

Plan of Study
Continuing Education - Alamo Colleges

Student Name		Banner ID		Program Certified Nurse Aide		Campus(s) Specific	
Program Description This program/course prepares you for the (CCMA) Certified Clinical Medical Assistant Certification. Medical Assistants perform routine clinical and administrative duties under the direct supervision of a physician or other healthcare professionals. They perform a variety of administrative duties including, but not limited to, taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, collecting and preparing lab specimens, and assisting other medical professionals during diagnostic examinations.							
Sequence Mandatory		Notes:					
Completion Status	Course Title(s)	Rubric	Contact Hours	CRN	Prerequisite(s)	Grade Mode	Training Mode
	CPR for Healthcare Providers	EMSP 1019	3				Hybrid
	Nursing Assistant	NURA 1001	68			A, B, C, D, NR	Hybrid
	Nursing Assistant Clinical	NURA 1060	48		Nursing Assistant NURA 1001	A, B, C, D, NR	In Person
Program Requirements Possess proficiency in English (reading, writing, and speaking skills) You are at least eighteen (18) years of age Have a high school diploma or GED Must have access to computer/tablet and internet Background Check with precheck.com Required immunizations: Required Immunizations: Hepatitis B (3 shots)/TITER TDAP (w/in the last 10 years) MMR (2 shots)/TITER Varicella (2 shots)/TITER TB Skin Test Negative (w/in 6 mos) Students should review the CE Allied Health Requirements Checklist prior to entering.							

This form is an outline of courses required to complete the elected Continuing Education program.

Reference the course syllabus; the syllabus provides an overview of the assignments and activities in a course. It is your guide to what to expect from the course and to your responsibilities as a student.

	Yes	No
CE to Credit pathway eligible:		X
Prior Learning Credit eligible:		X

CE students have access to the ACES portal at <https://aces.alamo.edu>. ACES is your official access point to student resources and information.

All Alamo Colleges CE students are given a banner ID number and official Alamo Colleges e-mail; your Official Alamo College e-mail address will be the official form of communication between you and the college.

CE courses require a minimum of 80% attendance; some State Regulated courses require a specific number of hours to qualify for a certification from a credentialing body. Students are expected to attend class on the first day and throughout the program. Students may be dropped who do not attend the first class meeting or make contact with the instructor regarding the absence. **NOTICE:** Texas HHS requires no less than 60 lecture hours and 40 clinical hours.

For fully online courses, an attendance verification activity is assigned and must be completed. For courses that are less than 3-days the student is expected to complete the attendance activity on or before the Census Date.

CE students may have the option to convert CEU's to academic credits for qualifying programs which may lead towards an academic certificate or associate's degree at any of the Alamo Colleges. A six-hour academic requirement must be met before the CEU's can be transferred into college credit.

The Alamo Colleges District's grading system is available in the Academic Standards section of the academic catalog on the left hand navigation bar. A grade of NR (Not Recorded) is posted on your transcript when your instructor has not assigned a final grade. To change a grade of NR, you should follow up with the instructor or, reach out to dst-alamoCD@alamo.edu for further guidance.