

COURSE OUTCOME MATRIX

COURSE SYLLABUS

PART 2 of 3

Course Number and Title	MA 225 Medical Assisting Capstone
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Credit Hours	3
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Course Description	This course is designed to prepare individuals to perform the pre-specified tasks of an occupation under real-world conditions at a level of accuracy and speed required at the entry-level position. Students will take assessment pretests and evaluations for the Certification exam.
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Prerequisite(s) and/or Corequisite(s)	MA 201
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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.
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	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	Describe the qualities of a manager	C – Remembering (1)	2, 3, 4	2	2	1	2	0	0
2	Discuss the characteristics of managers and leaders	C – Understanding (2)	3, 4	2	2	1	2	0	1
3	List three benefits of teamwork approach	C – Remembering (1)	4	2	2	1	2	0	0
4	Describe appropriate evaluation tools for employees	C – Remembering (1)	4	2	2	1	2	0	0
5	Recall effective methods of resolving conflict	C – Remembering (1)	4	2	2	1	2	0	0
6	Explain the impact of HIPAA's privacy policy in ambulatory care setting	C – Understanding (2)	3, 4	2	2	1	2	0	1
7	Describe several methods for continuing education opportunities	C – Remembering (1)	5	2	2	1	2	0	0
8	List the steps involved in job analysis and research	C – Remembering (1)	4, 5	2	2	1	2	0	0
9	Identify the benefits of writing a follow-up letter	C – Remembering (1)	4	2	2	1	2	0	0
10	Perform all clinical procedures	P – Perfect (3)	1, 3, 4, 6, 7	2	2	1	2	0	0

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
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