

**ALLIED HEALTH TECHNOLOGIES****Deborah L. Bates, MT (ASCP), SBB, M.B.A.**

Dean of Allied Health

Ext. 254 - batesd@mtc.edu

**HEALTH INFORMATION TECHNOLOGY DEPARTMENT****Margaret J. White, MS, RHIA, NHA, CPHQ**

Director of Health Information Technology Program

Ext. 300-whitem@mtc.edu

**Associate of Applied Science Degree**

Health Information Technology (HIT)

**Certificates**

Medical Billing and Coding (CCA, CPC-A)

**MEDICAL SCIENCES DEPARTMENT****Deborah L. Bates, MT (ASCP), SBB, M.B.A.**

Dean of Allied Health

Ext. 254 - batesd@mtc.edu

**Associate of Applied Science Degrees**

Medical Laboratory (MLT)

Respiratory Therapy (RRT)

(cooperative program between MTC &amp; Rhodes State College)

**Associate of Technical Study Degree**

Medical Assistant (CMA)

**Certificates**

Administrative Medical Assisting (CMAS)

Medical Assisting (CMA)

Pharmacy Technician (CPhT)

Phlebotomy (PBT)

**OCCUPATIONAL THERAPY ASSISTANT DEPARTMENT****Dr. Chad Schneider, Ph.D., OTR/L**

Director of Occupational Therapy Assistant Program

Ext.386-schneiderc@mtc.edu

**Associate of Applied Science Degree**

Occupational Therapy Assistant (OTA)

**PHYSICAL THERAPIST ASSISTANT DEPARTMENT****Susan P. Cotterman, PT, M.B.A.**

Director of Physical Therapist

Assistant Program

Ext. 356 - cottermans@mtc.edu

**Associate of Applied Science Degree**

Physical Therapist Assistant (PTA)

**SCHOOL OF RADIOGRAPHY****Debra Myers, B.S., R.T., R.D.M.S., R.D.C.S., R.V.T., M.Ed.**

Director of Radiography

Ext. 240 - myersd@mtc.edu

**Associate of Applied Science Degree**

Radiography (R.T.)

**Additional Offerings**Individually Planned ATS **Health**

(special application required)

University Transfer - Health

Undecided – Health

**DRUG SCREENING**

Students admitted into the Allied Health programs will be required to submit to a drug screening prior to their clinical, practicum, or professional practice experience. Positive drug screenings will result in forfeiture of the clinical, practicum, or professional practice experience. All Allied Health students may be subject to random drug screens for cause during the program. Any student who refuses or fails to cooperate, or complete any required drug screening will be considered “positive” and dismissed from the program.

**CRIMINAL BACKGROUND CHECK**

Students admitted into the Allied Health programs will be required to submit to a criminal background check facilitated by the Ohio Bureau of Criminal Investigation and Identification. Students with certain felony, misdemeanor, or drug-related arrests as specified in Senate Bill 38 and House Bill 160, will be ineligible for admission into these programs.

Additionally, potential employers for MTC Allied Health graduates may require drug screens and criminal background investigations as conditions for employment. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug-related arrests may be ineligible for employment. Therefore, completing an MTC program does not guarantee future employment.

## ALLIED HEALTH TECHNOLOGIES

### Program

#### Health Information Technology

Quality information is essential to all aspects of today's healthcare system. Health Information Management (HIM) is the body of knowledge and practice that ensures the availability of health information to facilitate real-time healthcare delivery and critical health-related decision making for multiple purposes across diverse organizations, settings, and disciplines. HIM professionals play a critical role in maintaining, collecting and analyzing the data that doctors, nurses and other healthcare providers rely on to deliver quality healthcare. They are experts in managing patient health information and medical records, administering computer information systems and coding the diagnosis and procedures for healthcare services provided to patients. Health information management (HIM) professionals work in 40 different settings under 125 different job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions.

### Degree

#### Associate of Applied Science

Two-year (seven quarters) full-time degree schedule; mixture of core health information technology courses, medical, communications, and information technology; required professional practice experience provides professional development in the modern workplace; program can be completed on a part-time basis.

### Student Learning Outcomes

#### What am I expected to learn?

- Demonstrate ability to conduct quantitative and qualitative analysis of health records.
- Apply quality improvement tools and techniques to improve departmental processes.
- Collect, compute, analyze, interpret and present statistical data related to health care services.
- Code, classify and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
- Apply principles of supervision and leadership and the tools used to effectively manage human resources, financials and the methods for analyzing and improving departmental systems.
- Apply legal principles, policies, regulations and standards for the control and use of health information.
- Understand the processes and the use of information technology in the healthcare delivery system.
- Apply knowledge of HIM principles in professional work place setting.

### Admission Requirements

#### Limited Enrollment

To apply for acceptance into the Health Information Technology program, your application file should contain the following:

1. MTC Application for Admission and nonrefundable application fee.
2. American College Test (ACT) scores with a minimum composite score of 18, or successful completion of college-level required program courses with a minimum accumulative grade point average of 2.5 or better.
3. Successful completion of the ACT or Basic Skills Assessment (COMPASS) in reading, writing, and mathematics (algebra).
4. Final high school transcript (or GED results) and college transcripts (if applicable).
5. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
6. Completed Health Information Technology application.
7. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements and policies/procedures for the program is available in the Health Information Technology Handbook.

### Certification

The Health Information Technology Program (HIT) at Marion Technical College has applied for accreditation by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), located at 233 N. Michigan Ave, 21<sup>st</sup> Floor, Chicago, IL 60601-5800. CAHIIM's telephone number is (312) 233-1100. **Once accreditation of the program has been obtained, its graduates will be eligible to sit for the national certification examination for the registered health information technician credential administered by the American Health Information Management Association. After successful completion of this exam, the individual will be a Registered Health Information Technician.** All new HIT programs must complete a standard process to be designated an accredited program.

MTC's program has been granted "Candidacy Status." While this designation is not a guarantee of accreditation, it does indicate that the resource allocation and plan for development of the program appear to demonstrate the ability to meet the CAHIIM Standards for an Educational Program for the Registered Health Information Technician if fully implemented as planned. Now that Candidacy Status has been achieved, MTC may continue to admit students to the program and proceed to the next step toward accreditation.

# Health Information Technology

## Associate of Applied Science Degree

Course No	Course Title	Quarter Credit Hours	Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>				
ENG 1090A	English Composition	4	All	OIS1240 or conc or exam
MSC 1030A	Medical Terminology	4	F,W,Sp	none
OIS 1240A	Computer Applications I	4	All	OIS1200 or TST
SCI 1060A	Basic Anatomy and Physiology	6	F, W, Sp	MSC1030 or concurrent
<i>Term Total</i>		18		
<b>SECOND QUARTER (Winter 2012)</b>				
HIT 1200A	Health Records Management I	2	All	None
HIT 1300A	ICD-9-CM Coding	5	F, W	Department Approval
MSC 1110A	Human Diseases	5	W, Sp	MSC1030A
MSC 1500A	Pharmacology for Allied Health	2	W, Sp	MSC1030A or concurrent
<i>Term Total</i>		14		
<b>THIRD QUARTER (Spring 2012)</b>				
OIS 1250A	Computer Applications II	4	All	None
HIT 1400A	CPT-4 Coding	5	W, Sp	HIT1300A
MLT 2620A	Healthcare Issues: Medical Law and Ethics	1	All	None
MLT 2630A	Healthcare Issues: Medical Professionalism	1	All	None
HIT 1150A	HealthCare Reimbursement	3	Sp	HIT1300A
<i>Term Total</i>		14		
<i>Total Quarter Hrs - 1st year</i>		46		
<b>FOURTH QUARTER (Summer 2012)</b>				
HIT 1500A	Advanced Clinical Classification Systems	4	Su	HIT1400A
HIT 1600A	HIT Professional Practice I	2	Su	Dept Approval
ENG 1160A	Oral Communications	4	All	None
<i>Term Total</i>		10		
<i>Total Quarter Hrs - 2nd year</i>		10		
<b>FIFTH SEMESTER (Fall 2012)</b>				
Course No	Course Title	Semester Credit Hours	Term(s) Offered	Pre-Requisites
HIT 2000	HIT Legal Issues	2	F	HIT1200
HIT 2100	Health Record Management II	4	F	Hit1200
HIT 2300	Health Information Tech Systems	4	F	HIT2100 or conc
MTH 1100	Beginning Algebra	3	All	MTH0990 or BUS1100 or equiv
ENG 1100	English Composition II	3	All	ENG1000
<i>Term Total</i>		16		
<b>SIXTH SEMESTER (Spring 2013)</b>				
HIT 2200	HIT Statistical Analysis	2	Sp	HIT2100
HIT 2400	HIT Quality Assessment	2	Sp	HIT2100
ENG 1200	Business Communications	3	All	ENG1000
PSY 1100	General Psychology	3	All	None
HIT 2500	HIT Professional Practice II	2	Sp	Dept Approval
MGT 1400	Intro to Management	3	All	None
<i>Term Total</i>		15		
<i>Total Quarter Hrs – 1st &amp; 2nd year</i>		56		
<i>Total Semester Hrs - 2nd year</i>			31	

## ALLIED HEALTH TECHNOLOGIES

### Program

#### Medical Laboratory Technology (MLT)

Perform a wide variety of laboratory tests which aids the physician in the diagnosis and treatment of disease. Medical laboratory technicians provide compatible blood components for transfusion, perform chemical analysis of body fluids, classify blood cells and identify microorganisms. May work in hospitals, clinics, industry, research, and independent laboratories.

### Degree

#### Associate of Applied Science

Two-year (seven quarters) full-time degree schedule; mixture of core lab tech, science, and communications; required clinical experience provides professional development in the modern workplace; program can be completed on a part-time basis.

### STUDENT LEARNING OUTCOMES

#### What am I expected to learn?

- collect, process, and analyze biological specimens
- perform analytical tests and methodologies relating to all areas of the clinical laboratory using laboratory equipment and instrumentation
- perform problem solving and troubleshooting techniques for laboratory methodologies
- Correlate laboratory test results with patient diagnosis and treatment
- perform quality assessment within the clinical laboratory; recognize factors which interfere with analytical tests and take appropriate actions
- Demonstrate the technical training sufficient to orient new employees within the clinical laboratory
- demonstrate professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public
- apply basic scientific principles in learning new techniques and procedures
- utilize computer technology applications to interact with computerized instruments and laboratory information systems
- demonstrate proficient knowledge of computer software as it applies to document production, spreadsheets, and presentations
- demonstrate knowledge of infection control and safety practices, and follow established guidelines and regulations
- demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment
- pursue certification and continued professional development
- perform mathematical calculations related to all areas of the clinical laboratory

### Admission

#### Limited Enrollment

To apply for acceptance into the Medical Laboratory Technology Program, your application file should contain the following:

1. MTC Application for Admission and nonrefundable application fee.
2. American College Test (ACT) scores with a minimum composite score of 18, or successful completion of college-level required program courses with a minimum accumulative grade point average of 2.5 or better.
3. Successful completion of the ACT or Basic Skills Assessment (COMPASS) in reading, writing, and mathematics (algebra).
4. Final high school transcript (or GED results) and college transcripts (if applicable). Your high school/college courses should include successful completion of biology, chemistry, and algebra.
5. Minimum of four (4) hours of laboratory observation documented by a completed Laboratory Observation form.
6. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
7. Completed Medical Laboratory Technology application.
8. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements, policies, and procedures for the program is available in the Medical Sciences Student Handbook.

### Certification

Students who complete MTC's Medical Laboratory Technology major are eligible to sit for the certification exam offered by the American Society of Clinical Pathologists (ASCP, 33 West Monroe, suite 1600, Chicago, IL 60603, 312-541-4999, [www.ascp.org](http://www.ascp.org)). The credential awarded upon successful completion of the exam is MLT (ASCP).

### Essential Functions of the Medical Sciences Student

In the Medical Sciences programs, certain intellectual/conceptual, behavioral/social, and motor/physical requirements are necessary for the student to meet the technical standards of the clinical courses. Please refer to a complete listing of these Essential Functions in the Medical Sciences Student Handbook which can be obtained at [www.mtc.edu/Health/MedLabTech/MedLabTech.html](http://www.mtc.edu/Health/MedLabTech/MedLabTech.html) or from the Medical Sciences Administrative Assistant. If you have any concerns regarding your ability to perform the Essential Functions, please contact MTC's Medical Sciences area at **740.389.4636** to speak with an advisor.

# Medical Laboratory Technology

Associate of Applied Science Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
BIO 1000A	Biology	5		F, Sp	SCI1010A or Dept Approval
HLT 1000A	Health Terminology I	1		All	None
MLT 1300A	Basic Medical Laboratory Techniques	3		F	MLT Major only
MLT 2400A	Body Fluids	3		F	MLT Major only
MTH 1110B	Beginning Algebra	4		F, W, Sp	MTH0990A or BUS1100A or equivalent
<i>Term Total</i>		16			
<b>SECOND QUARTER (Winter 2012)</b>					
CHM 1000A	General and Biological Chemistry	5		F,W	SCI1010A or Dept Approval
HLT 1010A	Health Terminology II	1		All	HLT1000A
MLT 1310A	Phlebotomy	3		F, W, Sp	Dept Approval
MLT 2500A	Hematology/Coagulation	8		W	MLT2400A
<i>Term Total</i>		17			
<b>THIRD QUARTER (Spring 2012)</b>					
MLT 1700A	Clinical Chemistry	8		Sp	MLT2500A
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
SCI 1130A	Microbiology	6		Sp	SCI1120A or Dept Approval
<i>Term Total</i>		18			
<i>Total Quarter Hrs - 1st year</i>		51			
<b>FOURTH QUARTER (Summer 2012)</b>					
ENG 1090A	English Composition I	4		All	OIS1240A or concurrent or exam
ENG 1160A	Oral Communications	4		All	None
MLT 2620A	Healthcare Issues: Medical Professionalism	1		All	None
MLT 2630A	Healthcare Issues: Medical Law & Ethics	1		All	None
PSY 1120A	Psychology	5		All	None
<i>Term Total</i>		15			
<i>Total Quarter Hrs - 2nd year</i>		15			
<b>FIFTH SEMESTER (Fall 2012)</b>					
Course No			Semester Credit Hours	Term(s) Offered	Pre-Requisites
ENG 1100	English Composition II		3	All	ENG1090
MLT 2010	Immunology		2	F	MLT1040 or MLT 2500A
MLT 2020	Immunochemistry		4	F	MLT1040 or MLT 2500A
MLT 2030	Clinical Microbiology		4	F	MLT1040 or MLT 2500A
PSY 2100	Human Growth & Development		3	All	PSY1100
<i>Term Total</i>			16		
<b>SIXTH SEMESTER (Spring 2013)</b>					
HUM 1200	Critical Thinking		1	F, Sp	None
MLT 2080	MLT Case Studies		2	Sp	Dept Approval
MLT 2090	MLT Clinical Experience and Seminar		10	Sp	Dept Approval
<i>Term Total</i>			13		
<i>Total Quarter Hrs – 1st &amp; 2nd year</i>			66		
<i>Total Semester Hrs - 2nd year</i>				29	

## ALLIED HEALTH TECHNOLOGIES

### Program - Occupational Therapy Assistant (OTA)

Occupational Therapy Assistants treat clients of any age using purposeful activities and meaningful occupations to regain skills needed for independent, satisfactory and productive living. Under the supervision of an Occupational Therapist, an OTA can treat clients with cognitive, physical, emotional and/or developmental disabilities in a variety of settings.

### Degree - Associate of Applied Science

Two-year, full-time degree schedule; mixture of core technical courses along with science, health terminology, psychology, computer, and general education classes; required clinical experiences provide professional development in the workplace.

### STUDENT LEARNING OUTCOMES - What am I expected to learn?

- demonstrate basic clinical, problem solving and critical thinking skills essential to client-centered occupational therapy practice.
- internalize the importance of fundamental skills and knowledge in the field and the entry-level competencies crucial to the occupational therapy assistant upon completion of the program.
- learn the philosophy of occupational therapy and that occupation is a powerful medium that is an organizing force in human life and can also be used to promote health and well-being.
- examine performance of occupations in the areas of activities of daily living, instrumental activities of daily living, education, work, play, leisure and social participation.
- select and apply appropriate occupational therapy theories and frames of reference as a foundation for assessment and intervention processes in classroom and fieldwork settings.
- select and apply appropriate concepts of occupational therapy to enhance client participation in a variety of contexts through the adaptation of the environment, the modification of the task, or the treatment of the person.
- internalize the occupational therapy processes necessary to provide effective intervention strategies and quality services to a diverse population across the span of practice settings for an occupational therapy assistant.
- demonstrate the ability to use screening tools and to use appropriate occupations, tasks and activities to promote and restore health in a wide variety of service delivery systems in classroom and fieldwork settings.
- internalize the distinct roles and responsibilities of the occupational therapist and the occupational therapy assistant in the supervisory process.
- internalize the standards, ethics and professional behaviors of an occupational therapy assistant upon completion of the program.
- internalize the value of lifelong learning, professional development and research to continuously improve the skill set of the individual and best practices within the occupational therapy profession.

### Admission - Limited Enrollment

To apply for acceptance into the Occupational Therapy Assistant (OTA) Program, your application file should contain the following:

1. American College Test (ACT) composite score of 19 or higher.
2. Basic computer skills prior to admission to the program. This can be satisfied through successful completion of the MTC Technology Skills test.
3. A minimum overall 2.75 grade point average (GPA).
4. A 20-hour documented observation experience with an OTR/L or a COTA.
5. A personal essay describing your interests in occupational therapy and your goals related to a career as an occupational therapy assistant.

6. Successful completion of four years of high school, or a standard equivalency test, or certification of equivalent education by an organization recognized by the U.S. Department of Education.
7. Completion of all MTC general admission requirements, including [MTC Application for Admission](#) and nonrefundable application fee.
8. **Submission of the [Occupational Therapy Assistant Program Application](#).**

### After Admission to the Program:

9. Students admitted into the program are required to obtain current basic cardiopulmonary resuscitation qualifications from the American Heart Association (BLS, Health Care Provider, CPR), American Red Cross (infant, child, and adult CPR; choking victim; AED), or American Safety & Health Institute (Professional level/AED). Must be maintained through to graduation.
10. Students admitted into the program are required to submit to a criminal background check facilitated by the Ohio Bureau of Criminal Investigation and Identification. Students with certain felony, misdemeanor, or drug-related arrests as specified in Senate Bill 38 and House Bill 160 will be ineligible for admission into the program.
11. Students admitted into the program must submit a satisfactory medical examination from a physician to include specified laboratory tests, immunizations and drug screen. Validation of this requirement must be received by the OTA Program Academic Fieldwork Coordinator.

If required, College Foundation courses are available to help you meet any specialized program admission requirements. A complete listing of all requirements and policies/procedures for the program is available in the Medical Sciences Student Handbook.

### Certification

The Occupational Therapy Assistant Program (OTA) at Marion Technical College has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. **Once accreditation of the program has been obtained, its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA).** In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. All new OTA programs must complete a standard process to be designated an accredited program.

MTC's OTA program has been granted "Developing Program Status". While this designation is not a guarantee of accreditation, it does indicate that the resource allocation and plan for development of the program appear to demonstrate the ability to meet the ACOTE Standards for an Educational Program for the Occupational Therapy Assistant if fully implemented as planned. Now that Developing Program Status has been achieved, MTC may admit students to the program and proceed to the next step toward accreditation.

# Occupational Therapy Assistant

## Associate of Applied Science Degree

Course No	Course Title	Quarter Credit Hours	Term(s) Offered	Pre-Requisites	
<b>FIRST QUARTER (Fall 2011)</b>					
OTA 1010A	Conceptual Foundations of OT	4	F	OTA Major only	
OTA 1020A	Fundamental Skills for the OTA	4	F	OTA Major only	
PSY 1120A	General Psychology	5	All	None	
MTH 1015A	Basic Algebra	2	All	COMPASS/MTH0990 A/ BUS1100A	
SCI 1110A	Anatomy & Physiology I	6	Su, F	SCI1010A or equivalent	
<i>Term Total</i>		21			
<b>SECOND QUARTER (Winter 2012)</b>					
PSY 1130A	Human Growth & Development	5	All	PSY1120A	
OTA 2060	Neural Plasticity and Occupational Performance	4	W	OTA1020A	
HLT 1000A	Health Terminology I	1	W	None	
HLT 1010A	Health Terminology II	1	W	None	
OTA 2010A	The Child & Occupational Performance	4	W	OTA1020A	
SCI 1120A	Anatomy & Physiology II	6	All	SCI1110A	
<i>Term Total</i>		21			
<b>THIRD QUARTER (Spring 2012)</b>					
OTA 1530A	OTA Functional Anatomy (PTA 1103)	4	Sp	OTA1020A	
OIS 1240A	Computer Applications I	4	All	Placement	
OTA 2040A	Biomechanical Interventions & Occupational Performance (PTA 1105)	4	Sp	OTA1020A	
HSS 1400A	Abnormal Psychology	4	Sp	None	
<i>Term Total</i>		16			
<i>Total Quarter Hrs - 1st year</i>		58			
<b>FOURTH QUARTER (Summer 2012)</b>					
SOC 1220A	Sociology	5	All	NONE	
OTA 1111A	Directed Clinical Practice Level I & Seminar	4	Sp	OTA2040A	
<i>Term Total</i>		5			
<i>Total Quarter Hrs - 2nd year</i>		9			
<b>Course No</b>	<b>FIFTH SEMESTER (Fall 2012)</b>		<b>Semester Credit Hours</b>	<b>Term(s) Offered</b>	<b>Pre-Requisites</b>
OTA 2030A	Psychosocial Interventions & Occupational Performance		2	F	OTA1111A
OTA 2020	Physical Disabilities & Occupational Performance		4	F	OTA1111A
OTA 2050	The Elderly & Occupational Performance		1	F	OTA1111A
ENG 1090	English Composition I		3	All	OIS1240A/EXAM
OTA 2510	Clinical Conditions in OT (PTA 2211)		2	F	OTA 1111A
<i>Term Total</i>			12		
<b>SIXTH SEMESTER (Spring 2013)</b>					
OTA 2111	Directed Clinical Practice/LEVEL IIA		3	Sp	OTA 2020
OTA 2112	Directed Clinical Practice/LEVEL IIB		3	Sp	OTA 2020
OTA 1040	Professionalism, Ethics & Mgmt for the OTA		1	Sp	OTA2020
ENG 1100	English Composition II		3	All	ENG1000
<i>Term Total</i>			10		
<i>Total Quarter Hrs - 1st &amp; 2nd year</i>			67		
<i>Total Semester Hrs - 2nd year</i>				22	

## ALLIED HEALTH TECHNOLOGIES

### Program - Physical Therapist Assistant (PTA)

Under the direct supervision of a licensed Physical Therapist, facilitate patient treatment plans that address various limitations stemming from illness and/or injury; educate patients about the various treatment modalities; motivate clients as part of their "recovery team."

### Degree - Associate of Applied Science

Two-year full-time degree schedule; mixture of core technical courses along with science, health terminology, computer, and general education classes. PTA students complete varied clinical experiences. Program graduates are eligible to take the National Physical Therapy Examination (NPTE) of the Federation of State Boards of Physical Therapy (FSBPT) to become licensed as a Physical Therapist Assistant (PTA). Licensed PTAs have a wide variety of employment opportunities.

### STUDENT LEARNING OUTCOMES - What am I expected to learn?

- demonstrate the knowledge and skills necessary to provide service/care appropriate to the age of the patients served
- perform selected measurement procedures in consultation with the evaluating Physical Therapist (PT)
- use appropriate modalities that include but are not limited to heat, cold, light, water, sound, and electricity, as well as therapeutic exercise and exercise equipment
- modify or adjust treatment within the limits of the plan of care based on the patient's reactions, and seek guidance when necessary
- complete any and all required written documentation accurately and legibly
- recognize abnormal physiological changes and report them to the evaluating therapist and other appropriate personnel
- maintain working knowledge of applicable federal, state, and local laws and regulations regarding the profession

### Admission - Limited Enrollment

1. Successful completion of four years of high school, or a standard equivalency test, or certification of equivalent education by an organization recognized by the U.S. Department of Education.
2. Minimum grade point average of 2.5 (on 4.0 scale) or equivalent from either high school or college. If a college GPA is used to meet this requirement, it must be based upon a minimum of 12 quarter hours or 8 semester hours earned at one institution.
3. Completion of high school or college algebra, chemistry, and biology with a minimum grade of "C" or equivalent college foundation courses (MTC's Principles of Biology and Chemistry - SCI1010A and Pre-Algebra - MTH0990A).
4. Submission of a total of **TWO (2) Physical Therapy Observation Verification and Recommendation Forms** reflecting a **total of 50** or more clinical hours completed under the supervision of a licensed Physical Therapist (PT) or licensed Physical Therapist Assistant (PTA). (The Observation Verification and Recommendation forms must be signed by a supervising licensed PT or PTA).
5. Submission of the Physical Therapist Assistant Program Application including a signed copy of the MTC Allied Health Programs Agreement to Respect Confidentiality form.
6. Completion of all MTC general admission requirements, including MTC Application for Admission and nonrefundable application fee.
7. Completion of successful criminal background check. Students admitted into the program are required to submit to a criminal background check facilitated by the Ohio Bureau of Criminal Investigation and Identification. Students with certain felony, misdemeanor, or drug-related arrests as specified in Senate Bill 38 and House Bill 160 will be ineligible for admission into the program.
8. The COMPASS (Basic Skills Assessment) may be required, as might the Technology Skills Test. The COMPASS may be taken in the Student Resource Center at Marion Technical College. Students who obtain scores lower than established minimums on the COMPASS must successfully complete the corresponding College foundation course (i.e. for English, ENG0990B- Preparation for

College Writing). Students with college credit in these areas may have the COMPASS waived by the Director of the Physical Therapist Assistant program. Contact the PTA program director to determine if this testing is required in your particular situation.

9. It is recommended that candidates complete the American College Test (ACT) and indicate on the test application that scores be submitted to MTC. The ACT should be completed far enough in advance to ensure that test scores reach MTC prior to the PTA program application deadline. It is also recommended that candidates complete some required coursework in advance of application when possible. Recommended classes include Anatomy and Physiology I (SCI1110A) and II (SCI1120A), and Basic Algebra (MTH1015A).
10. Transfer credit from other colleges will be evaluated after receipt of official transcripts.

Once new applicants have met the MTC requirements to qualify for admission to the PTA program, an admission point system will be used to admit each year's class. Class size is limited to the 24 candidates having the highest admission point totals.

Please note that the PTA program at MTC reserves the right to make additions or changes to the admission criteria. It is recommended that you contact the PTA program staff for the most recent admission criteria and application before applying. **Only completed applications submitted by the application deadline will be considered.** It is the applicants' responsibility to provide all documentation to the PTA program prior to the application deadline. Applicants will be notified of their status in the program by mail approximately 3 weeks after the application deadline. Applicants who are not selected into the program, but would like to be considered for a future class, will be required to complete a new program application.

### Drug Screening

Students admitted into the PTA program will be required to submit to a drug screening prior to their clinical rotation. Positive drug screenings will result in forfeiture of the clinical rotation and dismissal from any course with a laboratory component. All PTA students may be subject to random drug screens for cause during the program. Any student who refuses/fails to cooperate, or complete any required drug screening will be considered "positive" and dismissed from the program.

**Licensure:** Upon completion of the MTC PTA program graduates will be eligible to apply for licensure by examination. Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI). The BCI and FBI records checks are both required for initial licensure. By law, the Board cannot complete the processing of any application until it receives the background check reports from BCI and FBI. The graduate is responsible for the cost of the BCI and FBI records checks. The Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board may refuse to grant a license to any individual with a felony conviction, including but not limited to the habitual indulgence in or use of a controlled substance, other habit-forming drugs, or alcohol. More information can be obtained from the Ohio Revised Code - see the PTA program director for details.

# Physical Therapist Assistant

## Associate of Applied Science Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
PTA 1000A	Physical Properties In Rehabilitation	4		F	PTA Major
PTA 1010A	Introduction to Physical Therapy	4		F	PTA Major
MTH 1015A*	Basic Algebra	2		All	COMPASS or MTH0990A or BUS1100A
HLT 1000A	Health Terminology I	1		All	None
HLT 1010A	Health Terminology II	1		All	HLT1000A or concurrent
SCI 1110A*	Anatomy & Physiology I	6		Su, F	SCI1010A or equivalent
<i>Term Total</i>		18			
<b>SECOND QUARTER (Winter 2012)</b>					
PTA 1020A	Therapeutic Procedures & Modalities I	4		W	PTA1000A, PTA1010A, & SCI1110A
ENG 1090A*	English Composition I	4		All	OIS1240A or concurrent or exam
SCI 1120A*	Anatomy & Physiology II	6		W	SCI1110A
OIS 0000**	Computer Elective(s)	4		All	See specific course listings **
<i>Term Total</i>		18			
<b>THIRD QUARTER (Spring 2012)</b>					
PTA 1030A	PTA Functional Anatomy	4		Sp	PTA1020A and SCI1120A
PTA 1040A	Therapeutic Exercise	4		Sp	PTA1020A and SCI1120A
PTA 1050A	PTA Kinesiology	4		Sp	PTA1020A and SCI1120A
PSY 1120A*	General Psychology	5		All	None
ENG 1100A	English Composition II	2		All	ENG1090A
<i>Term Total</i>		19			
<i>Total Quarter Hrs - 1st year</i>		55			
<b>FOURTH QUARTER (Summer 2012)</b>					
PTA 2100A	Directed Clinical Practice I	4		Su	PTA1030A, PTA1040A, PTA1050A, and concurrent in PTA2150A
PTA 2150A	PTA Seminar I	1		Su	PTA1030A, PTA1040A, PTA1050A, and concurrent in PTA2100A
PSY 1130A*	Human Growth & Development	5		All	PSY1120A
<i>Term Total</i>		10			
<i>Total Quarter Hrs - 2nd year</i>		10			
<b>FIFTH SEMESTER (Fall 2012)</b>					
Course No	Course Title		Semester Credit Hours	Term(s) Offered	Pre-Requisites
PTA 2211	PTA Pathophysiology (conv)		3	F	PTA2100A and PTA2150A
PTA 2222	Therapeutic Procedures & Modalities II (conv)		3	F	PTA2100A and PTA2150A
PTA 2233	Rehabilitation for Specific Populations (conv)		3	F	PTA2100A and PTA2150A
PTA 2244	Neurological Rehabilitation (conv)		3	F	PTA2100A and PTA2150A
GES 0000#	General Studies Elective		3	All	None
<i>Term Total</i>			15		
<b>SIXTH SEMESTER (Spring 2013)</b>					
PTA 2301	Directed Clinical Practice/Practicum II		3	Sp	PTA 2211, PTA 2222, PTA 2233, PT2244 and concurrent in PTA 2302 and PTA 2305
PTA 2302	Directed Clinical Practice/Practicum III		3	Sp	PTA 2211, PTA 2222, PTA 2233, PT2244 and concurrent in PTA 2301 and 2305
PTA 2305	PTA Seminar II and III		3	Sp	PTA 2211, PTA 2222, PTA 2233, PT2244 and concurrent in PTA 2301 and PTA 2302
GES 0000#	General Studies Elective		3	All	None
<i>Term Total</i>			12		
<i>Total Quarter Hrs -1st &amp; 2nd year</i>			65		
<i>Total Semester Hrs - 2nd year</i>			27		

☛ CGC's: Com-1=ENG1100A; Com-2=PTA2211; Math= MTH1015A; IP & PSDM=PTA2302; IT=OIS0000.

\* Credit may be earned for designated courses through credit-by-exam.

\*\* Acceptable computer electives: OIS1240A, OIS1250A, OIS1260A, OIS1320A, OIS1340A, and OIS1360A.

# See your academic advisor for suggested courses.

## ALLIED HEALTH TECHNOLOGIES

### Program

#### School of Radiography

Produce x-ray images to help in the diagnosis of injury and disease; position patients for accurate imaging; administer special agents that produce greater contrast in biological tissues and structures; maintain strict standards for safety and quality control.

### Degree

#### Associate of Applied Science

Two-year (eight quarters) full-time degree schedule; mixture of core technical and science courses along with basic communications classes; program can be completed on a part-time basis.

### Admission

#### Limited Enrollment

To qualify for MTC's School of Radiography, applicants must have:

1. Fulfilled all MTC general admission requirements, and submitted both the School of Radiography Application and the non-academic standards form.
2. Successfully completed high school or certification of equivalent education by an organization recognized by the U.S. Department of Education. Acceptance into the Radiography program is contingent upon receipt of official final high school transcript with posted graduation date or passing GED results.
3. Earned an accumulated grade point average (GPA) of 2.5 (4.0 scale) in high school or GED examination equivalent, or completed a minimum of 12 quarter hours (or equivalent) of college credit with an accumulative GPA of 2.5.
4. Taken high school algebra, biology, and chemistry, or successful completion equivalent college coursework (MTC's Principles of Biology and Chemistry - SCI 1010 and/or Pre-Algebra - MTH 0990).
5. Successful completion of MSC 1030 (Medical Terminology) or equivalent college course work with a minimum grade of "C" prior to admission (credit may be earned by credit by exam).
6. Completed COMPASS academic placement testing or ACT with the following minimum scores:
  - a. **score of 69** on the Writing Skills Assessment or an ACT score of 18. If score is below 69, student must earn a satisfactory (S) grade in Preparation for College Writing (ENG 0990).
  - b. **score of 41** on Algebra Assessment or an ACT score of 19. Please note ACT/COMPASS shelf-life on the Math portion two (2) years. If score is below 41, student must earn a satisfactory (S) grade in Pre-Algebra (MTH 0990).
  - c. **score of 78** on the Reading Assessment or an ACT score of 18. If score is below 78, student must earn a satisfactory (S) grade in Reading Enrichment I (ENG 0965).
7. Reached 18 years of age by the end of the calendar year in which you are seeking admission into Radiography technical courses.

8. Completed a physical examination and all diagnostic screenings (with results on file) prior to entering the first Radiography clinical course.
9. Observed in an imaging department a minimum of Fifty) hours@ three different clinical sites and a submitted an "Observation Validation" form. (Form is available on web site under school of radiography)
10. If applicable, current MTC students seeking Radiography admission must have a minimum 2.5 GPA.
11. Transfer students to MTC must qualify in accordance with current Radiography program admission criteria.

- Students will be admitted into the Radiography program based upon an admission point system, whereby the most qualified applicants are considered based upon highest point totals.
- The number of approved clinical education facilities and student-teacher ratios limits the number of students admitted to the program.
- See MTC website at <http://www.mtc.edu/Health/Radiography.html> for further details.
- Admission is contingent upon successful completion of background check and drug screen.
- It is the applicant's responsibility to provide all additional documentation to the School of Radiography prior to the application deadline (i.e., additional transcripts with updated GPAs and coursework, additional observation hours, etc.)
- Only completed applications submitted by the application deadline will be considered.
- Applicants will be notified of their status in the program by mail approximately 4-6 weeks after the application deadline.
- Applicants who are not selected into the program, but would like to be considered for a future class, will need to complete another program application.

### Certification

Program graduates are eligible to take the National Registry Examination, offered by the American Registry of Radiologic Technologists (ARRT). The ARRT Board reserves the right to deny admission to the ARRT examination if an individual has been convicted of a crime, including a felony, gross misdemeanor, misdemeanor, or drug-related arrest. Clinical sites as well as potential employers may require drug screens and criminal background investigations.

# Radiography Technology

Associate of Applied Science Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Summer 2011)</b>					
RAD 1000A	Intro to Radiologic Technology	4		Su	Major only
OIS 1240A	Computer Applications I	4		All	OIS 1200 OR TST
MTH 1110B	Beginning Algebra	4		F, W, Sp	MTH 099 or BUS1100 or equivalent
<i>Term Total</i>		12			
<b>SECOND QUARTER (Fall 2011)</b>					
RAD 1010A	Methods of Patient Care	3		F	RAD 1000
RAD 1020A	Radiographic Positioning & Proc I	5		F	RAD 1000
RAD 1100A	Radiologic Technology Clinical I	3		F	RAD 1000
SCI 1110A	Anatomy & Physiology I	6		F, Su	SCI 1010 or equivalent
<i>Term Total</i>		17			
<b>THIRD QUARTER (Winter 2012)</b>					
RAD 1030A	Radiographic Positioning & Procedures II	5		W	RAD 1020
RAD 1200A	Radiologic Technology Clinical II	2		W	RAD 1100
PHY 1240A	Principles of Electricity & Magnetism	2		F,W	None
SCI 1120A	Anatomy & Physiology II	6		W	SCI 1110
<i>Term Total</i>		15			
<b>FOURTH QUARTER (Spring 2012)</b>					
RAD 1040A	Radiographic Positioning & Procedures III	5		Sp	RAD 1030
RAD 1060A	Principles of Radiographic Exposure	5		Sp	Major only
RAD 1050A	Radiation Physics	2		Sp	Phy1240
RAD 1300A	Radiologic Technology Clinical III	3		Sp	RAD 1200
<i>Term Total</i>		15			
<i>Total Quarter Hrs - 1st year</i>		59			
<b>FIFTH QUARTER (Summer 2012)</b>					
RAD 2100A	Radiologic Technology Clinical IV	1		Su	RAD 1300
ENG 1000A	English Composition I	4		All	OIS 1240A or conc or exam
ENG 1400A	Oral Communications	3		All	None
<i>Term Total</i>		8			
<i>Total Quarter Hrs - 2nd year</i>		8			
Course No	<b>SIXTH SEMESTER (Fall 2012)</b>		Semester Credit Hours	Term(s) Offered	Pre-Requisites
RAD 2040	Advanced Imaging Procedures		2	F	RAD 1040
RAD 2020	Imaging Equipment		1	F	RAD 1050
ENG 1100	English Composition II		2	All	ENG 1000
HSS 2020	Ethnic and Cultural Diversity		3	All	None
RAD 2100	Radiographic Technology Clinical V		1	F	RAD 2100A
<i>Term Total</i>			9		
<b>SEVENTH SEMESTER (Spring 2013)</b>					
RAD 2030	Principles of Radiobiology		1	Sp	Major Only
RAD 2050	Radiographic Pathology		1	Sp	Major Only
RAD 2060	Radiographic Review		1	Sp	Major Only
RAD 2200	Radiographic Technology Clinical VI		1	Sp	RAD 2300
SCI 2000	Advanced Human Physiology		4	Sp	SCI 1200
<i>Term Total</i>			8		
<i>Total Quarter Hrs - 1st &amp; 2nd year</i>			67		
<i>Total Semester Hrs - 2nd year</i>				17	

## ALLIED HEALTH TECHNOLOGIES

### Program

#### Respiratory Care Program

##### Consortium Program with Rhodes State College

Provide respiratory care for patients with heart and lung disorders, under the direction of licensed physicians. The scope of practice includes general care, neonatal critical care, pediatric critical care, adult trauma care, diagnostic testing, rehabilitation, home care, education and research.

### Degree

#### Associate of Applied Science

This two-year associate degree program is a blend of core Respiratory Care technical courses from Rhodes State College, General education courses at Marion Technical College, and clinical experiences close to home at a health care institution within the Marion Technical College region.

The Rhodes State College Respiratory Care program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

#### Courses for transfer from Marion Technical College

BUS1150A	Statistics
SCI1110A	Anatomy & Physiology I
CHM1000A	General & Biological Chemistry
SCI1120A	Anatomy & Physiology II
ENG1090A	English Composition I
SCI1130A	Microbiology
ENG1100A	English Composition II
SOC1220A	Sociology
PSY1120A	General Psychology
MSC1030A	Medical Terminology
MSC1500A	Pharmacology for Allied Health

### Admission

#### Limited Enrollment

To apply for acceptance into the Respiratory Care program, your application file should contain the following:

1. American College Test (ACT) composite score of 21 or higher; individual test scores of 20 or higher in mathematics and natural science; 18 or higher in English and social science or other appropriate test scores/developmental coursework.
2. A minimum 2.5 accumulative grade point average (GPA) for any previous college course work at the time of selection and matriculation.
3. Must have basic computer skills prior to admission to the program. This can be satisfied through successful completion of the Technology Skills Test.
4. Meeting with MTC's Dean of Allied Health.

Requirements 5 and 6 must be met by the time of enrollment in the first Respiratory Care course.

5. 16-hour observation with a respiratory care practitioner in a hospital of the applicant's choice.
6. A satisfactory interview with the Respiratory Care program chairman or director of clinical education at Rhodes State Community College.

Requirements 7 and 8 must be met by the time of enrollment in the first Respiratory Care Clinical course.

7. Results of a physical examination including laboratory tests and completion of required immunizations before actual clinical course work can be started. The Respiratory Care program also has technical standards for which all students must be capable. These standards specify skills necessary to participate in learning activities and professional practice. For additional information on the technical standards, please go to <http://www.mtc.edu/Health/Respiratory.html>
8. Successful completion of an American Heart Association, BLS, Health Care Provider, CPR course prior to clinical course work. Must be maintained through graduation.
9. To meet the expanding requirements of our clinical affiliates, students will be required to submit to drug screening prior to enrollment in the first clinical course (RES-140). Positive drug screens will result in dismissal from all clinical courses and consequently from the program. In addition to screening, all students in clinical courses are subject to random and for cause drug screens for the duration of the Respiratory Care program.
10. A Limited Permit from the Ohio Respiratory Care Board must be obtained. This process includes a criminal background check. The Limited Permit must be maintained throughout to graduation.

If required, college foundation courses are available to help you meet any specialized program admission requirements. A complete listing of all requirements is available at [www.ohioalliedhealth.com](http://www.ohioalliedhealth.com).

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## ALLIED HEALTH TECHNOLOGIES

### Program

#### Medical Assistant

Assist in patient care management under the direction of a physician. Perform a broad range of clinical and administrative functions within a medical office or clinic. Completion of a degree prepares the graduate for managerial responsibilities.

### Degree

#### Associate of Technical Study

Two-year (seven quarters) full-time degree schedule; mixture of business, communications, management, health applications, and office information technology courses; includes field experience practicum.

### STUDENT LEARNING OUTCOMES

#### What am I expected to learn?

- Communicate effectively with patients, physicians, and co-workers
- Serve as a liaison between the physician and others
- Demonstrate competent written and medical terminology skills
- Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software. Educate patients in general office policies and instruct individuals according to their needs.
- Perform clinical duties such as basic first aid and CPR, applying principles of aseptic techniques and infection control, taking vitals and patient histories, collecting and processing specimens, performing CLIA-waived testing, performing patient screening, preparing patient and assisting with procedures and exams, administering medications, and performing electrocardiograms.
- Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting, performing within legal and ethical boundaries, and applying HIPAA rules in maintaining confidentiality and release of information.
- Manage the facilities, equipment, and inventory of a medical office, while maintaining the highest levels of safety and efficiency
- Manage practice finances including bookkeeping, accounts receivable, adjustments, and banking,
- Demonstrate proficient knowledge of computer software as it applies to document production, spreadsheets, and databases
- Perform dosage and mathematical calculations related to the medical office environment
- Code, classify, and index diagnoses and procedures for reimbursement by Medicare, Medicaid, and medical insurances using ICD-9-CM and CPT-4 coding.
- Recognize and problem solve situations related to the medical office environment
- Perform in a safe manner that minimizes risk to patients, self, and others
- Demonstrate professional interpersonal, oral, and written communication skills
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment

### Admission

#### Limited Enrollment

To apply for acceptance into the Medical Assistant ATS program, your application file should contain:

1. MTC Application for Admission (and nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable). Your high school/college courses should include successful completion of algebra.
3. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the ACT or Basic Skills Assessment (COMPASS) in reading, writing, and mathematics (algebra).
5. Completed Medical Assistant ATS Program application.
6. Completion of successful criminal background check

If required, College Foundation courses are available to help you meet any specialized program admission requirements. A complete listing of all requirements and policies/procedures for the program is available in the Medical Sciences Student Handbook.

### Certification

Students who complete MTC's Medical Assistant Associate of Technical Studies major are eligible to sit for the certification exam offered by the American Association of Medical Assistants (AAMA, 20 North Wacker Drive, Suite 1575, Chicago, IL 60606, 312-899-1500, [www.aama-ntl.org](http://www.aama-ntl.org)). The credential awarded upon successful completion of the exam is the CMA (Certified Medical Assistant). Convicted felons or individuals pleading guilty to a felony are not eligible to sit for the Medical Assisting certification exam unless the Certifying Board (CB) grants a waiver based on accepted mitigating circumstances.

# Medical Assistant

## Associate of Technical Studies Degree

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>					
MAS 1010A	Medical Assisting Clinical Procedures I	4		F	MA Major only
MLT 2620A	Healthcare Issues: Medical Professionalism	1		All	None
MSC 1030A	Medical Terminology	4		F, W, Sp	None
MSC 1185A	Medical Office Procedures	5		F, Sp	Dept Approval
OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
<i>Term Total</i>		18			
<b>SECOND QUARTER (Winter 2012)</b>					
ENG 1090A	English Composition I	4		All	OIS1240A or concurrent or examination
MAS 1025A	Medical Assisting Clinical Procedures II	5		W	MAS1010A
MAS 1040A	Electronic Health Records for the Medical Assistant	2		W	MSC1185A
MLT 2630A	Healthcare Issues: Medical Law & Ethics	1		All	None
SCI 1060A	Basic Anatomy & Physiology	6		F, W, Sp	MSC1020A or MSC1030A or concurrent
<i>Term Total</i>		18			
<b>THIRD QUARTER (Spring 2012)</b>					
MAS 1030A	Medical Assisting Clinical Procedures III	5		Sp	MAS1025A
MLT 1310A	Phlebotomy	3		F, W, Sp	Dept Approval
MSC 1140A	Medical Insurance & Billing	4		Sp	MSC1185A
MSC 1500A	Pharmacology for Allied Health	2		F, W, Sp	MSC1120A or MSC1130A
NUR 1120A	CPR for Healthcare Professionals	1		All	None
OIS 1250A	Computer Applications II	4		W, Sp	OIS1240A
<i>Term Total</i>		19			
<i>Total Quarter Hrs - 1st year</i>		55			
<b>FOURTH QUARTER (Summer 2012)</b>					
ALH 1150A	Healthcare Issues: Patient Communications	1		All	None
ENG 1100A	English Composition II	2		All	ENG1090A
MAS 1060A	Medical Assisting Issues & Review	1		Su	Dept Approval
MAS 1070A	Medical Assisting Practicum	4		Su	Dept Approval
MSC 1110A	Human Diseases	5		W, Sp, Su	MSC1010A or MSC1020A or MSC1030A
<i>Term Total</i>		13			
<i>Total Quarter Hrs - 2nd year</i>		13			
<b>FIFTH SEMESTER (Fall 2012)</b>					
Course No			Semester Credit Hours	Term(s) Offered	Pre-Requisites
ACC 1400	Financial Accounting		4	F	MTH0970 or MTH0980
ENG 1200	Business Communications		3	All	ENG1090 or ENG1000
ENG 1400	Oral Communications		3	All	None
HIT 1100	Introduction to Health Records and Clinical Documentation Standards		2	All	None
MGT 2210	Human Resource Management		3	F	None
<i>Term Total</i>			15		
<b>SIXTH SEMESTER (Spring 2013)</b>					
HIT 1150	Healthcare Reimbursement		2	Sp	HIT1200
HIT 1300	Clinical Classifications		6	F, Sp	Dept Approval
HSS2020	Ethnic and Cultural Diversity		3	F, Sp	None
MTH 1000	Basic Algebra		1	All	MTH0990
OIS 1500	Web Page Authoring I		3	Sp	OIS1240
<i>Term Total</i>			15		
<i>Total Quarter Hrs - 1st &amp; 2nd year</i>		68			
<i>Total Semester Hrs - 2nd year</i>			30		

## ALLIED HEALTH TECHNOLOGIES

### Program

#### Pharmacy Technology

Receive and fill prescriptions requests for patients under the supervision of a licensed pharmacist. Performs other duties in the daily operation of the pharmacy including preparing insurance claim forms; maintaining patient profiles, completing cash register transactions, and inventory.

### Degree

#### Associate of Technical Study

Two-year (seven quarters) full-time degree schedule; mixture of communications, mathematics, science, health applications, and office information technology courses; includes field experience practicum.

Students within the pharmacy technology program may choose to complete an Associate of Science degree instead of the Associate of Technical Studies. For more information about this opportunity, go to [www.mtc.edu/programs/index.html](http://www.mtc.edu/programs/index.html).

### STUDENT LEARNING OUTCOMES

#### What am I expected to learn?

- Demonstrate professional conduct and apply legal, social, and ethical responsibility within the health care environment.
- Demonstrate professional interpersonal, oral, and written communication skills.
- Demonstrate proficient knowledge of computer software as it applies to document production, spreadsheets, and pharmacy based software.
- Perform mathematical calculations related to pharmacology.
- Apply knowledge of medical terminology, human disease processes, and pharmacology.
- Recognize and problem solve situations related to the pharmacy environment.
- Assist the pharmacist in serving patients.
- Maintain medication and inventory control systems.
- Participate in the administration and management of pharmacy practice.
- Pursue continued professional development.

### Admission

#### Limited Enrollment

To apply for acceptance into the Pharmacy Technician certificate program, your application file should contain:

1. MTC Application for Admission and nonrefundable application fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Minimum accumulative grade point average (GPA) of 2.5 in high school or college-level coursework (whichever is most recent).
4. Successful completion of the ACT or Basic Skills Assessment (COMPASS) in reading, writing and mathematics (algebra).
5. Completed Pharmacy program application.
6. Completion of successful criminal background check including state and Federal/Federal Exclusion Lists checks.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements and policies/procedures for the program is available in the Medical Sciences Student Handbook.

#### External Certification Information

Students who complete designated coursework within the Pharmacy Technology degree are eligible to sit for an external certification exam through the Pharmacy technician Board prior to completion of their degree. This provides the student with an opportunity for immediate employment as they pursue and complete their degree. Coursework for external certification may be completed in as little as three quarters. The certification exam is offered by the Pharmacy Technician Certification Board (PTCB, 1100 15th Street, NW, Suite 730, Washington, DC 20005-1707, 800-363-8012, [www.ptcb.org](http://www.ptcb.org)). The credential awarded upon successful completion of the exam is Certified Pharmacy Technician (CPhT).

## PHARMACY TECHNOLOGY [CPHT]

Course No	Course Title	Quarter Credit Hours		Term(s) Offered	Pre-Requisites
<b>FIRST QUARTER</b> (Fall 2011)					
*MGT 1430A	Customer Relationship Management	2		F	None
*MSC 1030A	Medical Terminology	4		F, W, Sp	None
*MSC 1450A	Pharmacy Tech Principles & Practice	4		F	PHT Major only
*MTH 1110B	Beginning Algebra	4		All	MTH0990A or algebra placement test
*OIS 1240A	Computer Applications I	4		All	OIS1200A or TST
<i>Term Total</i>		18			
<b>SECOND QUARTER</b> (Winter 2012)					
*ENG 1090A	English Composition I	4		All	OIS1240A or concurrent or exam
*ENG 1160A	Oral Communications	4		All	None
*MLT 2620A	Healthcare Issues: Medical Professionalism	1		All	None
*MLT 2630A	Healthcare Issues: Medical Law & Ethics	1		All	None
*MSC 1460A	Pharmacy Tech Principles & Practice II	4		W	MSC1450A
<i>Term Total</i>		14			
<b>THIRD QUARTER</b> (Spring 2012)					
*MSC 1110A	Human Diseases	5		F, W, Sp	MSC1030A
*MSC 1550A	Pharmacy Technician Practicum	2		Sp	Dept Approval
*MSC 1560A	Pharmacy Technician Seminar	2		Sp	Dept Approval
SCI 1010A	Principles of Biology and Chemistry or Science Elective	5		All	None
<i>Term Total</i>		14			
<i>Total Quarter Hrs - 1st year</i>		46			
<b>[FOURTH QUARTER]</b> (Summer 2012)					
ALH 1150A	Healthcare Issues: Patient Communications	1		All	None
ENG 1100A	English Composition II	2		All	ENG1090A
MTH 1120C	Intermediate Algebra or Math Elective	4		All	MTH1110B or algebra placement test
ALH 1150A	Arts and Humanities Elective	5			
<i>Term Total</i>		12			
<i>Total Quarter Hrs - 2nd year</i>		12			
Course No	<b>FIFTH SEMESTER</b> (Fall 2012)		Semester Credit Hours	Term(s) Offered	Pre-Requisites
HSS 2020	Ethnic and Cultural Diversity		3	All	None
MTH 1200	College Algebra or Math Elective		3	All	MTH1120C
PSY 1100	Psychology		3	All	None
SCI 1200	Anatomy & Physiology I or Science Elective		4	Fall	SCI1050 or equivalent
<i>Term Total</i>			13		
<b>SIXTH SEMESTER</b> (Spring 2013)					
SCI 1250	Arts and Humanities Elective		3		
SCI 1300	Anatomy & Physiology II or Science Elective		4	Sp	SCI1200
SOC 1200	Microbiology or Science Elective		4	Sp	SCI1250 or concurrent
SCI 1250	Sociology		3	All	None
<i>Term Total</i>			14		
			58		
				27	

## ALLIED HEALTH TECHNOLOGIES

### Certificate

#### Administrative Medical Assisting (CMAS)

Career Pathway: Medical Assistant Associate of Technical Studies (ATS)

### Certification

Students who complete MTC's Administrative Medical Assisting certificate program are eligible to sit for the certification exam offered by the American Medical Technologists ([AMT, 10700 West Higgins, Suite 150 Rosemont, IL 60018 1-800-275-1268, www.amt1.com](http://www.amt1.com)). The credential awarded upon successful completion of the exam is Certified Medical Administrative Specialist (CMAS)

### Admission

#### Standard

To apply for acceptance into the Administrative Medical Assisting certificate program, your application file should contain:

1. Application for Admission to MTC (and nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the ACT or Basic Skills Assessment (COMPASS) in reading, writing, and mathematics (pre-algebra).
4. A minimum accumulative grade point average (GPA) of 2.5 in high school or college-level coursework (whichever is most recent).
5. Completed Administrative Medical Assisting program application.
6. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements and policies/procedures for the program is available in the Medical Sciences Student Handbook.

## ADMINISTRATIVE MEDICAL ASSISTING (CMAS)

<sup>1</sup>One-Year Technical Certificate

Course No	Course Title	Quarter Credit Hours	Terms Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>				
MGT 1430A	Customer Relationship Management	2	F	None
MSC 1000A	Intro to Health Technology	2	All	None
MSC 1030A	Medical Terminology	4	All	None
MSC 1185A	Medical Office Procedures	5	F	Dept approval
OIS 1240A	Computer Applications I	4	All	OIS1200A or TST <sup>2</sup>
<b>SECOND QUARTER (Winter 2012)</b>				
ENG 1090A	English Composition I	4	All	OIS1240A or concurrent or examination
MAS 1040A	Electronic Health Records for the Medical Assistant	2	W	MSC1185A
MLT 2620A	Health Care Issues: Medical Professionalism	1	All	None
MSC 1110A	Human Diseases	5	W, Sp	MSC1030A
OIS 1250A	Computer Applications II	4	W, Sp	OIS1240A
<b>THIRD QUARTER (Spring 2012)</b>				
HIT 1100A	Introduction to Health Records and Clinical Documentation Standards	2	All	None
MLT 2630A	Health Care Issues: Medical Law and Ethics	1	All	None
MSC 1200A	Medical Transcription I	4	Sp	MSC1030A
MSC 1140A	Medical Insurance & Billing	4	F, Sp	MSC1185A
MSC 1500A	Pharmacology for Allied Health	2	W, Sp	MSC1030A
MSC 2250C	Administrative Medical Assisting Practicum	2	Sp	Department Approval
<b>FOURTH QUARTER (Summer 2012)</b>				
ENG 1140A	Business Communications	4	All	ENG1090A
ENG 1160A	Oral Communications	4	All	None
<i>Credit Hour Total</i>		56		

<sup>1</sup> OBR Operating Manual for Two-Year Colleges, page 392.05.

<sup>2</sup> TST = Technology Skills Test

## ALLIED HEALTH TECHNOLOGIES

### Certificate

#### Medical Assisting Certificate (CMA)

Career Pathway: Medical Assistant Associate of Technical Study

### Certification

Students who complete MTC's Medical Assisting certificate program are eligible to sit for the certification exam offered by the American Association of Medical Assistants (AAMA, 20 North Wacker Drive, Suite 1575, Chicago, IL 60606, 312-899-1500, [www.aama-nlt.org/](http://www.aama-nlt.org/)). The credential awarded upon successful completion of the exam is the CMA (Certified Medical Assistant). Convicted felons or individuals pleading guilty to a felony are not eligible to sit for the Medical Assisting certification exam unless the Certifying Board (CB) grants a waiver based on accepted mitigating circumstances.

### Admission

#### Limited Enrollment

To apply for acceptance into the Medical Assisting certificate program, your application file should contain:

1. MTC Application for Admission (and nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable). Your high school/college courses should include successful completion of algebra.
3. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the ACT or Basic Skills Assessment (COMPASS) in reading, writing, and mathematics (algebra).
5. Complete Medical Assisting program application.
6. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements. A complete listing of all requirements and policies/procedures for the program is available in the Medical Sciences Student Handbook.

## MEDICAL ASSISTING [CMA]

One-Year Technical Certificate

Course No	Course Title	Quarter Credit Hours	Terms Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>				
MAS 1010A	Medical Assisting Clinical Procedures I	4	F	MA Major only
MSC 1030A	Medical Terminology	4	All	None
MSC 1185A	Medical Office Procedures	5	F	Dept Approval
OIS 1240A	Computer Applications I	4	All	OIS1200A or TST <sup>1</sup>
<b>SECOND QUARTER (Winter 2012)</b>				
ENG 1090A	English Composition I	4	All	OIS1240A or concurrent or examination
MAS 1025A	Med Assisting Clinical Procedures II	5	W	MAS1010A
MAS 1040A	Electronic Health Records for the Medical Assistant	2	W	MSC1185A
MLT 2620A	Health Care Issues: Medical Professionalism	1	All	None
SCI 1060A	Basic Anatomy & Physiology	6	F, W, Sp	MSC1030A or concurrent
<b>THIRD QUARTER (Spring 2012)</b>				
MAS 1030A	Medical Assisting Clinical Procedures III	5	Sp	MAS1025A
MLT 1310A	Phlebotomy	3	F, W, Sp	Dept approval
MLT 2630A	Health Care Issues: Medical Law and Ethics	1	All	None
MSC 1140A	Medical Insurance & Billing	4	Sp	MSC1185A
MSC 1500A	Pharmacology for Allied Health	2	F, W, Sp	MSC1030A
<b>FOURTH QUARTER (Summer 2012)</b>				
MAS 1070A	Medical Assisting Practicum	4	Su, Arranged	Dept approval
MAS 1060A	Medical Assisting Issues & Review	1	Su	Dept approval
NUR 1120A	CPR for HealthCare Professionals	1	All	
		<i>Credit Hour Total</i>		<b>56</b>

## ALLIED HEALTH TECHNOLOGIES

### Certificate

#### Medical Billing and Coding Certificate (CCA, CPC-A)

Career Pathway: Health Information Technology Associate of Applied Science

### Certification

Students who complete MTC's Medical Billing and Coding certificate program are eligible to sit for the certification exam offered by either the American Health Information Management Association (AHIMA, 233 N. Michigan Ave., 21<sup>st</sup> Floor, Chicago, Illinois 60601-5800 ) or the American Academy of Professional Coders (AAPC, 2480 South 3850 West, Suite B, Salt Lake City, Utah 84120, 800-626-2633, [www.aapc.com](http://www.aapc.com)). Graduates typically pursue either the Certified Coding Associate credential (CCA) through AHIMA or the Certified Professional Coder Apprentice (CPC-A) through AAPC.

### Admission

#### Limited Enrollment

To apply for acceptance into the Medical Billing and Coding certificate program, your application file should contain:

1. MTC Application for Admission and nonrefundable application fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the ACT or Basic Skills Assessment (COMPASS) in reading, writing, and mathematics (pre-algebra).
4. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
5. Completed Medical Billing and Coding program application.
6. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements and policies/procedures for the program is available in the Medical Sciences Student Handbook.

## MEDICAL BILLING AND CODING [CCA, CPC-A]

<sup>1</sup>One-Year Technical Certificate

Course No	Course Title	Quarter Credit Hours	Terms Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>				
ENG 1090A	English Composition I	4	All	OIS 1240A or concurrent or examination
MSC 1030A	Medical Terminology	4	All	None
OIS 1240A	Computer Applications I	4	All	OIS1200A or TST
SCI 1060A	Basic Anatomy & Physiology	6	F, W, Sp	MSC1030A or concurrent
<b>SECOND QUARTER (Winter 2012)</b>				
HIT 1200A	Health Records Management I	2	All	None
HIT 1300A	ICD-9 CM Coding	5	W	Dept approval
MSC 1110A	Human Diseases	5	W, Sp	MSC1030A
MSC 1500A	Pharmacology for Allied Health	2	F, W, Sp	MSC1030A
<b>THIRD QUARTER (Spring 2012)</b>				
ENG 1160A	Oral Communications	4	All	None
HIT 1150A	HealthCare Reimbursement	3	Sp	HIT1300A
HIT 1400A	CPT-4 Coding	5	W, Sp	HIT1300A
MLT 2620A	HealthCare Issues: Medical Professionalism	1	All	None
MLT 2630A	HealthCare Issues: Medical Law & Ethics	1	All	None
<b>FOURTH QUARTER (Summer 2012)</b>				
HIT 1500A	Advanced Clinical Classification Systems	4	Su	HIT1400A
HIT 1600A	Professional Practice I	2	Su	Dept approval
		<i>Credit Hour Total</i>		
		52		

<sup>1</sup> OBR Operating Manual for Two-Year Colleges, page 302.05.

**ALLIED HEALTH TECHNOLOGIES**

**Phlebotomy/Medical Laboratory Assistant Courses for External Certification Eligibility**

**Career Pathway: Medical Laboratory Technology Associate of Applied Science**

**External Certification**

Students who complete designated coursework within the Medical Laboratory Technology Associate of Applied Science degree are eligible to sit for the phlebotomy certification exam offered by the American Society of Clinical Pathologists (ASCP, 33 West Monroe, Suite 1600, Chicago, IL 60603, 312-541-4999, www.ascp.org). The credential awarded upon successful completion of the exam is PBT (ASCP). Students are also eligible to sit for the medical laboratory assistant certification exam offered by the American Medical Technologist (AMT, 10700 West Higgins, Suite 150, Rosemont, IL, 60018, 800-275-1268, www.amt1.com). The credential awarded upon successful completion of the exam is CMLA (AMT).

**Coursework for External Certification Eligibility**

Coursework leading to external certification eligibility is available through admission into the Medical Laboratory Technology program. External certification in phlebotomy or medical laboratory assistant may provide the student with an opportunity for immediate employment as they pursue their degree. Coursework for external certification may be

completed in as little as two quarters. A three year pathway is available to students who wish to pursue external certification and completion of MLT foundation coursework in the first year of the program and complete advanced courses in years two and three.

**Medical Laboratory Technology Admission Limited Enrollment**

1. MTC Application for Admission and nonrefundable application fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Minimum accumulative grade point average (GPA) of 2.5 in high school or college-level coursework (whichever is most recent).
4. Successful completion of the ACT or Basic Skills Assessment (COMPASS) in reading, writing, and mathematics (pre-algebra).
5. Completed Medical Laboratory Technology program application.
6. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements and policies/procedures for the program is available in the Medical Sciences Student Handbook.

**PHLEBOTOMY [PBT]/MEDICAL LABORATORY ASSISTANT [CMLA]**

External Certification Coursework within the Medical Laboratory Technology Program

Course No	Course Title	Quarter Credit Hours	Terms Offered	Pre-Requisites
<b>FIRST QUARTER (Fall 2011)</b>				
MLT 1300A	Basic Medical Laboratory Techniques	3	F	Dept Approval
MLT 1310A	Phlebotomy	3	F, W, Sp	Dept Approval
MLT 2620A	Health Care Issues: Medical Professionalism	1	All	None
MLT 2630A	Health Care Issues: Medical Law & Ethics	1	All	None
MSC 1030A	Medical Terminology	4	All	None
<b>Total</b>		<b>12</b>		
<b>SECOND QUARTER (Winter 2012)</b>				
MLT 1400A	Phlebotomy and MLA Clinical	3	W	Dept Approval
OIS 1240A	Computer Applications	4	All	OIS1200A or TST
ENG 1160A	Oral Communications	4	All	None
<b>Total</b>		<b>11</b>		
<i>Credit Hour Total</i>		<b>23</b>		

