

# **NORTHEAST TEXAS COMMUNITY COLLEGE**

## **Medical Assisting Credentialing Exam Review**

**MDCA 1254.001**

**Spring 2025**

### **COURSE SYLLABUS**

Instructor: April Brannon , AAS, CMA (AAMA)  
Classroom: UHS 245  
Office: UHS 103  
Telephone: (903) 563-1694 (Text messages are great!)  
Email: [abrannon@ntcc.edu](mailto:abrannon@ntcc.edu)  
Credit Hours: 3 hours  
Course Start Date: January 21<sup>st</sup>  
Course End Date: May 16th  
Last Day to Withdraw: April 10<sup>th</sup>

#### **Course Description**

This course is a preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.

Textbooks: ***Saunders Medical Assisting Exam Review; Elsevier***

#### **Course Learning Objectives**

Upon successful completion of this course, the student should be able to:

- Develop time-management skills
- Apply study techniques
- Perform test-taking strategies for exams covering content of medical assisting courses

#### **Course Policies**

To ensure you have all key information available to you off-line, it is highly recommended that you print the syllabus and course calendar for your reference.

#### **Attendance:**

Students are expected to attend and participate in all classes. If you are absent, regardless of the cause, you are still responsible for any course work missed. You are

allowed three absences from class. On the fourth absence, your course grade will be reduced one letter grade. Class begins promptly at 1:00pm. For every 3 times you are tardy to class, it will be recorded as one absence. Please make sure you arrive on time.

### **Instructional Methods and Tools:**

The instructional methods and tools are tied to the course and chapter learning objectives by allowing the student to research, discover, and perform the differing educational exercises in class and within Elsevier's Practice Test electronic platform. This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

1. Elsevier's Practice Test platform will be used to take practice tests in preparation for the AAMA Certification Exam.
2. Completion and correction of tests delivered in the classroom.
3. HESI Test assessment.
4. Articles and lectures supplied by the instructor.

### **Evaluation and Grading Criteria:**

Exams/quizzes are given each week and will cover information contained in your text, class discussions, and any additional materials given by the instructor. Your tests will be graded and handed back to you in the next class period. **Your tests are required to be corrected with an explanation/justification of why the correct answer is correct, and the source (ie: text/page number, internet/website, etc.) of the corrected information. Corrected tests will be due in the following class period. Any uncorrected tests not submitted will receive a grade of "0" for the test.**

If there is an alteration in the class calendar, the change will be announced in the "announcements" section of BlackBoard. **There are NO make-up exams and I do NOT accept late assignments!** All assignment due dates are listed under the description of the actual assignment in the weekly learning module. If you have a conflict with the date, it is your responsibility to contact me in advance of the due date to make arrangements for alternate submission. Failure to do so will result in a grade of zero for the assignment. **It is your responsibility to ensure that your assignments are submitted on or before the due date!** I do understand that there are unforeseen circumstances (such as a death in the immediate family and hospitalization) that may not allow you to post assignments by the due date. Please contact me as soon as possible to arrange for an extension.

The instructor will **not** drop students from the course rolls for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop the course through the Registrar's office. Failure to do so will result in an "F" being awarded in the course.

### **Grading:**

Weekly Tests/Quizzes	50%
Final Exam	50%

### **Grading Scale:**

The grading scale of all evaluations combined will be the following:

90% - 100%	=	A
89% - 80%	=	B
79% - 75%	=	C
Below 75%	=	F

**\*\* A minimum of a “C” is required to pass this course. Please note that a “C” is 79-75%.**

**Drop Policy:** The last day to drop with a grade of “W” is **Thursday, May8, 2025**

Grades will be posted online under “**My Grades**” in Blackboard. Grades will be posted no later than day 7 of the following week in which the assignment was due. For example, if your assignment was due in Week 3, you would not receive grades on that assignment until Day 7 of Week 4.

If you choose to sit for your certification exam before graduation, the following policy applies:

**Upon successful passage of one of the national certification exams before the end of this course (with proof of passage given to the MA Program Director), you will automatically receive an “A” for the course and will not be required to attend class for the remainder of the semester. However, if you fail the national certification exam if taken before the end of the semester or do not take your exam prior to the end of the semester, you will be required to continue with the course and all coursework assigned. Your course grade will be based upon coursework.**

### **Academic Dishonesty:**

Academic dishonesty is considered an act of cheating. Each student has a responsibility to follow the college policies regarding academic dishonesty which are found on page 86 in the Northeast Texas Community College General Catalog. Please see my letter regarding Academic Integrity found on BlackBoard under “**START HERE**”

**Any student found guilty of academic dishonesty, the issue will be dealt with per NTCC’s policies and may receive a grade of “0” for that assignment. A second violation will result in failure of the course.**

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

## **ADA Statement**

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook or you can contact the Coordinator of Special Populations at 903-434-8202, or visit the website:

<http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1>

## **Tobacco Use**

The use of tobacco products including smokeless tobacco, smoking tobacco, and any legal smoking preparation is prohibited in all College buildings, enclosed facilities, inner campus, and College owned vehicles.

Tobacco use is prohibited in:

1. All enclosed buildings and facilities, including but not limited to classrooms, offices, food service areas, lavatories and residence halls
2. All exterior areas in the inner campus and parking lots.
3. All college owned vehicles.

Tobacco use is permitted in:

1. Personal vehicles
2. Designated smoking huts on the west side of campus.

## **CELL PHONES, PAGERS & OTHER ELECTRONIC DEVICES**

Classrooms should be free of all unnecessary distractions from the tasks of learning. Therefore, as a general rule, students should silence all personal electronic devices not being used for coursework prior to entering the classroom. Instructional management is a right and a responsibility of the instructor; therefore, policy regarding the use of electronic devices in the classroom may vary depending upon the nature of the course or the guidelines of the instructor. Upon entering the classroom, all cell phones will be placed in vibrate/silent mode.

### **CLASSROOM COMPUTERS**

The computers in the classroom are for course work only. Checking social media sites and other Internet activity not related to educational work is prohibited. Computers are monitored at the discretion of the instructor. Please make sure that you read the Social Media and Electronic Devices policy found in your MA Program Handbook. **If you are found in violation of this policy, your course grade will be decreased one letter grade for each occurrence.**