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## Registered Medical Assistant

### Spring 2020

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**ORIENTATION: Wednesday, January 15 9AM in room 3-306**

**Course Dates: January 22 – December 16, 2020**

**Days:** Monday - Thursday

**Time:** Approximately 8:30am-3:30pm - see attached schedule.

**Room:** 306

**CRN:** 1650 - 1665

**Cost: \$8537**

**Payment plan available (\$25 fee):**

**\$801 initial payment - due at time of registration**

*Initial payment must be made in person at the college.*

**Ten subsequent payments of \$776**

**Scholarships available through American Job Center**

To apply for the WIOA Scholarship contact a career agent at American Job Center.

Bristol Office: 860-899-3559

New Britain Office: 860-223-0889

To apply for the Dislocated Worker Grant:

Contact Yanira Fernandez 860-899-3519

# **Spring 2020 Registered Medical Assistant Schedule**

**Mandatory Orientation:** Wednesday, January 15 9AM-12PM  
Room 306

## **Medical Terminology – BOT\*180 – Hybrid Course**

January 22 – May 16

On-ground classes Tuesdays 6:30-9pm

Jan. 28, Feb 18 & 25, March 24 & 31, Apr. 21 & 28, May 12

## **Therapeutic Communication**

January 22 – February 19 (M&W) 8:30-11am

**No class Monday 2/17**

Room 306

## **Law, Liability & Ethics**

January 22 – February 24 (M&W) 11:30am-2:30pm

**No class Monday 2/17**

Board of Nursing Meeting - TBD

Room 306

## **Computer Skills for the Workplace**

February 24 – March 11 (M&W) 8:30-11am

Room 205

## **Anatomy & Physiology**

February 26 – March 16 (M&W) 11:30am-3pm

March 23 – May 18 (M) 11:30am-3pm (last class ends 2:30pm)

Room 306

## **Lab 1: Clinical Office Procedures**

March 12 – May 19 (T&TH) 8:30am-12pm

Room 306

## **Seeking Employment**

May 7 – 28 (TH) 12:30-4pm

Room 205

## **Lab 2: Surgical Procedures & Sterilization**

May 21 – July 14 (T&TH) 8:30am -12pm (last day class ends 11:30am)

**No class Thursday 7/2**

Room 306

## **Medical Coding in the Electronic Health Record**

May 26 – June 16 (T) 12:30-3:30pm

May 27 – June 17 (W) 9:30am-12:30pm

Room 205

## **Medical Office Procedures**

June 4 – June 18 (TH) 12:30-3:30pm

June 23 – July 23 (T&TH) 12:30-3:30pm (last class ends 2:30pm)

**No class Thursday 7/2**

June 24 – July 22 (W) 9:30am-12:30pm

Room 205

## **EKG Skills**

July 27 – August 24 (M) 9am-1pm

Room 306 & 202

## **Lab 3: Phlebotomy & Pharmacology**

July 16, 21, 23 (T&TH) 8:30am-12pm

July 28 - Sept. 1 (T&TH) 8:30am-1:30pm

September 9 - 23 (M&W) 8:30am-1:30pm (last class ends 1pm)

Room 306

## **Health Care Provider CPR**

September 25 (F) 9am-12pm

Founders Hall

## **Lab Review**

September 28 – October 5 (M&W) 8:30am-1:30pm

Room 306

## **Exam Review**

October 7 (W) 8:30-11:30am

Room 306

## **Internship**

October – December

Dates & times to be scheduled individually.

*All courses must be completed with a grade of at least 70  
for students to be eligible for internship.*

**Last Day of Program:** Wednesday, December 16, 2020

Student Name (print) \_\_\_\_\_

## **TUNXIS COMMUNITY COLLEGE REGISTERED MEDICAL ASSISTANT PROGRAM**

### **SPECIAL REQUIREMENTS**

The following Essential Functions are expected of all students with or without academic adjustments. Students must be able to fulfill the essential functions of the job without endangering patients or other healthcare workers. Students with disabilities may be eligible for academic adjustments.

Students must have the following abilities:

- Proficiency in the use of the English language and must possess effective oral and written skills in order to accurately transmit appropriate information to patients/clients, faculty, colleagues, and other healthcare workers.
- Adequate senses – hearing, vision, smell and touch.
- Interpersonal skills such that you are capable of interacting with individuals, families and groups from a variety of social, economic and ethical backgrounds.
- Present a professional appearance, maintain personal health and be emotionally stable.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Time Sharing — The ability to shift back and forth between two or more activities or sources of information.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs
- Time Sharing — The ability to shift back and forth between two or more activities or sources of information.

I have read and understand the information above.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date



271 Scott Swamp Road  
 Farmington, CT 06032  
 Phone: 860-773-1450  
 Fax: 860-606-9732  
[tx-continuing-ed@tunxis.edu](mailto:tx-continuing-ed@tunxis.edu)



## Continuing Education Non-Credit Registration Form

**Full Legal Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Email Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Work / Cell Phone:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Former Last Name** (if applicable): \_\_\_\_\_

**Social Security #:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Sex:**  Male  Female

**Are you a U.S. Citizen?**  Yes  No

**Ethnicity** (optional):  White  Black  Hispanic/Latino  Asian  
 Native Hawaiian/Pacific Islander  American Indian/Native Alaskan  Other

CRN	Course Title	Start Date	Cost	Time	Room
<b>Total:</b>					

\*Payment must be submitted at time of registration.

**\*PAYMENT INFORMATION:** Check Number \_\_\_\_\_ Money Order \_\_\_\_\_  
**Payable to: Tunxis Community College**

MasterCard/Visa/Discover/Amex: \_\_\_\_\_ Exp. \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_

<b>Office use ONLY</b>	Entered: _____	Banner ID: @ _____						
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**Withdrawal/Refunds:**

Refunds may be obtained if your written withdrawal is submitted to the Continuing Education & Workforce Development Office three business days prior to the first meeting of class. Refunds generally take 2-4 weeks to process. There are no refunds once a class has started or for fees labeled "non-refundable".

**Course Cancellations:**

Low enrollment may result in a course cancellation. Students may accept a refund or transfer the tuition to another course in the same semester. In the event of inclement weather, please check the Weather Line at 860-773-1301 or our website: tunxis.edu.

**Student Conduct:**

Students are expected to behave according to the socially accepted standards of the College community. Each student is expected to uphold ethical standards in academic performance. Failure to comply with the College's guidelines for conduct, as directed by the Board of Regents for Higher Education Policy, may be grounds for dismissal.

**Parking Policy:**

To avoid having to pay a parking fine, please park in student-designated parking lots on the right as you enter campus. Do not park in areas reserved for faculty and staff.

**Tunxis@Bristol is located at:**

430 North Main St, Bristol, CT 06010