



MDCA 1254 Medical Assisting Credentialing Exam Review

Course Syllabus: Spring 2018

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9-11a	9-11a	130-330p	130-330p	9-1130a	9a-7p

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites): This course is a preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.

Required Textbook(s):

Medical Assisting Exam Review, 5th ed. Barbier Holmes, D.E.

Publisher: Elsevier/Evolve

ISBN Number: 978-1-4557-4500-5

Recommended Reading(s):

- None

Student Learning Outcomes:

- Demonstrate time-management skills regarding test taking
- Prepare students for the CMA, RMA examination
- Assess knowledge, weaknesses, and monitory improvements through practice testing
- List and apply study techniques
- Discuss and apply test-taking strategies for exams covering content of medical assisting courses
- Complete a job application, resume, and prepare for a job interview
- Be able to complete objectives related to each chapter of the text

SCANS Skills:

RESOURCES: Identify study materials needed for each testing session in preparation for the CMA,RMA exam.

INTERPERSONAL: Recognize limitations of expertise and communicate with instructor when questions arise. Show respect for instructor and peers during class time.

INFORMATION: Apply information gained from lecture, laboratory, Internet, and independent study to acquire relevant information of specific topics to the CMA, RMA examination.

TECHNOLOGY: Use computers and the Internet to access course materials and take simulation tests.

Lectures & Discussions:

The instructional methods and tools are tied to the course and chapter learning objectives by allowing the student to research, discover, and perform the differing educational exercises in class and within Elsevier's Practice Test electronic platform. This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

1. Elsevier's Practice Test platform will be used to take practice tests in preparation for the AAMA Certification Exam.
2. Completion and correction of tests delivered in the classroom.
3. HESI test assessment
4. Articles and lectures supplied by the instructor

Evaluation/Grading Policy:**Grading:**

Weekly Tests/Quizzes	50%
Final Exam	50%

Grading Scale:

The grading scale of all evaluations combined will be the following:

90% - 100%	=	A
89% - 80%	=	B
79% - 75%	=	C
Below 75%	=	F

** A minimum of a "C" is required to pass this course. Please note that a "C" is 79-75%.

Tests/Exams:

Exams/quizzes are given each week and will cover information contained in your text, class discussions, and any additional materials given by the instructor. If there is an alteration in the class calendar, the change will be announced in the "announcements" section of BlackBoard. There are **NO** make-up exams and I do **NOT** accept late assignments!

Assignments:

A list of assignments with due dates are listed in the Course Calendar found in the Blackboard classroom.

Other Course Requirements:

A HESI mid-semester exam will be administered to assess the progress students have made in preparation of taking the CMA exam.

Student Responsibilities/Expectations:

Students are expected to attend and participate in all classes. If you are absent, regardless of the cause, you are still responsible for any course work missed. Full uniforms are required to be worn to the campus on class days.

Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with John Coleman, Academic Advisor/Coordinator of Special Populations located in the College Connection. He can be reached at 903-434-8104. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

Family Educational Rights And Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:

Cell phones will be put in the silent mode upon arrival to class. No calls are to be accepted during testing sessions.