



5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: AH 270 DIVISION: 50 ALSO LISTED AS: AH 170

TERM EFFECTIVE: Fall 2018 CURRICULUM APPROVAL DATE: 10/23/2017

SHORT TITLE: BASIC CLINI MEDICAL

LONG TITLE: Basic Clinical Medical Assisting

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
6	18	Lecture:	4	72
		Lab:	6	108
		Other:	0	0
		Total:	10	180
		Total Learning Hrs:	324	

COURSE DESCRIPTION:

Course provides a basic introduction to clinical medical assisting. Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively.

PREREQUISITE: Eligible for English 250, English 260 and Mathematics 430. This course was previously listed as AH 170.

PREREQUISITES:

(Completion of , as , with a grade of or better.
(Completion of ENGL 440, as UG, with a grade of C or better.
AND Completion of ENGL 420, as UG, with a grade of C or better.)
OR
(Completion of ENGL 440, as UG, with a grade of C or better.
AND Completion of ESL 562, as UG, with a grade of C or better.)
OR
(Completion of ESL 563, as UG, with a grade of C or better.
AND Completion of ENGL 420, as UG, with a grade of C or better.)
OR
(Completion of ESL 563, as UG, with a grade of C or better.
AND Completion of ESL 562, as UG, with a grade of C or better.)
OR
(Score of 15 on CTEP Writing
AND Completion of ENGL 420, as UG, with a grade of C or better.)
OR
(Score of 15 on CTEP Writing
AND Completion of ESL 562, as UG, with a grade of C or better.)
OR
(Completion of ENGL 440, as UG, with a grade of C or better.
AND Score of 18 on CTEP Reading)
OR
(Completion of ESL 563, as UG, with a grade of C or better.
AND Score of 18 on CTEP Reading)
OR
(Score of 15 on CTEP Writing
AND Score of 18 on CTEP Reading)
OR
(Completion of ENGL 250, as UG, with a grade of C or better.
AND Completion of ENGL 260, as UG, with a grade of C or better.)
OR
(Completion of ENGL 250P, as UG, with a grade of C or better.
AND Completion of ENGL 260P, as UG, with a grade of C or better.)
OR
(Completion of SSCI 270A, as UG, with a grade of C or better.
AND Completion of ENGL 250, as UG, with a grade of C or better.)
OR
(Completion of SSCI 270B, as UG, with a grade of C or better.
AND Completion of ENGL 250, as UG, with a grade of C or better.)
OR
Completion of ENGL 1A, as UG, with a grade of C or better.
OR
Completion of ENGL 1B, as UG, with a grade of C or better.
OR
Completion of ENGL 1C, as UG, with a grade of C or better.
OR
(Score of 1300 on Accuplacer English Writing

PREREQUISITES CONTINUED:

AND Completion of ENGL 420, as UG, with a grade of C or better.)

OR

(Score of 3300 on Accuplacer English Reading

AND Completion of ENGL 440, as UG, with a grade of C or better.)

OR

(Score of 1300 on Accuplacer English Writing

AND Completion of ESL 562, as UG, with a grade of C or better.)

OR

(Score of 3300 on Accuplacer English Reading

AND Completion of ESL 563, as UG, with a grade of C or better.)

OR

(Score of 1300 on Accuplacer English Writing

AND Score of 3300 on Accuplacer English Reading)

Completion of , as , with a grade of or better.)

AND (Completion of MATH 402, as UG, with a grade of C or better.

OR

(Completion of MATH 404D, as UG, with a grade of C or better.

AND Completion of MATH 404E, as UG, with a grade of C or better.

AND Completion of MATH 404F, as UG, with a grade of C or better.)

OR

Completion of MATH 430, as UG, with a grade of C or better.

OR

Completion of MATH 205, as UG, with a grade of C or better.

OR

Completion of MATH 205A, as UG, with a grade of C or better.

OR

Completion of MATH 205B, as UG, with a grade of C or better.

OR

Completion of MATH 233, as UG, with a grade of C or better.

OR

Completion of MATH 233A, as UG, with a grade of C or better.

OR

Completion of MATH 233B, as UG, with a grade of C or better.

OR

Completion of MATH 235, as UG, with a grade of C or better.

OR

Completion of MATH 240, as UG, with a grade of C or better.

OR

Completion of MATH 242, as UG, with a grade of C or better.

OR

Completion of MATH 3, as UG, with a grade of C or better.

OR

Completion of MATH 5, as UG, with a grade of C or better.

OR

Completion of MATH 6, as UG, with a grade of C or better.

OR

Completion of MATH 7, as UG, with a grade of C or better.

PREREQUISITES CONTINUED:

OR

Completion of MATH 9, as UG, with a grade of C or better.

OR

Completion of MATH 8A, as UG, with a grade of C or better.

OR

Score of 18 on Algebra Readiness

OR

Score of 12 on Elementary Algebra

OR

Score of 30 on Algebra Readiness - Revised

OR

Score of 2400 on Accuplacer Math)

OR

(Score of 1500 on MM CCCApply English

AND Score of 2600 on MM CCCApply Math)

OR

(Score of 1500 on MM Placement Tool English

AND Score of 2600 on MM Placement Tool Math)

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

03 - Lecture/Laboratory

04 - Laboratory/Studio/Activity

047 - Laboratory - LEH 0.7

STUDENT LEARNING OUTCOMES:

1. Student will communicate clearly, verbally and in writing, using appropriate grammar, vocabulary and word usage with patients, peers, facility staff and instructors representing diverse people and viewpoints.

Measure of assessment: Written coursework Clinical evaluations Essay questions on quizzes, exams
Interactive classroom assignments using computer software

2. Student will demonstrate appropriate active listening skills using techniques of therapeutic communication to verify that communication has been accurately interpreted. Students will use language interpreters at appropriate times in the clinical settings.

Year assessed, or planned year of assessment: 2016

3. Student will demonstrate appropriate active listening skills using techniques of therapeutic communication to verify that communication has been accurately interpreted. Students will use language interpreters at appropriate times in the clinical settings.

Measure of assessment: Classroom presentations Role play with instructor evaluation Clinical evaluation

Year assessed, or planned year of assessment: 2016

4. Student will critically analyze data from textbooks, patient charts including electronic charts, dictionaries, reference books, and the internet. Apply theoretical concepts and facts to real life situations, computer simulated patient situations, and exams.

Measure of assessment: Written coursework Clinical evaluations Exams

Year assessed, or planned year of assessment: 2016

5. Student will prioritize and organize Medical Assistant duties to assist the Health Care Provider, Physician's Assistant, and Nurse Practitioner with patient treatments and administrative duties.

Measure of assessment: Clinical evaluations Case studies using actual patients

Year assessed, or planned year of assessment: 2016

6. Student will use safe, effective interventions which reflect the standard of Medical Assisting. This will be exhibited by the student's ability to use psychomotor and psychosocial interventions and prevent, minimize, or resolve problems while assisting the Health Care Provider, Nurse Practitioner, or Physician's Assistant with examinations and treatments.

Measure of assessment: Clinical evaluations mid and end of semester Written and/or active care plans each week

Year assessed, or planned year of assessment: 2016

7. Student will use principles of college-level mathematical concepts to correctly convert a height, weight, volume, and length theory from English to metric.

Measure of assessment: Clinical evaluations Clinical exams (required to pass the course)

Year assessed, or planned year of assessment: 2016

8. Student will reflect creative and critical thinking skills. Creative and critical thinking is characterized by openness of inquiry, ability to ask pertinent questions, production of new ideas, flexible problem solving, examination of underlying assumptions, and an ability to present diverse perspectives.

Measure of assessment: Written coursework Classroom presentations Exams

Year assessed, or planned year of assessment: 2016

9. Student will interact effectively with people of all ages, many cultures and ethnicities demonstrating awareness of the students' own values and opinions, as well as awareness and respect to the opinions and values of others.

Measure of assessment: Clinical evaluations Classroom participation in discussions regarding ethical dilemmas of patient care issues Classroom participation in discussions with peers and instructor

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 10/23/2017

METHODS OF INSTRUCTION:

Lecture, discussion, demonstration/return demonstration, supervised clinical practice, quizzes, exams, clinical performance exam.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 48

Assignment Description: Students will completed various assignments for homework, such as study guides and written assignments.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 15.00 %

Writing assignments: 15% - 85% Written homework Reading reports Lab reports Essay exams Term papers

Other: Classroom presentations, internet assignments.

Problem-solving assignments

Percent of total grade: 5.00 %

Problem-solving demonstrations: 5% - 10% Homework problems Quizzes Exams Other: Minimum 85% competency level pass/fail only

Skill demonstrations

Percent of total grade: 20.00 %

Skill demonstrations: 20% - 80% Class performance Performance exams Other: Case studies, computer programs

Objective examinations

Percent of total grade: 30.00 %

Objective examinations: 30% - 90% Multiple choice True/false Matching items Completion Other: Calculations

REPRESENTATIVE TEXTBOOKS:

Required Representative Textbooks

K. Bonewit-West. Clinical Procedures for Medical Assistants 9th ed.. St. Louis, Missouri: W.B. Saunders Company,2015.

ISBN: ISBN: 978-1-4557-4834-1

Reading Level of Text, Grade: Reading level of text, Grade: 13 Verified by: Verified by:D. Amaro

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: B

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000587519

Sports/Physical Education Course: N

Taxonomy of Program: 123030