FIRST INSTITUTE

YOUR FUTURE · OUR FOCUS

SUCCESS TOGETHER



CAREER PROGRAMS

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 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

DENTAL ASSISTING BLENDED (50 Week Program)	*CLOCK HRS	FINANCIAL QTR. CREDITS	ACADEMIC QTR. CREDITS
DEN: 101 Introduction to Dental Assisting	**40 hrs**	**2 cr.**	**3 cr.**
Introduction to Dental Assisting Lecture	*25 hrs*		
Introduction to Dental Assisting Lab	*15 hrs*		
DEN: 102 Anatomy and Physiology for Dental Assistan	**40 hrs**	**2 cr.**	**3 cr.**
Anatomy and Physiology for Dental Assistants Lecture	*25 hrs*		
Anatomy and Physiology for Dental Assistants Lab	*15 hrs*		
DEN: 103 Head and Neck Anatomy	**40 hrs**	**2 cr.**	**3 cr.**
Head and Neck Anatomy Lecture	*25 hrs*		
Head and Neck Anatomy Lab	*15 hrs*		
DEN: 104 Infection Control	**40 hrs**	**2 cr.**	**3 cr.**
Infection Control Lecture	*25 hrs*		
Infection Control Lab	*15 hrs*		
DEN: 105 Dental Health and Safety	**40 hrs**	**2 cr.**	**3 cr.**
Dental Health and Safety Lecture	*25 hrs*		
Dental Health and Safety Lab	*15 hrs*		
DEN: 106 Embryology, Histology, and Tooth Morpholc	**40 hrs**	**2 cr.**	**3 cr.**
Embryology, Histology & Tooth Morphology Lecture	*25 hrs*		
Embryology, Histology & Tooth Morphology Lab	*15 hrs*		

DENTAL ASSISTING BLENDED (50 Week Program)	*CLOCK HRS	FINANCIAL QTR. CREDITS	ACADEMIC QTR. CREDITS
DEN: 107 Chair Side Assisting I	**40 hrs**	**2 cr.**	**3 cr.**
Chair Side Assisting I Lecture	*25 hrs*		
Chair Side Assisting I Lab	*15 hrs*		
DEN: 108 Chair Side Assisting II	**40 hrs**	**2 cr.**	**3 cr.**
Chair Side Assisting II Lecture	*25 hrs*		
Chair Side Assisting II Lab	*15 hrs*		
DEN: 109 Dental Radiology	**40 hrs**	**2 cr.**	**3 cr.**
Dental Radiology Lecture	*25 hrs*		
Dental Radiology Lab	*15 hrs*		
DEN: 110 Laboratory Procedures I	**40 hrs**	**2 cr.**	**3 cr.**
Laboratory Procedures I Lecture	*25 hrs*		
Laboratory Procedures I Lab	*15 hrs*		
DEN: 111 Laboratory Procedures II	**40 hrs**	**2 cr.**	**3 cr.**
Laboratory Procedures II Lecture	*25 hrs*		
Laboratory Procedures II Lab	*15 hrs*		
DEN: 112 Oral Surgery and Periodontics	**40 hrs**	**2 cr.**	**3 cr.**
Oral Surgery and Periodontics Lecture	*25 hrs*		
Oral Surgery and Periodontics Lab	*15 hrs*		
DEN: 113 Dental Specialties and Pediatrics	**40 hrs**	**2 cr.**	**3 cr.**
Dental Specialties and Pediatrics Lecture	*25 hrs*		
Dental Specialties and Pediatrics Lab	*15 hrs*		
DEN: 114 Endodontics and Orthodontics	**40 hrs**	**2 cr.**	**3 cr.**
Endodontics and Orthodontics Lecture	*25 hrs*		
Endodontics and Orthodontics Lab	*15 hrs*		
DEN: 115 Clinical Dental Assisting I	**40 hrs**	**2 cr.**	**2 cr.**
Clinical Dental Assisting I Lab	*40 hrs*		
DEN: 116 Clinical Dental Assisting II	**40 hrs**	**2 cr.**	**2 cr.**
Clinical Dental Assisting II Lab	*40 hrs*		
DEN: 117 Externship	**120 hrs**	**6 cr.**	**4 cr.**
Total	**760 hrs**	**38.00 cr**	**50.00 cr.**

First Institute's 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.

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

Introduction to Dental Assisting — DEN:101

This course provides an introduction to the dental assisting profession and establishes foundational knowledge for future coursework in the program. Students explore the history and development of dentistry, the structure and roles of the dental team, professional organizations, and career pathways within the field. Emphasis is placed on professionalism, communication skills, psychology in patient interactions, cultural competency, ethical principles, jurisprudence, and HIPAA regulations as they relate to dental practice.

Anatomy & Physiology For Dental Assistants — DEN:102

This course introduces anatomy and physiology, emphasizing directional terminology, structural relationships, and their relevance to dental treatment. Students explore the interaction of body systems as they relate to oral health and patient care. The course also covers foundational oral pathology, including the identification of common oral lesions, disease processes, and conditions affecting the oral cavity. Emphasis is placed on recognizing abnormal findings and understanding appropriate clinical responses within the dental assisting scope of practice.

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

This course introduces foundational concepts of dental health and safety, including hazardous materials management, infection control, pharmacology, and medical emergency preparedness as they relate to dental assisting practice. Students learn OSHA standards, workplace safety requirements, and proper handling of hazardous chemicals. The course provides an overview of pharmacology, including drug laws, medication administration, prescription interpretation, and medications commonly encountered in the dental setting. Emphasis is placed on reviewing medical histories, recognizing conditions and substances that may affect patient care, and understanding the dental assistant's role in emergency prevention and response. Additional topics include oral health promotion, nutrition, and preventive techniques, along with development of basic clinical support skills such as vital sign measurement, CPR, and operation of sterilization equipment.

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, as well as continuing to practice vital signs as part of the patient intake process. 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 principles of ergonomics and four-handed dentistry, including proper positioning of the operator, assistant, and patient, as well as instrument grasps and transfer techniques to promote efficiency and reduce the risk of injury. Methods to maintain a clear operating field in the oral cavity will be covered, including moisture control, isolation techniques, use of the dental dam, and alternatives based on clinical situations. Students will become familiar with managing pain and anxiety related to dental procedures, including topical and local anesthetics, vasoconstrictors, and nitrous oxide sedation, along with the armamentarium, techniques, safety protocols, and documentation associated with anesthetic administration. The course also includes the study of dental materials, including the properties, composition, and manipulation of dental amalgam, composite resins, glass ionomer, resin-reinforced glass ionomer, and compomers. Students will identify the armamentarium, matrix systems, and procedural steps for restorative treatments, as well as bonding techniques and the selection of appropriate materials for esthetic restorations. This course also covers advanced functions of matrix systems, wedges, and restorative procedures to support safe and effective patient care.

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 preorthodontic 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 BLENDED



Objectives

Objectives and course descriptions are the same for both programs. Students of the Medical Assisting Blended program 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 program fees.

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

For additional information:
RMA: www.americanmedtech.org
CCMA, CPT, CBCS or CET: www.nhanow.com

MEDICAL ASSISTING BLENDED (50 Week Program)	*CLOCK HRS	FINANCIAL QTR. CREDITS	ACADEMIC QTR. CREDITS
MA:100 Medical Assisting Fundamentals	**64 hrs**	**3.20 cr.**	**5 cr.**
Medical Assisting Fundamentals Lecture	*44 hrs*		
Medical Assisting Fundamentals Lab	*20 hrs*		
MA:101 Administrative Medical Assisting & Career Readines	**80 hrs**	**4 cr.**	**7 cr.**
Administrative Medical Assisting & Career Readiness Lecture	*60 hrs*		
Administrative Medical Assisting & Career Readiness Lab	*20 hrs*		
MA:102 Anatomy & Physiology A	**48 hrs**	**2.40 cr.**	**4.50 cr.**
Anatomy & Physiology A Lecture	*48 hrs*		
MA:103 Anatomy & Physiology B	**48 hrs**	**2.40 cr.**	**4.50 cr.**
Anatomy & Physiology B Lecture	*48 hrs*		
MA:104 Anatomy & Physiology C	**48 hrs**	**2.40 cr.**	**4.50 cr.**
Anatomy & Physiology C Lecture	*48 hrs*		

MEDICAL ASSISTING BLENDED (50 Week Program)	*CLOCK HRS	FINANCIAL QTR. CREDITS	ACADEMIC QTR. CREDITS
MA:105 Medical Billing & Coding	**48 hrs**	**2.40 cr.**	**4 cr.**
Medical Billing & Coding Lecture	*38 hrs*		
Medical Billing & Coding Lab	*10 hrs*		
MA:106 Introduction to Clinical Practice	**48 hrs**	**2.40 cr.**	**3 cr.**
Introduction to Clinical Practice Lecture	*28 hrs*		
Introduction to Clinical Practice Lab	*20 hrs*		
MA:107 Certification Review	**56 hrs**	**2.80 cr.**	**3.50 cr.**
Certification Review Lecture	*16 hrs*		
Certification Review Lab	*40 hrs*		
MA:108 Clinical Procedures	**84 hrs**	**4.20 cr.**	**5.50 cr.**
Clinical Procedures Lecture	*34 hrs*		
Clinical Procedures Lab	*50 hrs*		
MA:109 Laboratory Procedures	**84 hrs**	**4.20 cr.**	**5.50 cr.**
Laboratory Procedures Lecture	*34 hrs*		
Laboratory Procedures Lab	*50 hrs*		
MA:110 Externship	**160 hrs**	**8 cr.**	**5 cr.**
Total	**768 hrs**	**38.40 cr**	**52.00 cr.**

First Institute's 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.

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

Medical Assisting Fundamentals MA:100

Students will discuss the role of the medical assistant including general responsibilities and skills of the MA and professional organizations that certify or credential medical assistants. Students will be able to list and describe different types of physicians, non-physician specialties, and the role of other allied health professionals, and be able to state how they fit into the medical environment. Students will learn the difference between ethics and law, identify areas of medical ethics of particular concern, list the AAMA Code of Ethics, and define important terms as related to medical law and ethics. Students will understand the key components of HIPAA, PHI, and important aspects of medical laws. Students will learn 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. Body organization including the body cavities, body regions, and directional terms will be reviewed.

Administrative Medical Assisting & Career Readiness MA:101

This course will assist students in building knowledge and skills as an administrative medical assistant as well as aid in preparing students for career readiness with emphasis on professionalism. Students will discuss interpersonal communication as it relates to the medical setting, telephone etiquette, and professional appearance. Students will discuss different types of appointment scheduling and the critical information required, as well as steps for greeting new and established patients, Patient's Bill of Rights, and financial obligations. This course presents the use of an integrated medical practice management and electronic health record system. Students learn the conceptual framework 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 work on resume building and developing and understanding of the positive work attitudes that contribute to work ethic and professionalism. Students will refine their job search and communication skills by participating in the Interview & Resume Prep Workshop.

Anatomy & Physiology A MA:102

Students will learn the anatomical terms, appropriate combining forms, pathological conditions, abbreviations, and diagnostic techniques associated with the body systems that include the skeletal system, muscular system, cardiovascular system, and lymphatic and immune systems.

Anatomy & Physiology B MA:103

Students will learn the anatomical terms, appropriate combining forms, pathological conditions, abbreviations, and diagnostic techniques associated with the body systems that include the respiratory system, digestive system, urinary system, and the nervous system and mental health.

Anatomy & Physiology C MA:104

Students will learn the anatomical terms, appropriate combining forms, pathological conditions, abbreviations, and diagnostic techniques associated with the body systems that include the special senses, the integumentary system, endocrine system, and the reproductive systems.

Medical Billing & Coding MA:105

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 administrative forms. 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.

Introduction to Clinical Practice MA:106

Students will learn methods of infection control, universal precautions, OSHA Bloodborne Pathogens, and the importance of asepsis and sterilization techniques. Students will learn safety techniques that can be used in responding to accidental exposure to blood, other body fluids and needle sticks. The process for screening patients, recording the chief complaint and components of the health history form are discussed. Students will learn how to assist the physician with general, physical, pediatric

examinations, geriatric, and other specialty examinations including mental health.

Certification Review MA:107

This course will assist students in preparing for NHA's CCMA exam. Students will complete NHA's practice assessments throughout the course along with utilizing the NHA Focused Review and NHA CCMA Online Study Guide. At the completion of the course students will complete mock rooming utilizing procedure skills taught throughout the program and while displaying professionalism to aid in externship preparation. Students will also demonstrate career readiness by completing a professional mock interview.

Clinical Procedures MA:108

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. Students will learn to administer intramuscular, intradermal, and subcutaneous injections. Minor surgical procedures and instrument identification are also introduced. Students will perform body measurements including height and weight, and perform vital signs including pulse, respirations, blood pressure, and pulse oximetry. The student will learn to instruct and prepare patients for EKG's and will discuss radiology procedures. Students will learn the necessary steps and be expected to pass hands on testing for administering injections, performing a blood pressure, and running an EKG at the conclusion of the course. Students and patient safety will be areas of concentration as well as professionalism and patient satisfaction.

Laboratory Procedures MA:109

Students will be introduced to medical laboratory procedures for preparation of specimen collection and basic laboratory procedures for urine, sputum, and stool. The student will learn to instruct and prepare patients for procedures and other diagnostic tests. Students will explore additional topics including emergencies, rehabilitation, and nutrition and exercise. Students will learn the necessary steps and be expected to pass hands on testing for capillary punctures and venipunctures at the conclusion of the course. Students and patient safety will be areas of concentration as well as professionalism and patient satisfaction.

Externship MA:110

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, and shoulder. 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

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

MASSAGE THERAPY (44 Weeks/792 Clock Hour Program)	*CLOCK HRS
MT:101 Introduction to Anatomy	**48 hrs**
Anatomy Lecture	*48 hrs*
MT:102 Swedish Massage	**48 hrs**
Swedish Massage Lecture	*10 hrs*
Swedish Massage Clinical Lab	*38 hrs*
MT:103 Anatomy, Physiology and Pathology - A	**40 hrs**
APP Lecture	*40 hrs*
MT:104 Anatomy, Physiology and Pathology - B	**40 hrs**
APP Lecture	*40 hrs*
MT:105 Anatomy, Physiology and Pathology - C	**40 hrs**
APP Lecture	*40 hrs*
MT:106 Anatomy, Origins, Insertions and Actions (OIA)	**60 hrs**
Anatomy OIA Lecture	*60 hrs*

MASSAGE THERAPY (44 Weeks/792 Clock Hour Program)	*CLOCK HRS
MT:107 Deep Tissue/Neuromuscular Therapy	**80 hrs**
Deep Tissue/Neuromuscular Therapy Lecture	*24 hrs*
Deep Tissue/Neuromuscular Therapy Clinical Lab	*56 hrs*
MT:108 Aromatherapy	**20 hrs**
Aromatherapy Lecture	*10 hrs*
Aromatherapy Clinical Lab	*10 hrs*
MT:109 Chair Massage	**12 hrs**
Chair Massage Lecture	*2 hrs*
Chair Massage Clinical Lab	*10 hrs*
MT:110 Kinesiology	**20 hrs**
Kinesiology Lecture	*5 hrs*
Kinesiology Clinical Lab	*15 hrs*
MT:111 Reflexology	**20 hrs**
Reflexology Lecture	*10 hrs*
Reflexology Clinical Lab	*10 hrs*
MT:112 Special Populations	**20 hrs**
Special Populations Lecture	*10 hrs*
Special Populations Clinical Lab	*10 hrs*
MT:113 Sports Massage	**20 hrs**
Sports Massage Lecture	*8 hrs*
Sports Massage Clinical Lab	*12 hrs*
MT:114 Hot Stone Therapy	**20 hrs**
Hot Stone Therapy Lecture	*5 hrs*
Hot Stone Therapy Clinical Lab	*15 hrs*
MT:115 Therapeutic Applications	**24 hrs**
Therapeutic Applications Lecture	*8 hrs*
Therapeutic Applications Clinical Lab	*16 hrs*
MT:116 Self-Wellness	**20 hrs**
Self-Wellness Lecture	*10 hrs*
Self-Wellness Clinical Lab	*10 hrs*
MT:117 Professional Development	**20 hrs**
Professional Development Lecture	*10 hrs*
Professional Development Clinical Lab	*10 hrs*

NOTE: ***The classes above do necessarily represent the order in which the classes are delivered. Scrubs are required for all classes.***

MASSAGE THERAPY (44 Weeks/792 Clock Hour Program)	*CLOCK HRS
MT:118 Business Management	**40 hrs**
Business Management Lecture	*15 hrs*
Business Management Clinical Lab	*25 hrs*
MT:119 Ethics, Boundaries, Laws and Regulations	**20 hrs**
Ethics, Boundaries, Laws and Regulations Lecture	*20 hrs*
MT:120 Five Elements / Eastern Massage	**40 hrs**
Five Elements - Eastern Massage Lecture	*20 hrs*
Five Elements - Eastern Massage Clinical Lab	*20 hrs*
MT:121 Energetic Techniques	**20 hrs**
Energetic Techniques Lecture	*10 hrs*
Energetic Techniques Clinical Lab	*10 hrs*
MT:122-A Clinical Practical Internship - Part I	**60 hrs**
Massage Clinic Internship	*60 hrs*
MT:122-B Clinical Practical Internship-Part II	**60 hrs**
Massage Clinic Internship	*60 hrs*
Total	**792 hrs**

NOTE: ***The classes above do 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, and shoulder. 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 emails. 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 be 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 be-

tween 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.)***

