

## **General Information**

The Associate in Science in Medical Assisting and Administration program offers instruction in the skills necessary to become a medical assistant in the expanding and constantly changing health care environment. The program is designed to teach the clinical and administrative aspects of medical assisting and the skills required of a medical office manager.

The program includes studies in core areas of sciences, office practice skills, clinical with patients and courses in managerial skills of a medical office practice. Courses are taught in medication administration, to include e-prescribing, practice management software, and managing insurance claims.

Upon completion of the program, graduates of the program are eligible to take a national certification exam preparing them to assume the responsibilities of a Medical Assistant. Graduates may work in an individual physician's office, urgent care or group practice. Upon gaining experience, graduates may assume managerial tasks and ultimately function as an office manager of a group medical practice.

Graduates are prepared and encouraged to continue their education in one of our bachelor's programs, such as Business Management, which prepares graduates for positions in a variety of healthcare settings, or Rehabilitation Sciences, which prepares graduates for career advancement in healthcare, patient advocacy, or graduate studies in occupational therapy, engineering-related fields, sports medicine, architectural design or physical therapy.

Graduates with an Associate in Science Degree in Medical Assisting and Administration are eligible to continue on for a Bachelor of Science Degree in Business Management with a Healthcare Management/Respiratory Care (MGTH) concentration.

## **Program Mission, Goals and Outcomes**

### **Program Mission**

The mission of the Medical Assisting and Administration Associate Degree program is to introduce students to the anatomy of the human body, common disease states, and skills utilized for assessment and diagnosis used in the medical office setting. The mission is to provide students with quality education as well as experiential learning in this field, preparing them to become members of the health care team. The program also prepares students for further advancement into the management of a group medical practice.

### **Program Goals**

The Medical Assisting and Administration Associate Degree program will provide students with opportunity to develop the following skills:

1. Clinical assessment of patients, including vital signs, height and weight.
2. Ability to assist the diagnostician with specialized exams.
3. Diagnostic testing procedures such as EKG and phlebotomy.
4. Office administrative skills in handling insurance claims and scheduling.
5. Managerial skills to include HR procedures, payroll, and employee scheduling.

### **Program Outcomes**

Graduates of this program will be able to:

1. Master common diagnostic methods used in an outpatient environment.
2. Demonstrate competency in administrative skills, such as scheduling and billing.
3. Develop practical knowledge of the managerial aspects of a medical office.

### Curriculum

Term I					
Course No.		Course Title	C	L	T
MAA	111	Introduction to Careers in Health	2	2	3
BIO	100	Anatomy & Physiology I	4	0	4
BIO	101	Anatomy & Physiology I Lab	0	4	2
EN	100	Introduction to College Writing (COM Core)	4	0	4
			10	6	13

Term II					
Course No.		Course Title	C	L	T
BIO	120	Anatomy and Physiology II	4	0	4
BIO	121	Anatomy and Physiology II Lab	0	4	2
MAA	120	Medical Terminology	3	2	4
EN	110	Healthcare Communications (COM Core)	4	0	4
MA	109	Math for Life Science (MA/SCI Core)	4	0	4
			15	6	18

Term III					
Course No.		Course Title	C	L	T
BIO	131	Pathophysiology	2	0	2
HS	130	Medical Law and Ethics	2	2	3
MAA	210	Clinical Care Techniques I	2	4	4
MAA	221	The Electronic Medical Record	2	2	3
PS	201	Introduction to Psychology (SS Core)	4	0	4
			12	8	16

Term IV					
Course No.		Course Title	C	L	T
HS	210	Health Research in the Lay Literature	3	2	4
MAA	225	Medication Administration	2	2	3
MAA	226	Comprehensive Medical Office Practice I	1	3	2
MAA	242	Clinical Care Techniques II	2	6	5
ELECTIVE	100-200 Level Humanities Core		4	0	4
			12	13	18

Term V					
Course No.		Course Title	C	L	T
MAA	220	Medical Office Practice & Management	2	2	3
MAA	236	Clinical Experience I	1	12	5
MGM	105	Effective Teams and Projects	2	2	3
<i>PS</i>	<i>210</i>	<i>Human Relations in the Workplace (SS Core)</i>	<i>4</i>	<i>0</i>	<i>4</i>
			9	16	15

Term VI					
Course No.		Course Title	C	L	T
MAA	227	Comprehensive Medical Office Practice II	1	3	2
MAA	240	Clinical Experience II & Clinical Project	1	12	5
<i>ELECTIVE</i>	<i>100-200 Level Humanities Core</i>		<i>4</i>	<i>0</i>	<i>4</i>
<i>ELECTIVE</i>	<i>100-200 Level Math/Science Core</i>		<i>4</i>	<i>0</i>	<i>4</i>
			10	15	15
<i>Total Quarter Credit Hours = 95</i>					

**Legend**

C = Number of lecture hours per week

L = Number of laboratory hours per week

T = Total Quarter Hours where each lecture hour per week is one credit, every 2-4 laboratory hours are one credit depending on the expected amount of pre- or post-lab work.

*PLEASE NOTE: All liberal arts core courses are listed in italics.*

All associate degree students are required to take 32 credits of liberal arts and math/science courses as selected from the liberal arts core. See the course descriptions section of this catalog for a list of the core area courses. Students who place out of MA 109 must still take 32 credits of core courses.

Subject to change.

### **Liberal Arts Core Electives**

All programs must meet certain minimum requirements in both the technical major and in the liberal arts. Technical course requirements are listed in each curriculum along with liberal arts selections. Courses listed as "Core Electives" in a curriculum can be chosen by the student from one of the several core areas listed below. Each core area provides a variety of courses for student choice. Individual departments have specific requirements and may require more than the minimum number of credits or may specify certain courses in a particular core area. Students must take a minimum of 32 credits in core electives for the associate degree and an additional 28 credits (minimum) for the (2 + 2) bachelor's degree. Please refer to the curriculum above for specific requirements of your program as some curricula require more than the minimum number of courses.

#### **Associate Degree Core Elective Areas<sup>1</sup>**

**You must choose the following during your degree program:**

- 2 Courses from the Communications Core (minimum)**
- 2 Courses from the Math/Science Core (minimum)**
- 1-2 Courses from the Humanities Core OR**
  - 1 Course from the Humanities Core AND/OR**
  - 1 Course from the Arts/Foreign Language Core**
- 1-2 Courses from the Social Sciences Core**
- For a minimum of 8 courses (32 credits)**

#### **Communications Core Electives (Minimum 8 Credits)**

EN 100 Introduction to College Writing  
EN 106 Service Industry Communications  
EN 110 Healthcare Communication Skills (Nursing only)  
EN 200 Workplace Communications  
EN 211 Oral Communications  
HU 208 Rap/Rock and Poetry

#### **Math/Science Core Electives (Minimum 8 Credits)**

CHM 101 Life Science Chemistry  
MA 105 Basic College Math with Lab  
MA 110 Introduction to College Math  
MA 109 Math for Life Science  
MA 121 Business Math  
MA 124 Technical Math I with College Algebra  
MA 125 Technical Math I  
MA 200 Applied Math for Business  
MA 210 Technical Math II  
PHY 126 Applied Physics & Lab  
PHY 200 Physics I and Lab  
SCI 110 Environmental Science

#### **Arts/Foreign Language Core Electives (Maximum of 4 Credits in Place of a Humanities Course)**

AR 203 Introduction to Drawing  
AR 204 Introduction to Theater  
AR 206 3D Sculpture: An Adventure in the Third Dimension  
AR 207 Introduction to Applied Music  
AR 209 The Art of Collage  
JP 201 Introduction to Japanese  
SP 201 Introduction to Spanish  
SP 203 Spanish for Healthcare Workers

**Humanities Core Electives (Minimum 4 Credits)**

HU 208 Rap/Rock and Poetry  
HU 211 Introduction to Film  
HU 212 Documentary Film  
HU 215 Popular Culture  
HU 216 Music and the Media  
HU 289 Racing Through Film  
HU 240 Graphic Design in the 20<sup>th</sup> Century  
HU 242 The Automobile and American Culture  
HU 244 Science Fiction  
HU 291 Critical Thinking and Chess

**Social Sciences Core Electives (Minimum 4 Credits)**

BU 236 Small Business and the Law  
EC 203 Principles of Economics  
HI 231 Contemporary History  
HI 235 Architectural History  
HI 280 The Holocaust  
PS 140 Life-Span Development  
PS 201 Introduction to Psychology  
PS 202 Psychology of Healthcare  
PS 203 Psychology of Happiness  
PS 210 Human Relations in the Workplace  
SO 203 Social Problems  
SO 220 Internet and Society  
SO 231 Crime and Deviance  
SS 140 Criminal Investigations  
SS 201 American Government in Action  
SS 203 Terrorism & National Security  
SS 204 Juvenile Justice System in America  
SS 206 Constitutional Values in the 21<sup>st</sup> Century  
SS 221 Technology and American Life  
SS 222 Mindful Living

1. Subject to Change.

**Degree Progress Checklist**

Check off each completed course.

**Program Requirements**

T1	MAA	111	_____
	BIO	100	_____
	BIO	101	_____
T2	BIO	120	_____
	BIO	121	_____
	MAA	120	_____
T3	HS	130	_____
	BIO	131	_____
	MAA	210	_____
	MAA	221	_____
T4	HS	210	_____
	MAA	225	_____
	MAA	226	_____
	MAA	242	_____
T5	MAA	220	_____
	MAA	236	_____
	MGM	105	_____
T6	MAA	227	_____
	MAA	240	_____

A minimum grade of C- (70%) or better is required for every MAA course and in every BIO lecture course, and a D (60-65) or better in BIO 101 and BIO 121 (lab courses) in order to advance to the next term.

A grade point average of 2.00 is required to graduate from the program.

**Liberal Arts Core Requirements**

**8 Required Courses**

(total of 32 credits)

<b>Communications Core</b>			
<b>#1</b>	EN 100	T1	_____
<b>#2</b>	EN 110	T2	_____

<b>Math/Science Core</b>			
<b>#3</b>	MA 109	T2	_____
<b>#4</b>	100-200 level MA/SCI elective	T6	_____

<b>Humanities Core*</b>			
<b>#5</b>	100-200 level HU elective	T4	_____
<b>#6</b>	100-200 level HU elective	T6	_____

\*You may use one Arts/Foreign Language Core Elective to fulfill your Humanities Core.

<b>Social Sciences Core</b>			
<b>#7</b>	PS 201	T3	_____
<b>#8</b>	PS 210	T5	_____

**Subject to change.  
Please see your advisor for any questions.**

Students are advised to take courses in the order and in the term in which they appear on this checklist. Any deviation may result in an extended time required to complete your degree as well as additional tuition and fees. Please contact your Student Advisor prior to making any changes to the course sequence.

## **Course Descriptions**

### **BIO 100 Anatomy and Physiology I**

*4 Class Hours 4 Quarter Credit Hours*

This course presents a comprehensive study of the structure and function of the human body as a whole, emphasizing the normal. This will serve as a background for the application of scientific principles both in everyday life and in the work of various health disciplines. Systems covered include integumentary, skeletal, muscular, nervous, and endocrine with respect to both histological and gross anatomy.

### **BIO 101 Anatomy and Physiology I Lab**

*4 Lab Hours 2 Quarter Credit Hours*

Laboratory practice includes the study of tissues by using microscopic examinations and the dissection of animal specimens, along with histological experimentation. Units covered are concerned with general introductory material, the skeletal, muscular, endocrine, and nervous systems.

### **BIO 120 Anatomy and Physiology II**

*4 Class Hours 4 Quarter Credit Hours*

This course is a continuation of Anatomy and Physiology I, concentrating on the circulatory, respiratory, digestive, urinary, and reproductive systems.

### **BIO 121 Anatomy and Physiology II Lab**

*4 Lab Hours 2 Quarter Credit Hours*

Emphasis is placed on association, correlation, critical thinking and overview, of the body as a whole functioning unit, with units covering circulatory, respiratory, digestive, urinary, and reproductive systems.

### **BIO 131 Pathophysiology**

*2 Class Hours 2 Quarter Credit Hours*

*Prerequisites: BIO 100/101, BIO 120/121*

An introduction to the process of disease and its effects on the body, and the basic responses of cells, tissues, and organ systems to these disorders. General phenomena such as inflammation, immune response, and carcinogenesis will be considered as well as a survey of disorders common to the clinical setting characteristic of the various organ systems using a system by system approach.

### **MAA 111 Introduction to Careers in Health**

*2 Class Hours 2 Lab Hours.3 Quarter Credit Hours*

The structure of the healthcare field will be examined. This will include medicine, nursing, and many allied health professions. Discussion and investigation into the roles of many health professionals will be examined. Students will undergo investigation into three professions of their choice for the end project for this class.

### **MAA 120 Medical Terminology**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

This course provides students with introductory information related to medical language, including basic word-building skills, tools to define unknown medical terms, and builds on essential anatomical terminology. Students will learn to communicate medical information common to the clinical setting both verbally and in written form.



**MAA 210 Clinical Care Techniques I**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

*Co-requisite: BIO 131*

A competency-based introduction to patient-centered procedures routinely performed in the medical office. Topics include infection control, patient exams, vital signs, assistive devices, wound management, and assisting with specialized exams.

**MAA 220 Medical Office Practice & Management**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisite: MAA 226*

This course will examine the role of the medical office manager. Subjects covered will include personnel management, regulatory compliance in the medical office, payroll and scheduling procedures. Managerial theory and styles will be discussed, as well as delegation skills.

**MAA 221 The Electronic Medical Record**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: BIO 100, BIO 120*

This is an introductory course that will give an overview of the electronic medical record (EMR). Some of the topics presented will include terminology, prescription/medication including E-Prescribing, standard naming conventions, discrete data fields, as compared to scanning and patient disease registries. The practical hands-on experience in a computer lab setting will provide activities similar to what will be encountered in the workplace.

**MAA 225 Medication Administration**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisite: BIO 131*

This course will apply the basic principles of medication preparation and administration, focusing on the knowledge and skills required for safe and effective administration. Emphasis will be placed on legal and ethical implications, source of drugs, drug relations, drug references, drug actions, forms of drugs, labeling, storage, and handling, systems of measurement and dosage calculations. Guidelines for the preparation and administration of medication will also be applied. Upon completion, students should be able to prepare and administer oral, intradermal, subcutaneous, and intramuscular medication using proper techniques.

**MAA 226 Comprehensive Medical Office Practice I**

*1 Class Hour 3 Lab Hours 2 Quarter Credit Hours*

An overview of insurance coverage in the United States is presented. The proper, efficient, and accurate completion of the many types of insurance forms is taught. Blue Shield, Medicare, Medicaid, Workers' Compensation and private insurance are taught and practiced. Correct procedure coding using CPT codes is researched. Diagnosis coding for maximal reimbursement utilizing ICD codes is perfected. Multiple exercises are included to allow students to exercise newly acquired skills.

**MAA 227 Comprehensive Medical Office Practice II**

*1 Class Hour 3 Lab Hours 2 Quarter Credit Hours*

*Prerequisite: MAA 226*

This course is designed to familiarize students with computerized managed care of a medical environment and to assist them in developing the confidence and skills necessary to become a successful user of managed care software. It includes an understanding of managed care and how it operates, managed care contracts, a hands-on simulation of office procedures such as making and rescheduling appointments, entering procedure charges, and posting payments from varied sources. Practice exercises will be provided throughout the course in order to afford students the opportunity to apply learned concepts. Upon completion, students are able to perform computerized management duties as entry-level practitioners.

**MAA 236 Clinical Experience I**

*1 Class Hour 12 Field Hours 5 Quarter Credit Hours*

*Prerequisites: MAA 225, EN 100, EN 110, MA 109, PS 201*

Preparation for the Clinical Experience begins with an in-class overview of the entire experience. Students will be guided through the completion of job-seeking documents to include the resume, reference list, cover letter, and thank you letter. Selection of site by students, according to personal interests, is supported and completion of necessary documents and contracts are done in conjunction with the chosen site and the department chair. Students will use the administrative and clinical skills acquired through the program to work as an entry-level professional medical assistant in an urgent care setting, hospital, clinic, laboratory, or physician's office. Students will complete 120 hours at the site and be independently evaluated as well as perform daily self-evaluation.

**MAA 240 Clinical Experience II & Clinical Project**

*1 Class Hour 12 Field Hours 5 Quarter Credit Hours*

*Prerequisite: MAA 236*

This course is a continuation of MAA 236 Clinical Experience I. Students complete an additional 120 hours of more complex experience at the chosen site, complete a midpoint evaluation and final evaluation of the clinical experience as well as self-assessments. Students will communicate daily clinical experiences through various media, including both written and electronic methods. Candidates for this course will be expected to be at or near completion of the Associate Degree.

**MAA 242 Clinical Care Techniques II**

*2 Class Hours 6 Lab Hours 5 Quarter Credit Hours*

*Prerequisite: MAA 210*

In this competency-based introduction to exam room procedures in the clinical setting, students will master the techniques of sterility and autoclaving, urine processing and POCT testing, EKGs and phlebotomy as well as capillary testing.

**HS 130 Medical Law and Ethics**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

This course examines the legal aspects of health care. This will include informed consent, privacy laws and advanced directives. Ethical considerations of "right to die" laws, and ethical decision-making will also be discussed. Case studies in both legal and ethical cases will be utilized.

**HS 210 Health Research in the Lay Literature**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

This course will examine types of research to include descriptive versus analytical research, placebo effect, double blind studies. Attention will be paid to methodology of FDA medication and medical device research. Student will design and implement a basic research project which will be presented for a final grade.

**MGM 105 Effective Teams and Projects**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

Students learn the characteristics of highly effective teams and the value of team diversity. In addition, students learn and practice workplace professionalism; the concept of team collaboration, and apply project and time management.

**Liberal Arts, Math and Science Courses  
Associate Degree**

**Art (Arts/Foreign Language Core)**

**AR 203 Introduction to Drawing**

*4 Class Hours 4 Quarter Credit Hours*

Drawing is the most fundamental tool of visual communication. It is the artist seeing, interpreting and acting; transforming marks into form and space on a two-dimensional plane. The result – a language as valid as the spoken or written word. This course introduces students to key concepts and techniques integral to developing basic drawing skills. Class time will be spent discussing, demonstrating and practicing these skills in order to produce a comprehensive body of work specific to the course objectives. Course performance will be evaluated on effort and growth as opposed to artistic talent.

**AR 204 Introduction to Theater**

*4 Class Hours 4 Quarter Credit Hours*

Acting, like carpentry, is a craft with a definite set of skills and tools (for example, voice, body, and interpretation). This course will provide students with both a theoretical and practical understanding of acting and the theatrical process as evidenced by theatrical scenes, performed by students as a final project. Theater exercises will guide the students toward self-discovery in order to explore character development and the interpretation of the content/themes of various plays. Students will write character analysis essays as a method for understanding the specific elements of acting necessary to accurately portray a given character. Readings and discussions will help students place dramatic literature in a historical context. Students will also explore the ways in which a play is translated into a production with an emphasis on differentiating the functions of the playwright, the actor, the director, set designer and other members of a production team.

**AR 206 3D Sculpture: An Adventure in the Third Dimension**

*4 Class Hours 4 Quarter Credit Hours*

This course will teach students to think, see and function in 3-dimensional space. They will explore the differences and similarities between 2-dimensional and 3-dimensional representation in composition and design. Students will use a broad range of materials to create sculptures that will help them explore different aspects of 3-dimensional functioning. Class time will be spent in a combination of sculpture design and a discussion of slides of work reflecting the history of three-dimensional works of art from Greek times to the present. No prior experience with art courses is required. Students will be assessed on the basis of growth and learning, rather than artistic talent. Students will need to purchase a sketch pad and they will be charged a materials fee for the materials needed to construct the sculpture projects. The combined cost of the pad and the fee is less than the cost of a typical textbook, and the course has no required textbook.

**AR 207 Introduction to Applied Music**

*4 Class Hours 4 Quarter Credit Hours*

This course will afford students the opportunity to experience a "hands on" approach to piano keyboard and composition. Each section of the course will focus on one musical concept through listening, playing and finally application. Because of the computer assisted nature of the program, all levels of musical and keyboard comprehension can be accommodated and the course can be geared to the individual interests and needs of each student in the class.

**AR 209 The Art of Collage**

*4 Class Hours 4 Quarter Credit Hours*

Powerful imagery is a combination of technical skill and imagination. Students will exercise their ability to manipulate composition and color as well as cultivate the power of imagination in this studio class with a focus on collage, a technique where compositions are crafted by adhering various materials to a backing surface. Creativity and the development of ideas will be explored while acquiring a working knowledge of

the elements and principles of art. The assemblage process of collage will be the design tool used to investigate, generate and express ideas. Students will research collage as an art form and examine the creative processes of various artistic disciplines. No prior experience is necessary. Students will be evaluated on their effort and creative growth as opposed to artistic talent.

### **Business (Social Sciences Core)**

#### **BU 236 Small Business and the Law**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course is designed for those students who intend to successfully start and operate their own small business. This course will focus on the various elements associated with the start-up, acquisition and operation of a small business from the entrepreneurial point of view. Topics to be covered will include business formation, contract negotiations and drafting, financing, employee discrimination issues, customer relations issues, licensing, permits and tax basics. Additionally, students will be asked to complete a legal research assignment and prepare and present a business plan in their particular technological field of study. Students will leave this course with the fundamental knowledge necessary to start and run a successful small business and to avoid the legal pitfalls, which often lead to small business dissolution.

### **Community Enrichment**

#### **CE 101 Community Enrichment**

*1 Class Hour 1 Quarter Credit Hour*

This online course is offered through the Feinstein Enriching America Program. Weekly assignments include topics such as B Corporations, civic and social responsibility, and Non-Governmental Organizations. A 15-hour community enrichment project is also required. Community engagement six months prior to taking the course may be accepted with proper documentation. Current or prior military service and concurrent clinical experiences are accepted in lieu of the community enrichment project. After successful completion of the course, students are eligible to apply for a Feinstein Scholarship, which is awarded each term.

### **Chemistry (Math/Science Core)**

#### **CHM 101 Life Science Chemistry**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: MA 100/110 or MA 109*

This course provides an introduction to inorganic chemistry and organic chemistry with a focus on Life Science applications as reflected in the selection of the text. Topics include measurement, units of concentration, the nature of atoms, states of matter, periodicity, bonding, stoichiometry, chemical reactions, thermodynamics and kinetics.

### **Economics (Social Sciences Core)**

#### **EC 203 Principles of Economics**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Introduces the fundamental principles of microeconomics and macroeconomics, such as scarcity, supply and demand, growth, fiscal and monetary policies, and the public and the private sectors.

**English (Communications Core)**

**EN 100 Introduction to College Writing**

*4 Class Hours 4 Quarter Credit Hours*

*Placement: Based on an evaluation of a writing sample or successful completion of EN 030.*

EN 100 is an introductory writing course designed to immerse students in the writing process and sharpen their critical thinking skills. In this course, students will practice using writing as a tool for learning by responding to readings, composing essays, and reflecting on the writing process itself. Through drafting, revising, and writing to learn, students will strengthen their ability to interpret, analyze, and evaluate the ideas presented in the course readings, lectures, and discussions. Conducting, evaluating, and integrating research (through summarization, quotations, and paraphrasing) is a major component of this course. Additionally, students will be introduced to APA citation style, and will improve essential writing skills such as grammar, punctuation, and standard usage.

**EN 106 Service Industry Communications**

*5 Class Hours 5 Quarter Credit Hours*

In today's competitive service industry technicians must possess a mastery of both technical and nontechnical skills. EN 106 will introduce and equip students with the nontechnical or "soft skills" needed to succeed and advance in their field. Topics will include: written and verbal communication, professionalism, team collaboration, critical thinking, and problem-solving skills. Because learning to write and communicate effectively requires practice, the course provides numerous opportunities; including writing workshops, role play, and group activities, for students to apply the fundamentals of written and oral communication.

**EN 110 Healthcare Communications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

EN 110 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in the allied health arena. Through role play, small group work, and presentations students will develop the communication and critical thinking skills they will need daily when communicating with other health care providers, clients, and their families. Additionally, by continuing in the writing process (researching, drafting, and revising) students will further their ability to write clear, concise, error free prose with attention given to audience and message.

**EN 200 Workplace Communications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100 or EN 110 or placement based on evaluation of a writing sample.*

EN 200 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in professional settings. Students will be exposed to a variety of business writing genres including memos, emails, business letters, and proposals. By continuing their engagement in the writing process (researching, drafting, and revising), students will compose several professional documents, reinforcing students' attention to audience and their aptitude to develop an effective workplace document. Additionally, this course strengthens students' ability to document in APA citation style, and hone essential writing skills such as grammar, punctuation, and standard usage.

**EN 211 Oral Communications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100 or EN 110 or placement*

EN 211 is an introductory course with an emphasis on oral communication theory and practice. The course provides a basic understanding of the significance of oral communication as well as instruction and practice in the basic skills of public speaking. The course is intended to help students develop skills in speaking, organizing thoughts, and critical analysis. Major emphasis is placed on the preparation and presentation of formal speeches.

**History (Social Sciences Core)**

**HI 231 Contemporary History**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course encourages students to explore economic, political, social and cultural developments throughout the world since World War II, particularly in developing nations including spiritual, scientific and intellectual developments.

**HI 235 Architectural History**

*4 Class Hours 4 Quarter Credit Hours*

This course is a study of the major periods and styles of architecture from Egyptian through postmodern. Styles studied will include Egyptian, Greek, Roman, early Christian, Byzantine, Romanesque, Gothic, Renaissance, Baroque, 18th, 19th and 20th century. Through a series of lectures, discussions, and readings, students will gain a fundamental understanding of the history of architecture including the historical and social context of each period respectively.

**HI 280 The Holocaust**

*4 Class Hours 4 Quarter Credit Hours*

In this course, students will study genocide and mass murder in modern history. The focus of this course is the Jewish Holocaust of 1933-1945. Through film, photographs, and readings, the course will provide students with a basic understanding of the establishment of the Nazi Party and its attitudes, beliefs, and laws that were put into action during this time period. Students will compare the Holocaust to current genocidal acts in the world today, including the effects of genocide on society.

**Humanities (Humanities Core)**

**HU 208 Rap/Rock and Poetry**

*4 Class Hours 4 Quarter Credit hours*

*Core Fulfillment: Both Communications Core and Humanities Core*

*Prerequisite: EN 100*

What do Eminem, Tupac, Bob Marley, Bob Dylan and WB Yeats have in common? All five wordsmiths are poets who use rhyme, rhythm, figurative language and poetic structure to craft language. In this course, students will explore poetic devices and important global themes through examination of poetry, written by Nobel Prize and Grammy Award winning writers. Focusing on aspects of poetic form will build students' understanding of and appreciation for the power of language.

**HU 211 Introduction to Film**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

The focus of the course will be on what goes into the reading and analysis of a film. As we will see, film is comprised of several arts, each with its own language. By viewing several significant films together, I hope that we will learn to appreciate films and to see them as important social documents that tell us much about ourselves and our world.

**HU 212 Documentary Film**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will expose students to the techniques and artistry of making interesting non-fiction films. Students will view and analyze significant documentary films and become familiar with the work of important filmmakers.

**HU 215 Popular Culture**

*4 Class Hours 4 Quarter Credit Hours*

This course will analyze cultural expressions of intellectual and social trends since 1950. Students will investigate literature, comics, movies, television, music, advertising, painting, computer games, and the Internet to probe the forces that shape our world. In this course, students will identify and evaluate the popular entertainment we consume and ask how our choices define us and shape our values. Understanding our values and culture enables us to understand why we buy what we buy, why we do what we do, and why we think the way we do.

**HU 216 Music and the Media**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will trace the long relationship between visual media and music. Students will study the movie industry from silent movies to the sound tracks that are an integral part of the movies of today. They will also study the importance of music in television, radio and the recording industry, particularly its role in commercials and the "selling" of products, people and programming. In addition, a substantial portion of the course will be devoted to the technology that has led to today's sophisticated performances and recording techniques.

**HU 240 Graphic Design in the 20th Century**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Throughout history, artists and designers have created visual works that help to define historical eras. In this course, students will examine and analyze the most prominent design styles of the past one hundred years. They will learn the defining features and major proponents of each style as well as how each style fits within its historical context. They will then use the knowledge gained to produce designs that respond to past styles in an engaged, knowledgeable way. Course performance will be evaluated on student effort and growth as opposed to artistic talent.

**HU 242 The Automobile and American Culture**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Undeniably, the automobile has had an enormous impact on American culture. A majority of Americans rely on individual transportation on a daily basis. But the car is more than a means of heading to work. Automobiles impact our personal independence, our choice of employment, the country and world economies, the environment, and our social culture. "The Automobile and American Culture" is a course designed to study the broad impact that the Automobile has and continues to have on our Nation and the world. We will examine the automobile through historical documents, films, photographs, and music.

**HU 244 Science Fiction**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Isaac Asimov called science fiction "the literature of change." The course will analyze films, short stories, and a classic science fiction novel to understand the ways this popular genre entertains us and gives us insight into the impact science and technology has had on us.

**HU 289 Racing Through Film**

*4 Class Hours 4 Quarter Credit Hours*

*Racing Through Film* is a course dedicated to examining how the sport of motor racing has been explored through film. Through reading, discussion and viewing films we will consider such issues as the history of racing, questions of masculinity and the often countercultural and rebellious nature of racing, with particular interest in the anti-hero figure.

**HU 291 Critical Thinking and Chess**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course teaches critical thinking and problem-solving skills by using the game of chess as an empirical model for evaluating situations, calculating risks, predicting the consequences of possible actions, solving problems efficiently, and investigating the benefits and limits of reasoning and creative play. Students will demonstrate those skills by solving a wide variety of tactical and strategic problems in chess, by writing a thoughtful analysis of the qualities necessary for a successful thinker/problem solver, and by applying those qualities to situations in one's personal life and career. The chess will be used as a model for critical thinking skills and life skills.

**Japanese (Arts/Foreign Language Core)**

**JP 201 Introduction to Japanese**

*4 Class Hours 4 Quarter Credit Hours*

Students will be introduced to the basics of Japanese, (speaking, listening, reading, and writing) with an emphasis on comprehension and speaking. Vocabulary used in everyday communication in the workplace, school, and common social situations will be covered. Contemporary Japanese society will be addressed in class discussions and video presentations including, but not limited to art, education, film (in particular animé), food, literature, music, sports, and technology. Japanese technological invention and know-how, as well as the unique challenges of doing business with the Japanese will be studied. Japanese guest speakers will be invited to share their expertise and experiences.

**Mathematics (Math/Science Core)**

**MA 100 Introduction to College Math with Lab**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: Placement exam*

Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

**MA 105 Basic College Math with Lab**

*4 Class Hours 2 Lab Hours 5 Quarter Credit Hours*

*Prerequisite: Placement exam*

Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

**MA 106 Computations and Applications**

*4 Class Hours 2 Lab Hours 5 Quarter Credit Hours*

*Prerequisites: AUT 114, TT 106*

This course in basic mathematics covers the math skills necessary for automotive technicians. Topics include: decimals, fractions, ratios, percentages, unit conversion, basic geometry and basic algebra. In the lab, students will apply these concepts to practical automotive applications.

**MA 109 Math for Life Science**

*4 Class Hours 4 Quarter Credit Hours*

This course is designed to assist in the understanding of the proper techniques needed to perform accurate dosage calculations; vital signs in order to ensure patient safety. This course will focus on developing the mathematical skills, critical thinking and quantitative reasoning methods needed to apply medical language and systems of measurement to solve problems in a variety of healthcare settings.



**MA 110 Introduction to College Math**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: Placement exam*

Topics to be covered in this introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

**MA 121 Business Math**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 100/110 or MA 105 or MA 106 or MA 109*

This is an elementary applied course studying such business topics as interest rates, discounts, payrolls, markups, depreciation, insurance, mortgages, and basic statistics.

**MA 125 Technical Math I**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 105 or MA 100/110*

Topics to be studied include the analytic geometry of a straight line, systems of linear equations, trigonometry, vectors and their applications, and quadratic equations.

**MA 200 Applied Math for Business**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 105 or MA 100/110*

MA 200 is designed to help with the transition from basic algebra to more advanced business-related courses, such as statistics and finance. Applications will be stressed throughout the course. Specific topics include linear functions, quadratic functions, descriptive statistics, exponential functions, and annuities.

**MA 210 Technical Math II**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 125*

The following four major topics and their applications will be studied: Cramer's Rule, exponential and logarithmic functions, trigonometry, and complex numbers.

**Physics Courses (Math/Science Core)**

**PHY 126 Applied Physics & Lab**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: MA 100/110 or MA 106 or MA 109*

This course studies the applications of fundamental concepts of physics. The topics covered include: the motion of objects, the forces that cause motion, velocity, acceleration, Newton's Laws, torques, work, power, and energy. The laboratory component is designed to give students the opportunity to have hands-on experience with the fundamental concepts of physics studied in the theory portion of the course.

**PHY 200 Physics I & Lab**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: MA 125*

This course is a non-calculus approach to the study of fundamental physics and includes kinematics and dynamics of bodies, velocity, acceleration, and Newton's laws of motion, forces in equilibrium, concurrent and non-concurrent forces, work, power, energy, and torque. Labs are performed within the course to reinforce concepts.

**Psychology (Social Sciences Core)**

**PS 140 Life Span Development**

*4 Class Hours 4 Quarter Credit Hours*

The purpose of Life-Span Development is to introduce students to the broad concepts of human growth and development from conception to death. The course will attempt to show how physical, cognitive, psychological, and social/environmental factors converge to foster development in all the major phases of the individual and family life cycle. Students will be introduced to human development from the prenatal stage to death with particular emphasis placed on early childhood, adolescence and old age. The course is especially designed for students entering the healthcare professions as the slant is toward practical application of all stages. Upon completion of the course, students should be able to demonstrate a basic knowledge of the developmental stages of life.

**PS 201 Introduction to Psychology**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This introductory course in psychology is a survey of the multiple aspects of human behavior. It includes, but is not limited to, such topics as the history of psychology, the biological foundations of behavior, memory, learning, personality, psychological disorders and treatment and social behavior. Importantly this course will be geared to stress those areas of more practical significance for those in medical service fields.

**PS 202 Psychology of Healthcare**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course addresses the human element of clinical competence in providing health care. Students will explore the psychodynamics of interactions between health care workers and patients, the psychological influences of illness and pain, the psychosocial factors that impact one's effectiveness as a health care team member, the impact of families on a patient's treatment plan, the role of body image in patient responsiveness to treatment, and a variety of other psychosocial factors that influence health care delivery.

**PS 203 Psychology of Happiness**

*4 Class Hours 4 Quarter Credit Hours*

*This course will explore the psychological principles associated with the experience, feelings and thoughts of happiness.* Students will be exposed to a variety of research investigations that have studied different variables that impact happiness. Some of the subtopics discussed in this course include ways to define and measure happiness, differences and similarities in happiness across cultures, happiness and money, and ways to increase happiness.

**PS 210 Human Relations in the Workplace**

*4 Class Hours 4 Quarter Credit Hours*

Students will develop the interpersonal skills known to be key ingredients for successful everyday interactions with coworkers, supervisors and customers at any work environment. Some major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional customer service, and managing on-the-job stressors. This course provides a set of practical human relations techniques that will help students increase the likelihood of job security and career advancement in any current or future job.

**Science (Math/Science Core)**

**SCI 110 Environmental Science**

4 Class Hours 4 Quarter Credit Hours

This course will focus on man's interaction with his environment. It will cover current issues like global warming, human population growth, and pollution.

**Sociology (Social Sciences Core)**

**SO 203 Social Problems**

4 Class Hours 4 Quarter Credit Hours

This course will examine contemporary social issues from multiple perspectives. Attempts to see the ethics, the arguments and the policy outcomes involved in problems such as drug abuse, crime, poverty and the global environment.

**SO 220 Internet and Society**

4 Class Hours 4 Quarter Credit Hours

Pre-requisite: B- or better in EN 100

*Internet and Society* is an online course that focuses on the impact of the Internet on our lives. How has living in a networked world affected American society? The goal of this course is to encourage students to think deeply and critically about the reality of living in a technology-driven society and how technological change influences work, families, social lives, education, and privacy. Students who register for this course must be comfortable with the Web and Blackboard and willing to explore social networking sites (such as Facebook) and new virtual online domains (such as Second Life).

**SO 231 Crime and Deviance**

4 Class Hours 4 Quarter Credit Hours

Prerequisite: EN 100

This course traces the historical development of crime and deviance. A review of the social, physiological, and psychological theories of crime are examined. Topics such as the history of policing and the history of corrections are also reviewed.

**Spanish (Arts/Foreign Language Core)**

**SP 201 Introduction to Spanish**

4 Class Hours 4 Quarter Credit Hours

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with customers and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. While each class will emphasize conversational skills, the course will also cover some key principles of Spanish grammar and provide some exposure to a variety of cultural traditions in Spanish-speaking countries. The course is designed for students with no prior knowledge of Spanish. **Students who speak Spanish fluently or who grew up in a home where Spanish was the primary language spoken will not be eligible to take the course.**

**SP 203 Spanish for Healthcare Workers**

4 Class Hours 4 Quarter Credit Hours

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with Spanish speaking patient and family and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. While each class will emphasize conversational skills, the course will also cover some key

principles of Spanish grammar and provide some exposure to a variety of cultural traditions in Spanish-speaking countries. **The course is designed for students with no prior knowledge of Spanish.**

### **Social Sciences (Social Sciences Core)**

#### **SS 140 Criminal Investigations**

*4 Class Hours 4 Quarter Credit Hours*

In this course, students will get exposure to a wide range of interpersonal and scientific factors that are explored by criminal investigators in their efforts to support hypotheses developed to solve a variety of crimes. Some of the course topics will include the appropriate collection of evidence at a crime scene, techniques for interviewing witnesses and suspects, the role of the crime lab, the science of fingerprinting, forensic medicine, and the preparation of testimony that leads to the conviction of criminals.

#### **SS 201 American Government in Action**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This is an introductory course that will help students understand how the pieces of American government fit together, and how politics continuously affects their lives. Students will examine the roles of interest groups, the media, political parties and the three branches of government. Class discussions about relevant and current political issues will be encouraged.

#### **SS 203 Terrorism and National Security**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course examines the challenge contemporary terrorism presents for U.S. national security. It investigates the causes of terrorism and inquires into the motives, objectives, methods, and effectiveness of contemporary terrorist groups with an emphasis on al Qaeda. Analysis of the determinants of American counter-terrorism policies and evaluation of the effectiveness of these initiatives are central themes of the course. As such, evaluation of the roles the invasion of Afghanistan, the Iraq War, covert operations, domestic and foreign internal security initiatives, and global law enforcement operations have played in addressing the terrorist threat are major points of emphasis.

#### **SS 204 Juvenile Justice System in America**

*4 Class Hours 4 Quarter Credit Hours*

The course is designed to explore the components of the juvenile justice system in America. The various features, characteristics, policies and concerns about the juvenile justice system are carefully examined. As part of the review, adolescent behavior and influence of the family dynamic will be discussed. The detention of juveniles, the various programs focused on the diversion of youths from the juvenile justice system, rehabilitation programs and prevention programs will also be reviewed.

#### **SS 206 Constitutional Values in the 21<sup>st</sup> Century**

*4 Class Hours 4 Quarter Credit Hours*

This course is an introduction to constitutional law and will utilize a historical examination of major United States Supreme Court decisions to better understand contemporary federal and state judicial interpretations of constitutional theory and individual freedoms. It will focus on government powers, the federal court system and judicial review. It will also closely examine those individual freedoms guaranteed under the Bill of Rights and will critically analyze the controversial issues of gun control and the death penalty. Students will also understand how the interpretation of the Constitution involves the application of individual and societal values. These topics will be reinforced through case briefs, persuasive essays, current event worksheets, group activities, debates and media presentations.



**SS 221 Technology and American Life**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

The course examines the interactive relationship between technology and society over historic time and across geographic space. The class will address basic questions about technology and its place in society. Technology is part of the social system and does not exist in isolation. Students will be able to evaluate the impact of social change on their lives, and the impact of their technology on changing the social system. The course is based on abstract thinking and analysis.

**SS 222 Mindful Living**

*4 Class Hours 4 Quarter Credit Hours*

On a single day, how often do you find yourself pulled in multiple directions? In a world inundated with information, and increasingly demanding of our time and attention, it can be overwhelming to know how to even begin prioritizing what is important. What if there were something you could do to increase your productivity, reduce anxiety and stress, and be more fully present in your daily experiences? Welcome to the practice of mindfulness –sustained, purposeful, moment-to-moment attention without judgement. Research studies have shown that a regular mindfulness practice yields concrete physical and emotional benefits, including reduced stress, decreased physical pain, increased concentration, and a happier mindset. In this course, you will learn different ways to practice mindful living.

## **Questions & Answers**

### **1. When do my classes meet?**

Day Classes: Technical classes normally meet for at least three hours a day for up to five days a week. Classes normally begin in the early morning (7:45 a.m.), late morning (usually 11:25 a.m.), or mid-afternoon. The time slot for your program may vary from term to term.

Evening Classes: Technical classes meet on the average of three nights a week, although there may be times when they will meet four nights a week. Classes normally begin at 5:45 p.m.

In addition, to achieve your associate degree, you will take a total of approximately eight liberal arts courses, which will be scheduled around your technical schedule over the course of your entire program. Each liberal arts course meets approximately four hours per week. Liberal arts courses are offered days, evenings, and Saturdays.

At the beginning of each term you will receive a detailed schedule giving the exact time and location of all your classes. The university requires that all students be prepared to take classes and receive services at any of NEIT's locations where the appropriate classes and services are offered.

When a regularly scheduled class falls on a day which is an NEIT observed holiday (Columbus Day, Veterans Day, Martin Luther King, Jr. Day, and Memorial Day), an alternate class will be scheduled as a make up for that class. The make-up class may fall on a Friday. It is the student's responsibility to take note of when and where classes are offered.

### **2. How large will my classes be?**

The average size for a class is about 20 to 25 students; however, larger and smaller classes occur from time to time.

### **3. How much time will I spend in lab?**

Almost half of your technical courses consist of laboratory work. In order for you to get the most out of your laboratory experiences, you will first receive a thorough explanation of the theory behind your lab work.

### **4. Where do my classes meet?**

Students should be prepared to attend classes at any of NEIT's classroom facilities: either at the Post Road, Access Road, or East Greenwich campus.

### **5. I have not earned my high school diploma or GED: can I enroll in an Associate Degree Program?**

A candidate for admission to an associate degree program must have a high school diploma, have earned a recognized equivalency diploma (GED), or meet the federal home school requirements.

### **6. How long should it take me to complete my program?**

To complete your degree requirements in the shortest possible time, you should take the courses outlined in the prescribed curriculum. For a typical six-term curriculum, a student may complete the requirements in as little as 18 months.

To complete all your degree requirements in the shortest time, you should take at least one liberal arts course each term. Students who need more time to complete their curriculum may postpone some of the liberal arts courses until after the completion of the technical requirements. Students are provided up to two additional terms of study to complete the liberal arts requirements without any additional tuition assessment fee. During these additional terms of study, students are required to pay all applicable fees.

Students may also elect to complete some of their liberal arts requirements during Intersession, a five-week term scheduled between Spring and Summer Terms. Students will not be assessed any additional tuition for liberal arts courses taken during the Intersession but may be assessed applicable fees.

Students wishing to extend the number of terms needed to complete the required technical courses in their curriculum will be assessed additional tuition and fees.

**7. Is NEIT accredited?**

NEIT is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.). Accreditation by NECHE is recognized by the federal government and entitles NEIT to participate in federal financial aid programs. Some academic departments have specialized professional accreditations in addition to accreditation by NECHE. For more information on accreditation, see NEIT's catalog.

**8. Can I transfer the credits that I earn at NEIT to another college?**

The transferability of a course is always up to the institution to which the student is transferring. Students interested in the transferability of their credits should contact the Office of Teaching and Learning for further information.

**9. Can I transfer credits earned at another college to NEIT?**

Transfer credits will be considered for admission on the basis of achieving a 3.0 GPA in each of the courses equivalent to EN 200 Workplace Communications (or EN 110 Healthcare Communications), EN 100 Introduction to College Writing, and MA 109 Math for Life Sciences. Transfer credit for appropriate courses taken at an accredited institution will be considered for courses in which the student has earned a "C" or above. An official transcript from the other institution must be received before the end of the first week of the term for transfer credit to be granted for courses to be taken during that term. Students will receive a tuition reduction for the approved technical courses based on the program rate and will be applied against the final technical term of the curriculum's tuition amount. No tuition credit is provided for courses which are not a part of the technical curriculum.

**10. What is the "Feinstein Enriching America" Program?**

New England Institute of Technology is the proud recipient of a grant from the Feinstein Foundation. To satisfy the terms of the grant, the College has developed a one-credit community enrichment course which includes hands-on community enrichment projects. The course can be taken for a few hours per term, spread over several terms. Students who are already engaged in community enrichment on their own may be able to count that service towards course credit.

**11. How many credits do I need to acquire my Financial Aid?**

In order to be eligible for the maximum financial aid award, you need to maintain at least 12 credits per academic term.

**12. What does my program cost?**

The cost of your program will be as outlined in your enrollment agreement, along with your cost for books and other course materials. Students who decide to take more terms than the enrollment agreement describes to complete the technical courses in their curriculum will be subject to additional fees and possible additional tuition costs. Students who elect to take the technical portion of the degree requirements at a rate faster than the rate prescribed in the curriculum and the enrollment agreement will be assessed additional tuition.

Students who require prerequisite courses will incur additional tuition and fees above those outlined in their enrollment agreement.

If a student elects to take a course(s) outside of the prescribed curriculum, additional tuition and fees will be assessed.

Remember, students who withdraw and re-enter, one time only, pay the tuition rate that was in effect for them at the time of their last day of attendance for up to one year from their last day of attendance. Second re-entries and beyond pay the tuition rate in effect at the time they re-enter. The most economical way for you to complete your college degree is to begin your program now and continue your studies straight through for the six terms necessary to complete your degree requirements.

**13. What kind of employment assistance does NEIT offer?**

The Career Services Office assists NEIT students and graduates in all aspects of the job search, including resume writing, interviewing skills, and developing a job search strategy. Upon completion of their program, graduates may submit a resume to the Career Services Office to be circulated to employers for employment opportunities in their fields. Employers regularly contact us about our graduates. In addition, our Career Services Office contacts employers to develop job leads. A strong relationship with employers exists as a result of our training students to meet the needs of industry for over fifty years. No school can, and NEIT does not, guarantee to its graduates employment or a specific starting salary.

**14. Where will job opportunities exist?**

Graduates have obtained employment in the local area. However, one of the most exciting aspects of this program is the ability to look nationally for employment opportunities.

**15. Will this program prepare me for a certification exam?**

Yes, students can take a national certification exam, as well as certification exams for phlebotomy.

**16. What the Associate Science Degree in Medical Assisting and Administration prepare me for?**

This program prepares the graduate for work in the medical office. This will include patient care skills, administrative skills and office management skills. Students are also prepared to work in medical research trials as well.

**17. Are there any additional activities/costs/immunizations/physical exams that I will need for this program?**

Yes, students will need to see their physician and obtain documentation of valid vaccinations and appropriate titers. This cost is not covered by the university. Students are also required to cover the cost of their certification exams. Students will obtain and maintain the scrubs required for the program with name tag and appropriate footwear.

**18. Do I need to maintain certain grade point average?**

Yes. For all terms, a grade of a C- (70%) or better is required in every MAA course and BIO lecture course, and a D (60-65) or better in BIO 101 and BIO 121 (lab courses) in order to advance to the next term. A grade point average of 2.00 is required to graduate from the program.

**19. Do I need to have a Criminal Background check?**

The Joint Commission requires all healthcare facilities which they accredit to perform criminal background checks on students. Prior to entering fieldwork, students will be required to undergo a criminal background check. In addition to the criminal background check required by The Joint Commission, some clinical sites may also require a national criminal background check. It will be necessary for students to sign a Consent and Disclaimer permitting NEIT to perform a criminal background check and a Release and Authorization permitting NEIT to disclose the results of the criminal background check to a clinical site where the student is being considered for placement. In the event that a criminal conviction or pending criminal federal, state or local charge occurs after a criminal background check has been performed, the student must undergo an updated background check. If a background check reveals any





NEW ENGLAND TECH

**Medical Assisting and Administration  
Associate in Science Degree**

*(For students entering their program  
January 2018 – 201820 or later)*

criminal convictions, the student may be disqualified from a clinical placement or employment in the field. When a student is declined a placement by a site as a result of a positive background check, another attempt will be made to place a student in a clinical site. Students assume the cost for all background checks.

NEIT makes no guarantee that once a student is matriculated, the student will be able to attend any fieldwork training setting. This is the student's responsibility to discover what they must do to manage a positive criminal background investigation.

## **Technical Standards**

These technical standards set forth by the Health Sciences Department, establish the essential qualifications considered necessary for the students admitted to the program. The student must possess the following skills and abilities or be able to demonstrate that they can complete the requirements of the program with or without reasonable accommodation, using some other combination of skills and abilities.

### **Cognitive Ability**

- Ability to learn, remember and recall detailed information and to use it for problem solving.
- Ability to deal with materials and problems such as organizing or reorganizing information.
- Ability to use abstractions in specific concrete situations.
- Ability to separate complex information into its component parts.
- Ability to understand spatial relationships such as differing depths of tissues, organs and cavities.
- Ability to comprehend basic mathematics principles and count to 200 in English.
- Ability to perform tasks by observing demonstrations.
- Ability to perform tasks following written and verbal instructions.

### **Communications Skills**

- Ability to communicate effectively with faculty, patients, physicians and other medical staff.
- Ability to read English sufficiently to read college level text books, laboratory results, medication labels, package directions and patient charts.
- Ability to demonstrate and use the knowledge acquired during the classroom training process and in the clinical setting to appropriately identify pertinent patient information and transmit the information, promptly, effectively, efficiently and sensitively to appropriate personnel even when the time span available for communication may be limited.
- Ability to verbally express, clearly and distinctly to enunciate medical terminology.
- Ability to express thoughts clearly, both written and in speech.

### **Adaptive Ability**

- Ability to maintain emotional stability and the maturity necessary to interact with other members of the faculty, students and medical team in a responsible manner.
- Ability to make decisions appropriate to the care of patients under stressful and demanding conditions.
- Ability to follow instructions and complete tasks under stressful and demanding conditions.
- Ability to adapt in a positive manner to new and changing situations with an open mind and flexibility.
- Ability to work in an environment which may change rapidly in unpredictable ways, without warning.
- Ability to think clearly and act quickly and appropriately in an emergency situation.

### **Physical Ability**

- Ability to stand and perform extensive walking for 1-2 hours at a time with no breaks.
- Ability to sit for 1-2 hours at a time with no breaks.
- Sufficient strength to perform CPR (Cardiopulmonary Resuscitation) on both adult and pediatric patients.
- Sufficient upper body strength great enough to carry 20 pounds.
- Sufficient strength and agility to lift equipment, push stretchers and beds and move large pieces of equipment.



- Sufficient strength to assist with positioning patients for and during procedures.
- Ability to wear and tolerate masks and gloves and other protective equipment including lead aprons.
- Ability to perform learned skills, independently, with accuracy and completeness within reasonable time frames in accordance with accepted protocol.

**Manual Ability**

- Sufficient manual dexterity and mobility to move stretchers, carts and equipment independently.
- Sufficient motor function and sensory abilities to participate effectively in the classroom, laboratory and clinical setting.
- Sufficient manual dexterity and motor coordination to coordinate hands, eyes and fingers in the operation of medical and other equipment and instruments.
- Sufficient fine motor control to manipulate small equipment and instruments.
- Ability to grasp, lift and carry various items of equipment.

**Sensory Ability**

Visual

- Visual ability, with or without correction, to enable the student to differentiate instruments, human anatomy and changes in the anatomy that occur during a medical procedure including color changes.
- Acute enough to read small printed labels on medications
- Acute enough to read small numbers on instruments.
- Acute enough to handle extremely fine suture material

Auditory

- Acute enough to hear and understand words spoken by staff, physicians, and patients in an environment with background noise. Individuals with auditory processing disorder may not have the visual cues needed to assist in processing the spoken word.