

STV65 : Basic Review for California Certified Medical Assistant

General Information

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Course Code (CB01) :	STV65
Course Title (CB02) :	Basic Review for California Certified Medical Assistant
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(1299.00) Other Health Occupations
CIP Code:	(51.9999) Health Professions and Related Clinical Sciences, Other.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000614800
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	In STV 65, students review for the California Certified Medical Assistant Examination. This course covers the basic, clinical specialty, and administrative specialty components of the examination. Lecture 96 hours. Pass/ No pass
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Health and Safety: Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08) Course is not a basic skills course.	Course Special Class Status (CB13) Course is not a special class.	Grading Basis <ul style="list-style-type: none">Pass / No-Pass Only
<input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Pre-Collegiate Level (CB21) Not applicable.	Course Support Course Status (CB26) Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 0

Maximum Credit Units (CB06) 0

Total Course In-Class (Contact) Hours 96

Total Course Out-of-Class Hours 0

Total Student Learning Hours 96

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Workforce Preparation.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Workforce Preparation Enhanced Funding.

Funding Agency Category (CB23)

This course was partially developed using Economic Development funds.

Cooperative Work Experience

Education Status (CB10)

Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	96	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks) 18

Hours per unit divisor 54

Course In-Class (Contact) Hours

Lecture 96

Laboratory 0

Studio 0

Total 96

Course Out-of-Class Hours

Lecture 0

Laboratory 0

Studio 0

Total 0

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

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Discussion

Methods of Instruction Multimedia

Methods of Instruction Tutorial

Methods of Instruction Collaborative Learning

Out of Class Assignments

N/A

Methods of Evaluation

Rationale

Exam/Quiz/Test

Certification practice exams

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Trivium Test Prep (Firm),	CMA exam preparation study guide : prep book with practice test questions for the Certified Medical Assistant examination.	Trivium Test Prep	2020	9781635309508

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Define medical terms.

Identify technical references, such as coding books.

Describe major parts of human anatomy and physiology.

Exhibit good customer/patient service skills.

Explain the laws and practices of the medical field.

Communicate health practices to patients.

Demonstrate the clinical aspects of medical assisting.

Describe the administrative aspects of medical assisting.

SLOs

Ascertain the content for the Basic Certification section of CCMA.

Expected Outcome Performance: 70.0

ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or
Core methodologies to solve unique problems.
ILOs

Apply the content of the Clinical Certification section of CCMA.

Expected Outcome Performance: 70.0

ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or
Core methodologies to solve unique problems.
ILOs

Model the content of the Administrative Certification section of CCMA.

Expected Outcome Performance: 70.0

ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or
Core methodologies to solve unique problems.
ILOs

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Basic Certification: (32 hours)

- Medical Terminology
 - Word parts
 - Definitions
 - Abbreviations
- Technical References
 - Medical and standard dictionaries
 - PDR (Physician's Desk Reference)
 - Diagnostic/procedural coding books
- Anatomy and physiology of the Human Body
 - The body as a whole
 - Body systems
 - Correct spelling of terms
- Psychological aspects of Medical Assisting
 - Communication skills
 - Patient relations
 - Display professionalism
- Legal and Ethical Issues
 - California medical assistant regulations
 - Medical practice law in California
 - Drug enforcement law administration regulations
 - Consent/informed consent
 - Professional liability
 - Medical records
 - Confidential and patient rights
 - Personal standards, hiring, and termination
- Patient Education
 - Written instructions
 - Oral instructions
 - Prescriptions and refills
 - Diagnostic testing
 - Nutrition and diet therapy
 - Fitness and weight control

Clinical Certification (32 hours)

- Infection Control
 - Principles of asepsis
 - Sterilization procedures

- Assisting with minor surgeries
- Patient Preparation
 - Vital signs
 - Examinations
- Lab Procedures/Diagnostic Testing
 - Instructing the patient
 - Preparation of equipment and supplies
 - Specimen collection and processing
 - Screening Tests
- Patient History
 - Essential parts of medical history
- Administering Medications
 - Drug classifications, forms and uses
 - Side effects/adverse effects
 - Drug dosage—influencing factors, calculations
 - Systems of measurement
 - Medication inventory
 - Recording in the medical record
 - Prescriptions
 - Controlled substances
- Office Emergencies
 - Emergency policies and procedures
 - Equipment and supplies
 - First aid

Administrative Certification (32 hours)

- Secretarial skills
- Preparing correspondence
- Telephone techniques
- Process incoming/outgoing mail
- Postal services
- Office equipment operation
- Appointment Scheduling
 - Appointment systems
 - Making appointments
 - Information required
- Computer concepts
 - Components
 - Terminology
 - Electronic claims processing
- Medical records
 - Records management
 - Filing systems
 - Filing processes
 - Legal guidelines
 - Transfer and retention of records
- Bookkeeping and billing
 - Practice finances
 - Coding
 - Third party insurance billing
- Time and Facility Management
 - Types of insurance
 - Equipment and supplies
 - Office housekeeping

Total hours: 96

Laboratory/Studio Content

No value

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value