READING MUHLENBERG CAREER & TECHNOLOGY CENTER
ADULT EDUCTION
CLOCK HOUR/CREDIT HOUR CHART
FSY 2014-2015

PROGRAM TITLE: HEALTH/MEDICAL ASSISTING SERVICES (intergenerational)

CIP CODE: 51.0899

PROCEDURE: Each course title within a fulltime program will have the hours broken down into the Classroom/Lecture Hour and/or Shop/Lab Hours spend on that course. The Clock Hours will be placed in the appropriate column. Next, Credit Hours will be calculated at the rate of one Credit Hour for every 10 Classroom/Lecture Hours and one Classroom/Lecture Hours and one Credit Hour for every 20 Shop/Lab Hours, placed in the appropriate column. Columns will be totaled vertically and horizontally.

COURSE TITLES	CLASSROOM/LECTURE HOURS		SHOP/LAB HOURS		TOTAL HOURS	
	Clock	Credit	Clock	Credit	Clock	Credit
Orientation	3	.3	7	.35	10	.65
HOSA	3	.3	7	.35	10	.65
Occupational Awareness	3	.3	7	.35	10	.65
Safety Procedures	2.5	.25	5.5	.275	8	.525
Medical Terminology	9	.9	19	.95	28	1.85
Basic Human Anatomy	9	.9	19	.95	28	1.85
Nursing Care Skills	108.5	10.85	208.5	10.425	317	21.275
Basic Clerical Skills	10	1.0	20	1.0	30	2.0
Anatomy, Physiology & Associated Medical Terminology	36.5	3.65	73.5	3.675	110	7.325
Role & Function of the Nurse Aide	17	1.7	17	.85	25	2.55

Personal Care & Basic Nursing Skills	15	1.5	30	1.5	45	3.0
Restorative Care	3	.3	7	.35	10	.65
Mental Health & Social Service Needs	2	.2	5	.25	7	.45
Care of Cognitively Impaired	1	.1	3	.15	4	.25
Medical Terminology, Diagnostic Procedures & Pathology	106.25	10.65	212.50	10.625	318.75	21.275
Medical Math	4	.4	9	.45	13	.85
Integrative Medicine	6	.6	13.25	.6625	19.25	1.2625
Being an Administrative Medical Assistant	19	1.9	39	1.95	58	3.85
Medical Billing & Coding	2.5	.25	5.5	.275	8	.525
Computerized Medical Office	12	1.2	25	1.25	37	2.45
Medical Office Skills	21	2.1	42	2.1	63	4.2
Hospital Coding & Billing	4.5	.45	9.5	.475	14	.925
Medical Transcription	21.5	2.15	43.5	2.175	65	4.325
Nursing Assistant	56	5.6	113	5.65	169	11.25
Alternate Communication	2	.2	4	.2	6	.4
Employability Skills	6	.6	12	.6	18	1.2
TOTALS	483.25	48.225	956.75	47.8375	1440	96.1875