MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
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: 2140

NUMBER OF CREDITS: 6

COURSE TITLE: Medical Assistant Practicum

CATALOG DESCRIPTION: Provides on-the-job experience for the medical assistant student. The student will be assigned to work in a medical office under the supervision of clinic personnel. There they will observe and perform the skills learned in the medical assistant program.

AUDIENCE: Medical Assistant students who have successfully completed all other program requirements.

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:
Students entering MEDA2140 will have successfully completed all other Medical Assistant Diploma Program requirements (38 credits).

LENGTH OF COURSE: 6 credits OJT (270 hrs.)

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 student will apply knowledge acquired in the classroom and the lab to the clinical setting at entry-level competency.

2) THINKING SKILLS: The student will demonstrate the ability to consistently use critical thinking skills while functioning in all areas of the work setting.
3) **COMMUNICATIONS SKILLS**: The student will display professionalism and demonstrate appropriate communication skills with clients and co-workers.

4) **HUMAN DIVERSITY**: The student will demonstrate a nonjudgmental attitude towards all clients and co-workers regardless of culture, value system, socioeconomic status or other individuality. The student’s awareness of and appreciation for individual differences will increase.

**TOPICS TO BE COVERED**: Students apply knowledge and skills learned in all previous MA program courses to actual practice in the administrative and clinical areas at the practicum site.

**LIST OF EXPECTED COURSE OUTCOMES**: 

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

- [ ] Collaborative Learning
- [ ] Problem Solving
- [ ] Student Presentations
- [ ] Interactive Lectures
- [ ] Creative Projects
- [ ] Individual Coaching
- [ ] Lecture
- [ ] Films/Videos/Slides
- [ ] Demonstrations
- [X] Other (describe below)
- [ ] Lab
- [ ] Observation & performance of skills in a practicum setting

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

- [ ] Reading
- [ ] Tests
- [ ] Independent Projects
- [ ] Oral Presentations
- [ ] Worksheets
- [ ] Collaborative Projects
- [ ] Textbook Problems
- [ ] Papers
- [ ] Portfolio
- [ ] Group Problems
- [ ] Term Paper
- [X] Other (describe below)

**EXPECTED STUDENT LEARNING OUTCOMES**: Students will be prepared for entry-level competency in the workplace upon successful completion of this course.

**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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