COURSE OUTLINE

Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. MEDA COURSE NUMBER: 2139

NUMBER OF CREDITS: 1

COURSE TITLE: Professional Integration

CATALOG DESCRIPTION: Reinforces key curriculum components for the medical assistant student entering practicum. Provides orientation to the practicum experience and preparation for the medical assistant certification exam.

AUDIENCE: Medical Assistant students who have completed all program courses and are preparing to enter the practicum experience.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area: by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:
Successful completion of all other Medical Assistant Diploma Program requirements (37 program credits) except for MEDA2140.

LENGTH OF COURSE: 15 hours

THIS COURSE IS USUALLY OFFERED:
Every other year ☐ fall ☐ spring ☐ summer X undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are to help students review key concepts of the medical assistant curriculum that will enable them to be successful in their practicum experience and prepared to take the national certification exam.
2) **THINKING SKILLS:** This course will help students improve the effectiveness of their thinking skills by providing opportunities to review and apply program knowledge.

3) **COMMUNICATIONS SKILLS:** This course will help students improve their oral and written communication skills through continued interactions with classmates and the instructor.

4) **HUMAN DIVERSITY:** This course will help students recognize, understand, and appreciate human diversity by promoting self-awareness and a nonjudgmental approach in all interactions with patients and co-workers.

**TOPICS TO BE COVERED:**

Professionalism, self-awareness & personal wellness, teamwork, customer relations, and community resources. Orientation to the practicum experience and preparation for the medical assistant certification exam.

**LIST OF EXPECTED COURSE OUTCOMES:**

1. Integrate professionalism into practice.
2. Demonstrate self-awareness.
3. Identify self-care measures to improve personal wellness.
4. Discuss ways of dealing with conflict in the workplace.
5. Understand the importance of teamwork in the healthcare workplace.
6. Identify and explore community resources which may be accessed by clients.
7. Navigate the AAMA website to find important professional information for the medical assistant.
8. Understand the expectations and requirements of the medical assistant practicum experience.
9. Prepare to take the national certification exam using resources provided.

**LEARNING/TEACHING TECHNIQUES used in the course are:**

- [ ] Collaborative Learning
- [ ] Problem Solving
- [X] Student Presentations
- [ ] Interactive Lectures
- [ ] Creative Projects
- [ ] Individual Coaching
- [X] Lecture
- [X] Films/Videos/Slides
- [X] Other (describe below)
- [ ] Demonstrations
- [X] Use of CMA Exam Review Book
- [ ] Lab
- [ ] Other (describe below)

**ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:**

- [X] Reading
- [X] Oral Presentations
- [ ] Textbook Problems
- [ ] Group Problems
- [ ] Other (describe below)
- [X] Tests
- [ ] Worksheets
- [ ] Papers
- [ ] Term Paper
- [ ] Individual Projects
- [ ] Collaborative Projects
- [ ] Portfolio
EXPECTED STUDENT LEARNING OUTCOMES: The student will be prepared to enter and successfully complete the practicum experience and to take and pass the national certification exam.

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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9/16