

PROGRAM INFORMATION

CREDIT HOUR PROGRAMS – WITH EXTERNSHIP

Program	Theory/LAB	Externship	Total Instructional Clock Hours	Total Quarter Credit Hours	Homework Hours	Weeks of Classes
Medical Assistant <i>Administrative and Clinical</i>	260/380	160	800	43	144	36

CREDIT HOUR PROGRAMS – WITHOUT EXTERNSHIP

Program	Theory/Lab	Total Instructional Clock Hours	Total Quarter Credit Hours	Homework Hours	Weeks of Classes
Electrician/ IDL (Hybrid/Hyflex)/Weekend	380/340	720	55	98	36
HVAC	360/360	720	54	108	36
Plumbing Technician	440/200	640	54	108	32
Veterinary Assistant	320/320	640	48	96	32
Welding	120/600	720	42	84	36

CLOCK HOUR PROGRAMS WITH CLINICALS

Program	Theory/LAB	Clinical	Total Instructional Clock Hours	Total Quarter Credit Hours	Homework Hours	Weeks of Classes
Vocational Nurse	632/307	647	1586	0	208	52/84

DESCRIPTION OF INSTRUCTION:

§94909(a)(5) Summit Allied Health & Technical/Trades courses are taught by lecture, lab, the Medical Assistant programs has an externship component. Electrician are Hybrid/Hyflex programs. On campus lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field. The hybrid flexible, or Hyflex, course format is an instructional approach that combines face-to-face (F2F) and online learning. Each class session and learning activity is offered in-person, synchronously online, and asynchronously online.

Externship hours are assigned hours outside the classroom with an affiliated site. Externship hours are intended to assist students in gaining "hands-on" experience.

UNIFORM AND SUPPLIES INFORMATION

Students may be required to furnish some items at their own expense. Medical Assistant students may need: one pair of white shoes, wristwatch with a sweep second hand, ballpoint black ink. Trade students will need work boots with rubber soles and/or steel toes approximate cost \$60.00 to \$120.00.

FACULTY

Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise. Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence. The faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students.

DEPARTMENT ADVISORY BOARD

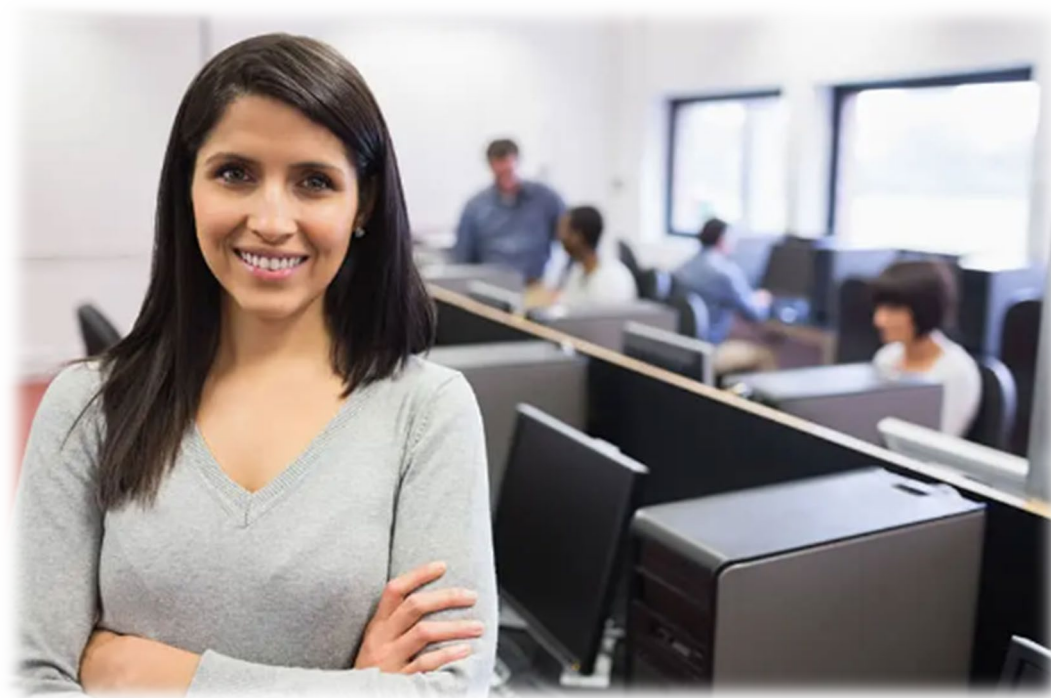
Summit College has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The advisory board meets annually.

TYPE OF AWARD GIVEN:

Student will receive a Diploma once all requirements of completion have been satisfied.

CAREER OUTCOMES

Summit College prepares students for an industry related entry-level position.



MEDICAL ASSISTING – Administrative and Clinical

DESCRIPTION

The Medical Assistant - Administrative and Clinical program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office, administrative skills, as well as back office, clinical skills. The administrative portion of the Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.



CLASSIFICATION OF INSTRUCTION (CIP) CIP# CODE: 51.0716, 51.0710, 51.0801, 51.0710
Medical Assistant/Secretary, Medical Office Assistant/Specialist, Medical/Clinical Assistant

ADMINISTRATIVE STANDARD OCCUPATIONAL CLASSIFICATION (SOC): 31-9092.00, 43-6013.00
Medical Assistant, Chiropractor Assistant, Clinical Medical Assistant, Doctor's Assistant, Health Assistant, Ophthalmic Assistant, Ophthalmological Assistant, Medical Secretaries and Administrative Assistants, Clinic Office Assistant, Medical Office Specialist, Medical Receptionist, Physician Office Specialist, Unit or Ward Clerk.

• Total Instructional Hours 800 • Total Quarter Credit Hours 43 • Weeks of Classes 36 • Method of Delivery: Residential		THEORY HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		MINIMUM WORK OUTSIDE OF CLASSROOM	TOTAL INSTRUCTIONAL HOURS & CREDITS	
Module Number & Title		Clock	Credit	Clock	Credit	Clock	Credit	Hours	Clock	Credit
MA3510.1	OB/GYN, Reproductive System &	24	2	36	1.5		0	20.5	60	3.5
MA3510.2	The Medical Assistant/Ethic & Law	24	2	36	1.5		0	17	60	3.5
MA3520.1	Cardiovascular/ECG	24	2	36	1.5		0	16	60	3.5
MA3520.2	Infection Control/Minor Surgery	24	2	36	1.5		0	14	60	3.5
MA3530.1	Musculoskeletal System/Skin	24	2	36	1.5		0	8	60	3.5
MA3530.2	Basic Pharmacology/ Nutrition	24	2	36	1.5		0	11.5	60	3.5
MA3540.1	Gerontology/ Vital Signs & CPE	24	2	36	1.5		0	18.5	60	3.5
MA3540.2	Emergency Procedures/CPR	24	2	36	1.5		0	11.5	60	3.5
MA3550.1	Medical Insurance Billing &	24	2	36	1.5		0	12	60	3.5
MA3550.2	Medical Assistant as a	24	2	36	1.5		0	12	60	3.5
CD0110	Career Development	20	2	20	1		0	3	40	3
MA3500	Externship					160	5		160	5
Totals		260	22	380	16	160	5	144	800	43

Number of Externship hours per week: 40 hours

Teacher/Student Ratio: 1:30 Lecture/1:15 Lab

On Ground Lecture (Didactic) and Lab Skills

DEFINITION OF CLOCK HOUR TO CREDIT HOUR CONVERSION

One Quarter Credit Hour = 10 classroom /lecture hours; or 20 lab/shop hours; or 30 extern hours

**Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours*

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 – Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits.

DESCRIPTION OF INSTRUCTION:

§94909(a)(5) The Medical Assistant courses are taught by lecture, lab, the and has an externship component. On campus lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field. Each class session and learning activity is offered in-person.

Externship: Externship hours are assigned hours outside the classroom with an affiliated site. Externship hours are intended to assist students in gaining "hands-on" experience. Instructional hours consisting of supervised work experience activities related to skills/knowledge acquired during the training program.

***REQUIREMENTS FOR COMPLETION:**

Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the student's cumulative GPA and is also monitored through their attendance. Students are required to have 80% overall program attendance. All courses within this program must be complete in order for the student to be eligible for a certificate of completion. Student will receive a Diploma once all requirements of completion have been satisfied. *

INSTRUCTIONAL MATERIALS/EQUIPMENT

The Medical Assistant- Administrative and Clinical offers students with an opportunity to learn skills within the health care clinical setting including administrative functions and clinical procedures. As such the program is equipped with software associated with training for clerical and administrative duties as well as a lab that is equipped with items that are common in medical clinical offices.

Anatomical Charts & Skeletons, Autoclave, Centrifuge, Computers & Electronic Charting System, Examination Tables, Microscopes, Scales, Stethoscopes, Thermometers, Training Mannequins, Wheelchair, Crutches, Walkers

UNIFORM/EQUIPMENT/CONSUMABLES

Uniforms 2- Tops & Pants, Stethoscope and Blood Pressure Cuff, & Classroom consumables as needed.

BOOK TITLES / DIGITAL COURSEWARE

	ISBN Number
Medical Assisting: Administrative and Clinical Competencies	9798214113593
Medical Terminology for Health Professions	9780357513699
Law, Liability and Ethics for Medical Office Professionals	9780357623923
Legal and Ethical Aspects of Health Information Management	9780357361597
The Complete Textbook of Phlebotomy	9780357932797
ECG: Essentials of Electrocardiography	9781285180984
BLS For Health Care Providers-Student Manual	9781616697686
HIPAA for Health Care Professionals	9798214481586
Understanding Health Insurance: A Guide to Billing Reimbursement:	9798214112978
Your Career: How to Make it Happen	9798214115894
Career Success in Health Care: Professionalism in Action	9780357936863

GRADING SCALE & BREAKDOWN

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C+	76-79	2.3
A-	90-95	3.7	C	70-75	2.0
B+	87-89	3.3	C-	67-69	1.7
B	83-86	3.0	D+	63-66	1.3
B-	80-82	2.7	D	60-62	1.0
			F	0-59	0

Test	25%
Quiz	15%
Homework	10%
Attendance	10%
Participation	10%
Lab/Competencies	20%
Projects	10%

MODULE DESCRIPTIONS

Title: OB/GYN, Reproductive System & Pediatrics

Course Number: MA3510.1
 Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab
 Homework Hours: 20.5
 Course Length: 3 Weeks /60 Total Hours
 Prerequisite: None

This course includes an overview of medical terminology of the genitourinary system. Students will learn the essential knowledge and skills necessary to assist providers with obstetrics, gynecological and pediatric screening & examinations. Skills developed through the course include height and weight measurement, plotting growth & development charts, pediatric specimen collection, restraining techniques used for infants and children, vaccination schedules and documentation. In addition, students will practice vital checks, assist with diagnostic examination and laboratory tests, and instruct patients about health promotion practices for all ages and become familiar with human growth across the life span. Students will learn to assist in pelvic examinations and breast exams. They will become familiar with the instruments needed for these exams and the privacy procedures associated.

Title: The Medical Assistant/Ethics & The Law

Course Number: MA3510.2
 Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab
 Homework Hours: 17
 Course Length: 3 Weeks / 60 Total Hours
 Prerequisite: None

Students will learn legal and ethical behaviors needed for maintaining confidentiality in addition to HIPAA regulations. Student will understand the medical standard of care and how it directly affects them. Emphasis is placed on front and back office hands on clinical skills to prepare student to work in a health care setting. This course also includes an overview of medical terminology, the types of documentation within the medical chart. Students will develop the ability to distinguish the difference between subjective symptoms and objective.

Title: Cardiovascular/ECG

Course Number: MA3520.1
 Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab/16
 Homework Hours: 16
 Course Length: 3 Weeks / 60 Total Hours
 Prerequisite: None

This course examines the circulatory system including functions of the heart, along with diseases and disorders, diagnostic tests, and medical terminology as it pertains to the blood and blood forming organs. Hematology will be discussed along with the tests used to detect pathologic conditions of the circulatory system. Students will

demonstrate knowledge of the electrical pathways of the heart muscle in performing a 12-lead (ECG) and applying a Holter monitor. Emphasis is placed on front and back-office hands on clinical skills such as: measuring vital signs, patient history screening, and documenting in the EMR. Students will learn specimen identification, venipuncture & capillary puncture collection, handling, documenting, and transportation procedures. Students will practice how to instruct patients about health promotion practices for patient with heart disease.

Title: Infection Control/Minor Surgery

Course Number: MA3520.2
 Credit/Clock Hours: 3.5 -- 24 Lecture/36 Lab
 Homework Hours: 14
 Course Length: 3 Weeks / 60 Total Hour
 Prerequisite: None

The course covers the Lymphatic and Immune System with emphasis on basic microbiology and infection control. Students will develop infection controls skills and techniques including handwashing, use of applicable personal protective equipment (PPE), use of an autoclave and sterilization of equipment. Students will gain knowledge of minor surgical procedures with practice setting up, maintaining surgical asepsis, and assisting with these procedures. Knowledge of the bodies Senses System, including vision, hearing, smell, and sensory perception will be covered with emphasis of screening and testing techniques of the Senses System. Students will apply both front and back-office skills to prepare to work in the healthcare industry.

Title: Musculoskeletal System/Skin

Course Number: MA3530.1
 Credit/Clock Hours: 3.5 -- 24 Lecture/36 Lab
 Homework Hours: 8
 Course Length: 3 Weeks / 60 Total Hours
 Prerequisite: None

The course covers knowledge of the bodies Muscular, Skeletal, and Integumentary (skin) Systems. Students will develop an understanding of the primary terms related with musculoskeletal and integumentary systems associated with structure, function, pathology, diagnostic procedures, and treatment modalities. Students will learn clinical skills related to these systems including use of casts and arm slings, use of crutches and patient education, body mechanics, various techniques for patient transfer and wound care. Additionally, students will gain hands on practice of the core clinical skills including hand washing, measuring vital signs, performing venipuncture and SOAP note documentation. Students will apply both front and back-office skills to prepare to work in the healthcare industry.

Title: Basic Pharmacology/Nutrition

Course Number: MA3530.2
 Credit/Clock Hours: 3.5 -- 24 Lecture/36 Lab
 Homework Hours: 11.5
 Course Length: 3 Weeks / 60 Total Hours
 Prerequisite: None

This course includes an overview of the functions and structures of the endocrine system, digestive system, and metabolic disorders. Students will learn about common disorders, procedures and medical terminology related to these systems. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and the effects of therapeutic drugs are discussed. Emphasis is placed on safe medication administration along with patient education on diet modification for maintenance of disease. Students will learn how to research prescribed medications using a Physician's Desk Reference to ensure the patient is given a safe dosage and how to complete a prescription form.

Title: Gerontology/ Vital Signs & CPE

Course Number: MA3540.1
 Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab
 Homework Hours: 18.5
 Course Length: 3 Weeks / 60 Total Hours
 Prerequisite: None

This course introduces students to the skills needed to prepare a patient for a complete physical examination (CPE), including the importance of obtaining patient history, vital signs and other pertinent data that directly affects patient's treatment. Students will understand the anatomy and physiology of the nervous system with knowledge of the key medical terms related to structure, function, diagnostic procedures, and treatment modalities of this system. Students will learn patient education on health maintenance for the common diseases within the nervous system. Emphasis is placed on front and back-office hands on clinical skills to prepare students to work in a healthcare setting.

Title: Emergency Procedures/CPR

Course Number: MA3540.2
 Credit/Clock Hours: 3.5 --24 Lecture/36 Lab
 Homework Hours: 11.5
 Course Length: 3 Weeks / 60 Total Hours
 Prerequisite: None

This course examines the respiratory system including functions of the lungs, along with diseases and disorders, diagnostic tests, and medical terminology as it pertains to the respiratory system and oxygen exchange. Students will demonstrate knowledge of emergency procedures in an ambulatory medical office setting including Basic First Aid, CPR, and the use of the automated external

defibrillator, which allows them to respond to cardiac emergencies. Students will obtain CPR certification through the American Heart Association. Emphasis is placed on front and back-office hands on clinical skills to prepare student to work in a healthcare setting including the medical assistant's role in emergency preparedness and assisting during and after a disaster.

Title: Medical Insurance Billing & Coding/EHR

Course Number: MA3550.1
 Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab
 Homework Hours: 12
 Course Length: 3 Weeks / 60 Total Hours
 Prerequisite: None

This course includes an overview of health insurance plan, verifying patient coverage and eligibility; and creating and processing Health Insurance Claims for services rendered. Students will gain knowledge of basic Health insurance, billing, coding concepts and the use of the ICD-9, ICD-10, CPT and HCPCS coding reference books. All types of Health insurance billing codes will be discussed in relation to processing of insurance claim, submission both manually and electronically. Students will gain knowledge about the major medical insurances, health insurance basics, traditional insurance plans, Managed care, Medicare, Medicaid, military carriers, Worker's Compensation and Disability insurance. This module covers patient expectation for medical billing and collections. Students will gain the ability to manage patient accounts along with informing patients of their financial obligations related to rendered services. Emphasis is placed on administrative skills needed to work in the front office of a medical clinic or physician's practice.

Title: Medical Assisting as a Professional/EMR

Course Number: MA3550.2
 Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab
 Homework Hours: 12
 Course Length: 3 Weeks / 60 Total Hours
 Prerequisite: None

This course provides an overview of the medical assistant's role as the office manager. Topics covered include fundamentals of management & leadership, ensuring a safe working environment, employee management and basic accounting functions. Students will develop skills to manage an electronic medical record (EMR), perform patient registration, appointment scheduling, referrals, and check I, utilizing an EMR. Emphasis is place on professional written and telephonic communications. Additionally, students will learn how to create, update, maintain and secure EMR data. The concepts of HEIT and meaningful use will be explored in relation to report generation. Emphasis is placed on administrative skills needed to work in the front office of a medical clinic or physician's practice.

Title: Career Development

Course Number: CD0110
 Credit/Clock Hours: 3 -- 20 Lecture / 20 Lab
 Homework Hours: 3
 Course Length: 2 Weeks / 40 Total Hours
 Prerequisite: None

This course provides instruction in the art of getting a job. Students will be introduced to résumé preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the interview and negotiation of the employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.

Title: Externship

Course Number: MA3500
 Credit/Clock Hours: 5 -- 160 Total Hours
 Course Length: 4 Weeks
 Prerequisite: All Modules

The student will work in an office setting under the direction of a competent supervisor who is employed at the facility. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff.

DEFINITION (NOUN): EXTERNSHIP

Externships are experiential learning opportunities, similar to internships, offered by educational institutions to give students short practical experiences in their field of study.

The externship program is designed for students to demonstrate their skill level to a prospective employer. It allows an employer to evaluate the student's ability in skills, time management, dependability, and to demonstrate that they would be a valuable asset to the employer.

Externship is a set number of hours on an employment site where the student demonstrates their educational skills in their selected field. Not all programs require an externship if your program requires an extern site the Career Services Coordinator will meet with the student prior to starting an extern. This meeting will include discussing all geographical, childcare, transportation or other situations that could prevent the student from finishing the program.

The Career Services Coordinator and the student work as a team in locating a suitable site. Once a site has been located by either the coordinator or the student and approved for meeting the externship requirements, an externship agreement will be forwarded for signature prior to the start of externship.

Weekly time sheets must be signed by the student and supervisor and faxed to the Career Services Department by Friday of every week. Without this documentation, a student's time is not entered towards completion of the program, which could lead to termination from the program.

Once a student has agreed to a site, it is the responsibility of the student to report to the specified location. If a student fails to report to work and does not call the site supervisor and the Externship Coordinator, the student loses the privilege to be at the selected site. The student may be asked to help find their next site to comply with the specified time frame to avoid termination from the program.

If a student is released from an externship site for inappropriate conduct the student may be required to find his or her own site within the specified time frame to avoid termination from the program.

The extern student must at all times represent themselves in a professional and ethical manner. A student must always be dressed professionally and have a high level of professional conduct.

Requirements:

- Extern Hours MUST be completed in order to graduate.
- Scheduling preferences, accommodations and requirements are coordinated and confirmed between Site Supervisor and Extern Coordinator.
- An extern student cannot work more than 8 hours a day and MUST attend the extern site at least 1 day a week.
- Weekly communications and timesheet submittal are a MUST.
- 14 Day no site interaction can lead to termination.
- Upon completion of your extern hours, you MUST complete an Exit Interview. This interview must be in person, within 48 HOURS of your last day on site. The interview is with a Coordinator in Summit's Career Services Department.
- You MUST bring all your original timesheets completed and signed by you and your supervisor.
- Before going to extern, student needs to be in good academic (GPA 2.0) and Attendance (80%) standing.

