



PETRA MEDICAL COLLEGE

FULLY ONLINE | SELF-PACED | AFFORDABLE

Course Catalogue





PETRA MEDICAL COLLEGE

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Petra Medical College (PMC) is an online allied health science vocational trade school. We offer online courses and certificate programs leading to national certification, so you can become a medical professional.

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Why Petra Medical College?

In the last 30 years, we've trained over
50,000 students.
 Petra knows health science.

Petra Medical College is an online allied health science vocational trade school. We offer a variety of stand alone online courses and certificate degree programs leading to national certification, so you can become a medical professional.

We work with individual students seeking online education as well as school administrators seeking to offer vocational programs in public and private schools.



Affordable

We help fit training into your budget with our courses' low costs per credit hour. For our programs, we allow students to pay tuition payments as you go—course by course. So students only have to pay for each program course one at time.



Online Learning

Future-forward, flexible, and convenient, you can join the medical profession now—on your timing—and skip the commute.



On-Demand Education

With no set class times or enrollment periods, you can begin at anytime and finish at your own pace. 24/7 learning that fits your schedule.



Mobile & Tablet Friendly

All our classes are multi-platform responsive, so you can learn the way you like on mobile, tablet, or desktop—at home or on the go.



Join In-Demand Careers

Gain the knowledge, skills, and credentials you need to join the healthcare industry, which is the fastest growing career field in the U.S.



Learn from the Best

Petra Medical College has trained over 50,000 graduates in its 30 years experience; all our instructors are industry professionals.



Why Petra's Different



PETRA MEDICAL COLLEGE

Start classes now

Graduate in a few months

More affordable; pay as you go

Fully Online

Multiple career tracks

OTHER SCHOOLS

Wait for classes to start

Graduate in 1-2 years

Less affordable; pay now

Not fully online

One career track

“ Thanks to PMC I could become a medical assistant without spending tens of thousands of dollars and going into debt.

Jane K.





Ready to Earn a Nationally-Recognized Certification?

Many of PMC's courses and programs lead to earning certification credentials. PMC recommends the fully online testing process offered by American Allied Health: the test may be taken online, from your own device directly upon finishing the related course or program. The exam registration fee is not included in course tuition. However, PMC graduates are granted discount codes, so true costs are less than what is shown below.

Here are some certifications you can earn via PMC:

PMC COURSE / PROGRAM	CERTIFICATION EXAM	EXAM COST
 Medical Assistant Certificate Program	Registered Medical Assistant, RMA	\$110.00
 Phlebotomy Technician	Certified Phlebotomy Technician, CPT	\$105.00
 EKG Technician	Certified EKG Technician, CET	\$105.00
 Veterinarian Assistant Foundations	Certified Veterinarian Assistant, CVA	\$100.00
 Limited License Radiology Technologist (LLRT) Certificate Program	Limited License Radiology Technologist, CLLRT	\$125.00



Programs



**Medical Assistant
Certificate Program**

**Limited License Radiology
Technologist (LLRT)
Certificate Program**



**Nursing Assistant
Certificate Program**



Medical Assistant Certificate Program

ESTIMATED TIME TO COMPLETE: 3–6 MONTHS

In this online medical assistant program in as little as three-to-six months you'll learn everything you need to start working as an entry-level medical assistant, phlebotomist, and electrocardiograph technician. Along the way you'll earn three separate certifications (RMA, PCT, CET) and graduate with a specialization.



WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- Effective communication & interpersonal skills; professionalism.
- How to handle medical records and patients' private information.
- How to identify and stop the chain of infection.
- How to measure and record a patient's vital signs, height, weight and pulse oximetry.
- How to assist with the physical exam.
- The medical assistant's role during surgical procedures.
- How to perform an electrocardiogram (ECG/EKG).
- How to safely administer oral, intramuscular and subcutaneous medications.
- How to perform venipuncture and collect specimens for laboratory testing.
- Gain an understanding of medical terminology and the basic structure and function of the human body.

RECOMMENDED TEXTBOOKS*

Medical Terminology, A Short Course
by Elsevier

Structure & Function of the Body
by Elsevier

Phlebotomy Worktext and Procedures Manual by Elsevier

The ECG Made Easy Text with Pocket Reference by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.



Required Courses

FOUNDATIONS

Medical Assistant Foundations

4 CREDIT HOURS



CORE COURSES


Medical Terminology

2 CREDIT HOURS



Anatomy & Physiology

2 CREDIT HOURS



Phlebotomy Technician

2 CREDIT HOURS



EKG Technician


2 CREDIT HOURS



SPECIALIZATION FOCUS COURSE

Elective Class

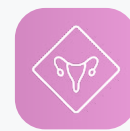
1 CREDIT HOUR



SPECIALIZATION ELECTIVE COURSE OPTIONS

As a Petra Medical College graduate, you'll enter the job market with a specialization focus course, preparing you to seek employment as a medical assistant within a specific healthcare context.

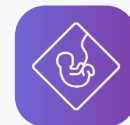
In order to graduate from the certificate program, you must complete at least one specialization elective course. Some options include:



OBGYN



Mental Health



Labor & Delivery



Pediatric Care



Certification

The online MA program will prepare you to sit for for three separate national certification exams:

- **Medical Assistant National Certification Exams, RMA, CMA, CCMA, NCMA**
- **Phlebotomy Technician National Certification Exam, CPT**
- **Electrocardiogram Technician (EKG Tech) National Certification Exam, CET**

The fees for national certification exams are not included in the course tuition. However, PMC has partnered with American Allied Health to provide our graduates with discounted national exam fees and a streamlined registration process. Upon completion of the course, you will be given a unique discount code which you can use to register for the exam.

Medical Assistant Certificate Program Costs

\$2995.00

Tuition / Credit Hour: \$230.38

Total Hours: 13 Hours

ENROLL NOW



Limited Licensed Radiology Technologist (LLRT) Certificate Program

ESTIMATED TIME TO COMPLETE: 2-3 MONTHS

The Limited Licensed Radiology Technologist (LLRT) Program is meticulously designed to equip our students with a solid understanding of the core concepts and essential knowledge required in the LLRT field. Our comprehensive program provides a foundational knowledge in radiology principles, human anatomy and physiology, proficiency in medical terminology, and a specialized exam prep for both national certification and state licensure exams.



WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- Understand the basics of radiologic science, x-ray production, and radiation properties.
- Comprehend radiation safety, ALARA principles, and exposure limit regulations.
- How to employ protective measures to reduce radiation exposure.
- How to identify and troubleshoot radiographic equipment malfunctions and artifacts.
- Master patient care in radiography, focusing on positioning and safety.
- Adjust technical factors for patient size, condition, and imaging area.
- Understand ethics, laws, and LLRT's legal responsibilities.
- Apply theoretical knowledge in hands-on clinical practice.
- How to build medical words using roots, prefixes, and suffixes.
- Describe the function of the major body systems and identify anatomical positions.

RECOMMENDED TEXTBOOKS*

Radiography Essentials for Limited Practice, Text & Workbook by Elsevier

Medical Terminology, A Short Course by Elsevier

Structure & Function of the Body by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.



Required Courses

Medical Terminology

2 CREDIT HOURS



LLRT Foundations

4 CREDIT HOURS



Anatomy & Physiology

2 CREDIT HOURS



LLRT Certification and State Licensure Exams Prep Course

1 CREDIT HOUR



Certification

This program culminates in the Limited Licensed Radiology Technologist, CLLRT national certification exam, offered by American Allied Health.

STATE LICENSURE

Our prep course will prepare you to pass your state's Limited Scope Exam, which is required to work as an LLRT.

LLRT Certificate Program Costs

\$1,454.00

Tuition / Credit Hour: \$161.55

Total Hours: 9 Hours

ENROLL NOW



Nursing Assistant Certificate Program

ESTIMATED TIME TO COMPLETE: 1-2 MONTHS

Certification of Nursing Assistants (CNAs) are different from other certifications, like veterinary or medical assistants. CNAs need a special government certification from the state to work in nursing homes. To get this certification, you must pass the state's exam. Our program alone won't make you a CNA; it's meant to complement approved nursing assistant programs at our partner facilities. If you want to learn caregiving without becoming a CNA, you can pay for our course. But if you aim to be certified, apply at a long-term care facility with an approved program linked to ours. They'll pay your tuition, check off your lab skills, host clinical hours, and give you a certificate—which you will need to take the state exam and become a certified nursing assistant.



WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- Collaborate effectively with other members of the healthcare team, including nurses, doctors, and therapists.
- Recognize and report signs of patient distress or changes in condition promptly.
- Understand the ethical and legal responsibilities of CNAs, including respecting patient autonomy, confidentiality, and informed consent.
- Participate in care planning and understand the role of the CNA within the broader healthcare team.
- Understand and apply principles of infection control and personal protective equipment (PPE) usage.
- Accurately measure and record vital signs such as temperature, pulse, and blood pressure.
- Demonstrate essential patient care skills including bathing, dressing, and feeding.
- Assist patients in mobility tasks, including transferring, walking, and range-of-motion exercises.
- Respect and acknowledge cultural differences in healthcare beliefs and practices.
- Develop skills for providing care to patients with dementia and related cognitive impairments.



Required Courses

Nursing Assistant Unit I



Nursing Assistant Unit II



RECOMMENDED TEXTBOOKS*

Mosby's Textbook for Nursing Assistants
by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.

Certification

Nursing assistants are required to have state certification to work in nursing homes or long-term care facilities. The requirements for certification may vary depending on the state. While all states will require nursing assistants to complete a state-approved training program and pass a competency exam in order to be certified and work in a Long Term Care Facility, some states may not require certification to work in other healthcare settings. It is important to check with your state's nursing board to determine the specific requirements for nursing assistant certification in your state.

CLINICAL SKILLS & LAB HOURS

In addition to PMC's online training, students seeking certification will need to complete the number of lab and clinical hours mandated by your state. If you are registering through a PMC affiliated partner, your organization will schedule skills check and lab hours with you.

Nursing Assistant Certificate Program Costs

\$399.00

Total Seat Hours: 76

Optional Clinical & Lab Hours:

Varies by State

ENROLL NOW



Courses

PMC's classes are fully online with all course materials provided; there are no required textbooks. Courses are graded pass/fail, based on completion of the course.

Anatomy & Physiology



Medical Terminology



Nursing Assistant Unit I



Mental Health

SPECIALIZATION ELECTIVE COURSE



Nursing Assistant Unit II



OBGYN

SPECIALIZATION ELECTIVE COURSE



EKG Technician



Pediatric Care

SPECIALIZATION ELECTIVE COURSE



Labor & Delivery

SPECIALIZATION ELECTIVE COURSE



Phlebotomy Technician



Medical Assistant Foundations



Veterinarian Assistant Foundations



LLRT Foundations



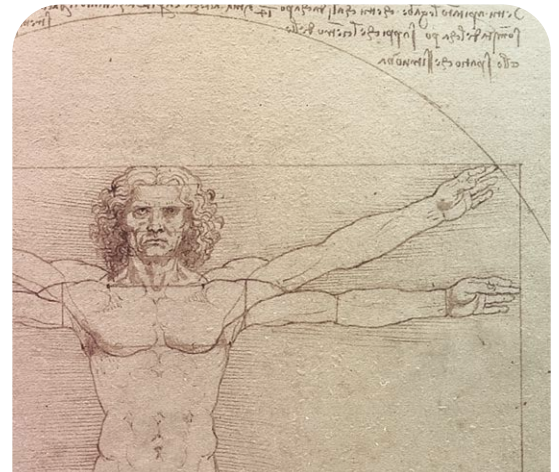
LLRT Certification and State Licensure Exams Prep Course





Anatomy & Physiology

This course covers the basic Anatomy and Physiology that you need to know to start your medical career. In this course you will learn about the interdependence of human body systems; you will study the cells, chemistry, and tissues of all of the major body systems—including the integumentary, skeletal, muscular, nervous, and endocrine systems. This foundational knowledge is vital to all healthcare fields and is a requirement for PMC's certificate degree programs.



ESTIMATED COMPLETION TIME

4 weeks (26 seat hours)

CREDIT HOURS

2 Credit Hours

COST

\$384.00 (\$192.30 per Credit Hour)

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- Describe the function of the major body systems and identify anatomical positions
- How to understand cell structure, chemistry, and function
- How to identify the role skin and membranes play in protecting the body
- How to describe the function of the skeletal system
- How the muscular system works and how it affects movement
- How the central, peripheral, and autonomic nervous systems operate
- How endocrine functions and glands produce hormones
- How to identify major blood vessels and the role of cardio and respiratory systems
- How the lymphatic and digestive systems work
- How to describe the urinary system and fluid balance

RECOMMENDED TEXTBOOK*

Structure & Function of the Body
by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.





Nursing Assistant Unit I

This foundational Unit One of our Nursing Assistant Training Program introduces you to the essentials of long-term care, from the significance of care teams and person-centered care to the legal and ethical guidelines of the profession. We'll hone your communication skills, emphasize the importance of infection control and safety, and look into patient care nuances including nutrition and human anatomy. Embark on this journey with us to become a proficient and compassionate nursing assistant.



DURATION & FORMAT

(Estimated completion time; fully online)

20 hours online

LAB HOURS

8 hours

COST

Free

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- Understand the role and importance of long-term care, care teams, and person-centered care.
- Grasp the legal, ethical standards, rules, and regulations guiding nursing assistants.
- Master effective communication techniques, including factual information collection and overcoming barriers.
- Prioritize personal and resident safety, recognizing and responding to medical emergencies.
- Acquire knowledge on infection control practices and precautions to ensure patient safety.
- Deepen understanding of resident values, needs, and stages of human growth for holistic care.
- Explore the significance of nutrition, hydration, special diets, and mealtime challenges.
- Gain an introductory understanding of the major body systems.
- Be able to demonstrate competence in basic nursing skills.
- Recognize the signs and symptoms of common geriatric diseases and conditions and learn the appropriate medical care and procedures.

RECOMMENDED TEXTBOOK*

Mosby's Textbook for Nursing Assistants
by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.

CERTIFICATION

Certification of Nursing Assistants (CNAs) is different from other certifications, like veterinary or medical assistants. CNAs need a special government certification from the state to work in nursing homes. To get this certification, you must pass the state's exam. Our program alone won't make you a CNA; it's meant to complement approved nursing assistant programs at our partner facilities. If you want to learn caregiving without becoming a CNA, you can pay for our course. **But if you aim to be certified, apply at a long-term care facility with an approved program linked to ours.** They'll pay your tuition, check off your lab skills, host clinical hours, and give you a certificate—which you will need to take the state exam and become a certified nursing assistant.





Nursing Assistant Unit II

This course, Unit Two of the Nursing Assistant Program, ventures into the critical aspects of nursing home care, from understanding admissions and transfers to mastering vital signs and rehabilitation techniques.

You'll familiarize yourself with patient-centered approaches like restraint-free care, fluid balance, and specimen handling. Additionally, this segment provides insights into Alzheimer's Disease, self-care essentials for caregivers, and the profound domain of end-of-life care, ensuring a holistic grasp of compassionate resident care.



DURATION & FORMAT

(Estimated completion time; fully online)

60 hours online

LAB HOURS

28 lab hours; 16 clinical hours

COST

\$399.00

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- Understand the intricacies of admissions, transfers, discharges, and pain assessment of nursing home residents.
- Develop proficiency in monitoring vital signs, including using vital sign equipment and measuring physical attributes.
- Become familiar with restraint-free care and bedmaking techniques.
- Gain insights into fluid balance, intake, output, and elimination processes.
- Acquire skills in specimen collection and the care of medical tubes.
- Understand the goals and techniques of rehabilitation and restorative care, including ambulation and motion exercises.
- Hone personal care skills, focusing on grooming, hygiene, and bathing.
- Understand the stages, communication, behaviors, and therapies associated with Alzheimer's Disease.
- Emphasize self-care strategies for caregivers of Alzheimer's patients.
- Grasp end-of-life care concepts, including the stages of grief, signs of impending death, and postmortem care.

RECOMMENDED TEXTBOOK*

Structure & Function of the Body
by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.

CERTIFICATION

Petra Medical College structures its nursing assistant curriculum around the Omnibus Budget Reconciliation Act (OBRA). This federal law dictates standards for nursing homes involved in Medicare and Medicaid programs, specifically setting the minimum training hours and competency standards for CNAs. To work in nursing homes or long-term care facilities, nursing assistants must obtain state certification. While every state mandates completion of an approved training program and a competency exam for certification in Long Term Care Facilities, requirements may differ across states. Furthermore, not all states require certification for other healthcare settings.

You will need to consult with your state's governing board to understand the precise certification prerequisites for nursing assistants in your state.





EKG Technician

This course will teach you how to become an EKG technician. An Electrocardiograph (EKG) Technician is a specialist who conducts various tests of the heart by using an electrocardiographic machine to record and measure the electrical charges of a patient's heartbeat. These recordings help physicians diagnose irregularities, or changes in a patient's heart, and determine whether a patient has damage to the heart or heart disease.



ESTIMATED COMPLETION TIME

6–9 weeks (33 seat hours)

CREDIT HOURS

2 Credit Hours

COST

\$649.00 (\$325.00 per Credit Hour)

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- How to obtain a patient's body temperature, pulse, respiratory rate, and blood pressure
- How to prevent infections in the healthcare setting
- How to identify heart and lung anatomy and common cardiovascular diseases
- How to operate equipment used in EKG technology
- How to perform a 12 lead EKG
- How to do a stress test and apply a telemetry unit
- How to interpret sinus rhythms, atrial rhythms, junctional and ventricular rhythms
- How to recognize 1st, 2nd, and 3rd-degree heart block and artificially paced rhythms
- How to navigate roles and responsibilities in a healthcare setting workplace
- How to assist with emergency situations

CERTIFICATION

This course culminates in the Certified EKG Technician, CET National Certification Exam.

RECOMMENDED TEXTBOOK* *The ECG Made Easy* by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.





SPECIALIZATION ELECTIVE COURSE:

Labor & Delivery

This course is an elective that prepares allied health professionals to specialize in labor and delivery. It trains them to work in hospitals, clinics, or birthing centers under the direction of an obstetrician or nurse midwife. The course focuses on antepartum and postpartum care, preparing patients for childbirth, assisting during both normal and high-risk pregnancies, and monitoring vital signs of the mother and baby. It also includes postpartum care after the birth of the child.

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- How to assist in caring for women and their infants before, during and after birth
- How to monitor a fetal heartbeat and the length and strength of contractions
- How to preform antepartum care and know the signs of pregnancy
- How to help patients and their family prepare for childbirth
- How to assist with complications that can arise during labor
- How to perform various tests on infants after birth and what the results mean
- How to identify complications and assist if surgery (c-section) is needed
- How to identify common procedures and equipment used during labor and delivery
- How to perform procedures associated with routine postpartum care
- How to use coaching techniques throughout a pregnancy, as well as during labor & delivery



ESTIMATED COMPLETION TIME

3–6 weeks (16 seat hours)

CREDIT HOURS

1 Credit Hour

COST

\$292.00 (\$292.00 per Credit Hour)

✓ PREREQUISITE

This class is part of the Medical Assistant Certificate Program.

It is highly recommended students complete **Medical Assistant Foundations** before signing up for a specialization course.





Medical Assistant Foundations

This course will teach you the fundamentals of clinical medical assisting. Medical Assistants work alongside doctors and nurses to care for patients. They help prepare patients for examinations and medical procedures, perform basic venipuncture and EKG's, as well as sterilize medical instruments and record patient information. Medical assistants work in hospitals, physicians' offices, clinics, and other healthcare settings.



ESTIMATED COMPLETION TIME

6–9 weeks (66 seat hours)

CREDIT HOURS

2 Credit Hours

COST

\$537.00 (\$268.50 per Credit Hour)

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- How to obtain and record vital signs and medical histories
- How to administer first aid, perform basic wound care, and assist with emergencies
- How to remove stitches, draw blood, and change dressings
- How to understand basic pharmacology, common drugs, and routes of administration
- How to collect and manage laboratory specimens
- How to assist with medical specialties
- How to assist with minor surgical procedures and sterilize equipment
- How to navigate the MA's scope of practice and standards of care
- How to properly handle Electronic Health Records (EHR)
- How to adhere to the OSHA standard precautions for infection control

CERTIFICATION

Program culminates in the Registered Medical Assistant, RMA national certification exam.

RECOMMENDED TEXTBOOK*

Kinn's The Clinical Medical Assistant
by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.





LLRT Foundations

Limited Licensed Radiology Technologists are vital members of the healthcare team. Petra Medical College's LLRT Foundations Course covers key areas such as basic radiographic procedures, patient positioning, radiation safety, and the operation of radiographic equipment. Students will gain hands-on experience in producing clear and accurate diagnostic images, a critical aspect of patient care in medical settings. The curriculum also includes an overview of anatomy and physiology relevant to radiology, ensuring students understand the structures they will be imaging. In this program, students will learn the essential skills and knowledge required to become proficient in radiologic procedures, emphasizing patient safety and effective imaging techniques.



ESTIMATED COMPLETION TIME

6–9 weeks (66 seat hours)

CREDIT HOURS

4 Credit Hours

COST

\$769.00 (\$192.30 per Credit Hour)

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- Understand x-ray production, radiation behavior, and basic radiologic science.
- Identify key anatomical structures for LLRT imaging and master positioning techniques.
- Grasp radiation safety principles, ALARA, and exposure regulations.
- Effectively use protective measures to minimize radiation exposure.
- Recognize equipment issues and troubleshoot common artifacts.
- Learn patient care techniques, including positioning and safety.
- Develop clear communication skills, especially during patient instruction.
- Comprehend radiography ethics and LLRT legal responsibilities.
- Recognize professional growth opportunities in radiography.

CERTIFICATION

The LLRT program culminates in the Limited Licensed Radiology Technologist, CLLRT national certification exam, offered by American Allied Health.

RECOMMENDED TEXTBOOK* *Radiography Essentials for Limited Practice, Text & Workbook* by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.





LLRT Certification and State Licensure Exams Prep Course

The Limited Licensed Radiologic Technologist (LLRT) Licensing Exam is a certification test that individuals must pass to become licensed to practice as Limited Licensed Radiologic Technologists. PMC's course thoroughly addresses the key topics within the LLRT scope of practice that are critical for the exam, including fundamental radiographic techniques, patient positioning, exposure parameters, and image quality, as well as radiographic anatomy, radiation safety, patient care, and the ethical and legal considerations in the field. Completing this course establishes a solid foundation for achieving both national certification and state licensure.

**ESTIMATED COMPLETION TIME**

1 week (15 seat hours)

CREDIT HOURS

1 Credit Hour

COST

\$83.00 (\$83.00 per Credit Hour)

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- Gain understanding of the prerequisites for the ARRT Limited Scope Exam and the American Allied Health National Certification Exam, including state licensure requirements.
- Acquaint oneself with the testing environment specifics, such as location, duration, and regulations, for the exams.
- Investigate the format, topics, and example questions of the ARRT Core Exam and Procedure Module.
- Concentrate on developing questions related to patient care, interactions, and management.
- Review and comprehend questions on topics like radiation physics, radiobiology, and radiation protection.
- Learn through example questions about image production, acquisition, and technical assessment.
- Obtain an overview and examples of questions focused on the operation of equipment and quality assurance.
- Examine questions in detail related to patient positioning, including topographic landmarks, central ray alignment, and the use of immobilization devices.
- Focus on anatomical questions covering physiology, basic pathology, and analysis of structures displayed in images.
- Understand the nuances of procedure adaptation for various patient conditions, including body habitus, mass index, trauma, pathology, and age.





Medical Terminology

This online medical terminology course teaches you what you need to know to begin your medical training. You will learn a fast and easy method of building medical words using their roots, prefixes, and suffixes. And you'll learn how to define body structures, body systems, planes, cavities, and positions, including the meaning of common diagnoses and lab procedures. This foundational knowledge is vital to all healthcare fields and is a requirement for PMC's certificate degree programs.

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- How to build medical words using roots, prefixes, and suffixes
- How to correctly pronounce common medical terms
- How to use the medical terms for medical conditions and specializations
- How to describe laboratory and diagnostic procedures
- How the body is organized—systems, planes, cavities, and positions
- How to use the most common medical terms for each of the major body systems
- How to identify common roots, suffixes, and prefixes
- How to use the medical names of the top fifty prescribed medications
- How to combine forms to make medical words
- How to use abbreviations, acronyms, symbols, and eponyms correctly

RECOMMENDED TEXTBOOK*

Medical Terminology: A Short Course
by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.



ESTIMATED COMPLETION TIME

4 weeks (26 seat hours)

CREDIT HOURS

2 Credit Hours

COST

\$384.00 (\$192.00 per Credit Hour)





SPECIALIZATION ELECTIVE COURSE:

Mental Health

This elective, focus course equips you to specialize in mental health care. Allied Health professionals focused on mental health, work under the direction of Psychiatrists and nurse practitioners—they are commonly referred to as psychiatric technicians and aides. These techs provide care for patients who have mental illness and developmental disabilities. This course will prepare you to work in a psychiatric hospital, residential mental health facility, or related healthcare settings.

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- How to understand the role of the psychiatric technician
- How to recognize symptoms that require intervention
- How to distinguish between normal human behavior and mental disorders
- How to prevent disruptive behaviors in a mental health context
- How to identify common medical treatments for patients with mental illness
- How to coach patients coping with mental illness
- How to establish a milieu and work with a patient's treatment team
- How to find community resources for patients in need of help
- How to keep a patient safe when he or she is at risk for suicide
- How to start a career as a psychiatric technician or aide



ESTIMATED COMPLETION TIME

3–6 weeks (16 seat hours)

CREDIT HOURS

1 Credit Hour

COST

\$292.00 (\$292.00 per Credit Hour)

✓ PREREQUISITE

This class is part of the Medical Assistant Certificate Program.

It is highly recommended students complete **Medical Assistant Foundations** before signing up for a specialization course.





SPECIALIZATION ELECTIVE COURSE:

OBGYN

This elective course equips medical assistants who want to specialize in obstetrics and gynecology, in order to work under the direction of an Obstetrician or Gynecologist. These professionals are responsible for preparing patients for obstetric and gynecological examinations, obtaining vital signs, and to assist doctors and nurses in performing maternal and newborn nursing care. This course will prepare you to work in an OB/GYN outpatient office or the labor and delivery floor of a hospital.

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- How to understand the role of allied health professionals in OB/GYN
- How to treat for infections and tumors of the female reproductive organs
- How the biology of the female reproductive system operates
- How to understand diagnostic procedures for OB/GYN patients
- How methods for preventing pregnancy (contraception) work
- How to care for women during a normal pregnancy
- How to describe common women's reproductive conditions, like premenstrual syndrome (PMS)
- How to assist with high-risk pregnancies and complications
- How to identify diseases and disorders of the female reproductive organs
- How to assist with high-risk pregnancies and complications



ESTIMATED COMPLETION TIME

3–6 weeks (16 seat hours)

CREDIT HOURS

1 Credit Hour

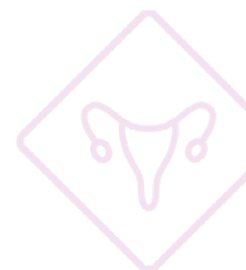
COST

\$292.00 (\$292.00 per Credit Hour)

✓ PREREQUISITE

This class is part of the Medical Assistant Certificate Program.

It is highly recommended students complete **Medical Assistant Foundations** before signing up for a specialization course.





SPECIALIZATION ELECTIVE COURSE:

Pediatric Care

This elective course specializes medical assistants to work in pediatric care by equipping them with the necessary knowledge and skills to work with children. We cover duties such as comforting children during medical procedures, as well as conducting tasks such as feeding, bathing, obtaining lab samples, and checking vital signs—to prepare you to work in pediatric clinics and hospitals.

**ESTIMATED COMPLETION TIME**

3–6 weeks (16 seat hours)

CREDIT HOURS

1 Credit Hour

COST

\$292.00 (\$292.00 per Credit Hour)

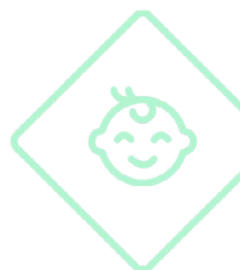
WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- How to adapt allied healthcare for the pediatric patient
- How to assist in caring for a hospitalized toddler and preschooler
- How to describe the growth and development of children from 0–18 years
- How to assist in caring for a hospitalized school age child
- How to identify common diseases and medical conditions from infant through adolescent
- How to assist in caring for a hospitalized adolescent
- How to do common procedures when caring for children in a doctor's office
- How to include the parents and family members in the pediatric patient's care
- How to care for a hospitalized infant, including admission procedures
- How to take care of children with emotional or behavioral conditions

 **PREREQUISITE**

This class is part of the Medical Assistant Certificate Program.

It is highly recommended students complete **Medical Assistant Foundations** before signing up for a specialization course.





Phlebotomy Technician

This course will teach you the fundamentals of phlebotomy. A phlebotomy technician is a healthcare provider responsible for drawing blood—for testing purposes, transfusions, research, or blood donations. Phlebotomists prep lab equipment, collect blood specimens, and assist patients throughout the blood draw process. They are responsible for proper handling and storage of specimens, as well as performing other simple lab tests and database entry.



ESTIMATED COMPLETION TIME

6–9 weeks (33 seat hours)

CREDIT HOURS

2 Credit Hours

COST

\$749.00 (\$375.00 per Credit Hour)

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- How to effectively communicate with patients and other team members
- How to report, maintain, and record patient test results
- How to use PPE, infection control principles, and aseptic hand-washing technique
- How to perform moderately complex point-of-care testing
- How to perform routine venipuncture and collect blood with various equipment
- How to navigate legal issues in phlebotomy
- How to adhere to a medical lab's quality control policies and procedures
- How to perform basic first aid in a phlebotomy context
- How to label and transport lab specimens
- How to maintain the work area, inventory, and equipment

CERTIFICATION

This course culminates in the Certified Phlebotomy Technician, CPT national certification exam.

RECOMMENDED TEXTBOOK* *Phlebotomy Worktext and Procedures Manual* by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.





Veterinarian Assistant Foundations

This course will teach you the fundamentals of veterinary assisting. Veterinary assistants handle routine care for animals under the supervision of a veterinarian. They assist the veterinarian with animal care duties like feeding, bathing, and exercising the animals. And they monitor the animals during and after medical procedures or surgeries and help collect specimens for lab work. Vet assistants work mainly in veterinary clinics, animal hospitals or research laboratories.



ESTIMATED COMPLETION TIME

6–9 weeks (26 seat hours)

CREDIT HOURS

2 Credit Hours

COST

\$649.00 (\$325.00 per Credit Hour)

WHAT YOU WILL LEARN (LEARNING OBJECTIVES)

- How to feed, bathe, and exercise various animals
- How to understand medications or immunizations that veterinarians prescribe
- How to properly clean and disinfect cages, kennels, and exam/operating rooms
- How to assist in procedures such as collecting blood, urine, and tissue samples
- How to restrain animals during examination and laboratory procedures
- How to assist in providing emergency first aid to sick and injured animals
- How to use infection control principles to maintain and sterilize surgical instruments and equipment
- How to provide care before and after medical and surgical procedures
- How to coach pet owners on the proper care of animals during illness or after surgery
- How to understand the veterinary assistant's role during surgical procedures

CERTIFICATION

This course culminates in the Certified Veterinarian Assistant, CVA national certification exam.

RECOMMENDED TEXTBOOK* *Veterinary Assisting Textbook* by Elsevier

*For our online programs, we suggest the accompanying book(s) to enhance your learning experience, but they are not a requirement. Students can successfully complete the program using the provided online materials, but the books may serve as valuable supplementary resources.





School Policies & Procedures

System Requirements

PMC's platform is compatible with all modern web browsers and either Apple or PC/Android systems. The learning portal may be accessed via desktop computer, laptop, Chromebook, tablet, and mobile devices.

Application Policy

There's an open-door policy when applying to PMC. Prospective students need not submit ACT, SAT, or GED scores; a high school graduation certificate is not required to enroll.

Family Educational Rights and Privacy Act (FERPA)

Petra Medical College (PMC) complies with the Family Educational Rights and Privacy Act (FERPA), ensuring students' rights concerning their educational records. This includes the right to access and review records, request amendments if they believe records are inaccurate, and control the disclosure of information.

Statement of Non-Discrimination

At Petra Medical College educational opportunities and performance decisions are made on the basis of merit and without discrimination to race, color, religion, sex, national origin, age, disability or genetics. Prospective students should be aware that some courses offered by PMC lead to employment in fields where certain physical abilities are essential.

Code of Conduct & Academic Honesty

We at PMC believe in treating everyone with respect, fairness and dignity. Students whose conduct is unbecoming of professional standards or engaging in academic dishonesty, disruptive behavior, abusive or demeaning communication will be subject to academic probation or dismissal.

Payment & Refund Policies

All students and/or partners are required to pay the full tuition upon enrollment. Please note that once paid, fees are non-refundable & non-transferrable under any circumstances, but the student does have up to one year to complete the program they enrolled in.

Transfer Credit Policies

Petra Medical College does not accept transfer credit at this time. Our curriculum is designed for an allied health care context, in order to prepare you for real-life work as a medical professional.

Special Accommodations

Students with a documented learning disability may request special accommodations, including no timer during timed assessments.

Free Class Preview

Prospective students have the opportunity to preview the first session for free to get a feel for the course content and delivery method.

Course Completion Timeout

Students must complete their purchased courses within one year of enrollment. Any courses not completed within this timeframe will no longer be accessible.

Academic Appeal Process

Students have the right to appeal their academic grades. Appeals must be submitted in writing within 14 days of grade notification. The academic committee will review and determine the outcome within 30 days.

Holidays

Our online platform remains accessible during holidays. However, administrative and instructor support may be limited during recognized school holidays.

Grading System

Courses are marked as "in progress" until all requirements are met. Upon completion, students will be marked as "pass" or "fail" based on their performance.

Digital Certificates of Completion

Upon successful completion of a program, students have immediate access to their Certificate of Completion in pdf format. Please note that we do not provide physical or mailed certificates.

Official Transcript Services

PMC provides official, digital transcripts via email free of charge. This service can be found directly within the "Transcripts" tab of your student account. Students or alumni needing assistance with registration, transcripts, or any academic records can get in touch via Registrar@PetraMedicalCollege.com.



Contact Information

www.PetraMedicalCollege.com

+1 (501) 294-2130

Monday – Friday, 9AM – 5PM CST

Registration & Academic Records

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Admin@PetraMedicalCollege.com

Technical Support

Support@PetraMedicalCollege.com

