



Contra Costa College Course Outline

New

Department & Number	Medic 221	Number of Weeks per term	18
Course Title	Practices, Procedures, and Specialties in Clinical Medical Assisting	Lecture Hours per term	54
Prerequisite	Medic 225, Medic 150, BOT 200	Lab Hours per term	54
Co-requisite	None	*HBA per term	
Prerequisite or concurrently	None	Activity Hours per term	
Challenge Policy	Successful completion of equivalent courses for all prerequisites or passage of proficiency tests or challenge exams with a 'C' or better for all prerequisites	Units	4
Advisory	None		

***HOURS BY ARRANGEMENT:** NA Hours per term.

ACTIVITIES: (Please provide a list of the activities students will perform in order to satisfy the HBA requirement):

COURSE DESCRIPTION

This course provides instruction for the student to develop the knowledge, skills and attitudes necessary for carrying out professional clinical responsibilities as a successful medical assistant in a medical setting. Topics include, but are not limited to, interacting with patients, specialty practices, office laboratory procedures and laboratory/diagnostic equipment.

COURSE OBJECTIVES

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

1. Demonstrate the knowledge and skills required to effectively assist with patients and patient care
2. Demonstrate the knowledge and skills required to assist in specialty practices
3. Demonstrate the knowledge and skills required to assist in laboratory procedures and use laboratory/diagnostic equipment

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

8	%	Interviewing the Patient, Taking a History, and Documentation
8	%	Obtaining Vital Signs and Measurements
8	%	Assisting with a General Physical Examination
7	%	Assisting with Examinations in the Basic Specialties
7	%	Assisting with Highly Specialized Examinations
7	%	Assisting with Minor Surgery
7	%	Assisting with Cold and Heat Therapy and Ambulation
7	%	Laboratory Equipment and Safety
7	%	Introduction to Microbiology
7	%	Collecting, Processing, and Testing Urine Specimens
7	%	Electrocardiography and Pulmonary Function Testing
6	%	X-Rays and Diagnostic Radiology
7	%	Principles of Asepsis, Infection Control, and Bloodborne Pathogens
7	%	Preparing the Exam and Treatment Areas

METHODS OF INSTRUCTION

1. Lectures / Demonstrations
2. Handouts
3. A/V (power point, DVDs, videotapes, etc.)
4. Class and small group discussions/activities
5. Demonstrations- simulated procedure and techniques; online software usage

INSTRUCTIONAL MATERIALS

Textbook Title:	Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology
Author:	Booth, K., Whicker, L., Wyman, T., Wright, S.
Publisher:	McGraw Hill
Edition/Date:	4e / 2011
Textbook Title:	Workbook for use with Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology
Author:	Booth, K., Whicker, L., Wyman, T., Wright, S.
Publisher:	McGraw Hill
Edition/Date:	4e / 2011
Textbook Title:	Practice Management and HER,
Author:	Sanderson
Publisher:	McGraw Hill
Edition/Date:	2012

NOTE: To be UC transferable, the text must be dated within the last 5 years OR a statement of justification for a text beyond the last 5 years must be included.

COURSE EXPECTATIONS (Use applicable expectations)

Outside of Class Weekly Assignments	Hours per week
Weekly Reading Assignments	3.5
Weekly Writing Assignments	3.5
Weekly Math Problems	
Lab or Software Application Assignments	1
Other Performance Assignments	

STUDENT EVALUATION: (Show percentage breakdown for evaluation instruments)

5	%	Home assignments / Participation
25	%	Quizzes
35	%	Final Exam
35	%	Clinical Demonstration

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

Pass / No Pass
70% and above = Pass
Below 70% = No Pass

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

Prepared by:

Date:

Form Revised 10/09