



FLORIDA HEALTH INSTITUTE

Florida Nursing Assistant Academy #2926 COURSE SYLLABUS

Medical Assistant Program

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 border="0"> <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> </table>	Class Participation	5%	Quizzes	20%	Tests	45%	Final Examination	30%
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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

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.								
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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

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

Course Number and Title	MAT02 Medical Assistant Office Skills
Course Clock/Quarter Hours	60 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 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).
Course Objectives	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).
Evaluation Methods	Class Participation 5% Quizzes 20% Tests 45% Final Examination 30%
Grading Scale	A – 90-100% D – 67-74% B – 84-92% F – 66 and below C – 75-83%
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

Course Number and Title	MAT03 Medical Assistant Phlebotomy
Course Clock/Quarter Hours	102 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 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).
Course Objectives	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).
Evaluation Methods	Class Participation 5% Quizzes 20% Tests 45% Final Examination 30%
Grading Scale	A – 90-100% D – 67-74% B – 84-92% F – 66 and below C – 75-83%
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

Course Number and Title	MAT04 Medical Assistant EKG Technology
Course Clock/Quarter Hours	80 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 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).
Course Objectives	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).
Evaluation Methods	Class Participation 5% Quizzes 20% Tests 45% Final Examination 30%
Grading Scale	A – 90-100% D – 67-74% B – 84-92% F – 66 and below C – 75-83%
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

Course Number and Title	MAT05 Anatomy & Physiology
Course Clock/Quarter Hours	80 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	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.
Course Objectives	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.
Evaluation Methods	Class Participation 5% Quizzes 20% Tests 45% Final Examination 30%
Grading Scale	A – 90-100% D – 67-74% B – 84-92% F – 66 and below C – 75-83%
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

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

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

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	Class Participation 5% Quizzes 20% Tests 45% Final Examination 30%
Grading Scale	A – 90-100% D – 67-74% B – 84-92% F – 66 and below C – 75-83%
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

Course Number and Title	MAT09 Pharmacology II
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 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).
Course Objectives	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).
Evaluation Methods	Class Participation 5% Quizzes 20% Tests 45% Final Examination 30%
Grading Scale	A – 90-100% D – 67-74% B – 84-92% F – 66 and below C – 75-83%
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

Course Number and Title	MAT10 Medical Assistant Lab/Clinical
Course Clock/Quarter Hours	190 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 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)
Course Objectives	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
Evaluation Methods	Class Participation 5% Quizzes 20% Tests 45% Final Examination 30%
Grading Scale	A – 90-100% D – 67-74% B – 84-92% F – 66 and below C – 75-83%
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

Course Number and Title	MAT12 Basic X-ray Clinical
Course Clock/Quarter Hours	140 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 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).
Course Objectives	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).
Evaluation Methods	Class Participation 5% Quizzes 20% Tests 45% Final Examination 30%
Grading Scale	A – 90-100% D – 67-74% B – 84-92% F – 66 and below C – 75-83%
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