

# DENTAL ASSISTING & DENTAL ASSISTING BLENDED



## OBJECTIVES

Objectives and course descriptions are the same for both programs. Dental Assistants perform a variety of duties in a dental office. In the front office they may schedule and confirm appointments, welcome patients to the office, send bills, process payments, and inventory supplies.

Dental Assistants assist the dentist during the examination and treatment of patients by handing required instruments to the dentist and using suction or other instruments to keep the patients mouth clear. Dental Assistants prepare instrument trays and assist patients with dental health care. Some Dental Assistants will make dental impressions, remove sutures, and apply anesthetics to the gums and cavity preventatives to teeth. Dental Assistants must be reliable, work well with others and have good manual dexterity. CPR Certification and is included as part of program fees.

## CAREER OPPORTUNITIES

Dental Assistant      Oral Surgery Assistant      Orthodontic Assistant      Surgical Dental Assistant

For additional information about dental assisting careers use o\*net code 31-9091 at [www.onetonline.org](http://www.onetonline.org)

<b>DENTAL ASSISTING &amp; DENTAL ASSISTING BLENDED (50 WEEK PROGRAM)</b>		<b>*CLOCK HRS</b>	<b>FINANCIAL QTR. CREDITS</b>	<b>ACADEMIC QTR. CREDITS</b>
<b>DEN:101</b>	<b>Dental Assisting Principles</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Dental Assisting Principles Lecture</i>	25 hrs		
	<i>Dental Assisting Principles Lab</i>	15 hrs		
<b>DEN:102</b>	<b>Anatomy and Physiology for Dental Assistants</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Anatomy and Physiology for Dental Assistants Lecture</i>	25 hrs		
	<i>Anatomy and Physiology for Dental Assistants Lab</i>	15 hrs		
<b>DEN:103</b>	<b>Head and Neck Anatomy</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Head and Neck Anatomy Lecture</i>	25 hrs		
	<i>Head and Neck Anatomy Lab</i>	15 hrs		
<b>DEN:104</b>	<b>Infection Control</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Infection Control Lecture</i>	25 hrs		
	<i>Infection Control Lab</i>	15 hrs		
<b>DEN:105</b>	<b>Dental Health and Safety</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Dental Health and Safety Lecture</i>	25 hrs		
	<i>Dental Health and Safety Lab</i>	15 hrs		

- *First Institute's blended programs share the same curricular objectives and expected learning outcomes as the on-campus programs. Blended program courses will be offered online and on-campus as identified on the student schedule. Blended program students must perform the hands-on skills at the same competency level as on-campus programs prior to beginning externship.*

<b>DENTAL ASSISTING &amp; DENTAL ASSISTING BLENDED (50 WEEK PROGRAM)</b>		<b>*CLOCK HRS</b>	<b>FINANCIAL QTR. CREDITS</b>	<b>ACADEMIC QTR. CREDITS</b>
<b>DEN:106</b>	<b>Embryology, Histology, and Tooth Morphology</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Embryology, Histology &amp; Tooth Morphology Lecture</i>	<i>25 hrs</i>		
	<i>Embryology, Histology &amp; Tooth Morphology Lab</i>	<i>15 hrs</i>		
<b>DEN:107</b>	<b>Chair Side Assisting I</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Chair Side Assisting I Lecture</i>	<i>25 hrs</i>		
	<i>Chair Side Assisting I Lab</i>	<i>15 hrs</i>		
<b>DEN:108</b>	<b>Chair Side Assisting II</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Chair Side Assisting II Lecture</i>	<i>25 hrs</i>		
	<i>Chair Side Assisting II Lab</i>	<i>15 hrs</i>		
<b>DEN:109</b>	<b>Dental Radiology</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Dental Radiology Lecture</i>	<i>25 hrs</i>		
	<i>Dental Radiology Lab</i>	<i>15 hrs</i>		
<b>DEN:110</b>	<b>Laboratory Procedures I</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Laboratory Procedures I Lecture</i>	<i>25 hrs</i>		
	<i>Laboratory Procedures I Lab</i>	<i>15 hrs</i>		
<b>DEN:111</b>	<b>Laboratory Procedures II</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Laboratory Procedures II Lecture</i>	<i>25 hrs</i>		
	<i>Laboratory Procedures II Lab</i>	<i>15 hrs</i>		
<b>DEN:112</b>	<b>Oral Surgery and Periodontics</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Oral Surgery and Periodontics Lecture</i>	<i>25 hrs</i>		
	<i>Oral Surgery and Periodontics Lab</i>	<i>15 hrs</i>		
<b>DEN:113</b>	<b>Dental Specialties and Pediatrics</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Dental Specialties and Pediatrics Lecture</i>	<i>25 hrs</i>		
	<i>Dental Specialties and Pediatrics Lab</i>	<i>15 hrs</i>		
<b>DEN:114</b>	<b>Endodontics and Orthodontics</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>3 cr.</b>
	<i>Endodontics and Orthodontics Lecture</i>	<i>25 hrs</i>		
	<i>Endodontics and Orthodontics Lab</i>	<i>15 hrs</i>		
<b>DEN:115</b>	<b>Clinical Dental Assisting I</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>2 cr.</b>
	<i>Clinical Dental Assisting I Lab</i>	<i>40 hrs</i>		
<b>DEN:116</b>	<b>Clinical Dental Assisting II</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>2 cr.</b>
	<i>Clinical Dental Assisting II Lab</i>	<i>40 hrs</i>		
<b>DEN:117</b>	<b>Externship</b>	<b>120 hrs</b>	<b>6 cr.</b>	<b>4 cr.</b>
<b>Total</b>		<b>760 hrs</b>	<b>38.00 cr.</b>	<b>50.00 cr.</b>

**NOTE: The classes above do not necessarily represent the order in which the classes are delivered.  
Scrubs are required for all classes on-campus.**

## **DENTAL ASSISTING PRINCIPLES**

**DEN:101**

This course is an introduction to dental assisting. Topics include the history of dentistry, professional, legal, and ethical responsibilities of the dental assistant, HIPAA regulations, professionalism, communication skills, job duties, career opportunities and resume writing. Students will gain an understanding of various administrative procedures, including appointment scheduling, telephone etiquette, dental records management and inventory control. Students will learn about the concepts of communication in the dental profession and how communication has a direct impact on the workplace. Students will create a resume and cover letter.

## **ANATOMY & PHYSIOLOGY FOR DENTAL ASSISTANTS**

**DEN:102**

This course is designed to familiarize students with the directional terms, regions, and regions of the basic anatomy and physiology of the face and oral cavity, and the relationship and interaction of these body systems in relation to dental treatment. The dental assisting student will learn pharmacology and drugs associated with treating diseases; the importance of reference texts relating to pharmacology and drug enforcement, and their use in dentistry; related terms; and parts of a prescription. Students will learn preparedness in dealing with common medical and dental emergencies, and be familiar with the necessary contents of an office emergency kit. The student will also learn procedures for handling medical emergencies in the dental office including a patient with syncope, anaphylaxis, asthma attacks, hyperventilation, seizures, hypoglycemia, and angina pectoris.

## **HEAD AND NECK ANATOMY**

**DEN:103**

Anatomical emphasis is placed on the head and neck including a detailed study of bony landmarks, muscular, circulatory, and nervous systems as well as landmarks of the face and oral cavity. Students learn the clinical significance of head and neck structures as they pertain to oral health and dental hygiene. Upon completion, students will be able to identify cranial and facial bones, muscles of mastication, facial features, bones and landmarks of the hard palate, salivary glands and lymph nodes, nerves of the maxilla and the mandible, and arteries and veins of the head and neck. The anatomical structures that make up the Temporomandibular Joint (TMJ), movements of the joint and clinical concerns associated with the TMJ.

## **INFECTION CONTROL**

**DEN:104**

This course introduces fundamental microbiology, infectious diseases, immunity, and infection control in the dental office. Topics include infection control and disinfection techniques for patient and occupational protection, disease transmission and prevention for healthcare settings. Upon completion, students will understand the proper methods for hand washing, use of PPEs, placement and removal of surface barriers, and treatment room cleaning and disinfection. Students will gain knowledge of in aspects of cleaning, disinfecting and sterilization within the dental setting. Proper maintenance of dental waterlines will be explained. These methods will be practiced on-campus once they return to the classroom and lab.

## **DENTAL HEALTH AND SAFETY**

**DEN:105**

In this course, the dental assisting student will learn infection control standards including the requirements of the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard and Hazardous Communication Standard to manage biohazardous waste and hazardous materials, such as engineering controls, labeling, safety data sheets (SDSs), housekeeping, laundry, and the disposal of hazardous materials. Students will learn compliance with regulations regarding infectious disease control, training requirements, maintenance of records, and the importance of asepsis management to ensure a safe work-place in the dental office.

## **EMBRYOLOGY, HISTOLOGY & TOOTH MORPHOLOGY**

**DEN:106**

This course introduces oral embryology, histology, and tooth morphology. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations to provide a foundation essential for understanding dental health. Overview of the dentitions, oral diagnosis, and treatment planning will be explained. Upon completion, students will be able to identify the structures and forms of the human teeth and their location in the mouth as well as the eruption schedule and function of each tooth in the primary and permanent dentition. Students will also be able to define cavity classifications and identify charting symbols as they apply for accurate dentition charting of teeth, existing and/or needed restorative treatment and conditions.

## **CHAIR SIDE ASSISTING I**

**DEN:107**

In this course students will learn how preparation for patient care is an important part of providing quality dental service to each patient. This includes obtaining personal, medical, and dental history, reviewing the information, and alerting the dentist to any areas of concern. Students will learn how to contribute to the patient's preparation by learning how to obtain vital signs. Students will learn about dental office design; the treatment rooms and dental equipment; routine office care, including opening and closing the dental office; how to prepare the treatment room; how to seat and dismiss patients; ergonomics for the operator and assistant; and working with patients with special needs. Students will be introduced to the principles of chair-side assisting, which include chair-side responsibilities, instrument identification, tray setups, four-handed techniques, and sequences of general dentistry procedures.

## **CHAIR SIDE ASSISTING II**

**DEN:108**

In this course, the student will learn about instrument grasps and transfer, as well as methods to maintain a clear operating field in the oral cavity. Techniques for moisture control and isolation, the dental dam, the dental dam for the pediatric patient, and alternatives to the full dental dam placement are addressed. Students will become familiar with the methods used to manage pain and anxiety related to dental procedures, topical anesthetics, and their placement, and types of local anesthetics used in dentistry. Steps for preparing anesthetic administration, injection sites, materials and equipment required, the role of nitrous oxide sedation, and administration will be discussed. Students will learn the properties, composition, and manipulation of dental amalgam. The dental assisting student will be able to identify the armamentarium and steps of an amalgam procedure, explain the composition of composite resins, explain the properties and manipulation of various composite restorations, and explain the use of glass ionomer, resin, resin-enforced glass ionomer, and compomer restorative materials. This course also covers the advanced functions of matrix and wedge, and matrix band.

## **DENTAL RADIOLOGY**

**DEN:109**

This course is designed to introduce the essential skills of radiographic techniques for the practice of dentistry including theory and technique of oral

radiography, radiation hygiene and safety, quality assurance, infection control, anatomical landmarks, and methods and materials for processing radiographs using film and digital radiology. Students will learn how to produce diagnostically acceptable intra oral radiographs with emphasis on film and digital sensor placement, cone angulations, exposing and developing radiographs, and mounting and evaluating processed films. Students will learn about extraoral radiographs; radiographic interpretation; imaging systems/digital imaging systems; digital radiography in the dental office; three-dimensional imaging in dentistry; and handheld intraoral radiography.

## **LABORATORY PROCEDURES I**

**DEN:110**

In this course, the dental assisting student will learn the types of restorative materials and cements used in general dentistry, the standards and organizations responsible for those standards, the role of the dental assistant in chairside restorative procedures, and the properties of dental materials. Students will be able to list the types of materials and cements used to restore teeth, describe the use of bonding agents and their proper manipulation, identify types of direct restorative materials, and list the steps in cavity preparation. Placement of cavity liners, cavity varnish, and cement bases are also discussed. The student will learn to identify the materials used in the dental laboratory and to perform associated procedures, demonstrate knowledge and skills required to prepare, take, and remove alginate impressions, elastomeric impression materials, and polyether impression material for the dentist. The student will also learn skills required to mix and manipulate gypsum products, pour, and trim impressions for diagnostic casts, understand the use of a dental articulator, identify different classifications and uses of dental waxes. Students will be able to understand the skills required to fabricate acrylic tray resin, custom trays, vacuum-formed and thermoplastic custom trays, how to contour prefabricated temporary crowns, and fabricate and custom fit temporary restorations.

## **LABORATORY PROCEDURES II**

**DEN:111**

In this course, the dental assisting student will learn the scope of fixed prosthodontics, the recommendations for various types of prostheses, and their functions. Students will learn the materials used in the fabrication of fixed prostheses. Techniques for retention of prostheses, implants,

and techniques for maintaining fixed prosthetic appliances are taught. The use of computerized impression technology and corresponding restorative treatment systems will be explained. The advanced function of gingival retraction in restorative dentistry is explained. The student will learn the scope and fundamentals of cosmetic dentistry. Restorative types and material options are described. Tooth whitening in dentistry is discussed. Causes of tooth stain, whitening techniques and equipment/materials associated with teeth whitening are reviewed. The student will understand the fundamentals of over-the-counter whitening options versus professional whitening treatments. The choices of removable prosthodontics are explained. Students will learn the steps in diagnosis and materials required for fabrication along with the advantages/disadvantages of partial, full, immediate and over dentures. Polishing, relining, and repair of removable prosthetics are reviewed.

### **ORAL SURGERY & PERIODONTICS DEN:112**

In this course, the dental assisting student will learn an overview of the specialties of Oral and Maxillofacial Surgery and Periodontics. Patient diagnosis and necessary treatment will be explained. The instruments, procedures, and evaluation for patients for each specialty is discussed. The dental assisting student will learn how to prepare the patient for surgical treatment, create tray setups for treatments, explain procedures and postoperative instructions to patients. Students will be able to understand the cause of postsurgical complications and prevention measures. Fundamentals of information regarding oral cancer prevention, diagnosis, biopsies and treatments are described. The scope of dental implants and their place in modern dentistry will be reviewed. Types of dental implants, surgical placement procedures and restorative treatment procedures are explained.

### **DENTAL SPECIALTIES & PEDIATRICS DEN:113**

In this course, the dental assisting student is expected to learn about the common dental practices and procedures within the scopes of Preventative Dentistry and Pediatric Dentistry and identifying types of treatments specific to these particular areas. Nutrition and patient preventative

dental care including oral hygiene techniques and recommendations are discussed. The placement of dental sealants as part of preventative dentistry is explained and the patient selection, indications/contraindications and placement procedure are examined. Students will be introduced to coronal polishing and will have a fundamental understanding of the steps of the procedure as well as how to maintain the oral cavity while the procedure is being performed.

### **ENDODONTICS & ORTHODONTICS DEN:114**

In this course, the dental assisting student will learn about the branch of dentistry that deals with diagnosis and treatment of diseases of the pulp and periapical tissues, endodontic procedures, root canal treatment, and periapical surgical procedures. Students will learn the definition of orthodontics and the orthodontic office setting; define the role of the dental assistant in an orthodontic practice; define and describe occlusion and malocclusion; and identify the causes of malocclusion. The student will learn about preventive, interceptive, and corrective orthodontics. The process of tooth movement is explained. Students learn the importance of the pre-orthodontic and consultation appointments with diagnostic records. Differentiation is made between fixed and removable appliances, the function of basic orthodontic instruments, and stages of treatment. Procedures for both the placement and removing orthodontic appliances is explained and how the teeth are retained in position afterward.

### **CLINICAL DENTAL ASSISTING I DEN:115**

This course provides students the opportunity to practice the skills learned in a clinical setting. Emphasis is placed on the basic skills of dental assisting and provides the student with hands on dental chair-side assisting and laboratory experience and enables the dental assisting student to practice skills and competencies developed throughout the program. Upon completion, students should also be comfortable demonstrating administrative office procedures and customer service skills.

## CLINICAL DENTAL ASSISTING II DEN:116

A continuation of Clinical Dental Assisting I, students continue practicing and refining their proficiency and efficiency with dental assisting skills acquired throughout the program. Fundamental skills of dental assisting are practiced with hands on dental chair-side assisting and laboratory experience and enables the dental assisting student to practice skills and competencies developed throughout the program. Upon completion, students should also be comfortable demonstrating administrative office procedures and customer service skills.

## EXTERNSHIP

DEN:117

Upon successful completion of all other courses, students conclude their training in the Dental Assisting program with a 120-hour clinical externship. The clinical externship provides students an opportunity to work with patients and staff at a dental office where they will apply the principles and practices learned throughout the program in the classroom and laboratory settings.



# MEDICAL ASSISTING & MEDICAL ASSISTING BLENDED



## OBJECTIVES

Objectives and course descriptions are the same for both programs. Students of the Medical Assisting and Medical Assisting Blended programs gain the skills necessary to aid the physician and other medical personnel as they examine and treat patients. Medical Assistants perform administrative and clinical tasks that keep a medical office or clinic running smoothly. Upon successful completion, graduates will be prepared to work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities.

First Institute prepares students to obtain certification from American Medical Technologists (AMT) for the Registered Medical Assistant (RMA) and/or National Healthcareer Association (NHA) for the Certified Clinical Medical Assistant (CCMA). Optional certifications include: Certified Phlebotomy Technician (CPT), Certified Billing & Coding Specialist (CBCS) and Certified EKG Technician (CET). Onsite testing is available for these NHA certifications.

First Institute provides related coursework, online test preparation with focused review, and teacher led study reviews for the CCMA certification. The cost for CPR testing and the first certification attempt, either the RMA or CCMA, is included as part of the program and paid for by First Institute.

## CAREER OPPORTUNITIES

- Chiropractor Assistant
- Clinical Medical Assistant
- Doctor's Assistant
- Health Assistant
- Ophthalmic Assistant
- Ophthalmological Assistant
- Optometric Assistant
- Outpatient Surgery Assistant
- Phlebotomist
- Registered Medical Assistant (RMA)

For additional information about medical assisting careers use o\*net code 31-9092 at [www.onetonline.org](http://www.onetonline.org)

For additional information:

RMA: [www.americanmedtech.org](http://www.americanmedtech.org)

CCMA, CPT, CBCS or CET: [www.nhanow.com](http://www.nhanow.com)

MEDICAL ASSISTING & MEDICAL ASSISTING BLENDED COURSES		*CLOCK HRS	FINANCIAL QTR. CREDITS	ACADEMIC QTR. CREDITS
<b>MA:101</b>	<b>Anatomy and Physiology I</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>4 cr.</b>
	<i>Anatomy and Physiology I Lecture</i>	<i>40 hrs</i>		
<b>MA:102</b>	<b>Medical Terminology I</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>4 cr.</b>
	<i>Medical Terminology I Lecture</i>	<i>40 hrs</i>		
<b>MA:103</b>	<b>Medical Law and Ethics</b>	<b>16 hrs</b>	<b>.80 cr.</b>	<b>1.50 cr.</b>
	<i>Medical Law and Ethics Lecture</i>	<i>16 hrs</i>		
<b>MA:104</b>	<b>Computer Billing</b>	<b>80 hrs</b>	<b>4 cr.</b>	<b>6 cr.</b>
	<i>Computer Billing Lecture</i>	<i>40 hrs</i>		
	<i>Computer Billing Lab</i>	<i>40 hrs</i>		

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<b>MEDICAL ASSISTING &amp; MEDICAL ASSISTING BLENDED COURSES</b>		<b>*CLOCK HRS</b>	<b>FINANCIAL QTR. CREDITS</b>	<b>ACADEMIC QTR. CREDITS</b>
<b>MA:105</b>	<b>Medical Insurance Billing and Coding</b>	<b>80 hrs</b>	<b>4 cr.</b>	<b>6 cr.</b>
	<i>Medical Insurance Billing and Coding Lecture</i>	<i>40 hrs</i>		
	<i>Medical Insurance Billing and Coding Lab</i>	<i>40 hrs</i>		
<b>MA:106</b>	<b>Clinical Procedures</b>	<b>48 hrs</b>	<b>2.40 cr.</b>	<b>2.50 cr.</b>
	<i>Clinical Procedures Lecture</i>	<i>12 hrs</i>		
	<i>Clinical Procedures Lab</i>	<i>36 hrs</i>		
<b>MA:107</b>	<b>Anatomy and Physiology II</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>4 cr.</b>
	<i>Anatomy and Physiology II Lecture</i>	<i>40 hrs</i>		
<b>MA:108</b>	<b>Medical Terminology II</b>	<b>40 hrs</b>	<b>2 cr.</b>	<b>4 cr.</b>
	<i>Medical Terminology II Lecture</i>	<i>40 hrs</i>		
<b>MA:109</b>	<b>Laboratory Procedures I</b>	<b>80 hrs</b>	<b>4 cr.</b>	<b>6 cr.</b>
	<i>Laboratory Procedures I Lecture</i>	<i>40 hrs</i>		
	<i>Laboratory Procedures I Lab</i>	<i>40 hrs</i>		
<b>MA:110</b>	<b>Laboratory Procedures II</b>	<b>104 hrs</b>	<b>5.20 cr.</b>	<b>7 cr.</b>
	<i>Laboratory Procedures II Lecture</i>	<i>44 hrs</i>		
	<i>Laboratory Procedures II Lab</i>	<i>60 hrs</i>		
<b>MA:111</b>	<b>Medical Office Procedures</b>	<b>80 hrs</b>	<b>4 cr.</b>	<b>6 cr.</b>
	<i>Medical Office Procedures Lecture</i>	<i>40 hrs</i>		
	<i>Medical Office Procedures Lab</i>	<i>40 hrs</i>		
<b>MA:112</b>	<b>Externship</b>	<b>160 hrs</b>	<b>8 cr.</b>	<b>5 cr.</b>
<b>Total</b>		<b>808 hrs</b>	<b>40.40 cr.</b>	<b>56 cr.</b>

*NOTE: The classes above do not necessarily represent the order in which the classes are delivered.  
Scrubs are required for all classes on-campus.*

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## **ANATOMY AND PHYSIOLOGY I MA:101**

Students will learn the anatomical terms, appropriate combining forms, pathological conditions, and diagnostic techniques associated with the body systems that include the skeletal system, muscles and joints, the nervous system, and the blood and lymphatic systems. Students also learn structures common to the central nervous system and peripheral nervous system and identify structures of the brain. Students will define range of motion movements of the skeletal muscles and understand the major functions of the blood and lymphatic systems.

## **MEDICAL TERMINOLOGY I MA:102**

The basics of medical terminology, including the three basic components of a word and the rules for joining prefixes and suffixes to a word root are covered in this course. Body organization including the five body cavities, nine body regions and directional terms will be reviewed. The integumentary system will be introduced including medical terms, pathological conditions, appropriate combining forms, and diagnostic techniques associated with this body system.

## **MEDICAL LAW AND ETHICS MA:103**

Students will learn the difference between ethics and law; be able to define the components of public and private law; identify areas of medical ethics of particular concern, list the AAMA Code of Ethics; define important terms such as implied and expressed consent, defamation of character, libel and slander; prepare common consent forms; understand legally required disclosure; understand the rights of a physician in providing treatment, as well as the rights of a patient receiving treatment. Students will understand the key components of HIPAA, PHI and important aspects of medical laws.

## **COMPUTER BILLING MA:104**

This course presents the use of an integrated medical practice management and electronic health record system. Students learn the conceptual framework both for medical billing and for using an electronic health record in medical documentation

and patient management. By working through exercises of increasing difficulty that simulate use of PM and EMR, students develop transferable skills needed to manage the required software tasks used throughout a patient encounter. Students will learn how to perform charting tasks during patient intake and examination, use electronic encounter forms to assign procedure/diagnosis codes, and discuss the charge capture process used to verify coding and billing compliance. Students will discuss interpersonal communication as it relates to the medical setting, and methods used in the healthcare setting to maintain compliance and HIPAA privacy. Students will refine their job search and communication skills by completing a mock employment interview.

## **MEDICAL INSURANCE BILLING AND CODING MA:105**

This course teaches the process of medical billing and coding. Students will study and define basic medical insurance terminology and will learn the different types of medical insurance programs available in today's healthcare system. At the completion of this course, students will have a basic knowledge of how to code diagnoses and procedures, perform basic medical insurance billing and complete common forms found in medical billing.

## **CLINICAL PROCEDURES MA:106**

In this course, students will explore the study of Pharmacology and be able to identify the laws and governing agencies that enforce the safe manufacture, distribution and use of common medications. Drug actions/interactions that occur within the body, drug classifications, calculations, and schedules are reviewed. Minor surgical procedures and instrument identification are also introduced. instrument identification are also introduced.

## **ANATOMY AND PHYSIOLOGY II MA:107**

Students will learn the medical terms, pathological conditions, appropriate combining forms, and diagnostic techniques associated with the body systems that include the cardiovascular system, respiratory system, digestive system, and endocrine system. Students will identify structures of the heart and learn the pathway of blood as it travels through the heart. Students will learn the anatomy and physiology of each system, identify the signs and symptoms that indicate possible problems with each system, define common conditions, and identify diagnostic techniques and treatments of each system.

## **MEDICAL TERMINOLOGY II MA:108**

Students will learn the medical terms, pathological conditions, appropriate combining forms, and diagnostic techniques associated with the special senses, urinary system, female reproductive system, and obstetrics. Students will learn the anatomy and physiology of each system, identify diagnostic techniques and treatments and identify the signs and symptoms that indicate possible concerns.

## **LABORATORY PROCEDURES I MA:109**

Students will be introduced to the medical laboratory procedures for preparation of specimen collection and basic laboratory procedures for urine, sputum, and stool. Diagnostic tests and procedures will be discussed in the course. Students will be introduced to vital signs and body measurements. The student will learn to instruct and prepare patients for procedures and other diagnostic tests. Methods of infection control, universal precautions, OSHA Bloodborne Pathogens, and the importance of asepsis and sterilization techniques are practiced. Upon completion of this course, students will know the proper procedures for taking bodily fluid samples, how to assist the physician with general, physical, and pediatric examinations, and imaging and radiological procedures. Student will learn how to communicate the results with the doctor and to notify the patient.

## **LABORATORY PROCEDURES II MA:110**

The student will learn to instruct and prepare patients for EKG's. Students will perform vital signs including pulse, respirations, blood pressure, and pulse oximetry. Students will learn to administer intramuscular, intradermal, subcutaneous injections, and to perform capillary punctures and venipunctures. Students will learn the necessary steps in the processes and be expected to pass hands on testing in all skills at the conclusion of the course. Students and patient safety will be areas of concentration as well as professionalism and patient satisfaction. Upon completion of this course, students will obtain CPR certification.

## **MEDICAL OFFICE PROCEDURES MA:111**

Students will learn the basics of daily activities in a medical office. This course will highlight various roles, define patient and provider interactions, and explain working with patient medical records and appropriate documentation for reimbursement. Students will work on resume building and developing an understanding of the positive work attitudes that contribute to work ethic and professionalism. Students will discuss interpersonal communication as it relates to the medical setting and methods used in the healthcare setting to maintain compliance. Common medical abbreviations and Electronic Health Records will be introduced.

## **EXTERNSHIP MA:112**

This is a capstone course that provides students with 160 hours of practical experience in a healthcare setting. Students will utilize and demonstrate the skills and knowledge learned throughout the program and will perform various clinical, laboratory, and administrative skills in a medical setting outside the classroom. The site supervisor provides practical guidance for students to refine skills. Upon completion of this course, students will gain practical experience in a healthcare setting such as a physician's office, urgent care or other outpatient facility.

# MASSAGE THERAPY

## OBJECTIVES

Graduates of the Massage Therapy Program learn how to assess the musculoskeletal system and present massage treatment methods and techniques that address disorders of the neck, back, elbow, knee, sciatic nerve, and shoulder, as well as carpal and tarsal tunnel syndromes. Massage Therapy students develop strong business acumen and customer service skills while completing their internship at First Institute's Massage Clinic.

First Institute prepares students of the Massage Therapy Program to take the Massage & Bodywork Licensing Examination (MBLEx) through the Federation of State Massage Therapy Boards (FSMTB). The MBLEx is an entry level licensure examination utilized in 46 of the 49 regulated states, the District of Columbia, as well as the territories of Puerto Rico and the U.S. Virgin Islands.

First Institute provides related coursework, online test preparation, and teacher led study review for the MBLEx. CPR Certification and the fee for the first MBLEx attempt is included as part of program fees.

For additional information for the MBLEx visit: [www.fsmtb.org](http://www.fsmtb.org)



## CAREER OPPORTUNITIES

Bodywork Therapist  
 Clinical Massage Therapist  
 Deep Tissue Massage Therapist  
 Licensed Massage Therapist  
 Massage Therapist  
 Soft Tissue Specialist  
 Therapeutic Massage Technician

For additional information about massage therapy careers use o\*net code 31-9011 at [www.onetonline.org](http://www.onetonline.org)

Massage Therapy Courses (792 Clock Hour Program)		CLOCK HOURS
<b>MT:101</b>	<b>Introduction to Anatomy</b>	<b>48 hrs</b>
	<i>Anatomy Lecture</i>	<i>48 hrs</i>
<b>MT:102</b>	<b>Swedish Massage</b>	<b>48 hrs</b>
	<i>Swedish Massage Lecture</i>	<i>10 hrs</i>
	<i>Swedish Massage Clinical Lab</i>	<i>38 hrs</i>
<b>MT:103</b>	<b>Anatomy, Physiology and Pathology - A</b>	<b>40 hrs</b>
	<i>APP Lecture</i>	<i>40 hrs</i>
<b>MT:104</b>	<b>Anatomy, Physiology and Pathology - B</b>	<b>40 hrs</b>
	<i>APP Lecture</i>	<i>40 hrs</i>
<b>MT:105</b>	<b>Anatomy, Physiology and Pathology - C</b>	<b>40 hrs</b>
	<i>APP Lecture</i>	<i>40 hrs</i>
<b>MT:106</b>	<b>Anatomy, Origins, Insertions and Actions (OIA)</b>	<b>60 hrs</b>
	<i>Anatomy OIA Lecture</i>	<i>60 hrs</i>
<b>MT:107</b>	<b>Deep Tissue/Neuromuscular Therapy</b>	<b>80 hrs</b>
	<i>Deep Tissue/Neuromuscular Therapy Lecture</i>	<i>24 hrs</i>
	<i>Deep Tissue/Neuromuscular Therapy Clinical Lab</i>	<i>56 hrs</i>

<b>Massage Therapy Courses (792 Clock Hour Program)</b>		<b>CLOCK HOURS</b>
<b>MT:108</b>	<b>Aromatherapy</b>	<b>20 hrs</b>
	<i>Aromatherapy Lecture</i>	<i>10 hrs</i>
	<i>Aromatherapy Clinical Lab</i>	<i>10 hrs</i>
<b>MT:109</b>	<b>Chair Massage</b>	<b>12 hrs</b>
	<i>Chair Massage Lecture</i>	<i>2 hrs</i>
	<i>Chair Massage Clinical Lab</i>	<i>10 hrs</i>
<b>MT:110</b>	<b>Kinesiology</b>	<b>20 hrs</b>
	<i>Kinesiology Lecture</i>	<i>5 hrs</i>
	<i>Kinesiology Clinical Lab</i>	<i>15 hrs</i>
<b>MT:111</b>	<b>Reflexology</b>	<b>20 hrs</b>
	<i>Reflexology Lecture</i>	<i>10 hrs</i>
	<i>Reflexology Clinical Lab</i>	<i>10 hrs</i>
<b>MT:112</b>	<b>Special Populations</b>	<b>20 hrs</b>
	<i>Special Populations Lecture</i>	<i>10 hrs</i>
	<i>Special Populations Clinical Lab</i>	<i>10 hrs</i>
<b>MT:113</b>	<b>Sports Massage</b>	<b>20 hrs</b>
	<i>Sports Massage Lecture</i>	<i>8 hrs</i>
	<i>Sports Massage Clinical Lab</i>	<i>12 hrs</i>
<b>MT:114</b>	<b>Hot Stone Therapy</b>	<b>20 hrs</b>
	<i>Hot Stone Therapy Lecture</i>	<i>5 hrs</i>
	<i>Hot Stone Therapy Clinical Lab</i>	<i>15 hrs</i>
<b>MT:115</b>	<b>Therapeutic Applications</b>	<b>24 hrs</b>
	<i>Therapeutic Applications Lecture</i>	<i>8 hrs</i>
	<i>Therapeutic Applications Clinical Lab</i>	<i>16 hrs</i>
<b>MT:116</b>	<b>Self-Wellness</b>	<b>20 hrs</b>
	<i>Self-Wellness Lecture</i>	<i>10 hrs</i>
	<i>Self-Wellness Clinical Lab</i>	<i>10 hrs</i>
<b>MT:117</b>	<b>Professional Development</b>	<b>20 hrs</b>
	<i>Professional Development Lecture</i>	<i>10 hrs</i>
	<i>Professional Development Clinical Lab</i>	<i>10 hrs</i>
<b>MT:118</b>	<b>Business Management</b>	<b>40 hrs</b>
	<i>Business Management Lecture</i>	<i>15 hrs</i>
	<i>Business Management Clinical Lab</i>	<i>25 hrs</i>
<b>MT:119</b>	<b>Ethics, Boundaries, Laws and Regulations</b>	<b>20 hrs</b>
	<i>Ethics, Boundaries, Laws and Regulations Lecture</i>	<i>20 hrs</i>
<b>MT:120</b>	<b>Five Elements / Eastern Massage</b>	<b>40 hrs</b>
	<i>Five Elements - Eastern Massage Lecture</i>	<i>20 hrs</i>
	<i>Five Elements - Eastern Massage Clinical Lab</i>	<i>20 hrs</i>
<b>MT:121</b>	<b>Energetic Techniques</b>	<b>20 hrs</b>
	<i>Energetic Techniques Lecture</i>	<i>10 hrs</i>
	<i>Energetic Techniques Clinical Lab</i>	<i>10 hrs</i>
<b>MT:122-A</b>	<b>Clinical Practical Internship - Part I</b>	<b>60 hrs</b>
	<i>Massage Clinic Internship</i>	<i>60 hrs</i>
<b>MT:122-B</b>	<b>Clinical Practical Internship-Part II</b>	<b>60 hrs</b>
	<i>Massage Clinic Internship</i>	<i>60 hrs</i>
<b>Total Hours</b>		<b>792</b>

**NOTE: The classes above do not necessarily represent the order in which the classes are delivered.  
Scrubs are required for all classes.**

## **INTRODUCTION TO ANATOMY MT: 101**

This basic course in human anatomy is designed to give the student a working anatomical vocabulary. Using these terms, gross anatomical structures will be identified and the integration of these structures will be examined.

## **SWEDISH MASSAGE MT:102**

This course teaches students to perform the techniques involved in a complete Swedish Massage, including the use of oils. Students will be able to explain and demonstrate the applications and the effects of massage on the circulatory system for relaxation and stress reduction.

## **ANATOMY, PHYSIOLOGY AND PATHOLOGY - A MT:103**

This is one of three APP courses wherein students will study the structure, function and pathologies of the human body as they relate to the practice of massage therapy. This will become an essential skill that will serve as the foundation for the critical thinking required of massage therapists when making therapeutic decisions. In this course, students will learn basic medical terminology, body organization, basic cytology and histology, as well as the structure, function and pathologies of the integumentary, skeletal and muscular systems as they relate to massage therapy. Primarily a lecture and discussion course, students are encouraged to develop self-study and basic critical thinking skills in an engaging educational environment.

## **ANATOMY, PHYSIOLOGY AND PATHOLOGY - B MT:104**

This is one of three APP courses wherein students will study the structure, function and pathologies of the human body as they relate to the practice of massage therapy. The systems covered in this course include the nervous system, with a look inside the senses of the body, the endocrine system, blood and the cardiovascular system. Through increased understanding of both the normal and abnormal structure and function of these systems, students develop their ability to relate anatomy,

physiology and pathology to the practice of massage therapy. Utilization of proper medical terminology and critical thinking skills is actively reinforced in classroom experiences and students are encouraged and supported in the development of self-study skills.

## **ANATOMY, PHYSIOLOGY AND PATHOLOGY - C MT:105**

This is one of three APP courses wherein students will study the structure, function and pathologies of the human body as they relate to the practice of massage therapy. The systems studied in this course include the lymphatic, immune, respiratory, digestive, urinary and reproductive systems. A discussion of common pathologies that effect these systems will serve to provide students a foundation for the critical thinking required of massage therapists when making therapeutic decisions in their practices. Additionally, students will study basic body metabolism and nutrition while discussing the principles of healthy eating. The use and development of self-study skills and professional medical terminology is encouraged.

## **ANATOMY ORIGINS, INSERTIONS & ACTIONS (OIA) MT:106**

This course teaches students the bony landmarks and attachments of the major muscle groups, which enables them to locate the origins, insertions, and actions of each muscle. This skill allows for more specific hands-on application of massage techniques taught in other classes.

## **DEEP TISSUE/ NEUROMUSCULAR THERAPY MT:107**

This study in deep tissue massage provides the student with the skills to release stagnation, knots, and spasms that lie deep within the muscular tissue. Techniques for acute and chronic muscular conditions are also covered.

## **AROMATHERAPY MT:108**

This course examines the practice of using essential oils including the tradition of ancient aromatherapy with respect to mental and physical well-being. Students will learn how to

prepare a variety of common essential oils, their applications, and the therapeutic qualities of individual essential oils. Safety guidelines for the use of essential oils are reviewed and applied.

### **CHAIR MASSAGE**

**MT:109**

Students will learn, practice and demonstrate massage techniques that utilize the massage chair for seated clients and involve the manipulation of soft tissue and acupressure. This type of bodywork is geared toward the corporate on-site massage when a massage table is inconvenient.

### **KINESIOLOGY**

**MT:110**

Kinesiology is the study of movement. Students learn joint ranges of motion, as well as the lever action muscle groups that act upon these joints. They will be able to describe the interaction of agonistic, synergistic and antagonistic muscle groups, along with how they relate to each other.

### **REFLEXOLOGY**

**MT:111**

Massage applications are learned using reflex points, primarily in the feet that correspond to other physiological systems in the body. The student will learn the basic principles and techniques of this relaxing and therapeutic treatment.

### **SPECIAL POPULATIONS**

**MT:112**

Students learn to massage those with special needs such as infants, pregnant women, the elderly, terminally ill, and cancer patients. Possible benefits will be discussed as well as contraindications, cautions and different types of massage for each special need.

### **SPORTS MASSAGE**

**MT:113**

Massage, used in conjunction with sports, is considered by many athletic competitors to be essential for peak performance with minimal risk of injury. This course provides the student with pre/post sporting event massage techniques, as well as developmental training massage methods.

### **HOT STONE THERAPY**

**MT:114**

Hot stone massage incorporates heated basalt river stones and cooled marble stones to facilitate a very relaxing treatment for the client and therapist. The stones are used as tools to provide deep penetrating heat at specific locations on the body, which brings relief to stiff and sore muscles.

### **THERAPEUTIC APPLICATIONS**

**MT:115**

This course examines methods of assessing musculoskeletal clinical pathologies, and presents massage treatment methods and techniques that address disorders of the neck, back, elbow, knee, sciatic nerve and shoulder, as well as carpal and tarsal tunnel syndromes. This course is designed specifically to teach skills that are useful when working with chiropractors or other licensed health care providers.

### **SELF-WELLNESS**

**MT:116**

This course teaches the importance of caring for the self as it relates to the ability to care for others. It is an opportunity for self-discovery and the possible need for improvement in areas such as: stress management, time management, nutrition, and exercise. Diet, goal setting, breathing exercises, and progressive relaxation are just a few of the tools taught in this class. These self-care exercises promote the student's physical and mental well-being which in turn helps promote better care for others.

### **PROFESSIONAL DEVELOPMENT**

**MT:117**

In this course students will learn techniques on how to design a professional resume. Students will also practice professional correspondence by creating cover letters and thank you letters. Students will compare diverse employment settings, practice interviewing skills, and develop job search methodologies. Presentation and professionalism, including the importance of proper attire will be emphasized. The goal of this course is to prepare students for entering the professional massage environment with confidence.

## BUSINESS MANAGEMENT

MT:118

This course teaches students how to manage their massage practice. They will learn how to effectively communicate with clients and associates, and will gain knowledge in permit requirements, record keeping, tax information, employment versus independent contracting, and advertising methods.

## ETHICS, BOUNDARIES, LAWS & REGULATIONS

MT:119

This course teaches the students to understand Ethics in their practice. The students will learn how to manage conflict, as well as provide methods to resolve issues and problems that can occur in the massage room. The definition and differences between laws, scope of practice, morals, values, and ethics is discussed as well as the value of ethical practice and professionalism in all areas of their practice and interpersonal relationships. The State of Illinois Massage Therapy Act is also reviewed.

## FIVE ELEMENTS/ EASTERN MASSAGE

MT:120

This interactive course introduces students to principles and practical applications of various Eastern massage techniques and modalities. Topics include: history, theory, Qi, Yin/Yang, Five Elements, acupuncture, acupressure, cupping, and meridian theory. Students will gain tools to integrate Eastern techniques with a Western massage foundation.

## ENERGETIC TECHNIQUES

MT:121

This course is designed to aid students in the development of energetic techniques applicable to the practice of massage therapy. Students will be introduced to Reiki, Grounding, Body Scanning, Chakra Systems, and other energetic modalities.

## CLINICAL PRACTICAL INTERNSHIP PART I

MT:122-A

Students will practice massage therapy techniques acquired in the program in a clinical environment. Students learn and apply skills and

techniques in a real massage clinic setting. Students practice and refine communication skills by interacting with a wide variety of clients. Integration of classroom and clinical learning is expected throughout this course. *(MT:101 and MT:102 must be completed to begin Internship.)*

## CLINICAL PRACTICAL INTERNSHIP PART II

MT:122-B

This is a continuation of Clinical Practical Internship Part I. Students will continue to practice and fine tune the techniques and communication skills they have developed. Upon completion of clinical internship, students will be able to illustrate competent massage therapy techniques, prepare SOAP notes, perform daily clinic operations tasks, demonstrate professional communication skills, and execute proper body mechanics during massages. *(MT:101 and MT:102 must be completed to begin Internship.)*

