



- 1 The student will be able to accurately describe the anatomy and physiology of the human body, pathophysiology of all body systems, diagnostic procedures and laboratory tests and medications covered in the medical assisting courses.  
Method of measurement: Written tests and quizzes
- 2 The student will be able to identify and discuss legal concepts pertaining to the field of health care.  
Method of measurement: Class participation, written tests and quizzes.
- 3 The student will be able to list the procedures performed in basic office procedures and financial management and accurately describe the processes.  
Method of measurement: Class participation, written tests and quizzes.
- 4 The student will be able to describe the steps performed in clinical procedures.  
Method of measurement: Class participation, written tests and quizzes.
- 5 The student will be able to define basic psychology terms.  
Method of measurement: Written tests and quizzes
- 6 The student will be able to discuss how heredity, culture and environment influence patient behavior.  
Method of measurement: Written tests and quizzes
- 7 The student will be able to recognize and discuss the differences between verbal and nonverbal communication.  
Method of measurement: Written tests and quizzes

**Evaluation Ratio:**

Tests and Quizzes (multiple choice, short answer, matching, fill in the blank) 65%

Comprehensive Mock CMA Final Exam 35%

**SCANS - Competencies:** C5, C7      **Foundations:** F1, F11, F13, F14, F16

**CAAHEP Standards:** III.C.1, III.C.3

VII. Course requirements and grade computation.

A. College Requirements:

A written, comprehensive final examination, not to exceed two and one-half hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to postpone the examination. **A student absent without permission from a final examination is graded "F."** Postponed examinations result in a grade of "I." The final exam must be taken within 120 calendar days

from the end of the semester or the grade automatically becomes an "F." (San Antonio College Bulletin, Faculty Handbook - January 1995)

- B. Departmental Requirement:  
Admission Requirements for Program:  
Advisement by faculty member and completion of program admission forms.  
Current Physical Examination.  
Ability to meet the national medical assisting technical standards.  
Up to date and complete immunizations, to include completed Hepatitis B vaccination series.  
TB test.  
Satisfactory Criminal Background Check.  
Negative Drug Screening Results.

Successful completion of the course with a minimum score of 75%.

- C. Instructor Requirements:  
Grading Policy:  
95-100 = A  
85-94 = B  
75-84 = C  
65-74 = D  
0-64 = F

Only one (1) make up test will be allowed for unauthorized absences.

Materials Required: Scantron Forms # 882-ES

See individual instructor course outlines for attendance policies and supplies.

VIII. College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus. College Academic Council - April, 1998
- C. ADA Statement: "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347.
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to, cheating on a test, plagiarism

and collusion. For additional information refer to the "Student Code of Conduct" in the San Antonio College Bulletin.

- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/ 2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance at all classes and laboratories, day and/or evening is required. A student absent for any reason is responsible for all work missed. Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each. Absences of each student are recorded without exception. The counting of absences begins on the first day of class. A student absent the equivalent of two weeks of instruction in a 16-week semester may be dropped by the instructor. If a student is dropped from a class for excessive absences, the instructor will record a grade of "W" (withdraw). It is the student's responsibility to ensure that the withdrawals have been submitted.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:
  - ACCD DPS Emergency Phone (210) 222-0911
  - ACCD DPS General Phone (210) 208-8099
  - ACCD DPS Weather Phone (210) 208-8189 (For information on college closures)
- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin. . [www.accd.edu/sa/sacmain/schedule/SAC\\_Bulletin\\_07-08.pdf](http://www.accd.edu/sa/sacmain/schedule/SAC_Bulletin_07-08.pdf)

