



# San Joaquin County Office of Education

*Career & Technical Education*

*Medical Assistant ~ Course Outline*

CBEDS#: 4242

## *Medical Assistant Course Outline*

		<b>Classroom</b>	<b>CC</b>
	<b>LEVEL 1 – ADMINISTRATIVE CORE</b>		
1	Module 1 - Orientation and Introduction	13	
	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Health Career Opportunities for the Medical Assistant</li> <li>• Qualifications and Duties</li> <li>• Attitudes, Personality, Responsibilities</li> <li>• Personal Development</li> <li>• <b>Safety</b></li> <li>• Professional Organizations</li> <li>• Assessment</li> </ul>		
2	Module 2 - History of Medicine from Ancient to Modern Times	7	
	<ul style="list-style-type: none"> <li>• Ancient Medicine</li> <li>• Modern Medicine</li> <li>• Medical Pioneers</li> <li>• Scientific Advances</li> <li>• Types of Medical Practices</li> <li>• Women in Medicine</li> <li>• History of Medical Assisting</li> <li>• Education</li> </ul>		
3	Module 3 - Medical Ethics and Law	12	10
	<ul style="list-style-type: none"> <li>• Medical Ethics               <ul style="list-style-type: none"> <li>➤ Confidentiality HIPAA</li> <li>➤ Confidentiality and computers</li> <li>➤ Interaction with Patients</li> <li>➤ Patient Bills of Rights</li> <li>➤ Interaction with Non-Patients</li> </ul> </li> <li>• Medical Etiquette: Professional Protocol               <ul style="list-style-type: none"> <li>➤ Medical Law</li> <li>➤ Medical Practice Acts</li> <li>➤ Licensure and Registration</li> <li>➤ Law and Legal Responsibilities</li> <li>➤ Informed Consent</li> <li>➤ Personal and Professional Liability</li> <li>➤ Leadership/Team Building</li> <li>➤ Interpersonal Skills</li> </ul> </li> </ul>		



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4	Module 4 - Reception Techniques	34	10
	<ul style="list-style-type: none"> <li>• Patient Reception               <ul style="list-style-type: none"> <li>➤ Reception Area</li> <li>➤ Greeting the Patient</li> <li>➤ Special Needs Patients</li> <li>➤ Importance of all Medical and Dental positions</li> </ul> </li> <li>• Appointment Control               <ul style="list-style-type: none"> <li>➤ General Rules of Scheduling</li> <li>➤ Types of Appointment Control</li> <li>➤ Computerized Appointments</li> <li>➤ Hospital Admitting</li> <li>➤ Outside Appointments</li> </ul> </li> <li>• Telephone Technique               <ul style="list-style-type: none"> <li>➤ Types of Systems</li> <li>➤ Use of Equipment</li> <li>➤ Screening Calls</li> <li>➤ Voice control and Personality</li> <li>➤ Techniques of Courtesy and Professional Conversation</li> </ul> </li> </ul>		
5	Module 5 – Secretarial Skills	24	14
	<ul style="list-style-type: none"> <li>• Mail Procedures               <ul style="list-style-type: none"> <li>➤ Incoming / Outgoing mail</li> <li>➤ Personal / Confidential mail</li> <li>➤ Preparation of Forms</li> </ul> </li> <li>• Filing               <ul style="list-style-type: none"> <li>➤ Rules</li> <li>➤ Active – Inactive Files</li> </ul> </li> <li>• Medical Records               <ul style="list-style-type: none"> <li>➤ Patient Chart</li> <li>➤ Progress Notes</li> <li>➤ Reports / Charting</li> <li>➤ Symbols and Abbreviations</li> </ul> </li> </ul>		
6	Module 6 – Communication Skills	20	14
	<ul style="list-style-type: none"> <li>• Verbal vs. Nonverbal Communication               <ul style="list-style-type: none"> <li>➤ Perception</li> <li>➤ Body Language</li> <li>➤ Effective Verbal Communication</li> <li>➤ Barriers to Communication</li> <li>➤ Hierarchy of personal needs</li> <li>➤ Confidentiality</li> </ul> </li> <li>• Written Communication               <ul style="list-style-type: none"> <li>➤ Patient Charts</li> </ul> </li> </ul>		



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	<ul style="list-style-type: none"> <li>➤ Memos</li> <li>➤ Reports</li> <li>➤ Formatting</li> </ul>		
7	Module 7 – Office Automation	28	7
	<ul style="list-style-type: none"> <li>• Computers               <ul style="list-style-type: none"> <li>➤ Introduction/Basics</li> <li>➤ Data Entry</li> <li>➤ Word Processing</li> <li>➤ Application Software</li> </ul> </li> </ul>		
8	Module 8 – Terminology	22	12
	<ul style="list-style-type: none"> <li>• Word Parts               <ul style="list-style-type: none"> <li>➤ Roots</li> <li>➤ Prefixes</li> <li>➤ Suffixes</li> </ul> </li> </ul>		
<b>Total Hours Level 1 - Administrative Core</b>		<b>160</b>	<b>67</b>
<b>TOTAL HOURS</b>		<b>227</b>	
		<b>Classroom</b>	<b>CC</b>
	<b>LEVEL 2 - ADMINISTRATIVE</b>		
1	Module 1 – Orientation and Introduction	16	5
	<ul style="list-style-type: none"> <li>• Orientation and Introduction               <ul style="list-style-type: none"> <li>➤ Classroom</li> <li>➤ Health Career Opportunities for the Medical Assistant</li> <li>➤ Qualifications and Duties</li> <li>➤ Attitudes, Personality, Responsibilities</li> <li>➤ Personal Development</li> <li>➤ Safety</li> <li>➤ Professional Organizations</li> <li>➤ Assessment</li> </ul> </li> </ul>		
2	Module 2 – Reception Techniques and Secretarial Skills	4	4
	<ul style="list-style-type: none"> <li>• Review Reception techniques from Level 1</li> <li>• Review Secretarial Skills from Level 1</li> </ul>		
3	Module 3 – Communication and Interpersonal Skills	14	5
	<ul style="list-style-type: none"> <li>• Word Processing and Written Communication               <ul style="list-style-type: none"> <li>➤ Communication with Staff Members</li> <li>➤ Word Processing                   <ul style="list-style-type: none"> <li>○ Timed Writes</li> <li>○ Business, Referral, and Personal Letters / Envelopes</li> <li>○ OCR Format</li> </ul> </li> </ul> </li> </ul>		

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		<b>Classroom</b>	<b>CC</b>
4	Module 4 – Office Maintenance and Management	2	6
	<ul style="list-style-type: none"><li>• <b>I</b>nventor y Control<ul style="list-style-type: none"><li>➤ Supply / Medication Storage</li><li>➤ Office Maintenance / Safety</li></ul></li></ul>		
5	Module 5 – Employment Literacy	20	
	<ul style="list-style-type: none"><li>• Getting the Right Job</li><li>• Employment Terminology</li><li>• Resumes</li><li>• Job Application Procedures<ul style="list-style-type: none"><li>➤ Applications / Cover Letters</li><li>➤ Employment Applications</li><li>➤ Interview</li></ul></li><li>• Follow up</li></ul>		
6	Module 6 – Office Automation	24	15
	<ul style="list-style-type: none"><li>• Review Computer Word Processing Program</li><li>• Electronic Calculators</li><li>• Electronic Typewriters</li></ul>		
7	Module 7 – Terminology	10	5
	<ul style="list-style-type: none"><li>• <b>B</b>od y Structures</li><li>• <b>B</b>od y Systems</li></ul>		
8	Module 8 – Financial Record Keeping	39	10
	<ul style="list-style-type: none"><li>• Banking Procedures<ul style="list-style-type: none"><li>➤ Terminology</li><li>➤ Writing Checks</li><li>➤ Deposits</li><li>➤ Reconciling Accounts</li><li>➤ Petty Cash Fund</li><li>➤ Payroll</li></ul></li><li>• Office Bookkeeping<ul style="list-style-type: none"><li>➤ Bookkeeping Procedures</li><li>➤ Posting Systems</li><li>➤ Determining Fees</li><li>➤ Billing Procedures</li><li>➤ Collection Procedures</li></ul></li></ul>		

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9	Module 9 – Insurance	44	3
	<ul style="list-style-type: none"> <li>• Insurance Clerk’s Responsibility</li> <li>• Terminology</li> <li>• Types of Health Care Plans</li> <li>• Coding Systems               <ul style="list-style-type: none"> <li>➤ CPT Codes</li> <li>➤ ICD Codes</li> </ul> </li> <li>• Insurance Process</li> <li>• Follow-up Billing</li> </ul>		
	<b>Total Hours Level 2 – Administrative</b>	<b>173</b>	<b>53</b>
	<b>TOTAL HOURS</b>	<b>226</b>	
		<b>Classroom</b>	<b>CC</b>
	<b>LEVEL 1 – CLINICAL CORE</b>		
1	Module 1 – Patient Assessment	12	2
	<ul style="list-style-type: none"> <li>• Medical History               <ul style="list-style-type: none"> <li>➤ Obtaining History</li> </ul> </li> <li>• Communication and Observation               <ul style="list-style-type: none"> <li>➤ Interviewing Patient</li> <li>➤ Observation of Nonverbal Communication</li> </ul> </li> </ul>		
2	Module 2 – Infection Control/Aseptic Technique	10	20
	<ul style="list-style-type: none"> <li>• The Chain of Infection               <ul style="list-style-type: none"> <li>➤ Links in the Chain</li> <li>➤ Breaking the Chain</li> <li>➤ Method That Breaks Every Link</li> </ul> </li> <li>• Transmission of Disease               <ul style="list-style-type: none"> <li>➤ OSHA &amp; Blood Borne Pathogen Standards</li> <li>➤ Hand Washing &amp; Hygiene Procedures</li> <li>➤ Disinfection vs. Sterilization</li> </ul> </li> </ul>		
3	Module 3 – Vital Signs	10	2
	<ul style="list-style-type: none"> <li>• Factors that Affect Vital Signs</li> <li>• Methods to Obtain Vital Signs               <ul style="list-style-type: none"> <li>➤ Temperature</li> <li>➤ Pulse</li> <li>➤ Respiration</li> <li>➤ Blood Pressure</li> </ul> </li> <li>• Anthropometric Measurements               <ul style="list-style-type: none"> <li>➤ Height</li> <li>➤ Weight</li> </ul> </li> </ul>		



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4	Module 4 - Terminology	10	20
	<ul style="list-style-type: none"> <li>• Terms Relating to the Body               <ul style="list-style-type: none"> <li>➤ Body Directions</li> <li>➤ Body Planes</li> <li>➤ Body Cavities</li> </ul> </li> <li>• Terms Relating to Body Organs               <ul style="list-style-type: none"> <li>➤ Common Prefixes, Roots and Suffixes</li> </ul> </li> </ul>		
5	Module 5 – Assisting with the Primary Physical Exam	5	3
	<ul style="list-style-type: none"> <li>• Basic Anatomy and Physiology               <ul style="list-style-type: none"> <li>➤ Body Systems</li> <li>➤ Major Organ Function</li> </ul> </li> <li>• The Exam               <ul style="list-style-type: none"> <li>➤ Physician Expectations</li> <li>➤ Preparing for the Physical Exam</li> <li>➤ Assisting with the Physical Exam</li> </ul> </li> </ul>		
6	Module 6 – Cardiovascular Medicine	10	2
	<ul style="list-style-type: none"> <li>• Anatomy and Physiology               <ul style="list-style-type: none"> <li>➤ Heart Chambers and Valves</li> <li>➤ Heart Layers</li> </ul> </li> <li>• Diseases of the Cardiovascular System               <ul style="list-style-type: none"> <li>➤ Coronary Artery Disease</li> <li>➤ Hypertension</li> </ul> </li> <li>• Vascular Disorders               <ul style="list-style-type: none"> <li>➤ Blood Vessels</li> <li>➤ Embolus and Thrombus</li> <li>➤ Arteriosclerosis and Atherosclerosis</li> </ul> </li> <li>• EKG               <ul style="list-style-type: none"> <li>➤ Holter Monitoring</li> </ul> </li> <li>• Cardiac Stress Testing</li> <li>• Echocardiography</li> <li>• Heart Catheterization and Angioplasty</li> </ul>		
7	Module 7 – Pulmonary Medicine	15	2
	<ul style="list-style-type: none"> <li>• Respiratory System Anatomy and Physiology               <ul style="list-style-type: none"> <li>➤ Major Organs of the Respiratory System</li> <li>➤ Function of the Organs</li> </ul> </li> <li>• Major Diseases of the Respiratory System               <ul style="list-style-type: none"> <li>➤ Infectious &amp; Immune Diseases</li> <li>➤ Environmental Diseases</li> <li>➤ Tumors</li> </ul> </li> <li>• Pulmonary Function Test               <ul style="list-style-type: none"> <li>➤ Reading understanding PFT</li> <li>➤ Application of Administering Oxygen</li> </ul> </li> </ul>		



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8	Module 8 – Ophthalmology and Otorhinolaryngology	10	2
	<ul style="list-style-type: none"> <li>• Anatomy and Physiology of the Eye               <ul style="list-style-type: none"> <li>➤ Disorders of the Eye</li> <li>➤ Ophthalmology Procedures</li> </ul> </li> <li>• Anatomy and Physiology of the Ear               <ul style="list-style-type: none"> <li>➤ Disorders of the Ear</li> </ul> </li> </ul>		
9	Module 9 – Neurology	13	2
	<ul style="list-style-type: none"> <li>• Anatomy and Physiology of the Neurological System               <ul style="list-style-type: none"> <li>➤ Brain</li> <li>➤ Spinal Cord</li> <li>➤ Nerves</li> </ul> </li> <li>• Diseases and Disorders of the Neurological System               <ul style="list-style-type: none"> <li>➤ CVA</li> <li>➤ Encephalitis</li> <li>➤ Tumors</li> <li>➤ Spinal Cord Injuries</li> <li>➤ Other Diseases</li> </ul> </li> <li>• Neurological Exams and Procedures               <ul style="list-style-type: none"> <li>➤ Electroencephalography</li> <li>➤ Lumbar Puncture</li> <li>➤ Other Procedures and Diagnostic Testing</li> </ul> </li> </ul>		
10	Module 10 - Dermatology	6	2
	<ul style="list-style-type: none"> <li>• Anatomy and Physiology of the Skin               <ul style="list-style-type: none"> <li>➤ Layers of the Skin</li> </ul> </li> <li>• Disease and Disorders of the Skin               <ul style="list-style-type: none"> <li>➤ Burns</li> <li>➤ Infections</li> <li>➤ Shingles</li> <li>➤ Other Diseases and Disorders</li> </ul> </li> <li>• Dermatological Procedures               <ul style="list-style-type: none"> <li>➤ Assisting with Exam</li> <li>➤ Assisting with Testing Procedures</li> </ul> </li> </ul>		



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		<b>Classroom</b>	<b>CC</b>
11	Module 11 – Orthopedic Medicine	13	5
	<ul style="list-style-type: none"> <li>• Anatomy and Physiology of the Muscular Skeletal System               <ul style="list-style-type: none"> <li>➤ Bones</li> <li>➤ Muscles</li> <li>➤ Function of Systems</li> </ul> </li> <li>• Diseases and Disorders               <ul style="list-style-type: none"> <li>➤ Herniated Disk</li> <li>➤ Arthritis</li> <li>➤ Sprain, Strains, Dislocation, Tendonitis</li> <li>➤ Fractures</li> <li>➤ Other Diseases and Disorders</li> </ul> </li> <li>• Orthopedic Procedures               <ul style="list-style-type: none"> <li>➤ Assisting with the Exam</li> <li>➤ Assisting with ROM Evaluation</li> <li>➤ Radiology and Diagnostic Imaging</li> <li>➤ Casting</li> </ul> </li> <li>• Ambulatory Devices               <ul style="list-style-type: none"> <li>➤ Crutches/Canes</li> <li>➤ Walkers</li> <li>➤ Wheelchairs</li> </ul> </li> <li>• Cold Application Procedures</li> </ul>		
12	Module 12 – Infection Control/Aseptic Technique	10	2
	<ul style="list-style-type: none"> <li>• Changes in the Anatomy</li> <li>• Transmission of Disease               <ul style="list-style-type: none"> <li>➤ Musculoskeletal System</li> <li>➤ Integumentary System</li> <li>➤ Respiratory System</li> <li>➤ Cardiovascular System</li> <li>➤ Urinary System</li> <li>➤ Gastrointestinal System</li> <li>➤ Other Systems</li> </ul> </li> <li>• Care for the Elderly               <ul style="list-style-type: none"> <li>➤ Living Arrangements</li> </ul> </li> </ul>		





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		Classroom	CC
13	Module 13- Office Emergencies	22	1
	<ul style="list-style-type: none"> <li>• Safety</li> <li>• Communication and Observation               <ul style="list-style-type: none"> <li>➤ Supplies Needed in an Emergency</li> <li>➤ Management</li> </ul> </li> <li>• Crash Cart</li> <li>• Common Emergencies</li> <li>• CPR Training</li> <li>• First Aid</li> </ul>		
14	Module 14 – Microbiology	5	2
	<ul style="list-style-type: none"> <li>• Classification of Microorganisms               <ul style="list-style-type: none"> <li>➤ Use of the Microscope</li> <li>➤ Identification of Microbes</li> </ul> </li> </ul>		
15	Module 15 – Nutrition and Exercise	10	2
	<ul style="list-style-type: none"> <li>• Dietetics               <ul style="list-style-type: none"> <li>➤ Food and Energy</li> </ul> </li> <li>• MyPlate</li> <li>• Nutrients               <ul style="list-style-type: none"> <li>➤ Carbohydrates</li> <li>➤ Fats</li> <li>➤ Proteins</li> <li>➤ Vitamins</li> <li>➤ Minerals &amp; Electrolytes</li> <li>➤ Water</li> </ul> </li> <li>• Therapeutic Nutrition               <ul style="list-style-type: none"> <li>➤ Diets</li> <li>➤ Reading Food Labels</li> </ul> </li> <li>• Nutritional Assessment               <ul style="list-style-type: none"> <li>➤ Eating Disorders</li> <li>➤ Exercise</li> <li>➤ Nutritional Habits</li> </ul> </li> </ul>		
16	Module 16 – The Medical Assistant	2	
	<ul style="list-style-type: none"> <li>• Competencies</li> </ul>		
<b>Total Hours Level 1 – Clinical Core</b>		<b>163</b>	<b>69</b>
<b>TOTAL HOURS</b>		<b>232</b>	



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	<b>LEVEL 2 – CLINICAL</b>	<b>Classroom</b>	<b>CC</b>
1	Module 1 – Aseptic Technique	4	2
	<ul style="list-style-type: none"> <li>• Review Hand washing Procedure</li> <li>• Review Chain of Infection</li> </ul>		
2	Module 2 – Gastroenterology and Proctology	6	2
	<ul style="list-style-type: none"> <li>• Anatomy and Physiology of the GI System</li> <li>• Major Diseases of the Gastrointestinal System               <ul style="list-style-type: none"> <li>➤ Gastric Cancer</li> <li>➤ Hernias</li> <li>➤ Hemorrhoids</li> <li>➤ Other Diseases</li> </ul> </li> <li>• Exams and Procedures of the Gastrointestinal System</li> </ul>		
3	Module 3 – Gynecology and Obstetrics	10	2
	<ul style="list-style-type: none"> <li>• Anatomy and Physiology of the Female Reproductive System               <ul style="list-style-type: none"> <li>➤ The Mammary Glands</li> <li>➤ Menstruation</li> <li>➤ Pregnancy</li> </ul> </li> <li>• Diseases and Disorders of the Female               <ul style="list-style-type: none"> <li>➤ Ovarian Cysts</li> <li>➤ Pelvic Inflammatory Disease</li> <li>➤ Sexually Transmitted Diseases</li> <li>➤ Other Diseases of the Female Reproductive System</li> </ul> </li> <li>• Obstetrical and Gynecological Procedures</li> </ul>		
4	Module 4 – Pediatrics	10	2
	<ul style="list-style-type: none"> <li>• Normal Growth and Development of the Child</li> <li>• Diseases and Disorders of Children</li> <li>• Immunizations</li> <li>• Pediatric Procedures</li> <li>• Child Abuse</li> </ul>		



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5	Module 5 – Urology and the Male Reproductive System	10	2
	<ul style="list-style-type: none"> <li>• Anatomy and Physiology of the Urinary and Male Reproductive System</li> <li>• Diseases and Disorders of the Urinary System               <ul style="list-style-type: none"> <li>➤ Urinary Incontinence</li> <li>➤ Glomerulonephritis</li> <li>➤ Renal Calculi</li> <li>➤ Cystitis</li> <li>➤ Other Diseases and Disorders</li> </ul> </li> <li>• Pediatric Urologic Disorders               <ul style="list-style-type: none"> <li>➤ Enuresis</li> <li>➤ Hydrocele</li> <li>➤ Cryptorchidism</li> </ul> </li> <li>• Disorders of the Male Reproductive Tract               <ul style="list-style-type: none"> <li>➤ Prostate Cancer</li> <li>➤ Testicular Cancer</li> <li>➤ Impotence</li> <li>➤ Other Diseases and Disorders of the Male Reproductive System</li> </ul> </li> <li>• Male Reproductive System Exams and Procedures               <ul style="list-style-type: none"> <li>➤ Vasectomy</li> <li>➤ Diagnostic Tests</li> <li>➤ Other Exams and Procedures</li> </ul> </li> </ul>		
6	Module 6 – Diagnostic Imaging and Therapeutic Modalities	10	2
	<ul style="list-style-type: none"> <li>• Diagnostic Radiology</li> <li>• Radiation Safeguards</li> <li>• Radiological Procedures</li> <li>• Therapeutic Modalities</li> <li>• Therapeutic Exercises</li> </ul>		
7	Module 7 – Clinical Laboratory	5	2
	<ul style="list-style-type: none"> <li>• The Lab               <ul style="list-style-type: none"> <li>➤ Lab Safety</li> <li>➤ Lab Requests and Reports</li> </ul> </li> <li>• Specimen Collection               <ul style="list-style-type: none"> <li>➤ Use of the Microscope</li> </ul> </li> </ul>		



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		<b>Classroom</b>	<b>CC</b>
8	Module 8– Urinalysis	5	7
	<ul style="list-style-type: none"> <li>• Collecting the Specimen               <ul style="list-style-type: none"> <li>➤ Patient Instruction</li> </ul> </li> <li>• Urine Physiology               <ul style="list-style-type: none"> <li>➤ Chemical and Physical Exam Procedures of Urine</li> <li>➤ Microscopic Exam of Urine</li> <li>➤ Pregnancy Testing</li> </ul> </li> </ul>		
9	Module 9 – Venipuncture	10	
	<ul style="list-style-type: none"> <li>• Collection of Blood Specimens               <ul style="list-style-type: none"> <li>➤ Methods of Collecting Specimens</li> <li>➤ Needle Disposal</li> <li>➤ Specimen Handling</li> </ul> </li> </ul>		
10	Module 10 – Microbiology	5	
	<ul style="list-style-type: none"> <li>• Collection of Specimens               <ul style="list-style-type: none"> <li>➤ Procedures</li> <li>➤ Preparation of Smears</li> <li>➤ Streaking Plates</li> <li>➤ Strep Test</li> </ul> </li> </ul>		
11	Module 11 – Pharmacology	43	20
	<ul style="list-style-type: none"> <li>• Drug Sources and Names               <ul style="list-style-type: none"> <li>➤ FDA Regulations</li> </ul> </li> <li>• Drug Abuse</li> <li>• Drug Interactions</li> <li>• Calculating Drug Dosages</li> </ul>		
12	Module 12 – Administering Medications	10	4
	<ul style="list-style-type: none"> <li>• Drug Therapy Assessments               <ul style="list-style-type: none"> <li>➤ Patient Assessment</li> <li>➤ Drug Assessment</li> <li>➤ Environment Assessment</li> </ul> </li> <li>• Drug Therapy Administration               <ul style="list-style-type: none"> <li>➤ Drug Forms and Administration</li> <li>➤ Parenteral Medication Equipment</li> </ul> </li> <li>• Procedures for Administering Drugs</li> </ul>		

# San Joaquin County Office of Education

## *Career & Technical Education*

### *Medical Assistant ~ Course Outline*

CBEDS#: 4242

		<b>Classroom</b>	<b>CC</b>
13	Module 13 – Surgery	12	6
	<ul style="list-style-type: none"> <li>• Preparing for Surgery               <ul style="list-style-type: none"> <li>➤ Supplies                   <ul style="list-style-type: none"> <li>○ Solutions and Medications</li> <li>○ Surgical Instruments</li> <li>○ Surgical Drapes</li> <li>○ Sutures</li> </ul> </li> </ul> </li> <li>• Methods               <ul style="list-style-type: none"> <li>➤ Aseptic Technique</li> <li>➤ Sterile Packs</li> <li>➤ Hand Scrub</li> </ul> </li> <li>• Surgical Procedures               <ul style="list-style-type: none"> <li>➤ Procedure File</li> <li>➤ Handling Equipment</li> <li>➤ Assisting the Physician</li> <li>➤ Preparation and Care of the Patient</li> <li>➤ Positioning the Patient</li> <li>➤ Skin Prep</li> <li>➤ Surgical Routines</li> <li>➤ Procedures</li> <li>➤ Post-Surgical Routines</li> <li>➤ Wounds</li> <li>➤ Dressing and Bandages</li> </ul> </li> </ul>		
14	Module 14 – The Medical Assistant	4	
	<ul style="list-style-type: none"> <li>• Competencies</li> </ul>		
	<b>Level 2 – Clinical</b>	<b>144</b>	<b>51</b>
	<b>Total Level 2 Clinical Hours</b>	<b>195</b>	
		<b>Classroom / CC</b>	
	<b>TOTAL HOURS</b>		
	<b>Level 1 – Administrative Core</b>	<b>227</b>	
	<b>Level 1 – Clinical Core</b>	<b>232</b>	
	<b>Level 2 – Administrative</b>	<b>226</b>	
	<b>Level 2 - Clinical</b>	<b>195</b>	
	<b>TOTAL MEDICAL ASSISTANT COURSE HOURS</b>	<b>880</b>	



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<p>Students' grade in the class will be determined by demonstrating competency at the end of each module through written testing, skills performance, ability to state relation between theory and practical application, ability to demonstrate knowledge of theory given through practical application in clinical setting/lab.</p> <p style="text-align: center;">Medical Assisting Assessment Instruments and Strategies</p> <p>Upon successful completion:</p> <p style="padding-left: 40px;">Students achieving 90% or higher in the classroom including community classroom, will receive a Gold Seal on his or her Certificate of Completion.</p> <p style="padding-left: 40px;">Students achieving 80% academically and completing community classroom, will receive a Certificate of Completion.</p> <p>High School Students completing the course with 60% or above will receive <u>high school</u> credit only.</p> <p>Instructional Strategies Medical Assisting Course Outline</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Lecture</td> <td style="width: 50%;">Guest Speakers</td> </tr> <tr> <td>Field Trips</td> <td>Demonstrations</td> </tr> <tr> <td>Clinical Assignments</td> <td>Role Playing</td> </tr> <tr> <td>Presentations</td> <td>Lab</td> </tr> <tr> <td>Teamwork</td> <td>Reading/writing assignments</td> </tr> <tr> <td>Oral and Written Testing</td> <td>Practical / Application</td> </tr> </table> <p>Instructional Materials Text: The Medical Assistant Administrative and Clinical by Mary E. Kinn and Mary Ann Woods</p>	Lecture	Guest Speakers	Field Trips	Demonstrations	Clinical Assignments	Role Playing	Presentations	Lab	Teamwork	Reading/writing assignments	Oral and Written Testing	Practical / Application		
Lecture	Guest Speakers													
Field Trips	Demonstrations													
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