

# MEDICAL ASSISTING WITH NUTRITION AND WEIGHT MANAGEMENT

662 Class Hours, 120 Externship Hours, 27 Semester Hours

The program is designed to provide students with the skills necessary to be responsible for a range of front and back-office functions in a doctor's office, clinic, weight management clinic, health and wellness center, or other medical facility. Students will learn administrative skills such as scheduling and receiving patients, telephone triage, basic insurance and billing, and patient charting. Students will receive medical/clinical training in such areas as weight management, nutrition and wellness, recording vital signs, administering injections, phlebotomy, patient preparation, basic lab procedures and CPR.

## Program Description:

### Computer Fundamentals:

The course is an introduction to the use of the computer in business. Students will write letters, create forms, and format documents in Microsoft Word. This course will also include creating and formatting spreadsheets in Microsoft Excel. Included in the course will be printing documents, performing basic research on the Internet and effectively using the tools available in Microsoft Internet Explorer. **48 hours**

### Allied Health Math I:

The course includes the fundamentals of math skills essential to the health care professional. The students will refresh, learn and practice basic math skills including consumer mathematics, decimals, percentages, fractions and the metric system. **36 hours**

### Medical Law, Ethics and Professionalism:

Federal and state health care legislation and regulations and specific attention is placed on the HIPAA legislation, maintaining confidentiality, documenting accurately, using appropriate guidelines when releasing information and complying with established risk management and safety procedures. **24 hours**

### Anatomy & Physiology I:

The course covers anatomy and physiology, pathological conditions, and diagnostic treatments and procedures. Terms relating to each body system and medical specialty are included. The students will learn detailed descriptions and explanations of the structures, functions, and interrelated processes of the human body. The students will learn to relate each of these items to specific medical procedures. **96 hours**

### Medical Terminology I:

The course covers word building rules, prefixes, suffixes and whole-body terminology. Students will learn terms covering anatomy and physiology pathological conditions and diagnostic treatments and procedures. Terms relating to each body system and medical specialty are included. **72 hours**

### Basic Pharmacology:

The course is an introduction to the study of medicine and drugs. Students will learn the sources of drugs, generic and brand names, drug administration, and interactions. **36 hours**

### Clinical Procedures and Lab I:

First aid, vital signs, basic clinical therapies, setup an exam room, documentation, minor surgical procedures, injections and medications. **54 hours**

### Clinical Procedures and Lab II:

Front and back-office functions, medical records, appointments, and scheduling, charting, billing, different types of health insurance. Clinical lab skills. **72 hours**

### Phlebotomy:

The course is designed to train students to perform a variety of blood collection methods using proper techniques and precautions including vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children, and infants. Students will have hands on training in specimen handling, processing, and accessioning as well as practicing infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will learn the theory and principles of CLIA waived laboratory tests and perform the tests in a laboratory setting. **60 hours**

### Nutrition, Weight Management and Wellness:

Fundamentals of nutrition, dietary guidelines, nutrition concepts and terms, food labels, roles of dietary supplements, and the connection between nutrition and health. The importance of weight management and a healthy lifestyle, principles of exercise for fitness, stress management, improving flexibility, weight control, and steps in preventing diseases. **108 hours**

### CPR:

Students will be trained in CPR and Basic Life Safety using the American Heart Association guidelines. Students will practice CPR techniques as well as techniques to assist choking victims. **8 hours**

### Career Development:

Students will learn resume writing, interviewing, networking, effective communication, managing time effectively, prioritizing multiple tasks, effective job search methods and the use of internet-based websites in the job search. One on one mock interviews will be conducted. **24 hours**

### EKG Introduction:

An introduction to the EKG machine, function, controls, operation, and location of the sensors. **24 Hours**

### Externship:

Upon successful completion of the other courses the students participate in an Externship at an approved medical facility. This enables students to work in the medical environment and apply the principles learned in the classroom. Externs work under the direct supervision of qualified personnel. **120 hours**

# Health Care Programs

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Upon completion of the program, the student will receive a Certificate of Completion in Medical Assisting with Nutrition and Weight Management.

| Course Number      | Course Title                          | Clock Hours |            |            |            | TWC Semester Credit |
|--------------------|---------------------------------------|-------------|------------|------------|------------|---------------------|
|                    |                                       | Lecture     | Lab        | Extern     | Total      |                     |
| MED01              | Computer Fundamentals                 | 12          | 36         | -          | 48         | 1.5                 |
| MED03              | Allied Health Math I                  | 12          | 24         | -          | 36         | 1.0                 |
| MED04              | Medical Law, Ethics & Professionalism | 6           | 18         | -          | 24         | 0.5                 |
| MED05              | Medical Terminology I                 | 32          | 40         | -          | 72         | 3.0                 |
| MED08*             | Anatomy & Physiology I                | 40          | 56         | -          | 96         | 4.0                 |
| MED09*             | Basic Pharmacology                    | 12          | 24         | -          | 36         | 1.0                 |
| MED16*             | Nutrition & Weight Management         | 40          | 68         | -          | 108        | 4.5                 |
| MED17              | Phlebotomy                            | 20          | 40         |            | 60         | 2.0                 |
| MED18*             | Clinical Procedures and Lab I         | 24          | 30         | -          | 54         | 2.5                 |
| MED19*             | Clinical Procedures and Lab II        | 32          | 40         | -          | 72         | 3.0                 |
| MED11              | CPR                                   | 2           | 6          | -          | 8          | 0.0                 |
| MED20*             | EKG – Introduction                    | 6           | 18         | -          | 24         | 0.5                 |
| CDV01              | Career Development                    | 6           | 18         | -          | 24         | 0.5                 |
| MED33*             | Externship                            | 0           | 0          | 120        | 120        | 2.5                 |
| <b>Total Hours</b> |                                       | <b>244</b>  | <b>418</b> | <b>120</b> | <b>782</b> | <b>26.5</b>         |

Class Hours 662 – Externship Hours 120 – FSA Semester Credit Hours 25.7  
 Program Length: 33 Weeks/49 Weeks

|                   |                 |
|-------------------|-----------------|
| Tuition           | \$12,825        |
| Books             | 775             |
| Registration      | 100             |
| <b>Total Cost</b> | <b>\$13,700</b> |

*Federal Student Aid (FSA) credit hour calculations are based on Department of Education Guidelines.*

*\* Course has a prerequisite - see course description for details.*

"Students have the option to purchase textbooks from sources other than through the school.  
 A complete list of approved textbooks may be obtained from the School Director."