



WOCTEP, a program under the Education Department of the Little Traverse Bay Bands of Odawa Indians, offers career-based and Technical Education Opportunities in partnership with North Central Michigan College.

MEDICAL ASSISTANT CERTIFICATE WOCTEP REQUIREMENTS

These courses are required before entering the MA program			credits
	AH 130	Body Systems and Diseases	3
	OAS 116	Medical Terminology	3

Courses to be taken once you are admitted into the MA program			credits
Pre-Requisites			
	AH 107	Medical Office Procedures I	3
	AH 108	Medical Office Procedures II	2
AH 107+108, AH 180, OAS 190, OAS 216	*AH 285	Work Based Learning I	3

*Must complete AH 107 and AH 108 and AH 180 and OAS 190 and OAS 216 (or OAS 220 + OAS 221) prior to enrolling in this class. Students must also show proof of current CPR certification (NCCMC's EMS 101 or CPR/First Aid satisfies this requirement).

Other required courses within the MA program			credits
Pre-Requisites			
	B 104	Business Math (or MATH 100 or MATH 110 or higher)	3-4
* B104	AH 180	Pharmacology for Medical Assistants	3
	ENG 111	English Composition	3
	OAS 101	Customer Service	1
	OAS 141	Filing and Record Management	2
	OAS 190	Employability Skills	1
	OAS 216	Medical Billing (or OAS 220+OAS 221)	3-4
	SOC 115	Anishinaabek Culture	1

*or MATH 100 or MATH 110 or higher

Total Credits: 31-33

Students will be required to meet immunization standards of the clinical facilities and will be subject to a criminal background check.

Students should realize that they may be expected to travel as much as 40-80 miles one way for work-based learning placements.

Please go to www.ncmich.edu for further program details.

**For more information, please contact
WOCTEP Heath Advisor at 231-242-1493**

WOCTEP is made possible through a US Department of Education NACTEP grant. Federal funds provide 83% (\$386,424) of project costs. Non-federal funds provide 17%, (\$77,579) of total project costs. Total costs to operate WOCTEP are \$464,003.

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MEDICAL ASSISTANT COURSE DESCRIPTIONS

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OAS 116 MEDICAL TERMINOLOGY (F,W,S) 3(3-0-0)

This course is designed to develop a basic understanding of the spelling, meaning and pronunciation of commonly used prefixes, suffixes, and root words, and their combining forms used in all fields of allied health professions.

AH 130 BODY SYSTEMS AND DISEASES (F,W) 3(3-0-0)

An applied course designed for the medical assistant that provides an introduction to each body system and common diseases and conditions. Emphasizes core knowledge of anatomy as it relates to clinical practice. The student will examine knowledge related to fundamental concepts of diseases necessary to understand procedures and techniques commonly encountered in the clinical setting.

AH 107 MEDICAL OFFICE PROCEDURES (F,W) 3(2-2-0)

This course is designed to provide the theoretical basis and practical application for performing clinical procedures in the medical office/clinic setting. Included are introduction to medical assisting; patient assessment including taking a medical history, interviewing patients and vital signs; documentation of care; preparing patients for examinations and procedures; principles of asepsis; phlebotomy; interpersonal communications, and legal issues.

PREREQUISITES: AH 130, OAS 116, Admission to the MA program

AH 108 MEDICAL OFFICE PROCEDURES II (F,W) 2(1-2-0)

A continuation of AH 107. This course is designed to provide the theoretical basis and practical application for performing clinical procedures in the medical office/clinic setting. Included are specimen collection and laboratory procedures; diagnostic tests, x-rays, and procedures; introduction to principles of psychology; care of the geriatric and pediatric patient; developmental stages; common diseases and diagnoses; medical emergencies; professionalism; medical ethics; and accreditation of medical office assistants. AH 108 must be completed before taking AH 285.

PREREQUISITES: AH 107, AH 180

B 104 BUSINESS MATH (F,W,S) 3(3-0-0)

A review and practice course in fundamental arithmetical processes. Emphasis is on the use of fractions, decimals, weights and measures, payroll deductions, record keeping, banking services, notes and interest, insurance, metric, depreciation methods, stocks and bonds, mark-ups and other typical business calculations. Students will use electronic calculators for applications processes.

MATH 100 MATHEMATICAL REASONING 4(4-0-0)

This is a survey course of mathematical ideas and mathematical systems. The course is designed to introduce the student to the spirit of mathematics and turn them into skilled math users and consumers. Core topics include arithmetic reasoning, problem solving, mathematical modeling, management science, mathematics of finance, logic, geometry and statistics. This course is designed to serve as a terminal course for students who choose to pursue an academic career not requiring higher mathematics or statistics.

PREREQUISITE: MATH 090 with a grade of "C" or higher or COMPASS. Mathematics score of 43 or ACT Math score of 17.

MATH 110 BEGINNING AND INTERMEDIATE ALGEBRA (PART I) (F,W) 4(4-0-0)

This is the first of two courses designed for the student placing into Beginning Algebra and needing Intermediate Algebra. The material covered includes operations with real numbers, solving linear equations and systems of equations, problem solving, graphing, exponents, and factoring. Students passing this course with a grade of C or better will enroll in Beginning and Intermediate Algebra (Part II). *Students passing Beginning and Intermediate Algebra (Parts I and II) will receive the following credit distribution: MATH 120 (4 credits) and Math Elective (4 credits). Students passing Beginning and Intermediate Algebra (Part I) but, not passing Beginning and Intermediate Algebra (Part II) will receive four Math Elective credits.*

PREREQUISITE: MATH 090 with a grade of "C" or higher or COMPASS Math Score of 43-145 or ACT Math score of 17-20.

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AH 180 PHARMACOLOGY FOR ALLIED HEALTH (F,W) 3(3-0-0)

An applied pharmacology course designed for the Allied Health student. Emphasis is on safe, accurate administration of medications typically given in an allied health setting. The student will acquire knowledge of drug actions, major side effects, and techniques of administration.

PREREQUISITES: B 104 or MATH 100 or MATH 110 or higher, AH 130 or BIO 133 or BIO 235

ENG 111 ENGLISH COMPOSITION I (F,W,S) 3(3-0-0)

This course emphasizes language skills, particularly essay writing, but also reading, speaking and listening. Reading and writing are explored in the general categories of description, narration, exposition, argumentation, and writing on demand. Students enrolling in ENG 111 should have a basic mastery of fundamental writing skills. Successful completion of the course is dependent upon a final portfolio assessment that will be anonymously evaluated by English Department faculty.

PREREQUISITE: COMPASS score of 63 or higher, or ACT score of at least 18

GENERAL EDUCATION REQUIREMENT FOR AA & AS DEGREE PROGRAMS: English Composition

OAS 101 CUSTOMER SERVICE (F,W,S) 1(1-0-0)

This course is designed to provide training in customer service skills required of employees in the business or office setting. Through the use of group discussion, activities and personal skills practice, students learn to communicate effectively with their customers in a variety of situations. Emphasis is placed on creating positive, memorable experiences for all customers. Participants learn skills in how to determine and respond appropriately to customer needs, recognize opportunities to exceed customer expectations, avoid creating negative customer interactions, and manage customer transactions toward positive, efficient conclusions.

OAS 190 EMPLOYABILITY SKILLS (F,W,S) 1(1-0-0)

This course is designed for all majors. It is ideal as a capstone course at the close of the student's course-work or helpful anytime an individual is ready to embark on a new job search. Topics presented include: company research, interviewing, and creating effective job search documents. Students develop practical skills to encompass techniques and strategies, ethical and legal considerations advocated in the workplace. The material is presented in a condensed time period to equal one credit.

OAS 141 FILING AND RECORDS MANAGEMENT (F,W,S) 2(2-0-0)

Introduction to the basic principles and procedures of records storage and control for manual and automated records systems using popular methods. Introduces database concepts needed for understanding automated record storage and retrieval methods including modifying, sorting, designing, searching, and printing. Practical application of filing is used to give students hands-on experience including alphabetic, numeric and subject storage methods.

OAS 216 MEDICAL INSURANCE BILLING (F,W) 3(3-0-0)

Includes diagnostic and procedure coding; basic insurance concepts and terminology used by health insurance carriers; completion of claim forms for commercial insurance companies, Blue Cross-Blue Shield of Michigan, Medicare and Medicaid.

OAS 220 BEGINNING MEDICAL CODING (F,W,S) 2(2-0-0)

Prepares students for entry level jobs in a doctor's office or other medical facility. Includes ICD-9-CM Coding, CPT Coding, Medicare Fraud & Abuse, and Evaluation & Management. You will need access to a ICD-9-CM and CPT manual for this course, in conjunction with a course CD.

OAS 221 BEGINNING MEDICAL BILLING (F,W,S) 2(2-0-0)

Prepares students for entry level jobs in accounting skills necessary in a doctor's office or other medical facility. This course includes Front Office Management, Filing Part B HCFA 1500, Filing Part A HCFA 1450, All About Medicare, Medicare Billing Problems, Patient Record Keeping using Medisoft, Medicare as Secondary Payer, Medicare & Home Health, Medicare and Women's Health. Also included is a 1000 page 28 chapter Advanced Claims Processing Manual with everything you ever wanted to know about starting your own medical billing business from home.

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AH 285 WORK BASED LEARNING - MEDICAL ASSISTANT I (F,W,S) 3(0-0-12)

Students in this course are placed in a medical office for a minimum of 160 hours of externship experience, where they will be working directly with a Medical Assistant or Registered Nurse to enhance administrative and clinical skills they have acquired in AH 107 and AH 108 (Medical Office Procedures I and II). Students will complete task lists for these skills that will be monitored both by medical office staff and North Central's clinical instructor. Students will not be placed with their current employer. Students will typically meet with Allied Health faculty and staff near the end of AH 108 in preparation for their externship placements in the following term.

PREREQUISITES: AH 107, AH 180 , OAS 190, and OAS 216 or AH 107, AH 108, AH 180, OAS 190 and OAS 220 and OAS 221