



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2008-09

(i.e. 2003-2004)

NEXT REVIEW: 2013-14

(i.e. 2008-2009)

STATUS: A

(A, I, D)

COURSE TITLE: Introduction to Medical Assisting

COMMON COURSE NUMBER: MEA 0005

CREDIT HOURS:

CLOCK HOURS: 32

(Voc. Course ONLY)

CONTACT HOUR BREAKDOWN

(per 16 week term)

Lecture: 2

Lab:

Clinic:

Other:

PREREQUISITE(S): Program Admission

COREQUISITE(S): All courses in Term I

PRE/COREQUISITE(S):

COURSE DESCRIPTION : An overview of Medical Assisting and related Health Professions including duties and responsibilities. Public relations and interpersonal relationships of the health care team members are emphasized and will included therapeutic communication skills. Study of the various medical specialties and the history of medicine will be included.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s):

Area None

General Education Requirements – Associate in Science Degree (AS), meets Area(s):

Area None

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s):

Area None

UNIT TITLES

1. Medical Assisting and other Allied Health Careers
2. History of Medicine
3. Interpersonal relations and patient management
4. Therapeutic communication skills
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be assessed on the course outcomes. **Students will be assessed using unit examinations and or assignments and projects**

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills*:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: MEA 0005

UNITS

Unit 1 Medical Assisting and Other Health Careers

General Outcome:

- 1.0 The student shall:**
Be able to relate to the profession of Medical Assisting and other health professions

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

1.1 Accurately describe the educational qualifications for Medical Assistants and other health professionals.

1.2 Identify several allied health professions and describe the duties specific to each.

1.3 State the opportunities and rewards of health careers in general and Medical Assisting in particular

1.4 Understand the various types of professional credentials such as certification, registration, licensure and the process of accreditation

1.5 Describe the benefits of continuing education as a mechanism for professional growth and development.

1.6 State the functions of professional societies such as the American Association of Medical Assistants (AAMA).

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: MEA 0005

Unit 2

General Outcome:

- 2.0 The student shall:
Demonstrate a general knowledge of the history and development medicine**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

2.1 List the historical contributions of significant persons while following the progress of medicine from primitive to modern times

2.2 List the requisites of medical education, licensure and medical specialization.

2.3 Describe the various types of medical practice arrangements of modern times.

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Common Course Number: MEA 0005

Unit 3 Interpersonal Relations and Patient Management

General Outcome:

3.0 The student shall:

Demonstrate basic understanding of human behavior in relationship to illness, and the therapeutic responses necessary for successful patient management

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Name the basic principles of human behavior**
- 3.2 Describe the effects of problems in living on behavior**
- 3.3 Describe the effects of illness on patient behavior**
- 3.4 Describe tactfulness in verbal communications as an aid to effective patient relations**
- 3.5 Describe and understand non-verbal communication and behavior**
- 3.6 Discuss the relationship between successful interpersonal relations and patient satisfaction with medical services provided.**
- 3.7 Understand the different theories related to human behavior**
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- 3.14**
- 3.15**



Common Course Number: MEA 0005

Unit 4 Therapeutic Communications

General Outcome:

4.0 The student shall:

Understand basic therapeutic communication approaches

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Identify the steps in the communication cycle**
- 4.2 Understand verbal and non-verbal communication**
- 4.3 Develop and awareness of multicultural communication and barriers**
- 4.4 Identify the communication process across the life span**
- 4.5 Identify effective therapeutic communication responses when dealing with stress, anxious, fearful, angry, aggressive, abused, suicidal, and depressed patients as well as other life altering illnesses.**
- 4.6 Understand Grieving and Death**
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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 5

General Outcome:

5.0 The student shall:

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 6

General Outcome:

6.0 The student shall:

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 7

General Outcome:

7.0 The student shall:

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 8

General Outcome:

8.0 The student shall:

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 9

General Outcome:

9.0 The student shall:

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 10

General Outcome:

10.0 The student shall:

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 11

General Outcome:

11.0 The student shall:

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 12

General Outcome:

12.0 The student shall:

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 13

General Outcome:

13.0 The student shall:

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

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