AHMA 280.50: Medical Assisting Exam Prep

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MISSOULA COLLEGE/UNIVERSITY OF MONTANA

RMA Medical Assisting Exam Prep 280

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Course Syllabus

INSTRUCTOR: Andrea Gyuricza
OFFICE: MC 311
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Course description: This online course will prepare you to take the RMA Exam.

Relationship to program: This is the final step in your journey toward becoming a Registered Medical Assistant.

Text:
Medical Assisting Review, Passing the CMA, RMA, CCMA, and NCMA Exams 6th Edition
Jahangir Moini, M.D., M.P.H.

Course Objective:

Prepare you for the RMA Exam through reinforcing and review all you have learned on your path to medical assisting.

Letter grades are assigned to percentages as follows:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-93%</td>
<td>A+</td>
</tr>
<tr>
<td>92-90%</td>
<td>A</td>
</tr>
<tr>
<td>89-87%</td>
<td>B+</td>
</tr>
<tr>
<td>86-83%</td>
<td>B</td>
</tr>
<tr>
<td>82-80%</td>
<td>B-</td>
</tr>
<tr>
<td>79-77%</td>
<td>C+</td>
</tr>
<tr>
<td>76-73%</td>
<td>C</td>
</tr>
<tr>
<td>72-70%</td>
<td>C-</td>
</tr>
<tr>
<td>69-67%</td>
<td>D+</td>
</tr>
<tr>
<td>67% &lt;60%</td>
<td>F</td>
</tr>
</tbody>
</table>

You must earn at least a C (73%) to progress through the medical assisting program. Students are allowed to retake this class once.

Students will be assessed based on the following:

Scores will be weighted by the following categories:

Homework Assignments: 30%
Quizzes: 30%
Final Exam: 40%
**Academic Integrity:** All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. Cheating and plagiarism will not be tolerated. Expulsion from the medical assisting program is likely, depending on the type and level of offense, and whether it is a repeat offense. At the very least, the student will receive no points for the assignment or test and will not be allowed to utilize extra credit to compensate for lost points.

**Disability Accommodation:** Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please speak with me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disabilities Services website at http://www.umt.edu/dss or call (406) 243-2243 (voice/text). Note: Instructor reserves the right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances.

**Technical Requirements:** A computer for submitting assignments.

**Course Policies and Other Information**

1. Homework is to be submitted on time. No late work will be accepted.
2. Quizzes are to be completed on time. No late submissions accepted.
3. Payment and registration for your RMA exam is required prior to completion of the course. You will be responsible for this on your own. Your instructor will provide website information for this.
4. Your final exam will consist of an on campus simulated RMA exam. The grade received will be your final exam grade.