Modesto Junior College

Course Outline of Record Report

09/20/2022

MDAST323 : Medical Assisting Clinical Procedures

General Information

Faculty Author:	• Shirley Buzbee
Attachments:	MDAST-323_SP19.pdf MDAST 323.pdf DE Addendum.pdf
Course Code (CB01) :	MDAST323
Course Title (CB02) :	Medical Assisting Clinical Procedures
Department:	Medical Assisting
Proposal Start Date:	MJC Fall 2023
TOP Code (CB03) :	(1208.00) Medical Assisting
CIP Code:	(51.0801) Medical/Clinical Assistant
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Is Distance Education Course:	Yes
Course Control Number (CB00) :	CCC000228718
Curriculum Committee Approval Date:	10/09/2018
Board of Trustees Approval Date:	11/08/2018
External Review Approval Date:	09/01/2016
Course Description:	Clinical medical assisting skills, which pertain to preparing the patient for examination and assisting patient and physician during patient examination and treatment. The assistant must anticipate the physician's needs as to the type of examination, the specific equipment needed, and the extent of assistance required by the patient. This requires judgment based on a reasonable understanding of physical examinations, the methods and equipment used, and the related role of the medical assistant.
Proposal Type:	Mandatory Revision Course update for review.
Faculty Author:	No value

Discipline(s)

Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	• Health Care Ancillaries (Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)

Course Coding

Basic Skill Status (CB08)

Course is not a basic skills course.

☐ Allow Students to Gain Credit by Exam/Challenge

Rationale For Credit By Exam/Challenge

No value

Course Support Course Status (CB26)

Course is not a support course

Course Special Class Status (CB13)

Course is not a special class.

Repeatability

0

Type of Repeat

No value

Grading

- A-F Only

Course Prior To College Level (CB21)

Not applicable.

☐ Allow Students To Audit Course

Associated Programs

☑ Course is part of a program (CB24)

Associated Program	Award Type	Active
Medical Assisting (In Development)	Certificate of Achievement	MJC Fall 2023
Medical Assisting	A.S. Degree	MJC Summer 2020
Medical Assisting	Certificate of Achievement	MJC Summer 2020
Medical Assisting (In Development)	A.S. Degree	MJC Fall 2023

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

Y

Transferability (CB05)

Not transferable

Transferability Status

Not transferable

Field Trips

Field trips are required.

- ○ Yes
- ◉ No
- ○ Maybe

Comparable Lower-Division Courses at UC/CSU v2

Courses numbered 100-299 require identification two comparable lower-division courses from CSU or UC from the current institutional catalog (not schedule). At least one course from CSU, and if requesting/maintaining UC general elective transfer, one course from UC. Please identify the CSU campus offering this course. (Term type is indicated in parentheses)

No Value

CSU Catalog Year

No Value

Provide the CSU course code (e.g., ENGL 1A) from the most current official Catalog (not schedule). Curriculum changes each year.

No Value

CSU Course Title

No Value

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

No Value

Select the institution that offers the second comparable course from CSU or UC. If seeking or maintaining UC transferability, you must supply a UC campus. (Term type is indicated in parentheses)

No Value

CSU/UC Catalog Year

No Value

Provide the CSU course code (e.g., ENGL 1A) from the most current official Catalog (not schedule). Curriculum changes each year.

No Value

CSU Course Title

No Value

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

No Value

Select the institution that offers the third comparable course from CSU or UC. If seeking or maintaining UC transferability, you must supply a UC campus if not already provided above. (Term type is indicated in parentheses)

No Value

CSU/UC Catalog Year

No Value

Provide the CSU/UC course code (e.g., ENGL 1A) from the current official Catalog (not schedule). Curriculum changes each year.

No Value

CSU Course Title

No Value

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

No Value

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	90
Total Course Out-of-Class Hours	72
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Code (CB11)

Credit Course.

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

☐ Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	2	4
Laboratory Hours	3	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	52.5
Course In-Class (Contact) Hours	
Lecture	36
Laboratory	54
Activity	0
Total	90
Course Out-of-Class Hours	
Lecture	72
Laboratory	0
Activity	0

Total	72

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, and Advisories

Co-Requisite

MDAST322 - Medical Assisting Administrative Procedures (in-development)

AND

Co-Requisite

MDAST320 - Introduction to Medical Assisting (in-development)

Requisite Skills

Requisite Skills	Description
Apply professionalism and effective communication within the medical community.	• MDAST 320 - Define the role of a Medical Assistant and professional organizations • MDAST 320 - Develop skills necessary to have effective communication with the physician, co-workers, patients, and the medical community.
Demonstrate knowledge of the law and ethics of medicine.	• MDAST 320 - Identify the great men and women of medicine and their contributions to the medical profession. • MDAST 320 - List and describe the different types of medical practices. • MDAST 320 - Explain the principles of medical ethics as they relate to the practice of medicine. • MDAST 320 - Identify medical reports that are required by law.
Demonstrate basic medical administrative office procedures.	• MDAST 322 - Operate the office phone system, schedule appointments, maintain patient records, and handle the mail. • MDAST 322 - Interpret the concept of the usual, customary, and reasonable fee by using

code manuals and fee schedules.
- MDAST 322 - Demonstrate knowledge of fee determination, extension of credit and collections.
- MDAST 322 - Extract from previous bookkeeping and accounting records the necessary data for the accountant to prepare the required tax records and forms.
- MDAST 322 - Employ computer skills in completion of the computer modules which cover financial record keeping, insurance claims banking functions, payroll and medical records.
- MDAST 322 - Demonstration of proper application and utilization of course concepts regarding office procedures.
- MDAST 322 - Demonstrate knowledge of insurance principles by abstracting information and completing a claim form to the specifications of the carriers involved for reimbursement.

Specifications

Methods of Instruction

Methods of Instruction (Typical)	INSTRUCTIONAL METHODS
MOI	1. Related material will be presented through class lecture and lab demonstrations 2. Audio/visual aids will be utilized as appropriate 3. Guided discussion and group activities will be used for specific topics 4. Instructor- supervised procedures practiced by students in a simulated lab setting

Assignments (Typical)

Evidence of Appropriate Workload for Course Units (Quantity)

1. Daily reading of course materials
2. Studying for weekly quizzes
3. Successful completion of weekly procedures
4. Weekly workbook assignments

Evidence of Critical Thinking (Quality)

1. Ask the students to role-play preparing for the physical examination.
2. Research professional articles on the topic of maintaining confidentiality and respectful patient care during office visits.
3. Case Studies: The first patient of the day is coming in for a full physical examination and PAP smear. What type of equipment should the medical assistant prepare in the examination room? What method of gowning and positioning should be used?
4. Quiz Question: During a physical examination the physician discovers the presence of a bruit. What method would she be using to make this discovery?
    1. Manipulation
    2. Palpation
    3. Percussion
    4. Auscultation

Methods of Evaluation (Typical)	Rationale
FORMATIVE EVALUATION	1. Exams 2. Homework assignments 3. Case studies 4. Quizzes 5. Computer assignments
SUMMATIVE EVALUATION	1. Final exam 2. Successful completion of procedures 3. Final project

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Niedzwiecki, Pepper, & Weaver	Kinn's The Medical Assistant (14th Ed.)	Elsevier	2020	
Niedzwiecki, Pepper, & Weaver	Kinn's Student Study Guide and Procedure Checklist Manual for the Medical Assistant (14th ed.)	Elsevier	2020	

Other Instructional Materials

Description	Elsevier Evolve Computer Program: SimChart for the Medical Office
Author	No value
Citation	No value
Online Educational Resources	No value

Textbook Exceptions and Supplementals

Title of Other Material

No Value

Who prepared or published this supplemental material?

No Value

Publish date

No Value

Are any of the textbook editions cited on this proposal considered "Classics" (typically with a publish date more than 5 years old)?

- [ ] Yes
- [x] No
- [ ] Unsure

If yes, explain why this older text is used in the course. Reasons should focus on content only.

No Value

Materials Fees v2

Is there a materials fee for this course?

Yes

Provide a cost breakdown for all items provided for a materials fee. Each item must become "tangible personal property" of student upon payment of the fee and completion of the course.

#	Item	Qty	Price	Subtotal
1	Stethoscope	1	$14.35	$14.35
2	Blood Pressure Cuff	1	$14.47	$14.47
3	Shipping/Sales Tax	1	$6.18	$6.18
	Total			$35.00

Explain how these materials are related to the Student Learning Objectives for the course.

The student use this materials to perform blood pressure a necessary skill for a medical assistant.

Explain how the materials have continuing value outside the classroom.

Student take this materials to their practicum sites and also use them when they get employed as a medical assistant.

Is the amount of the material the student receives commensurate with the fee paid AND with the amount of material necessary to achieve the Student Learning Objectives for the course AND provided as the district's actual cost?

Yes

If no is checked, explain why.

No Value

If the district is NOT the only source of these materials, explain why the students have to pay a fee to the district rather than supply the materials themselves. (Cost savings? Health/Safety? Consistency/Uniformity?)

No Value

Learning Outcomes and Objectives

Course Objectives

Obtain and record patient data.

Assess and respond to patient needs.

Prepare the examination and treatment area.

Prepare patients for examination and diagnostic procedures.

Assist the physician with examination and treatments.
Maintain and use aseptic technique.
Administer specified medications under the direction of the physician.
Maintain medication records.
Lab Objectives
Measure and record: blood pressure, temperature, pulse, respirations, height, and weight.
Perform patient screening using established protocols.
Verify the rules of medication administration: right patient, right medication, right dose, right route, right time, and right documentation.
Select proper sites for administering parenteral medication.
Administer oral medications.
Administer parenteral (excluding IV) medications.
Instruct and prepare a patient for a procedure or a treatment.
Assist provider with a patient exam.
Calculate proper dosages of medication for administration.
Participate in bloodborne pathogen training.
Select appropriate barrier/personal protective equipment (PPE).

Perform handwashing.
Prepare items for autoclaving.
Perform sterilization procedures.
Prepare a sterile field.
Perform within a sterile field.
Perform wound care.
Perform dressing change.
Demonstrate proper disposal of biohazardous material: a. sharps b. regulated wastes.
Instruct a patient according to patient's special dietary needs.

CSLOs

Obtain and record patient data. Expected SLO Performance: 0.0

Medical Assisting MEDICAL ASSISTING, AS	Communicate effectively with colleagues, patients/clients, and other members of the health care team.
	Demonstrate understanding of the legal implications of healthcare and use critical thinking skills to make ethical decisions.
	Establish and maintain professional working relationships with men and women from diverse backgrounds.
	Make a substantial contribution to the quality of healthcare by representing the medical assisting profession with pride and dedication.
	Provide competent medical assisting care, in variety of settings, based on the entry-level competencies for the Medical Assistant.
Medical Assisting MEDICAL ASSISTING, CERTIFICATE	Communicate effectively with colleagues, patients/clients, and other members of the health care team.
	Demonstrate understanding of the legal implications of healthcare and use critical thinking skills to make ethical decisions.
	Establish and maintain professional working relationships with men and women from diverse backgrounds.
	Make a substantial contribution to the quality of healthcare by representing the medical assisting profession with pride and dedication.
	Provide competent medical assisting care, in variety of settings, based on the entry-level competencies for the Medical Assistant.

ISLOs Core ISLOs	Students will be prepared to engage a global world while exhibiting a broad sense of diversity, cultural awareness, social responsibility and stewardship. Students will be able to: Interpret and analyze ideas of value and meaning exhibited in literature, religious practices, philosophical perspectives, art, architecture, music, language, performance and other cultural forms. Describe the historical and cultural complexities of the human condition in its global context, including the emergence and perpetuation of inequalities and the interplay of social, political, economic and physical geographies. Analyze and evaluate the value of diversity, especially by collaborating with people of different physical abilities and those with distinct linguistic, cultural, religious, lifestyle, national, and political backgrounds. Demonstrate a pragmatics of ethical principles, effective citizenship, and social responsibility through cross-cultural interactions, volunteerism, and civic engagement.
	Students will develop skills that aid in lifelong personal growth and success in the workplace. Students will be able to: Identify and assess individual values, knowledge, skills, and abilities in order to set and achieve lifelong personal, educational, and professional goals. Practice decision-making that builds self-awareness, fosters self-reliance, and nourishes physical, mental, and social health. Apply skills of cooperation, collaboration, negotiation, and group decision-making. Exhibit quality judgment, dependability, and accountability while maintaining flexibility in an ever-changing world.
	Students will develop skills to effectively search for, critically evaluate, and utilize relevant information while demonstrating technological literacy. Students will be able to: Effectively access information and critically evaluate sources of information. Analyze, synthesize and apply information practically and ethically within personal, professional and academic contexts. Identify, utilize and evaluate the value of a variety of technologies relevant to academic and workplace settings.
	Students will generate and develop capabilities for creative expression and effective communication. Students will be able to: Articulate ideas through written, spoken, and visual forms appropriately and effectively in relation to a given audience and social context. Utilize interpersonal and group communication skills, especially those that promote collaborative problem-solving, mutual understanding, and teamwork. Mindfully and respectfully listen to, engage with and formally respond to the ideas of others in meaningful ways. Plan, design, and produce creative forms of expression through music, speech, and the visual and performing arts.

Prepare the treatment area for patient examinations and diagnostic procedures. Expected SLO Performance: 0.0

Medical Assisting MEDICAL ASSISTING, CERTIFICATE	Establish and maintain professional working relationships with men and women from diverse backgrounds.
	Make a substantial contribution to the quality of healthcare by representing the medical assisting profession with pride and dedication.
	Provide competent medical assisting care, in variety of settings, based on the entry-level competencies for the Medical Assistant.
Medical Assisting MEDICAL ASSISTING, AS	Establish and maintain professional working relationships with men and women from diverse backgrounds.
	Make a substantial contribution to the quality of healthcare by representing the medical assisting profession with pride and dedication.
	Provide competent medical assisting care, in variety of settings, based on the entry-level competencies for the Medical Assistant.
ISLOs Core ISLOs	Students will develop skills that aid in lifelong personal growth and success in the workplace. Students will be able to: Identify and assess individual values, knowledge, skills, and abilities in order to set and achieve lifelong personal, educational, and professional goals. Practice decision-making that builds self-awareness, fosters self-reliance, and nourishes physical, mental, and social health. Apply skills of cooperation, collaboration, negotiation, and group decision-making. Exhibit quality judgment, dependability, and accountability while maintaining flexibility in an ever-changing world.

Apply aseptic technique to medical assisting practices. Expected SLO Performance: 0.0

Medical Assisting MEDICAL ASSISTING, AS	Make a substantial contribution to the quality of healthcare by representing the medical assisting profession with pride and dedication.
	Provide competent medical assisting care, in variety of settings, based on the entry-level competencies for the Medical Assistant.
Medical Assisting MEDICAL ASSISTING, CERTIFICATE	Make a substantial contribution to the quality of healthcare by representing the medical assisting profession with pride and dedication.
	Provide competent medical assisting care, in variety of settings, based on the entry-level competencies for the Medical Assistant.
ISLOs Core ISLOs	Students will develop skills that aid in lifelong personal growth and success in the workplace. Students will be able to: Identify and assess individual values, knowledge, skills, and abilities in order to set and achieve lifelong personal, educational, and professional goals. Practice decision-making that builds self-awareness, fosters self-reliance, and nourishes physical, mental, and social health. Apply skills of cooperation, collaboration, negotiation, and group decision-making. Exhibit quality judgment, dependability, and accountability while maintaining flexibility in an ever-changing world.

Administer specified medications and maintain medication records. Expected SLO Performance: 0.0

Medical Assisting MEDICAL ASSISTING, AS	Communicate effectively with colleagues, patients/clients, and other members of the health care team.
	Make a substantial contribution to the quality of healthcare by representing the medical assisting profession with pride and dedication.
	Provide competent medical assisting care, in variety of settings, based on the entry-level competencies for the Medical Assistant.
Medical Assisting MEDICAL ASSISTING, CERTIFICATE	Communicate effectively with colleagues, patients/clients, and other members of the health care team.
	Make a substantial contribution to the quality of healthcare by representing the medical assisting profession with pride and dedication.
	Provide competent medical assisting care, in variety of settings, based on the entry-level competencies for the Medical Assistant.
ISLOs Core ISLOs	Students will develop critical and analytical thinking abilities, cultivate creative faculties that lead to innovative ideas, and employ pragmatic problem-solving skills. Students will be able to: Analyze differences and make connections among intellectual ideas, academic bodies of knowledge and disciplinary fields of study. Develop and expand upon innovative ideas by analyzing current evidence and praxis, employing historical and cultural knowledge, engaging in theoretical inquiry, and utilizing methods of rational inference. Utilize the scientific method and solve problems using qualitative and quantitative data. Demonstrate the ability to make well-considered aesthetic judgments.
	Students will develop skills that aid in lifelong personal growth and success in the workplace. Students will be able to: Identify and assess individual values, knowledge, skills, and abilities in order to set and achieve lifelong personal, educational, and professional goals. Practice decision-making that builds self-awareness, fosters self-reliance, and nourishes physical, mental, and social health. Apply skills of cooperation, collaboration, negotiation, and group decision-making. Exhibit quality judgment, dependability, and accountability while maintaining flexibility in an ever-changing world.
	Students will develop skills to effectively search for, critically evaluate, and utilize relevant information while demonstrating technological literacy. Students will be able to: Effectively access information and critically evaluate sources of information. Analyze, synthesize and apply information practically and ethically within personal, professional and academic contexts. Identify, utilize and evaluate the value of a variety of technologies relevant to academic and workplace settings.
	Students will generate and develop capabilities for creative expression and effective communication. Students will be able to: Articulate ideas through written, spoken, and visual forms appropriately and effectively in relation to a given audience and social context. Utilize interpersonal and group communication skills, especially those that promote collaborative problem-solving, mutual understanding, and teamwork. Mindfully and respectfully listen to, engage with and formally respond to the ideas of others in meaningful ways. Plan, design, and produce creative forms of expression through music, speech, and the visual and performing arts.

Content

Course Content

1. Infection Control
    1. Disease
    2. The chain of infection
    3. The inflammatory response
    4. Types of infections
    5. OSHA standards for the healthcare setting
    6. Role of the medical assistant in asepsis
2. Patient Assessment
    1. Medical History
    2. Understanding and communicating with patients
    3. Interviewing the patient
    4. Assessing the patient
    5. Documentation
3. Patient Education
    1. Patient education and models of health and illness
    2. The teaching plan
4. Nutrition and Health Promotion
    1. Nutrition and dietetics
    2. Choose my plate
    3. Nutritional status assessment
    4. Therapeutic nutrition
    5. Reading food labels

6. Food-borne diseases
7. Environmental contamination of food
8. Eating disorders
9. Obesity
10. Health promotion

5. Vitals Signs
    1. Factors that may influence vital signs
    2. Temperature
    3. Pulse
    4. Respiration
    5. Blood pressure
    6. Anthropometric measurements
6. Assisting with the Primary Physical Examination
    1. Anatomy and Physiology
    2. Primary care provider
    3. Physical examination
    4. Principles of body mechanics
    5. Assisting with the physical examination
    6. Examination sequence
7. Surgical Supplies and Instruments
    1. Minor surgery room
    2. Surgical solutions and medications
    3. Surgical instruments
    4. Classifications of surgical instruments
    5. Specialty instruments
    6. Care and handling of instruments
    7. Drapes, sutures, and needles
8. Surgical Asepsis and Assisting with Surgical Procedures
    1. Sterilization
    2. Surgical procedures
    3. Assisting with surgical procedures
    4. Wound care
9. Principles of Pharmacology
    1. Government regulation
    2. Drug Abuse'
    3. Drug names
    4. Approaches to studying pharmacology
    5. Drug interactions with the body
    6. Factors affecting drug action
    7. Classifications of drug actions
    8. Herbal and alternative therapies
10. Pharmacology Math
    1. Drug labels
    2. Math basics
    3. Calculating drug dosages for administration
    4. Pediatric dosages
11. Administering Medications
    1. Safety in drug administration
    2. Drug forms and administration

Lab Content

1. Infection Control
    1. Use standard precautions to remove contaminated gloves and discard biohazardous material
    2. Perform emergency eye wash
    3. Participate in bloodborne pathogen training and a mock environmental exposure event with documentation of steps
    4. Perform medical aseptic hand washing
    5. Use standard precautions for sanitizing instruments and discarding biohazardous material
    6. Perform compliance reporting based on public health statutes
2. Patient Assessment
    1. Obtain and record a patient information and document patient care accurately in the medical record
    2. Use medical terminology correctly and pronounce accurately to communicate information to providers and patients
3. Patient Education

1. Facilitate referrals in the role of patient navigator
2. Coach patients in health maintenance, disease prevention, and following the treatment plan

4. Nutrition and Health Promotion
    1. Instruct a patient according to the patient's dietary needs
    2. Coach a patient about how to understand food labels
5. Vital Signs
    1. Obtain an oral temperature using a digital thermometer
    2. Obtain an aural temperature using the tympanic thermometer
    3. Obtain a temporal artery temperature
    4. Obtain an axillary temperature
    5. Obtain an apical pulse
    6. Assess the patient's radial pulse and respiratory rate
    7. Determine a patient's blood pressure
    8. Measure a patient's weight and height
6. Assisting with the Primary Physical Examination
    1. Prepare and maintain the examination and treatment areas
        1. use proper body mechanics
        2. the fowler's and semi-fowler's positions
        3. the horizontal recumbent and dorsal recumbent positions
        4. the lithotomy position
        5. the sims' position
        6. the prone position
        7. the knee-chest position
    2. Assist in routine physical examination
7. Surgical Supplies and Instruments
    1. Identify surgical instruments
8. Surgical Asepsis and Assisting with Surgical Procedures
    1. Wrap instruments and supplies for sterilization in an autoclave
    2. Operate the autoclave
    3. Perform skin prep for surgery
    4. Perform a surgical hand scrub
    5. Open a sterile pack and create a sterile field
    6. Use transfer forceps
    7. Pour a sterile solution onto a sterile field
    8. Put on sterile gloves
    9. Assist with minor surgery
    10. Assist with suturing
    11. Apply or change a sterile dressing
    12. Remove sutures and surgical staples
9. Principles of Pharmacology
    1. Prepare a prescription for the provider's signature
10. Pharmacology Math
    1. Prepare proper dosages of medication for administration:
        1. apply mathematical computations to solve equations
        2. convert among measurement systems
        3. calculate the correct pediatric dosage using body weight
11. Administering Medication
    1. Safety measures in preparing, administering and documenting medications
    2. Maintain medication records
    3. Administer oral medications
    4. Administer parenteral medications:
        1. fill a syringe from vial
        2. reconstitute a powdered drug for administration
        3. give an intradermal injection
        4. give a subcutaneous injection
        5. mix two types of insulin in one syringe
        6. give an intramuscular injection into the deltoid
        7. administer a pediatric intramuscular vastus lateralis injection
        8. give a z-track intramuscular injection into the dorsogluteal site
12. Complete an Incident Report Related to an Error in Patient Care

Recommended Course Content

Recommended Course Content

No Value

Recommended Lab Content

No Value

Distance Education (DE) Addendum

Is this course being proposed for Distance Education? If so, select Yes below from the list in the dropdown and complete the questions. If no, select No and skip all questions.

- Yes

Modality Type:

- Hybrid

Methods of Instruction:

- Asynchronous Discussion
- Viewing and Listening to Videos
- Online Activities
- Written Assignments
- Reading Course Materials
- Interactive Activities
- Listening to Audio Materials
- Facilitated Discussions
- Quizzes, Exams, and Surveys
- Multimedia Presentations

If Other is selected for Methods of Instruction, please describe:

No Value

Describe how the methods of instruction selected above will allow students to meet the course's learning outcomes:

Through the discussions, assignments and activities, students will demonstrate understanding of clinical Medical assisting skills, which pertain to preparing the patient for examination and assisting patient and physician during examination and treatment.

Describe how the methods selected will be presented in an accessible way (Title 5 §55206). For information about accessibility standards in online classes, see the OEI Rubric, Section D (Copy this link and paste in a separate browser to visit OEI Rubric: https://onlinenetworkofeducators.org/course-design-academy/online-course-rubric/)

Course content is designed and presented mindful of accessibility and universal design in the following ways: alt text provided for all images, content, lists and headings formatted appropriately, limited text on PowerPoint slides, sufficient color contrast, meaningful links, practice modules for familiarization, contact information for DSPS and resources provided.

Regular and Effective Contact (REC) Methods and Examples: Select the methods below that ensure regular effective contact (REC) will take place among students and among students and faculty (Title 5 §55204) by being initiated by the instructor, regular and frequent,

and meaningful or of an academic nature. Select the methods of REC that may be used:

No Value

REC Among students: How will students interact with each other in the course? What methods will be used? Check all that apply.

- Discussion Boards
- Q & A Discussion Boards

REC Among students and faculty: How will faculty interact with students in the course? What methods will be used? Check all that apply

- Announcements
- Assignment Feedback
- Discussion Boards
- Email
- Video Conferencing Technology (e.g. Zoom, MS Teams, etc...)
- The Online Course Syllabus
- Office Hours
- Q & A Discussion Boards

Other Methods of REC among students and among students and faculty. Please describe and provide example(s).

No Value

In hybrid or teleclass courses, describe what parts of the course are done face-to-face and what parts are done online.

In hybrid course the lecture, testing and assignments is done online and the laboratory procedures is done face-to-face.

Checkoff List

Does this proposal meet the five development criteria as stated in the CCCCO Program and Course Approval Handbook (PCAH)?

Yes

Are library resources needed for this course?

No library resources are needed for this course.

Do you have any special concerns/needs or comments? If yes, describe.

No

Have you included documentation, if necessary, by uploading file(s) in the Cover Info tab? For example, advisory committee meeting minutes, C-ID descriptor, etc.)

No documentation is necessary

If this is a new course, have you attached the completed class capacity form, with required approvals, and uploaded the file in the Cover Info tab?

No, this is not a new course

If you are requesting Distance Education, did you complete the DE addendum tab?

Yes

If requesting transferability, have you completed the comparable courses field?

Not requesting transferability

Add any additional comments you want reviewers to read.

No