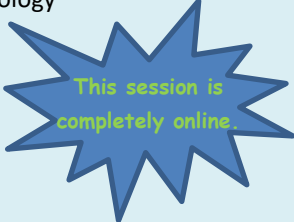


Medical Assistant Course Outline

Jackson Area Career Center-Adult Career Education

February 2021

	<u>Dates</u> (Mondays and Tuesdays)	<u>Instructor</u>	<u>Curriculum</u>	
Session #1	2/22, 2/23	Jean	Orientation Communication Legal and Ethical Responsibilities Human Growth & Development Infection Control	Healthcare Systems Medical Terminology Anatomy & Physiology Pharmacology
	3/1, 3/2			
	3/8, 3/9			
	3/15, 3/16			
	3/22, 3/23			
	4/12, 4/13			
	4/20, 4/21			
	4/26, 4/27			
			Session Exam	Project Presentations-MA Interviews
Session #2*	(Tuesdays and Wednesdays)	Mary	Office Environment Office Equipment Telephone Etiquette Appointments Written Communication Medical Records Accounting	Insurance & Coding Health Information Technology EHR Simulation
	5/10, 5/11			
	5/17, 5/18			
	4/14, 4/25			
	6/1, 6/2 ***			
	6/7, 6/8			
	6/14, 6/15			
	6/21, 6/22			
	6/28, 6/29			
Session #3	7/19, 7/20	Julie	Specimen Collection and Testing Phlebotomy Electrocardiography	
	7/26, 7/27			
	8/2, 8/3			
	8/9, 8/10			
	8/16, 8/17			
	8/23, 8/24			
	8/30, 8/31			
	9/7, 9/8 ***			
			Session Exam	Project Presentations-Healthy Lifestyles
Session #4	9/20, 9/21	Kim	Diseases & Disorders Rehabilitation & Restorative Care Body Mechanics Physical Examinations Ambulatory Surgery	
	9/27, 9/28			
	10/4, 10/5			
	10/11, 10/12			
	10/18, 10/19			
	10/25, 10/26			
	11/1, 11/2			
	11/8, 11/9			
			Session Exam	Project Presentations-Disease Processes



*This session is taught completely online.

**No classes these weeks due to Spring Break

***Classes will meet Tuesday and Wednesday these weeks in honor of Memorial Day (5/31) and Labor Day (9/6).

Though we do our best to keep to this schedule, it is subject to change based on instructor availability or other unpredictable circumstances...