

COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

Prepared by: James Clark
Status: Permanent
Effective: Fall 2016

January 26, 2016

A. Course Identification

1. Subject Area: Allied Health (AHS)
2. Course Number: 147
3. Course Title: Medical Assistant A Skills
4. Credit Hours: 2
5. Course Description: A skills practice and competency development class to be taken in conjunction with AHS 146 Medical Assistant A. Co-requisite: AHS 146. Six lab. Fall, Spring.

B. Course Goals: This course will provide the student with structured skills practice to learn office clinical skills and develop the competency required to effectively function as a clinical or an administrative medical assistant. This course is taken in conjunction with AHS 146 so the lecture component prepares the student for the skills component.

C. Course Outcomes: Upon completion of this course, student will demonstrate proper skills development of medical office procedures in a structured learning environment.

D. Course Outcomes Assessment will include:

1. course grades determined by the instructor as outlined in the course syllabus;
2. and procedure skills check lists evaluations.

E. Course Content will include:

1. medical records and management;
2. medical office computerization;
3. effective communication techniques;
4. injection techniques;
5. phlebotomy techniques;
6. professional behavior in healthcare;
7. medical asepsis and the OSHA standard;
8. vital signs;
9. and various specialty skills learned in conjunction with AHS 146.