

COURSE OUTCOME MATRIX

COURSE SYLLABUS

PART 2 of 3

Course Number and Title	MA 100 Introduction to Medical Assisting
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Credit Hours	3
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Course Description	This course is designed to furnish the student with the theories and techniques of the clinical aspects of the medical assistant profession. Students are introduced to the areas of medical asepsis, vital signs, and physical exams and charting. A comprehensive medical assistant provides coverage of the practical real-world administrative skills to success in the healthcare field. Provides the groundwork for understanding the role and responsibility of the medical assistant. Topics include the medical assistant setting, history of medicine and the profession, facility environment and physical exams.
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Prerequisite(s) and/or Corequisite(s)	Admission to the MA Program MA 101, MA 105, and MA 106.
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Required Textbooks/References/Course Materials:

Comprehensive Medical Administrative and Clinical Competencies - Text Only	6th	Wilburta Q. Lindh, Marilyn S. Pooler, Carol D. Tamparo	Cengage Learning	1305964799
Clinical Procedures for Medical Assistants	10th	Kathy Bonewit-West	Elsevier Science	0323377114
Clinical Procedures for Medical Assistants - Study Guide	10th	Kathy Bonewit-West	Elsevier Science	0323531032

General Education Outcomes	
1	Utilize written and verbal language to discuss and comprehend information, incorporating a variety of technologies, such as text, data, and images (written language, verbal language, and information technology).
2	Identify and interpret relevant information in order to formulate an opinion or conclusion (critical thinking).
3	Demonstrate and communicate computational methods and mathematical reasoning in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate) (quantitative literacy and fluency).
4	Communicate in appropriate ways with those who are culturally diverse (intercultural competence).

Program Outcomes	
1	Students will be able to skillfully perform and document routine clinical procedures.
2	Students will perform and document routine administrative procedures
3	Students will Communicate effectively, uphold legal, and ethical standards, and confidentiality for patient privacy.
4	Students will use critical thinking and problem-solving skills.
5	Students will evaluate the importance of professional growth and development
6	Students will collect, process and test diagnostic specimens
7	Students will maintain industry standards of quality control and safety principles in the workplace.

	Course Outcomes (CO)	Bloom's Domain for CO (C, A, P), Category, and Level	Program Outcome(s)	Written Language	Verbal Language	Information Technology	Critical Thinking	Quantitative Literacy and Fluency	Intercultural Competence
1	Discuss the history of Medical Assistant	C - Understanding (2)	5	1	1	0	2	0	1
2	Describe the function of the Health care team	C - Understanding (2)	5	1	1	0	2	0	1
3	Summarize three major epidemics and their impact on medical care	A - Responding to Phenomena (2)	7	2	2	0	2	0	0
4	Interpret the role of HIPAA in patient privacy and the facility environment	C - Understanding (2)	3, 4	2	2	0	2	0	0
5	Describe the organization of a Medical record	C - Understanding (2)	1, 2, 3	2	2	1	2	0	0
6	Outline the six stages in the infection cycle/OSHA	C - Understanding (2)	7	2	2	2	2	0	0
7	Identify eight basic components of a physical exam	C - Remembering (1)	1, 3, 4	2	2	0	2	0	1
8	Demonstrate proper vitals & documentation	P - Perfect (3)	1,4	2	2	1	2	1	1
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10									

Bloom's Domain Legend

C = Cognitive
A = Affective
P = Psychomotor

General Education Outcome Legend

2 = Included and Measurable
1 = Introduced and/or Minimally Addressed and Not Measurable
0 = Not included

Approved: May 2021
Reviewed: October 29, 2021