

Dear Medical Assisting Student:

On behalf of the administrators and staff at Mount Wachusett Community College, I am pleased to welcome you to the Medical Assisting program.

As you begin your journey toward this noble profession, educators, and staff at MWCC are here to help you every step of the way and provide you the needed guidance and training to become successful and skilled healthcare professional. Becoming a medical assisting student will require your dedication, determination, and hard work to cope with the academic demands of the program that is dedicated to producing efficient and well-rounded healthcare professionals. Soon you will be a part of the healthcare community working side by side with doctors and other healthcare providers in the field with the main goal of saving lives that offers no room for error.

As you work toward completing your program, this handbook has been developed as your guide to help you keep on track. Please take your time and familiarize yourself with its contents. There are resources that are available for you to utilize and help you succeed in your career. As your program director, I am here to provide you guidance along the way but what makes the difference is “YOU”.

Sincerely,

Venusa Toomey, RMA, CCMA, M.D., M.Ed.
Medical Assisting Department Chair
Mount Wachusett Community College
444 Green Street
Gardner, MA 01440
(978) 630-9315
vtoomey@mwcc.mass.edu

TABLE OF CONTENTS

Introduction to the MA Program	3
Program Goals	4
Program Outcomes	4
MA Certification	5
CORI/SORI Checks	5
Immunizations	5
Liability Insurance	5
Technical Standards	6
Blackboard/Email	7
Attendance	7
Competencies	7
Clinical Class Requirements	7
Externship Requirements	8
Dress Code	8
Classroom, Behavior, Etiquette, and Civility	9
Program Courses	11
Course Descriptions	11
Institutional Resources	12

MEDICAL ASSISTING PROGRAM

The Medical Assisting (MA) program endeavors to carry out the Mount Wachusett Community College philosophy of education, which is “the preparation of individuals for lives of fulfillment, leadership, and service in a diverse and global society.” The purpose of the Medical Assisting Program is to provide students with focused medical assisting career courses. The curriculum will prepare the students for the CCMA certification examination given by the National Healthcareer Association (NHA) and employment in a variety of health care settings. MWCC offers both a certificate program and an associate degree in Medical Assisting.

Medical Assistants are multi-skilled healthcare professionals specifically trained to work primarily in ambulatory care settings performing the following skills:

- Venipuncture and capillary puncture
- CLIA diagnostic testing
- Performing injections
- Taking medical history & recording vital signs
- EKG's / ECGs
- Assisting with exams and minor surgeries
- Utilize electronic medical records
- Scheduling
- Telephone tasks
- Practice finances
- Medical coding and correct use of medical terminologies
- Completing insurance forms
- Assisting in medical specialties

The duties vary depending on office location, size, and specialty.

As a graduate, you will be able to select from hundreds of job opportunities all over the country, knowing that the education you received from Mount Wachusett Community College (MWCC) has prepared you for the challenges that you will meet. Jobs will be found in physicians' offices, clinics, hospital specialty departments, insurance or billing companies, usually working regular hours with the option of no shift work, weekends, or holidays.

The Bureau of Labor Statistics cites that medical assisting is expected to grow much faster than the average for all occupations through 2029, due to the many changes in the health care industry. [Medical Assistants : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#). The average pay range for an entry level medical assistant is \$15-\$18/hour while the highest 10 percent earned more than \$50,580 a year ([Medical Assistants : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)).

Our students gain knowledge of medical terminology, anatomy & physiology, medical law, and ethics, professionalism, pharmacology, computer applications related to electronic health records (EHR), clinical and administrative skills as well as medical specialty procedures. Students complete a directed practice experience (externship) that allows the student to apply classroom education in the “real world”.

The curriculum for the Medical Assisting Certificate program is a two-semester program requiring completion of the courses outlined and 160 hours of externship. In addition to the core

courses in the certificate program, students enrolled in the Medical Assisting degree program are trained to assist in medical specialty procedures and expands their knowledge and clinical application of diseases in terms of effective medical history-taking and therapeutic management. The focus of this curriculum shall be on the student's successful passing of the Certified Clinical Medical Assistant (CCMA) certification exam given by the National Healthcareer Association. Graduates are also eligible to sit for the Registered Medical Assistant (RMA) certification exam given by the American Medical Technologists.

*****Students must pass all MAS courses with a C+ or better to remain in good standing in the MAS program. Students must pass all MAS courses in the first semester with a C+ or better before they can move into the second semester. Only two attempts at a MAS course are allowed. If a student fails to complete a MAS course on the second try, they will not be allowed to continue in the program. The program must be completed within four semesters of the onset of MAS classes .*****

PROGRAM GOALS

- To prepare entry-level competent medical assistants in the cognitive, psychomotor, and affective learning domains.
- Earn certification as a Certified Clinical Medical Assistant by successfully passing the examination given by the National Healthcareer Association (NHA).
- Respect the rights of patients, colleagues, and other healthcare professionals and safeguard confidences within the constraints of legal, ethical and moral conduct.
- Practice within the profession's ethical and legal framework.
- Maintain professional, administrative and clinical competence and utilize opportunities for continuing education and career advancement.
- Train degree students for advanced clinical skills
- Maintain a competitive program curriculum

PROGRAM OUTCOMES

In addition to General Education Outcomes, students who complete the Medical Assisting certificate or degree will:

- Demonstrate, and continuously utilize the principles of medical asepsis and standard precautions, as well as other safety precautions
- Recognize emergency situations and respond appropriately to emergency care techniques in various life-threatening situations
- Utilize knowledge of various medical office and clinical procedures, practices, and technologies to complete assigned tasks and apply them appropriately in the healthcare setting
- Obtain and effectively chart all pertinent patient data
- Apply knowledge and skills of various clinical procedures such as taking vital signs, laboratory testing, and other diagnostic and medical procedures appropriately
- Understand and interpret usage of medical terminology
- Comprehend basic pharmacology including dosage calculations, drug interactions, and administration of medications
- Provide education to patients, families, and other caregivers on various healthcare settings including preventative and treatment regimens
- Integrate knowledge and skills acquired to function as a competent entry-level medical assistant

- Demonstrate a working knowledge of the human body including structure, function, and basic pathologies
- Demonstrate an understanding of appropriate and effective application of legal and ethical standards of practice

MA CERTIFICATION

Graduates of MWCC Medical Assisting (MA) program can become certified by taking and passing the national certification exam given by the National Healthcareer Association (NHA) and obtain the Certified Clinical Medical Assistant (CCMA) credential. Additionally, graduates are also eligible to sit for the national certification exam given by the American Medical Technologists (AMT) and obtain the Registered Medical Assistant (RMA) credential.

The fee for the certification exam is included in the MA Seminar course cost. Application will be made in the last semester and the exam will be taken following graduation.

CORI/SORI CHECK (Criminal Offender/Sexual Offender)

Students must pass a CORI/SORI check before entering any externship. These will be conducted before a student is allowed to partake in an externship.

IMMUNIZATIONS

State immunization requirements and those of the externship sites must be met before a student can begin the MA Program. These records are maintained by the Student Health Services Department.

LIABILITY INSURANCE

Liability insurance is purchased by the college to cover students at externship sites. There is a fee of \$15.00 associated with the externship course.

TECHNICAL STANDARDS

Technical standards must be met with or without accommodations (See Technical Standards below.) This Technical Standards page should be signed, and submitted on the first day of classes.

Technical Standards for MAS

Students entering this program must be able to demonstrate the ability to:

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Be able to type 30 words per minute for three minutes with three or fewer errors using the "touch" method of typing.
- Distinguish shapes and colors under a microscope.
- Read typewritten text and patient data from a computer screen with or without corrective devices.
- Discriminate color in order to identify reagents and other materials such as laboratory media, stained preparations, and the physical properties of various body fluids.
- Possess the manual dexterity required in such tasks as performing phlebotomy; operating blood analyzers and laboratory information systems; handling small containers of potentially biohazardous specimens (one inch by one inch); using sample measuring devices such as pipettes; giving injections and being able to adequately focus and manipulate a microscope and, using the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
- Traverse the hospital and laboratory corridors, passageways, and doorways (minimum width, three feet).
- Communicate with patients and staff in the English language.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Possess hearing with or without corrective devices to be able to transcribe medical dictation from recorded media.
- Comprehend and respond to the spoken word of all age-specific groups.
- Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.
- Function without causing harm to others. This would include situations that may result from chronic mental or physical conditions.
- React quickly, both mentally and physically.
- Work as a member of a team.
- Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
- Identify behaviors that would endanger a person's safety and intervene quickly, with an appropriate solution, in a crisis situation.
- Exhibit social skills appropriate to professional interactions.
- Respond to distress sounds, visual distress cues, emergency alarms, and vital sign assessment equipment.

Student Signature

Date

BLACKBOARD/EMAIL

Students are required to activate and use their MWCC iConnect account. Each student is required to check the Blackboard site for each course in which s/he is enrolled and MWCC email on a **daily basis**. Any announcements, assignments, or course changes will be posted on Blackboard. Only the student's college email address will be used for all correspondences.

ATTENDANCE POLICY

Students must meet the attendance requirements of the class/lab sessions of each medical assisting course. Each course syllabus outlines the policy on attendance and notification of instructors regarding lateness/absences.

Students must return promptly from break/lunch in order to receive full credit for the day. Tardiness will be documented and deducted as time missed.

Personal appointments should be made on non-class days/times. These policies will be strictly enforced.

COMPETENCIES

A well-trained medical assistant will possess a variety of administrative and clinical skills. These skills are assessed, and the student proves their competency in each skill. The medical assisting program at MWCC requires that **each student must pass ALL competencies**. Each competency can be attempted a maximum of three (3) times. If a student fails on the third attempt for any given competency, she/he may be dropped from the program.

CLINICAL CLASSES

Clinical classes (Clinical Procedures and Clinical Lab Procedures) are the courses where a student will gain the skills and knowledge to function in a clinical capacity. Each skill will be tested through competency testing.

The student is expected to attend **all** labs. If a student misses any lab hour/s, it will be at the discretion of the instructor that they may be able to make up the time.

COURSEWORK

Coursework such as homework, quizzes, exams, and other learning activities assigned online and in-class have to be complete before or on the due date set. Depending on the instructor's policy, late homework might incur equivalent deductions as noted in each course syllabus. In cases of missed exams or quizzes, it is the responsibility of the student to request possible make-up. It is the instructor's prerogative to approve this.

EXTERNSHIP REQUIREMENT

An externship is an opportunity for a student to put the theory and skills that they learned in the classroom into practice in an actual medical setting. MWCC will contract with externship sites that are willing to host a student. Once an externship match is arranged, it is the student's responsibility to contact and attend an interview for a site where they will complete their externship. It

will be at the discretion of the externship site to decide which student will best fit their needs. Students must complete all the required paperwork before externship.

The externship will be completed during the second cycle of the second semester. A **minimum of 23 hours/week at the externship site** is recommended to avoid delay in completing the program. The externship is expected to have 40 hours in the administrative area and 120 hours in the clinical area as set by externship sites.

Notification of absence from the clinical site is a necessity. A student who is going to be absent from a scheduled clinical site must call **both** the course instructor and the supervisor at the clinical externship where s/he is due to report to duty, prior to the start of the clinical shift.

Externships must be started within 9 months after completing the clinical courses. If it has been more than 9 months but less than 12 months since completion of their clinical courses, a student must complete a competency assessment before they will be allowed to register for an externship. The assessment will consist of taking vitals, doing an ECG, and demonstrating competency in phlebotomy and injections.

If a student has not started their externships by 12 months following the completion of the clinical classes, a student must repeat the clinical classes.

Dress Code

The MWCC Medical Assisting program believes that professionalism begins with appearance and attire. The dress code is formulated to ensure high standards of dress and appearance that represent the MWCC's MA program at a healthcare setting. The values of asepsis, client safety, and client sensitivity are also considered into the policy. The faculty/agency reserves the right to ask a student to leave the clinical area if appearance is not in keeping with the institution's dress code. **Students are expected to adhere to any requirements specific to a particular clinical site, following institutional policy as needed.**

1. The official uniform for the Medical Assisting Program:

- Galaxy blue scrub pants
- Galaxy blue scrub top with MWCC patch affixed to the upper left sleeve
- Galaxy blue or white scrub jacket with MWCC patch affixed to the upper left sleeve
- Clean white shoes/sneakers and white socks
- MWCC Student Nametag/ID badge

2. Nametag: Students must wear an MWCC issued nametag/ student ID badge as identification in clinical settings and in the classroom.

Note: Student ID is not the same as a clinical ID.

3. Clinical Settings:

- The uniform **must** be worn on days in which the student is in the clinical area unless faculty specifies otherwise.
- Uniforms are to be worn in **only** clinical areas or in designated community events, such as health fairs.
- A white shirt/turtleneck may be worn under the uniform. In addition to the requirements listed above, student must comply with any dress code policies for MAs set by the clinical agency in which students are participating in a clinical experience/externship.
- Gum chewing is not permitted.

4. Administrative Settings:

- For administrative areas, students may be required to wear professional attire.
- Pants or slacks to the ankle/shoe.
- Dresses and/or skirts must be covering the abdomen and to the knee.
- MWCC issued nametag/ student ID badge must be worn as identification in healthcare settings.

The following are not permitted:

- Jeans
- Shorts
- Halters
- Lounge pants
- Sleeveless shirts or camisoles worn alone

5. Accessories:

- Jewelry is restricted to one wedding ring and no more than one pair of small earrings in each ear lobe.
- Necklaces should not be visible.
- One watch with second hand is required.
- Body jewelry or piercings should be removed for all classes and must remove it if externship sites require.
- No tattoos should be visible.
- No perfume or scented aftershave is to be worn.

6. Hair and Nails

- Hair is to be worn off the face and should be neat as well as comfortable.
- Nails should be neatly trimmed. No nail polish will be permitted.
- Artificial nails are not permitted in the clinical setting.
- Male students should be clean-shaven or have neatly trimmed beards or moustache.

Classroom Behavior, Etiquette, and Civility

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community—students, faculty, and staff members. The college community believes that a student's education will be enhanced by adherence to the following guidelines:

1. Treat all college property with respect.
2. Students are expected to be on time for class. If the student must arrive late on a rare occasion, s/he should enter unobtrusively and sit in the first available seat nearest to the door.
3. Attend to all personal needs before the class begins.

4. Students are expected to purchase their textbooks **prior** to the first day of classes. Pre-start assignments will be given so the student must come to class on the first day prepared and ready to participate. Students who are unable to buy books at the beginning of the term should discuss the situation with the instructor at least 3 weeks prior to the start of classes.
5. Students are expected to come to class with notebooks and writing implements to take notes.
6. Students should strive to be alert throughout the class and listen carefully to the instructor, media presentations, and other students. Behaviors such as sleeping, texting, using IPOD/IPADS, and side conversations will not be tolerated. Disruptive behaviors may result in dismissal from the classroom.
7. While in class, students are expected to cooperate with the instructor and focus on learning. Students who disrupt the classroom and distract other students interfere with the instructor's job. For example, a conversation with friends during class is considered a disruption.
8. Eating inside the laboratory is not allowed.
9. Students are expected to treat faculty and fellow students with respect. Prejudiced language and behavior are not tolerated in the classroom. It is inappropriate to raise one's voice, use vulgar language, or attempt to intimidate another. Submitting without authorization the same assignment for credit in more than one course (or the same course upon readmission to the program) constitutes cheating and will result in a zero for the assignment.
10. Students are expected to stay in class and remain seated until the class is dismissed. The instructor has the right to finish his or her thoughts at the end of the class without students closing their books and walking out. Leaving before class ends gives the unmistakable impression that the individual does not respect the class, the other students, and the instructor.
11. Students should come to class prepared to discuss all assigned readings. Reading and discussion develop skills that are essential for further college work in professional careers.
12. Students are expected to do all assigned homework and other coursework that need to be completed before or on the due date (online or in-class delivery) and submit them in on time in the format requested by the instructor. Failure to complete missing assignments/homework may result in course failure.
13. Students should work hard, ask, and respond to questions in a serious manner. They should take responsibility for their attendance, participation, and learning in the course.
14. Academic dishonesty policies and the penalty for such violations are outlined in the MWCC student handbook. Cheating means receiving unauthorized help on an assignment, quiz, or examination. It is wrong to use unauthorized sources, notes, books, and other materials during a quiz or exam or for an assignment.
15. Plagiarism is the process of submitting another individual's work as your own and will not be tolerated. Sources must be documented. Today specialized software and the internet can help faculty to find the sources of such material easily. Plagiarism is stealing; it is academically and morally wrong. Students found guilty of such a practice will receive a zero grade for the assignment and may be subject to withdrawal from the course and the MA program.
16. Cell phones are a distraction. The use of these devices is not permitted in the classroom, lab, or clinical unit.
17. Students are expected to attend class. It is the instructor's right to lower grades or give failing grades to students who do not attend regularly.

18. Students are responsible for reading the information in the student handbook and familiarizing themselves with all policies and procedures.

19. Netiquette: These same rules to online learning communities.

Inability to comply may result in failure of the course.

Medical Assisting Certificate Program Courses

SEMESTER I (Fall)	CREDITS
Cycle I	
MAS 105 Introduction to Medical Assisting	2
MAS 130 Medical Terminology and the Body Systems	4
Cycle II	
MAS 131 Medical Terminology and the Body Systems II	4
MAS 209 Medical Law and Ethics	2
Full Term	
MAS 206 Medical Assisting Clinical and Lab Procedures	4
SEMESTER II (Spring)	
Cycle I	
MAS 230 Administrative Procedures I	4
MAS 208 Principles of Pharmacology	3
Cycle II	
MAS 240 Medical Assisting Seminar	2
MAS 250 Externship	4

Associate in Medical Assisting Program Courses Year I

SEMESTER I (Fall)	CREDITS
Cycle I	
MAS 105 Introduction to Medical Assisting	2
MAS 130 Medical Terminology and the Body Systems	4
Cycle II	
MAS 131 Medical Terminology and the Body Systems II	4
MAS 209 Medical Law and Ethics	2
Full Term	
MAS 206 Medical Assisting Clinical and Lab Procedures	4

SEMESTER II (Spring)**Cycle I**

MAS 230 Administrative Procedures I 4

MAS 208 Principles of Pharmacology 3

Cycle II

MAS 240 Medical Assisting Seminar 2

MAS 250 Externship 4

Year II**SEMESTER I (Fall)****CREDITS**

ENG 101 College Writing I 3

MAT 143 Statistics 3

MAS 207 Medical Specialty Procedures 4

PSY 105 Introduction to Psychology 3

BIO 109 Biology I 4

SEMESTER II (Spring)

ENG 102 College Writing II 3

PSY 110 Human Growth and Development 3

MAS 260 Basic Pathophysiology 3

Humanities Elective 3

Spring Term Cycle II

MAS 231 Medical Administrative Procedures II 4

COURSE DESCRIPTIONS**All MAS courses must be successfully completed with a grade of C+ or better.****MAS 105. Introduction to Medical Assisting. 2 credits.**

This course provides a general overview of the medical assisting profession that includes historical perspectives of the profession, scope of practice, career opportunities and the various credentialing organizations for medical assistants. It includes an overview of the various administrative and clinical responsibilities performed by medical assistants in a healthcare facility. Topics included are various types of communication and coping skills, therapeutic approach as well as communication skills, and their significance in relation to the medical assistant's role in healthcare. An introductory concept on the use of Electronic Health Records (EHR) is also covered that provides a general orientation about the software and how it is utilized in a healthcare setting. A portfolio is required at the end of the course. Prerequisites: ENG 098, FYE 101, RDG 098 or placement. Fall.

MAS 130. Medical Terminology and the Body Systems. 4 credits.

This course is designed to provide students with a clear understanding of two important concepts in healthcare, medical terminology, and the relationship between structure and function that focuses on the normal physiological processes. It offers fundamental concepts as to the origin of medical terms, word building, as well as the various word parts and their uses when constructing and analyzing medical terms. A workbook-text format is used to help understand the principles of word-building with an online learning management system platform containing audio and visual aids that are utilized to enhance learning and pronunciation of words. The integration of concepts about the various organ systems and their functions including a comparison of structure and function of the human body across the life span, the various organs composing each organ system, normal physiological processes, and cellular functions that play a critical role in maintaining homeostasis are covered in this course. The online Practice Anatomy Lab (PAL 3.0) containing virtual human cadaver dissections, histology, and illustrations provide additional audio and visual aids to facilitate learning. It utilizes an adaptive-based learning platform that caters to the unique needs of each learner. Online student activities for this course are assigned to simplify and clarify concepts to enhance learning. Prerequisites: ENG 098, FYE 101, RDG 098 or placement. Fall.

MAS 131. Medical Terminology and the Body Systems II. 4 credits.

This course expands the basic concepts of structure and function covered in Medical Terminology and the Body Systems I (MAS 130) course focusing on common diseases, various diagnostic procedures and treatment options. A workbook-text format is used to help understand the principles of word-building and an online learning management system platform containing audio and visual aids is utilized to enhance learning including pronunciation of words. The integration of concepts related to common diseases involving the various organ systems of the human body across the life span that disrupt homeostasis are covered including relevant diagnostic procedures and treatment options. Virtual human cadaver dissections, histology and illustrations provide additional audio and visual aids to facilitate learning utilizing an adaptive-based learning platform that caters to the unique needs of each individual learner. Online student activities for this course are assigned to further simplify and clarify concepts to enhance learning. Prerequisites: MAS 130. Fall.

MAS 209. Medical Law and Ethics. 2 credits.

This course covers the legal, ethical, and bioethical aspects of healthcare as well as the scope of practice for medical assistants. Students will learn concepts involving the legal system and the healthcare environment, physician-patient relationship, patient confidentiality, HIPAA, professional liability, medical malpractice, and trends in health care. Prerequisites: ENG 098, FYE 101, RDG 098 or placement; MAS 105. Fall.

MAS 206. Medical Assisting Clinical and Lab Procedures. 4 credits.

Medical Assisting Clinical and Lab Procedures course cover the basic clinical and lab skills required of an entry-level medical assistant. Common medical and lab procedures covered include aseptic technique, assisting in various specialty exams, preparation and proper administration of medication, performing ECG, medical history taking, vital signs, stocking of supplies and proper sharps disposal, patient identification and verification, obtaining and processing specimens, recognizing and handling emergencies, maintenance and proper use of medical and lab equipment. Prerequisites: ENG 098, FYE 101, RDG 098 or placement. Fall.

MAS 208. Principles Of Pharmacology. 3 credits.

This course examines current and commonly used practices, procedures, medications, and drug preparations. Emphasis is placed on three areas: general drug classifications, medication preparation, and the effects of drugs on the body systems. A system of measurements and conversions used to calculate medication dosages are covered. Drug classifications, routes of administration, drug preparation, and patient education are also included. Additional topics will include safety protocols, compliance with drug regulations, and quality control of prescription requests. Students will apply critical thinking regarding patient assessment and develop skills for effective patient communication, care, and education. Prerequisites: MAS 131 (or corequisite); MAS 206 (or corequisite); MAT 092 or placement. Spring.

MAS 230. Administrative Procedures I. 4 credits.

This course covers the various administrative responsibilities performed by entry-level medical assistants. Concepts covered include the history of the healthcare system, legal and ethical consideration, managing medical facilities, telecommunication, medical records management, types of written communication, types of medical insurance as well as patient scheduling using EHR software. Basic concepts in billing and reimbursement will also be covered and banking procedures. Prerequisite: MAS 105. Spring.

MAS 240. Medical Assisting Seminar. 2 credits.

This course is designed to help students integrate knowledge from across the medical assisting curriculum in preparation for the Certified Clinical Medical Assistant (CCMA) exam given by the National Healthcareer Association (NHA). Students will integrate and apply both administrative and clinical knowledge, theory and understanding from all coursework completed in the medical assisting program. Combination of lecture slides, video presentations, discussions, homework and standardized tests delivered online are used to enhance learning and engagement as well as to improve recall on concepts learned. Timed test using third party learning management system platform and or uploaded questions in blackboard shall be used during standardized tests to simulate the actual exam. This method allows students to get familiar with the actual test process. The course will cover the following areas: administrative, clinical and general knowledge. Areas that will be tested include: office and financial management, diagnostic and treatment services, pharmacology, and laboratory services, medical terminology, anatomy, physiology, healthcare law and ethics. Study and test taking strategies will be reviewed and preassessment sessions for the exam will be conducted. CCMA application process, eligibility and expectations during the exam shall be covered. Registration is restricted to students who are preparing to take the CCMA exam and who had completed all MAS course with a grade of C+ or better. Prerequisites: MAS 208, MAS 209, MAS 230 successfully completed with a grade of C+ or better. Spring.

MAS 250. Externship. 4 credits.

This externship will provide supervised placement in a non-classroom setting at a health-care facility, medical office or other appropriate site. This experience will enable the student to synthesize and apply concepts and skills learned in the Medical Assisting program. This externship consists of a minimum of 160 hours of unpaid, supervised experience at an approved clinical site of Mount Wachusett Community College. The experience is to be divided as 40 administrative hours and 120 clinical hours. This will allow the student to be involved in the total environment of a health care facility. In addition, there will be an online component to this experience. Enrollment requires permission of the MA program director, CORI/SORI check, up-to-date health requirements, and provider/professional level CPR. An appointment with the program director is

required both before and after the externship. Prerequisites: MAS 208, MAS 209, MAS 230; MAS 240 (corequisite). Spring.

MAS 207. Medical Specialty Procedures. 4 credits.

This course covers concepts and skills that are performed by medical assistants in a medical specialist clinic. This course is an expansion of concepts that are covered in MAS 206 that are focused on specialty procedures as well as important considerations that could affect the accuracy of test results. Prerequisites: MAS 206. Fall

MAS 231. Medical Administrative Procedures II. 4 credits.

This course is focused on concepts covering accounting and medical facility finances, clinic and human resources management, electronic clinical quality measures, managed health care models and insurance types, revenue cycle management, CMS reimbursement methodologies, and regulatory compliance. The application of coding guidelines will also be covered using case scenarios. Prerequisite: MAS 230. Spring.

MAS 260. Basic Pathophysiology. 3 credits.

This course covers the basic concepts of human disease, its mechanism of development, and relevant factors in its development. A general overview of the most common diseases in each organ system is presented that include relevant clinical signs and symptoms. Prerequisite: MAS 131. Spring.

ENG 101. College Writing I. 3 credits.

Students will develop college-level English writing skills with an emphasis on the writing process, an awareness of purpose and audience, and an understanding of grammar, punctuation, and sentence structure. Reading selections will foster improved writing skills and critical and analytical thinking. By semester's end, students will have produced at least four essays totaling 12-15 pages of original, polished prose, as well as additional writing in varied forms, such as journals, free-writes, peer review, reading responses, and rough drafts. Students are required to successfully complete the MWCC Library Research Skills MOOC and will write at least one paper that incorporates outside source material. Working with an instruction librarian on the research project is encouraged. Prerequisites: ENG 098, RDG 098, FYE 101, or placement.

MAT 143. Statistics. 3 credits.

This course presents students with an understanding of elementary statistics by familiarizing them with basic concepts of measures of central tendency and variability, regression and correlation, probability, discrete and continuous random variables, the Central Limit Theorem, confidence intervals, and hypothesis testing. A calculator is required. MAT 093 is required for students taking this course who tested into and successfully completed MAT 092 with a grade of C or better. Prerequisites: MAT 092 or placement; MAT 093 corequisite for students who tested into MAT 092 and successfully complete this course with a C or better.

PSY 105. Introduction To Psychology. 3 credits.

Students are introduced to the basic concepts and methods of psychology. Course content surveys scientific methods, the brain and nervous system, sensation and perception, consciousness, learning and memory, personality, psychological disorders, and treatment. Prerequisites: ENG098, FYE101, RDG098, or placement.

BIO 109. Biology I. 4 credits.

Biology, as a science, represents a way of interacting with the world in a rational manner. The nature of science, cellular structure and function, the molecules of life, the acquisition and use of energy by living organisms, the code of heredity, principles of genetics, and genetic recombination will be considered in this course. Lab sessions will be hands on experiences revolving around and applying the topics listed in the lab section of the syllabus. As a part of the course-work, you may have the potential of being, to some degree, exposed to hazardous material. If you are pregnant, wear contact lenses or have other specific health concerns, you should consult your personal physician for advisement concerning your enrollment in the course. Prerequisites: ENG 098, FYE 101, MAT 092, RDG 098, or placement.

ENG 102. College Writing II. 3 credits.

Writing about literary works will improve student writing, revision, critical thinking, and reading skills. The readings will be selected from a range of texts including fiction, non-fiction, poetry and drama. Evaluation and analysis will be accomplished through a variety of writing assignments, for example, discussion board posts, in-class writing, journals, free-writing, essay exams, and rough drafts of formal essays. By semester's end, students will have produced several pieces of writing totaling 12-15 pages of original, polished prose. At least one of the essays will incorporate library research that is cited and documented appropriately. Prerequisite: ENG 101.

PSY 110. Human Growth and Development. 3 credits.

This course focuses on lifespan development through an examination of the biological, cognitive, and social domains and their interdependency. Students will study developmental changes from conception to late adulthood and will gain an understanding of how current research theories of human development translate into practice. Prerequisite: PSY105.

Humanities Electives: See Elective Courses <http://catalog.mwcc.edu/electivecoursesbyabbreviation/>