

**MDCA 1354**  
**Medical Assisting Credentialing Exam Review**  
**Western Texas College**

I. Basic Course Information

- A. Course Description: A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.
- B. Prerequisites: None

II. Student Learning Outcomes

- A. Develop time-management skills; apply study techniques; perform test-taking strategies for exams covering content of medical assisting courses.

III. Online Testing Requirements

- A. The midterm and final exam must be proctored by an approved testing organization. (Ask your instructor for more details.)
- B. Students are not allowed to use their book or notes of any kind while taking their proctored tests and exams.

IV. Major Course Requirements: The grade for this course will be determined as follows:

- A. Quizzes: 25%
- B. Attendance: 25%
- C. Final Exam: 50%
- D. Grading scale:
  - A= (90-100%)
  - B= (80-89%)
  - C= (70-79%)
  - D= (60-69%)
- E. Students must earn a grade "C" or higher to successfully complete this course.
- F. Students must attain a "C" or higher to remain in the program.

V. Information on Books and Other Course Materials

- A. Title: Comprehensive Medical Assisting Exam Review: Preparation for the CMA, RMA and CMAS Exams
- B. Author: J. P. Cody
- C. Edition: 3<sup>rd</sup> Edition
- D. Publisher: Cengage

E. ISBN-13: 9781435499140

VI. Other Policies, Procedures and important dates: Please refer to the WTC Course Catalog for the following:

- A. Campus Calendar
- B. Final exam schedule
- C. How to drop a class
- D. Withdrawal information
- E. Student Conduct/Academic Integrity
- F. Class Attendance
- G. Students with disabilities

VII. Course Sequence & Content

| <b>Week</b> | <b>Topic</b>   |
|-------------|--|
| Week 1      | <b>Course Overview</b><br><br>Chapter 1: The Examinations<br>Chapter 3: Test-Taking Techniques<br><br>RMA Diagnostic Test<br><br>Chapter 2: Study Techniques<br><br>Chapter 4: Medical Terminology<br><br>Chapter 5: Anatomy and Physiology<br><br>Chapter 6: Human Development<br><br>Chapter 7: Professional Relationships |
| Week 2      | Chapter 8: Healthcare Law<br><br>Chapter 9: Healthcare Ethics<br><br>Chapter 10: Information Management<br><br>Chapter 11: Front Office Management<br><br>Chapter 12: Financial Management<br><br>Chapter 13: Insurance Claims Management  |

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|        | Chapter 14: Facilities Management   |
| Week 3 | Chapter 15: Operations Management<br>Chapter 16: Diagnostic and Treatment Services<br>Chapter 17: Surgical Care<br>Chapter 18: Pharmacology and Drug Therapy<br>Chapter 19: First Aid and Cardiopulmonary Resuscitation<br>Chapter 20: Clinical Laboratory Science<br>Chapter 21: Nutrition and Diet Therapy<br>RMA Simulation Test |

Disclaimer: Sequence & Content is subject to change at the instructor's discretion.