

Office of the President
Willis Holcombe Center
Phone 954-201-7401
Fax 954-201-7357

www.broward.edu

BROWARD COLLEGE

Define yourself.

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: February 24, 2009

Place: Regular Meeting of the Board of Trustees
Broward College
Judson A. Samuels South Campus-Bldg. 81/Multi-Purpose Room
7200 Pines Boulevard
Pembroke Pines, Florida

Subject: Agenda Item V-G-2 - Jan. 09 Curriculum Items - Program Revision

Brief Description: Recommendations include revisions in Medical Assisting Program (vocational certificate):

Course name changes:

MEA 0800 - Practicum in Medical Assisting

Increased course contact hours to comply with CAAHE accreditation mandates:

MEA 0800 - Practicum in Medical Assisting

MEA 0952 - Seminar in Medical Assisting

Increased Continuing Education Prerequisite Courses:

CAE 0528 - Prevention of Medical Errors

CAE 0574 - All Hazards Training

Net decrease in total required program contact hours:

Decrease from 250 to 244.

Benefit to BC: The course revisions keep BC in compliance with CAAHE accreditation mandates and industry trends.

Relationship to College Master Plan: Adjusting course requirements to comply with CAAHE accreditation mandates and industry trends keeps College's curriculum in position to support economic development in Broward County.

Board Agenda Approved: _____
Date: February 5, 2009

Agenda Item V-G
Enclosure 2

**BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**


To: **President Armstrong** Date: 02/05/09
From: **Vice President Judith E. Scherer**
Subj: **Monthly Curriculum Committee Items**

Issue: **January 2009 Curriculum Items: Program Revision**

Background/Analysis: **Curriculum Committee meets monthly to recommend items.**

Fiscal Impact: **N/A**

Initiating Official



Vice President/Provost

Staff Position:

THIS RECOMMENDED ACTION MEETS THE FOLLOWING ELEMENT(S) OF THE COLLEGE'S MISSION STATEMENT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Providing high quality educational programs | <input checked="" type="checkbox"/> Providing high quality services |
| <input checked="" type="checkbox"/> Providing for affordability to a diverse community of learners | <input checked="" type="checkbox"/> Providing for accessibility to a diverse community of learners |
| <input checked="" type="checkbox"/> Commitment to student achievement | <input checked="" type="checkbox"/> Commitment to lifelong learning |
| <input checked="" type="checkbox"/> Commitment to academic excellence | <input checked="" type="checkbox"/> Providing use of current technology |

BRIEFLY DESCRIBE HOW THIS RECOMMENDATION ACHIEVES THE ABOVE ELEMENT(S) IN THE COLLEGE'S MISSION STATEMENT:

Minority Firm: Yes ___ No ___ N/A ___

Broward Firm: Yes ___ No ___ N/A ___

**PROPOSED
MEDICAL ASSISTING
Vocational Certificate Major Code 5215.**

Program Description

The Medical Assisting Program is a 10-month vocational certificate program. The Broward College Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

Students are placed into externships in physicians' offices throughout Broward County which offer maximum flexibility. The externship course has been especially designed to meet the individual needs of the student, thus allowing for the development of specific skills within a chosen interest or specialty area. The role of the Medical Assistant within the physician's office is varied, demanding, and complex. Duties and responsibilities may encompass those skills of administrator, clinician, or technician. In many instances, the Medical Assistant functions in all three areas while also serving as a public relations specialist.

Upon completion of this ten (10) month program the student will be eligible to write the national certification exam of the American Association of Medical Assistants to obtain the credential of Certified Medical Assistant (CMA-AAMA).

All admissions type questions should be directed to the admissions specialists' office at 954-201-2058 or 2890. Most of the courses in the Medical Assisting curriculum are based at the Central Campus located at 3501 S W Davie Road, Davie, FL Building #8.

Criteria for Admission into Medical Assisting Vocational Certificate:

Applicants must fulfill the requirements for admission to Health Science Programs. In addition applicants must obtain TABE Assessment scores at or above the state mandated levels. Applicants must submit an original copy of a typing test, which can be obtain by calling the office of the program manager at 954-201-6906 to make an appointment for the test. Applicants meeting all admission criteria, except their typing skill, may receive a preliminary acceptance until proof of their typing skill is on file with the Medical Assisting Department.⁽¹⁾

Requirements for the Vocational Certificate in Medical Assisting:

Completion of 1156 clock hours, 9 college semester hours (144 contact hours) and a grade point average of 2.0 or higher. No grade lower than "C" will be acceptable in ALL courses required for the Medical Assisting Certificate. Obtain TABE Assessment scores at or above the state mandated grade level.

Note: In order to successfully progress through the Medical Assisting Program, students must achieve a grade of "C" or above in all didactic courses and an "S" (satisfactory) grade in all clinical and laboratory courses. This requirement is in addition to maintaining an overall degree GPA of at least 2.0.


Pre-requisite Courses:

HCP 0130	Health Careers Core Curriculum	75
CAE 0299	Basic Life Support	8
CAE 0382	HIV/AIDS	4
CAE 0474	Domestic Violence	2
CAE 0476	OSHA/TB	6
CAE0528	Prevention of Medical Errors	2
CAE 0574	All Hazards Training	4

Total Clock Hours **95**
101

Term I Session I

HSC 1531	Medical Terminology	3
MEA 1233	Anatomy and Physiology	3
Total Term Semester Hours		9


 AGENDA ITEM
 FEB 24 2009
 ENCLOSURE 2

Term I, Session I

*MEA 0334	Administrative Office Procedures	64
MEA 0258	Radiology for Medical Assisting I	64
*MEA 0334L	Admin. Office Procedures Lab	48
Total Term Clock Hours		176

Term I, Session II¹

*MEA 0255	Basic Laboratory Procedures I	48
*MEA 0255L	Basic Laboratory Procedures I Lab	48
Total Term Clock Hours		96

Term I Session IV

*MEA 0256	Basic Laboratory Procedures II	48
*MEA 0256L	Basic Laboratory Procedures II Lab	48
*MEA 0005	Introduction to Medical Assisting	32
Total Term Clock Hours		128

Term II, Session I

MEA 0204	Clinical Procedures I	64
MEA0204L	Clinical Procedures I Lab	64
MEA 0259	Radiography for MA II	64
MEA 0259L	Radiography for MA II Lab	48
MEA 0242	Pharmacology for MA	64
MEA0540	Electrocardiography for MA	37
MEA 0540L	Electrocardiography Lab	38
Total Term Clock Hours		379

Term II Session II

*MEA 0382	Law and Ethics	32
Total Semester Clock Hours		32

Term III Session II^{(2)*}

MEA 0800	Externship (Practicum) in Medical Assisting	224-206
MEA 0952	Seminar in Medical Assisting	26-38
Total Semester Clock Hours		250-244

**CGS 1060C	Computer and Internet Literacy	3
Total Semester Credits		3
Total Clock Hours		1156
Total Credits		9
Total Program Clock Hours		1300

*Requires a pre- or co-requisite. Refer to the course descriptions found in this catalog or online at www.broward.edu.

**Students must fulfill the computer literacy general education requirements within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

(1) Students must submit proof of typing 35 WPM to the Medical Assisting Department before the end of Term I. Failure to provide this documentation will prevent the student from continuing in the Program.

(2) Verification of CPR is required before graduating. CPR and First Aid will be taught by the Continuing Education Department

AGENDA ITEM V-G

APR 24 2009

FILE 2

Medical Assisting