbody>
</table>
| Evaluation Methods | Class Participation 5%  
Quizzes 20%  
Tests 45%  
Final Examination 30% |
| Grading Scale | A – 90-100%  
B – 84-92%  
C – 75-83%  
D – 67-74%  
F – 66 and below |
| Completion Requirements | Minimum passing grade of this course is 70% |
| Course Time Frame | The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm. |
| Print/Revision Date | MAY 2012 |
### Florida Nursing Assistant Academy #2926
#### COURSE SYLLABUS

Medical Assistant Program

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>MAT12 Basic X-ray Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Clock/Quarter Hours</td>
<td>140 Hours</td>
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<tr>
<td>Prerequisites Required</td>
<td>The student must be 18 years or older, and have a High School Diploma or GED, must pass the school academic competency test with a minimum grade of 10th grade.</td>
</tr>
<tr>
<td>Course Description</td>
<td>This course will teach the student how to position patients for basic x-ray, how to process x-ray film and maintain film files, evaluate x-ray film quality, x-ray principles and safety practices, instruct patients in x-ray preparation, provide appropriate protection for patients and staff in the presence of ionizing radiation and maintain a safe working environment in radiological work areas. (Includes 40 hours of laboratory and 40 Hours of Externship).</td>
</tr>
<tr>
<td>Course Objectives</td>
<td>The student will demonstrate the following skills: how to position patients for basic x-ray, how to process x-ray film and maintain film files, evaluate x-ray film quality, x-ray principles and safety practices, instruct patients in x-ray preparation, provide appropriate protection for patients and staff in the presence of ionizing radiation and maintain a safe working environment in radiological work areas. (Includes 40 hours of laboratory and 40 Hours of Externship).</td>
</tr>
<tr>
<td>Evaluation Methods</td>
<td>Class Participation  5%</td>
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<td></td>
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<td>Grading Scale</td>
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<td>D – 67-74%</td>
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<td>C – 75-83%</td>
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<tr>
<td>Completion Requirements</td>
<td>Minimum passing grade of this course is 70%</td>
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<tr>
<td>Course Time Frame</td>
<td>The program duration is two years. The meeting the days are Monday – Thursday, day class 8:30am – 2:30pm, evening class 4:00pm – 10:00pm.</td>
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<td>Print/Revision Date</td>
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