



Tooele Applied Technology College

88 S Tooele Blvd, Tooele, Utah 84074

435-248-1800

Certificate Syllabus		Clinical Medical Assistant Courses	
Certificate 1 Year (Catalog Year: 2017)			
TATC Core (755 hours required)			Hours
<i>Clinical Medical Assistant Courses (755 hours required)</i>			<i>Hours</i>
<i>Keyboarding Basics (BTEC1000)</i>			30.00
<i>Lesson 1-6 (1)</i>			10.00
<i>Lesson 7-12 (2)</i>			10.00
<i>Lesson 13-18 & final assessment (3)</i>			10.00
<i>Basic Computer Literacy (BTEC1500)</i>			30.00
<i>Basic Computer Principles (1)</i>			6.00
<i>MS Office Word (2)</i>			8.00
<i>MS Office Excel (3)</i>			8.00
<i>MS Office Access (4)</i>			8.00
<i>Workplace Relations (WWSK1501)</i>			20.00
<i>Attitude (1)</i>			5.00
<i>Time Management (2)</i>			5.00
<i>Communication (3)</i>			5.00
<i>Conflict Resolution/Relationship Building (4)</i>			5.00
<i>Introduction to Health Care (MEDA1601)</i>			30.00
<i>The Healthcare Industry/Introduction to Medical Assisting (1)</i>			10.00
<i>Infection Control (2)</i>			10.00
<i>Ethics, Law and HIPPA/Privacy in the Physician's Office (3)</i>			10.00
<i>Medical Terminology for Medical Assistants (MEDA1602)</i>			80.00
<i>Lesson 1 (1)</i>			5.00
<i>Lesson 2 (2)</i>			5.00
<i>Lesson 3 (3)</i>			5.00
<i>Lesson 4 (4)</i>			5.00
<i>Lesson 5 (5)</i>			5.00
<i>Lesson 6 (6)</i>			5.00
<i>Lesson 7 (7)</i>			5.00
<i>Lesson 8 (8)</i>			5.00
<i>Lesson 9 (9)</i>			5.00
<i>Lesson 10 (10)</i>			5.00
<i>Lesson 11 (11)</i>			5.00
<i>Lesson 12 (12)</i>			5.00
<i>Lesson 13 (13)</i>			5.00

<i>Lesson 14 (14)</i>	5.00
<i>Medical Terminology Pre-Test (15)</i>	5.00
<i>Medical Terminology Final Test (16)</i>	5.00
<i>Medical Office Communication and Environment (MEDA1603)</i>	15.00
<i>Telephone Techniques (1)</i>	3.00
<i>Interpersonal Skills & Human Behavior (2)</i>	3.00
<i>Scheduling Appointments (3)</i>	3.00
<i>Patient Reception and Processing (4)</i>	3.00
<i>Office Environment and Daily Operations (5)</i>	3.00
<i>Phlebotomy Lab (MEDA1604)</i>	30.00
<i>Assisting in Phlebotomy (1)</i>	5.00
<i>Venipuncture Straight Needle (2)</i>	5.00
<i>Venipuncture Butterfly with Vactainer (3)</i>	10.00
<i>Venipuncture Butterfly with Syringe (4)</i>	10.00
<i>Electronic Healthcare Records (MEDA1605)</i>	30.00
<i>Introduction to Electronic Health Records (1-13) (1)</i>	2.00
<i>Overview of SimChart for the Medical Office (14-25) (2)</i>	4.00
<i>Privacy, Confidentiality, and Security (26-35) (3)</i>	4.00
<i>Implementing Electronic Health Records (36-65) (4)</i>	4.00
<i>Administrative Use of the Electronic Health Record (66-92) (5)</i>	4.00
<i>Clinical Use of the Electronic Health Record (93-97) (6)</i>	4.00
<i>Using the Electronic Health Record for Reimbursement (98-100) (7)</i>	4.00
<i>The Personal Health Record (101-110) (8)</i>	4.00
<i>Emergency Preparedness, First Aid & CPR (MEDA1701)</i>	10.00
<i>Emergency Preparedness and Assisting with Medical Emergencies (1)</i>	2.00
<i>First Aid Certification (2)</i>	4.00
<i>CPR Certification (3)</i>	4.00
<i>Hematology (MEDA1607)</i>	20.00
<i>Clinical Laboratory & Microscope Procedures (1)</i>	4.00
<i>Blood Slides (2)</i>	4.00
<i>Analysis of Blood, Capillary & Venous Blood Test (3)</i>	4.00
<i>Capillary Puncture and Blood Tests (4)</i>	4.00
<i>Monospot and ESR (5)</i>	4.00
<i>Microbiology (MEDA1608)</i>	20.00
<i>Analysis of Urine and Stool (1)</i>	5.00
<i>Urinalysis machine and manual (2)</i>	5.00
<i>Urine Slides and HCG (3)</i>	5.00
<i>Strep Screen (4)</i>	5.00
<i>Assisting in Minor Office Surgery (MEDA1609)</i>	20.00
<i>Autoclaving and Wrapping (1)</i>	6.00
<i>Instrument Flash Cards (2)</i>	7.00
<i>Minor Office Surgery Lab (3)</i>	7.00
<i>Anatomy and Physiology (MEDA1610)</i>	100.00
<i>The Human Body & Basic Word Structure (1)</i>	8.00

<i>Suffixes and Prefixes (2)</i>	8.00
<i>The Integumentary System (3)</i>	7.00
<i>The Skeletal System (4)</i>	7.00
<i>The Muscular System (5)</i>	7.00
<i>The Nervous System (6)</i>	7.00
<i>The Endocrine System (7)</i>	7.00
<i>The Cardiovascular System (8)</i>	7.00
<i>The Lymphatic System (9)</i>	7.00
<i>The Nutrition and the Digestive System (10)</i>	7.00
<i>The Respiratory System (11)</i>	7.00
<i>The Urinary System (12)</i>	7.00
<i>The Reproductive System and Final (13)</i>	7.00
<i>Anatomy & Physiology Final Exam (14)</i>	7.00
<i>Insurance, Financial Procedures & Patient Scheduling (MEDA1611)</i>	30.00
<i>Basics of Diagnostic Coding and Procedural Coding (1)</i>	10.00
<i>Basics of Health Insurance (2)</i>	10.00
<i>Billing/Collecting and Banking Procedures (3)</i>	5.00
<i>Medical Practice Management, Human Resources & Customer Service (4)</i>	5.00
<i>Patient Examination, Pharmacology, and Rehabilitative Procedures (MEDA1612)</i>	45.00
<i>Patient Assessment & Educaiton (1)</i>	3.00
<i>Vital Signs (2)</i>	3.00
<i>Positions (3)</i>	4.00
<i>Nutrition Workbook (4)</i>	5.00
<i>Principles of Pharmacology Handouts (5)</i>	3.00
<i>Seven Rights of Medication (6)</i>	3.00
<i>Intradermal Injection (7)</i>	3.00
<i>Subcutaneous Injection (8)</i>	3.00
<i>I/M Injection Deltoid (9)</i>	3.00
<i>I/M Injection Vastus Lateralis (10)</i>	3.00
<i>I/M Injection Dorsogluteal (11)</i>	3.00
<i>I/M Ventrogluteal (12)</i>	3.00
<i>Z-Track (13)</i>	3.00
<i>Diagnostic Imaging Handout (14)</i>	3.00
<i>Pediatric and Gastroenterology Examinations (MEDA1613)</i>	30.00
<i>Pediatrics & Immunizations (1)</i>	6.00
<i>Pediatric Patient Cases (2)</i>	6.00
<i>Pediatric Patient Lab (3)</i>	6.00
<i>Gastroenterology & Digestive System (4)</i>	6.00
<i>Gastroenterology Patient Cases (5)</i>	6.00
<i>Urology, Reproductive and Neurology (MEDA1614)</i>	45.00
<i>Urinary System (1)</i>	7.00
<i>Urology Patient Cases (2)</i>	7.00
<i>Female Reproductive System & OBGYN (3)</i>	7.00
<i>OB GYN Lab (4)</i>	6.00

<i>Male Reproductive System (5)</i>	6.00
<i>Neurology, Psychiatry, and Mental Health (6)</i>	6.00
<i>Neurology Patient Cases (7)</i>	6.00
Cardiology (MEDA1615A)	25.00
<i>Cardiology (1)</i>	6.00
<i>Electrocardiology (2)</i>	8.00
<i>Cardiology Patient Cases (3)</i>	5.00
<i>ECGS (4)</i>	6.00
Pulmonary and Immunology Examination (MEDA1616)	30.00
<i>Pulmonary Medicine & Respiratory System (1)</i>	7.00
<i>Pulmonary Patient Cases (2)</i>	9.00
<i>Lymphatic and Immune Systems (3)</i>	7.00
<i>Immunology Patient Cases (4)</i>	7.00
Orthopedic, Musculoskeletal and Dermatology (MEDA1617)	30.00
<i>Orthopedic Medicine Musculoskeletal System (1)</i>	8.00
<i>Orthopedic Patient Cases (2)</i>	7.00
<i>Dermatology & Skin (3)</i>	8.00
<i>Dermatology Patient Cases (4)</i>	7.00
ENT and Endocrinology Examinations (MEDA1618)	30.00
<i>Ophthalmology and Otolaryngology & Sense Organs: The Eye and The Ear (1)</i>	8.00
<i>ENT Patient Cases (2)</i>	7.00
<i>Endocrinology & Endocrine System (3)</i>	7.00
<i>Endocrinology Patient Cases (4)</i>	8.00
Oncology Examinations (MEDA1619)	25.00
<i>Geriatrics & Cancer Medicine (Oncology) (1)</i>	6.00
<i>Geriatrics & Oncology Patient Cases (2)</i>	8.00
<i>Language Final Exam (3)</i>	5.00
<i>Medical Assisting Final Exam (4)</i>	6.00
Employment Communication (BTEC1400)	30.00
<i>The Job Search, Resumes and Cover Letters (1)</i>	6.00
<i>Resume (2)</i>	9.00
<i>Interviewing and follow-up (3)</i>	9.00
<i>Mock Interview and Salary Negotiations (4)</i>	6.00



Tooele Applied Technology College

88 S Tooele Blvd, Tooele, Utah 84074

435-248-1800

Certificate Syllabus		Clinical Medical Assistant Clinicals
Certificate 1 Year (Catalog Year: 2017)		
TATC Core (160 hours required)		Hours
<i>Clinical Medical Assistant Clinicals 160 (160 hours required)</i>		<i>Hours</i>
<i>CMA Externship (MEDA0043)</i>		160.00
1 (1)		20.00
2 (2)		20.00
3 (3)		20.00
4 (4)		20.00
5 (5)		20.00
6 (6)		20.00
7 (7)		20.00
8 (8)		20.00