

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: 149
3. Course Title: Medical Assistant B Skills
4. Credit Hours: 2
5. Course Description: A skills practice and competency development class to be taken in conjunction with AHS 148 Medical Assistant B. Co-requisite: AHS 148. 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 148 so the lecture component prepares the student for the skills component. Fall, Spring.

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 148.