

Medical Assisting

Overview

The Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion of the Certificate in Medical Assisting, students may take the CMA certification exam administered by American Association of Medical Assistants (AAMA).

The Medical Assisting program is accredited by the [Commission on Accreditation of Allied Health Education Programs \(http://www.caahep.org\)](http://www.caahep.org) (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

CAAHEP
9355 - 113th St. N, #7709
Seminole, FL 33775
(772) 210-2350



Program Maps

[Medical Assisting, A.S. Degree \(/crc/main/doc/programs/program-maps/meda-as-degree-ho.pdf\)](/crc/main/doc/programs/program-maps/meda-as-degree-ho.pdf)

[Medical Assisting, Certificate of Achievement \(/crc/main/doc/programs/program-maps/meda-cert-ho.pdf\)](/crc/main/doc/programs/program-maps/meda-cert-ho.pdf)

[Medical Assisting, Administrative, Certificate of Achievement \(/crc/main/doc/programs/program-maps/meda-admin-cert-ho.pdf\)](/crc/main/doc/programs/program-maps/meda-admin-cert-ho.pdf)

[Medical Assisting, Medical Insurance Billing, Certificate of Achievement \(/crc/main/doc/programs/program-maps/meda-med-billing-cert-ho.pdf\)](/crc/main/doc/programs/program-maps/meda-med-billing-cert-ho.pdf)

Dean [Nancy Reitz \(/about-us/contact-us/faculty-and-staff-directory/nancy-reitz\)](/about-us/contact-us/faculty-and-staff-directory/nancy-reitz)
Department Chair [Cori Burns \(/about-us/contact-us/faculty-and-staff-directory/cori-burns\)](/about-us/contact-us/faculty-and-staff-directory/cori-burns)
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Associate Degree

A.S. in Medical Assisting

The Cosumnes River College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727/210-2350
www.caahep.org

The CRC Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion of the Certificate in Medical Assisting, students may take the CMA (AAMA) certification exam administered by American Association of Medical Assistants.

Highlights include:

* According to the Occupational Outlook Handbook published by the Department of Labor's Bureau of Statistics, "Medical Assisting employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2008-18 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification."

* Eligibility to become members of AAMA and CSMA

* Accredited preparation for national board exams; CRC students have exceeded national averages in the top 5 percent consistently for the past 20 years

* Provides multiple skills for the entry-level health care professional

Catalog Date: January 1, 2021

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
Fall Semester:		
MEDA 124	Administrative Medical Assisting	3
MEDA 105	General Medical Assisting	3
COMM 325	Intercultural Communication (3)	3 ¹
or ANTH 313	Introduction to Cultural Anthropology: Medical Focus (3)	
AH 120	Human Disease	3
PSYC 300	General Principles (3)	3 ²
Spring Semester:		
AH 124	Pharmacology for the Health Care Professional	2
FCS 324	Human Development: A Life Span (3)	3
or PSYC 371	Life Span Developmental Psychology (3)	
MEDA 230	Clinical Procedures	5
Summer Semester:		
MEDA 140	Medical Assisting Practicum	3 ³
Total Units:		28

¹may be taken either fall or spring semester

²may be taken either fall or spring semester

³This is the capstone course and should be taken last.

The Medical Assisting Associate in Science (A.S.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See CRC graduation requirements.

Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:

- Completion of the following pre-requisite courses with a C or better:
- AH 110 - Medical Language
- BIOL 102 - Essentials of Human Anatomy and Physiology (BIOL 100 or 430 & 431 are acceptable)
- CISC 302 - Computer Familiarization
- ENGWR 101 - or eligibility for ENGWR 300 as determined by assessment testing
- MEDA 100 - Introduction to Medical Assisting (taken within the previous 5 years)

Enrollment Process

Eligible students are selected for the program according to the following steps:

- Only students who meet the pre-enrollment requirements will be considered for the program
- Selection will be based on a random selection process, should the number of qualified applicants exceed available spaces in the program
- Accepted applicants will be notified by the Program Director by July 1

- Students will be required to perform a background and drug clearance screening. Students will also be required to show proof of vaccination or immunity to the following: measles, rubella, rubeola, varicella, Tdap, and possibly influenza. Placement in a clinical location will be contingent upon the results of this screening.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Enter the allied health workforce as a competent, entry-level Medical Assistant trained in the cognitive, affective and psychomotor domains of the occupation (PSLO #1).
- Declare eligibility for the AAMA national certification examination with the goal of obtaining the CMA (AAMA) credential (PSLO #2).

Career Information

Administrative Medical Assistant; Clinical Medical Assistant

Certificates of Achievement

Medical Assisting, Administrative Certificate

This curriculum is designed to prepare the individual with front office skills for employment as an Administrative Medical Assistant in a physician's office, hospital, clinic, laboratory, pharmaceutical company, or health insurance company.

Catalog Date: January 1, 2021

Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
AH 110	Medical Language for Health-Care Providers	3
BIOL 100	Introduction to Concepts of Human Anatomy and Physiology (3)	3 - 4 ¹
or BIOL 102	Essentials of Human Anatomy and Physiology (4)	
BUS 100	English for the Professional	3
CISC 302	Computer Familiarization	2
MEDA 100	Introduction to Medical Assisting	1.5
MEDA 110	Medical Insurance Procedures	1.5
MEDA 124	Administrative Medical Assisting	3
AH 120	Human Disease	3
Total Units:		20 - 21

¹BIOL 430/431 combo is also acceptable

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To be eligible for enrollment in the program, the student must meet the following criteria:

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 - AH 110 - Medical Language
 - BIOL 102 - Essentials of Human Anatomy and Physiology (BIOL 100 or 430 & 431 are acceptable)
 - CISC 302 - Computer Familiarization
 - BUS 100 - English for the Professional
 - MEDA 100 - Introduction to Medical Assisting (within the last 5 years)

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Eligible students are selected for the program according to the following steps:

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- Selection will be based on a random selection process, should the number of qualified applicants exceed available spaces in the program
- Accepted applicants will be notified by the Program Director by July 1

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Perform the entry-levels skills of an administrative medical assistant (SLO #1)

Career Information

Administrative Medical Assistant; entry-level Insurance Biller; Hospital Unit Secretary

Medical Assisting, Medical Insurance Billing Certificate

The CRC Medical Insurance Billing certificate program is designed to prepare students for entry-level positions in insurance billing in an ambulatory medical office setting. The curriculum is designed to give students the desired skills for employment in a physician's office or other ambulatory clinic.

Catalog Date: January 1, 2021

Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
AH 110	Medical Language for Health-Care Providers	3
AH 120	Human Disease	3
AH 124	Pharmacology for the Health Care Professional	2
BIOL 100	Introduction to Concepts of Human Anatomy and Physiology	3 ¹
HIT 120	Basic ICD-CM Coding	2
MEDA 110	Medical Insurance Procedures	1.5
HIT 123	Current Procedural Terminology (CPT) Coding	2
Total Units:		16.5

¹[(BIOL 102) or (BIOL 430 and BIOL 431) are also acceptable]

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Attain entry-level skills in insurance billing.
- Utilize insurance and billing knowledge to obtain entry-level employment in an ambulatory setting.

Career Information

The CRC Medical Insurance Billing Certificate is designed to prepare students for entry-level employment in an ambulatory setting in the insurance and/or billing department. Students will obtain the necessary knowledge for insurance authorizations, billing and reconciliations.

Medical Assisting Certificate

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Highlights include:

* According to the Occupational Outlook Handbook published by the Department of Labor's Bureau of Statistics, "Medical Assisting employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2008-18 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification."

* Eligibility to become members of AAMA and CSMA

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* Provides multiple skills for the entry-level health care professional

Catalog Date: January 1, 2021

Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
MEDA 124	Administrative Medical Assisting	3
MEDA 105	General Medical Assisting	3
FCS 324	Human Development: A Life Span (3)	3 ¹
or PSYC 371	Life Span Developmental Psychology (3)	

COURSE CODE	COURSE TITLE	UNITS
COMM 325	Intercultural Communication (3)	3 ²
or ANTH 313	Introduction to Cultural Anthropology: Medical Focus (3)	
PSYC 300	General Principles (3)	3 ³
AH 120	Human Disease	3
AH 124	Pharmacology for the Health Care Professional	2
MEDA 230	Clinical Procedures	5
MEDA 140	Medical Assisting Practicum	3 ⁴
Total Units:		28

¹Course may be taken either fall or spring semester

²may be taken either fall or spring semester

³may be taken either fall or spring semester

⁴This is the capstone course and should be taken last.

Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:

- Completion of the following pre-requisite courses with a C or better:
 - AH 110 - Medical Language
 - BIOL 102 - Essentials of Human Anatomy and Physiology (BIOL 100 or 430 & 431 are acceptable)
 - CISC 302 - Computer Familiarization
 - ENGWR 101 - or eligibility for ENGWR 300 as determined by assessment testing
 - MEDA 100 - Introduction to Medical Assisting (within the last 5 years)

Enrollment Process

Eligible students are selected for the program according to the following steps:

- Only students who meet the pre-enrollment requirements will be considered for the program
- Selection will be based on a random selection process, should the number of qualified applicants exceed available spaces in the program
- Accepted applicants will be notified by the Program Director by July 1
- Students will be required to perform a background and drug clearance screening. Students will also be required to show proof of vaccination or immunity to the following: measles, rubella, rubeola, varicella, TDaP, and possibly influenza. Placement in a clinical location will be contingent upon the results of this screening.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Enter the allied health workforce as a competent, entry-level Medical Assistant trained in the cognitive, affective and psychomotor domains of the occupation (PSLO #1).
- Declare eligibility for the AAMA national certification examination with the goal of obtaining the CMA (AAMA) credential (PSLO #2).

Career Information

Clinical Medical Assistant; Administrative Medical Assistant

Medical Assisting (MEDA) Courses

MEDA 100 Introduction to Medical Assisting

Units:	1.5
Hours:	27 hours LEC
Prerequisite:	None.
Advisory:	ENGRD 110 with a grade of "C" or better
Catalog Date:	January 1, 2021

This course provides an introduction to the field of Medical Assisting. Students will learn the typical duties of an administrative and clinical MA, including career ladders and types of facilities that employ medical assistants. Students will also be introduced to the desired qualities and characteristics of a successful medical assistant. Additionally, the CRC Medical Assisting Program entrance requirements will be discussed.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- EVALUATE THE VARIETY OF CAREER POSSIBILITIES OPEN TO MEDICAL ASSISTANTS (SLO #1)
- differentiate between the duties of an administrative and clinical medical assistant.
- research the typical career paths of administrative and clinical medical assistants.
- APPRAISE THE EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS FOR MEDICAL ASSISTANTS (SLO #2)
- evaluate the desired personal qualifications of a medical assistant.
- analyze the AAMA educational standards and guidelines for medical assistant education
- compare and contrast the available formats of medical assisting education.
- choose appropriate verbal and nonverbal communication behaviors in a medical environment.

MEDA 105 General Medical Assisting

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Enrollment Limitation:	Student must be accepted in to the current cohort of the CRC Medical Assisting program to be eligible for enrollment in this course.
Catalog Date:	January 1, 2021

This course will cover the topics outlined in the American Association of Medical Assistants (AAMA) General category of knowledge of an entry-level medical assistant, as required for certification. Areas covered will include gross Anatomy, applied Medical Terminology, and Law and Ethics as they pertain to Medical Assisting.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- APPLY MEDICAL LANGUAGE IN THE CLINICAL SETTING (SLO #1)
- Demonstrate correct spelling, pronunciation and usage of medical terms and abbreviations in communicating with patients and other health care workers.
- Interpret and abstract information from patient medical records and other clinical documents.
- IDENTIFY BASIC ANATOMICAL STRUCTURES (SLO #2)
- Locate correct anatomical landmarks as utilized in various medical procedures.
- Relate patient symptoms to specific body systems and/or structures involved.
- RECOGNIZE AND ADHERE TO THE LEGAL SCOPE OF PRACTICE AND ETHICAL STANDARDS OF A MEDICAL ASSISTANT (SLO #3)
- Distinguish between allowed and non-allowed duties of a Medical Assistant in California.
- Interpret written orders to determine legality of performing requested activity.
- Appraise clinical situations to determine appropriate ethical response.

MEDA 110 Medical Insurance Procedures

Units:	1.5
Hours:	27 hours LEC
Prerequisite:	None.
Corequisite:	AH 110
Catalog Date:	January 1, 2021

This course will introduce students to the basics of medical office insurance billing. Students will learn the terminology of health insurance, the differences between the various forms of health insurance, as well as the process for patient billing in a medical office setting.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- PREPARE ACCURATE CLAIM FORMS FOR THE MOST COMMON INSURANCE COMPANIES (SLO #1)
- Distinguish between a clean, pending, rejected, incomplete and invalid claim.
- Categorize the six levels of review and appeals in the Medicare program, and the three levels of review in the TRICARE program.
- Analyze a patient's medical record in order to accurately abstract data necessary for completing various health and disability claim forms.
- Examine the process of a physician-based insurance claim starting from obtaining patient information through payment receipt.

MEDA 124 Administrative Medical Assisting

Units:	3
Hours:	36 hours LEC; 54 hours LAB
Prerequisite:	None.
Enrollment Limitation:	Acceptance in to the CRC Medical Assisting Program
Catalog Date:	January 1, 2021

This course is designed to introduce the medical assisting student to the administrative responsibilities encountered in an ambulatory clinic. Typical administrative topics covered include patient reception, scheduling, telephone procedures, documentation and reporting, records management including HIPAA regulations, screening/processing mail, equipment and supply inventory, practice finances, coding and bookkeeping principles.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- PERFORM THE DUTIES OF AN ENTRY-LEVEL ADMINISTRATIVE MEDICAL ASSISTANT (SLO #1)
- Demonstrate the correct method and/or technique when performing administrative skills such as answering phones, filing, scheduling, composing written correspondence, coding and performing various practice financial procedures.
- ASSESS THE IMPORTANCE OF THEORY AS IT RELATES TO THE PERFORMED SKILL (SLO #2)
- Distinguish among various guidelines for processing incoming and/or outgoing mail and patient information.
- Determine the best method for transmitting health information applying HIPAA regulations.
- Discuss the importance of complete and accurate records management in a medical facility.
- Identify mandatory reporting documentation within a medical office

MEDA 140 Medical Assisting Practicum

Units:	3
Hours:	180 hours LAB
Prerequisite:	COMM 325, MEDA 230, PSYC 300, and PSYC 371 with grades of "C" or better; Students must have been accepted in to the CRC Medical Assisting program and completed all required courses prior to receiving consent to enroll in this capstone course. Students must also have completed a drug screen, background clearance and have proof of immunity to varicella, measles, rubella and rubeola.
Enrollment Limitation:	Students must have on file with the Program Director the following documents prior to clinical placement: *CPR for the Healthcare Provider through the American Heart Association; *Two negative PPDs - one within two years and another no more than 6 months prior to clinic placement, or negative chest x-ray within 2 years; *MMR and Varicella immunity status; *TDaP vaccination within three years; *May be required to provide documentation of influenza vaccination; *Liability insurance; *Background and drug screening clearance
Catalog Date:	January 1, 2021

This course consists of supervised experience in a health care setting performing the tasks and responsibilities of a medical assistant. Those duties include, but are not limited to, administering injections, performing electrocardiograms, obtaining patient history and chief complaints, scheduling appointments, answering telephones, basic clerical functions and other duties as requested by site physician and/or supervisor. Students will be required to show proof of Healthcare Provider CPR from American Heart Association, as well as immunity to Varicella, Measles, Mumps, Rubella and TB prior to beginning the clinical rotation. Students will also have supplementary requirements such as liability insurance, background check and drug screening. This course is for students who have completed all of the CRC Medical Assisting Program requirements.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- PERFORM THE DUTIES OF AN ENTRY-LEVEL MEDICAL ASSISTANT IN AN AMBULATORY SETTING WITH MINIMAL SUPERVISION - SLO #1
- Demonstrate the correct method and/or technique when performing clinical skills such as injections, EKGs, spirometry, vitals, instrument identification, care and usage, and other skills as outlined in the MA scope of practice.
- Demonstrate the correct method and/or technique when performing administrative skills such as answering phones, filing, scheduling, insurance verification, billing and coding.
- COMMUNICATE EFFECTIVELY WITH PATIENTS ACCORDING TO THEIR INDIVIDUAL NEEDS - SLO #2
- Evaluate and respect a patient's individual need based on various factors including age, socioeconomic status, culture, and medical history
- EXHIBIT PROFESSIONALISM THROUGH VARIOUS MEANS SUCH AS BEHAVIOR, ADAPTABILITY, INITIATIVE AND QUALITY OF WORK - SLO #3

MEDA 145 Medical Assisting Certification Review

Units:	2
Hours:	36 hours LEC
Prerequisite:	None.
Enrollment Limitation:	Students must meet the Certifying Agencies examination eligibility requirements to enroll in this course: *Graduate from a CAAHEP or ABHES accredited MA program; OR *Currently employed as an MA by a licensed MD/DO in the United States; OR *At least two years employment within the previous five years as an MA, either in private sector or military enlisted; OR *Current MA instructor at an accredited institution in the United States
Catalog Date:	January 1, 2021

This course is designed to prepare students for the Medical Assisting certification examinations offered by the three Certifying Agencies approved by the California Medical Board - the American Association of Medical Assistants (AAMA), the American Medical Technologists (AMT), or the California Certifying Board of Medical Assistants (CCBMA). This course is available to students who meet the current exam eligibility requirements for at least one of the Certifying Agencies. Students will be required to provide documentation of eligibility.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- ACHIEVE A CONSISTENT PASSING SCORE ON PRACTICE CERTIFICATION EXAMS (SLO #1)
- Identify and discuss primary elements of Administrative Medical Assisting duties.
- Identify and discuss primary elements of Clinical Medical Assisting duties.
- Identify and discuss primary elements of other aspects of Medical Assisting such as communication, the disease process, medicolegal and bioethical issues, and professionalism.
- EMPLOY SUCCESSFUL TEST-TAKING STRATEGIES (SLO #2)
- Identify and discuss techniques for preparing for an examination.
- Analyze exam question wording to determine the best response
- ASSESS THE ROLE OF THE MEDICAL ASSISTING PRECEPTOR IN THE CLINICAL SETTING (SLO #3)
- Identify the California state requirements for participating as an MA Preceptor

- Relate the responsibilities involved when performing the function of an MA Preceptor

MEDA 230 Clinical Procedures

Units:	5
Hours:	36 hours LEC; 162 hours LAB
Prerequisite:	MEDA 124 with a grade of "C" or better
Corequisite:	AH 120 and 124
Enrollment Limitation:	Student must be accepted in to the CRC Medical Assisting program to enroll in this course.
Catalog Date:	January 1, 2021

This course will instruct the student in the clinical procedures performed by entry-level Medical Assistants according to AAMA standards and the Medical Assisting Scope of Practice.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- PERFORM BASIC CLINICAL PROCEDURES (SLO #1)
- collect accurate vital signs on a patient including temperature, pulse rate, respiration rate and blood pressure on adults and children. Measure accurate height and weight on adults. Measure accurate height, weight and head circumference on infants
- evaluate various instruments used in the clinical setting according to their classification and usage. Correctly assemble minor surgical trays. prepare instruments/equipment for autoclave sterilization and be able to differentiate when to use chemical vs. steam sterilization
- prepare patient for and perform audiometry, spirometry, ear irrigation, oxygen and aerosol treatments, including proper documentation
- evaluate basic nutritional needs and recognize the need for a therapeutic diet given specific diagnostic information
- PERFORM ADVANCED CLINICAL PROCEDURES (SLO #2)
- prepare necessary supplies for bandaging, splinting or dressing various injuries and/or wounds. This includes preparing the patient for the procedure and the removal of sutures
- perform electrocardiography using the single and multi-channel ECG equipment
- instruct patients on the preparation for diagnostic radiology
- collect specimens for diagnostic evaluation per CLIA regulations including urinalysis, hemocult, step culture, HCG testing and finger punctures for hematocrits
- select the appropriate syringe, needle and injection site for intramuscular, subcutaneous and intradermal injections.
- UTILIZE UNIVERSAL PRECAUTIONS AND SAFETY PRACTICES IN A CLINICAL SETTING (SLO #3)
- distinguish when Universal Precautions will be required and correctly utilize personal protective equipment
- adhere to the principles of infection control including aseptic technique
- DISPLAY CRITICAL THINKING AND EFFECTIVE COMMUNICATION SKILLS AS THEY RELATE TO OBTAINING PATIENT INFORMATION OR IMPARTING PATIENT EDUCATION (SLO #4)
- perform patient interviewing techniques in order to gather clinical information necessary for treatment
- research and organize gathered information to be used for patient education purposes, including community resources and general health topics
- obtain patient clinical history and document information in both paper and electronic format

MEDA 295 Independent Studies in Medical Assisting

Units:	1 - 3
Hours:	54 - 162 hours LAB
Prerequisite:	None.
Catalog Date:	January 1, 2021

An independent studies project involves an individual student or small group of students in study, research, or activities beyond the scope of regularly offered courses. See the current catalog section of "Special Studies" for full details of Independent Studies.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- SLO #1: Actively engage in intellectual inquiry beyond that required in order to pass a course of study (College Wide Learning Outcome – Area 4).
- Discuss and outline a proposal of study (that can be accomplished within one semester term) with a supervising instructor qualified within the discipline.
- Design an independent study (to be completed individually or by collaboration of a small group) to foster special knowledge, skills, and experience that are not available in any one regularly scheduled course.
- Use information resources to gather discipline-specific information.
- SLO #2: Utilize modes of analysis and critical thinking to apply theoretical perspectives and/or concepts in the major discipline of study to significant problems and/or educational activities (College Wide Learning Outcome – Area 3).
- Analyze and apply the knowledge, skills and experience that are involved in the independent study to theoretical perspectives and/or concepts in the major discipline of study.
- Explain the importance of the major discipline of study in the broader picture of society.
- SLO #3: Communicate a complex understanding of content matter of the major discipline of study (College Wide Outcome – Area 3).
- Demonstrate competence in the skills essential to mastery of the major discipline of study that are necessary to accomplish the independent study.
- SLO #4: Identify personal goals and pursue these goals effectively (College Wide Outcome – Area 4).
- Utilize skills from the "academic tool kit" including time management, study skills, etc., to accomplish the independent study within one semester term.

MEDA 298 Work Experience in Medical Assisting

Units:	1 - 4
Hours:	60 - 300 hours LAB
Prerequisite:	None.
Enrollment Limitation:	Students must be in a paid or unpaid internship, volunteer position or job related to career goals in Medical Assisting.
General Education:	AA/AS Area III(b)
Catalog Date:	January 1, 2021

This course provides students with opportunities to develop marketable skills in preparation for employment in their major field of study or advancement within their career. It is designed for students interested in work experience and/or internships in associate degree level or certificate occupational programs. Course content includes understanding the application of education to the workforce; completion of required forms which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. Appropriate level learning objectives are established by the student and the employer. During the semester, the student is required to participate in a weekly orientation and 75 hours of related paid work experience, or 60 hours of unpaid work experience for one unit. An additional 75 or 60 hours of related work experience is required for each additional unit. Work Experience may be taken for a total of 16 units when there are new or expanded learning objectives. Only one Work Experience course may be taken per semester.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- DEMONSTRATE AN UNDERSTANDING AND APPLICATION OF PROFESSIONAL WORKPLACE BEHAVIOR IN A FIELD OF STUDY RELATED ONE'S CAREER.(SLO 1)
- Understand the effects time, stress, and organizational management have on performance.
- Demonstrate an understanding of consistently practicing ethics and confidentiality in a workplace.
- Examine the career/life planning process and relate its relevancy to the student.
- Demonstrate an understanding of basic communication tools and their appropriate use.
- Demonstrate an understanding of workplace etiquette.
- DESCRIBE THE CAREER/LIFE PLANNING PROCESS AND RELATE ITS RELEVANCY TO ONE'S CAREER.(SLO 2)
- Link personal goals to long term achievement.
- Display an understanding of creating a professional first impression.
- Understand how networking is a powerful job search tool.
- Understand necessary elements of a résumé.
- Understand the importance of interview preparation.
- Identify how continual learning increases career success.
- DEMONSTRATE APPLICATION OF INDUSTRY KNOWLEDGE AND THEORETICAL CONCEPTS AS WRITTEN IN LEARNING OBJECTIVES IN PARTNERSHIP WITH THE EMPLOYER WORK SITE SUPERVISOR.(SLO 3)

MEDA 299 Experimental Offering in Medical Assisting

Units:	0.5 - 4
Prerequisite:	None.
Catalog Date:	January 1, 2021

[Cori Burns \(/about-us/contact-us/faculty-and-staff-directory/cori-burns\)](#)

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More About the Program

MEDICAL ASSISTING DEPARTMENT > ([/ACADEMICS/MEDICAL-ASSISTING](#))

Awarded Most Affordable Program 2020-2021