



Contra Costa College
Course Outline (new)

Department & Number	Health and Human Services 114	Number of Weeks	18
Course Title	Introduction to Health Care Roles and Responsibilities	Lecture Hours	1
Prerequisite	None	Lab Hours	
Co-requisite	None	Hours By Arrangement	
Prerequisite or concurrently		Activity Hours	
Challenge Policy		Units	1
Advisory			

COURSE DESCRIPTION

This course is designed to provide the student with an understanding of medical health care roles and responsibilities with an emphasis on the medical assistant.

COURSE OBJECTIVES

At the completion of the course the student will be able to:

1. Describe a history of medicine and the total health care team
2. Identify desirable characteristics and personal qualities of the health care worker
3. Discuss the basic ethical / legal responsibilities and professional liabilities of the health care worker
1. Identify and apply effective verbal / nonverbal communication and behavior adjustments as a health care worker
2. Create and maintain successful interpersonal relationships with patients, their families and other staff personnel
6. Demonstrate knowledge of the foundation of medical terminology
7. Describe training, job responsibilities, employment opportunities, and professional organizations of the medical assistant

COURSE CONTENT: (In detail; attach additional information as needed and include percentage breakdown)

16.7	%	The history of medicine and the health care team
7.8	%	Desirable characteristics and personal qualities of the health care worker
5.5	%	Ethical / legal responsibilities and professional liabilities
14	%	Verbal / nonverbal communication and behavioral adjustments of the health care worker
14	%	Successful interpersonal relationships with patients, families and staff personnel
27	%	The basics of medical terminology
15	%	Medical assisting training, job responsibilities, employment, and professional organizations

METHODS OF INSTRUCTION

Lecture, group discussion, PowerPoint, CDs, DVDs, handouts

INSTRUCTIONAL MATERIALS

Textbook Title:	Medical Assisting: Administrative and Clinical Competencies
Author:	Keir et al
Publisher:	Delmar Learning
Edition/Date:	6 th / 2008

Textbook Title:	Workbook to Accompany Medical Assisting: Administrative and Clinical Competencies
Author:	Keir et al
Publisher:	Delmar Learning
Edition/Date:	6 th / 2008

COURSE EXPECTATIONS (Use applicable expectations)

Outside of Class Weekly Assignments

- Weekly Reading Assignments
- Weekly Writing Assignments
- Weekly Math Problems
- Lab or Software Application Assignments
- Other Performance Assignments

Hours per week

1
1

STUDENT EVALUATION: (Show percentage breakdown for evaluation instruments)

10	%	Home assignments
55	%	Quizzes
35	%	Final Exam

GRADING POLICY (Choose LG, CR/NC, or SC)

- Letter Grade**
- 90% - 100% = A
 - 80% - 89% = B
 - 70% - 79% = C
 - 60% - 69% = D
 - Below 60% = F

- Credit / No Credit**
- 70% and above = Credit
 - Below 70% = No Credit

- Student Choice**
- 90% - 100% = A
 - 80% - 89% = B
 - 70% - 79% = C
 - 60% - 69% = D
 - Below 60% = F
- or*
- 70% and above = Credit
 - Below 70% = No Credit

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Course New/Revision Date:	Fall 2008
Semester/Year Effective Date:	Fall 2008