

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title

AH 137- Clinical Specialties

Course Description

This class will introduce the learner to the entry-level competencies identified as essential to entering the medical workforce as a Medical Assistant by reviewing various anatomical structures, the diseases associated with those structures, the tests to diagnose these diseases, and the Medical Assistant's role in the clinical setting.

Course Objective

This course will lay the groundwork for understanding the role and responsibilities of the multi-skilled medical assistant. The students will learn select clinical procedures, professional procedures, the importance of patient education, and correct and thorough documentation in the clinical setting.

Instructor:

Joann M. Kveum

Office:

Thatcher 210

Office Hours:

MWF 9:00-10:00

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Lecture/Lab Schedule

MW 11:00-11:50

Textbook(s)

Clinical Medical Assisting (2006) Lindh, W., Pooler, M.S., Tamparo, C.D., Dahl, B.M. (3rd Ed. or 4th Ed.). Thompson Delmar Learning

Workbook to accompany Clinical Medical Assisting, 3rd Ed. Thompson Delmar Learning

Course Requirements:

3 Exams (non-cumulative), 50 points

3-4 presentations (grading rubric to be handed out with assignment), 50 points per presentation

Correlating workbook chapters, 10 points per chapter

Grading:

90-100% A

80-90% B

70-80% C

60-70% D

< 59% F

- No incompletes will be given.
- Exams will be multiple choice with matching
- They are not cumulative
- The final test will be cumulative

Tentative Course Outline

Week 1: Chapter 1-Introduction to the class and role & scope of practice on the Medical Assistant

Week 2: Chapter 14: OB & Gynecology (Students will be assigned presentations)

Week 3: Student presentations on OB & Gynecology, OB & Gynecology, cont.

Week 4: Chapter 15 Pediatrics (Students will be assigned presentations)

Week 5: Pediatrics, Cont., and student presentations on Pediatrics

Week 6: *Exam 1* (Ch. 1, 14, & 15)

Week 7: Chapter 16: the Male Reproductive System

Week 8: Chapter 17: Gerontology (Students will be assigned presentations on Gerontology)

Week 9: *Exam 2:* Ch. 16 & 17 student presentations on Gerontology

Week 10: No School, Spring Break

Week 11: Chapter 25 Electro cardiology (Students will be assigned presentations)

Week 12: Electro cardiology continued & student presentations on electro cardiology

Week 13: Chapter 32: Specialty Laboratory Tests

Week 14: Oncology (Students will be assigned presentations on Oncology)

Week 15: Dermatology, student presentations on Oncology

Week 16: *Exam 3*, chapter 25, 32, Oncology, & Dermatology

Week 17: Final Exam Review- Test date & time to be determined

General Education Goals/Objectives

Goal 2: Demonstrates knowledge and application of technology

Objective 2: uses electronic resources for course related assignments and information

Skill 1: Selects appropriate electronic resources

Skill 3: Identifies proper academic library search engines

Skill 4: Evaluates quality/value of web-based information

Goal 4: Demonstrates effective communication

Objective 1: Expresses ideas through effective writing

Skill 1: Uses the stages of the writing process to develop, organize, and present ideas in writing

Skill 2: Analyzes the demands and possible strategies of a writing task, based on topic, purpose, context, and audience, and then accomplish that task with clarity

Skill 3: Demonstrates competent writing that includes a clear, original thesis or claim, appropriate evidence and support, a logical structure, and a style of language that serves the writer's purpose and audience

Skill 4: Uses edited Standard Written English in spelling, grammar, punctuation, and syntax and presents written work in a style and format consistent with the demands of an academic setting

Objective 3: Uses information resources effectively

Skill 1: Finds, consults, and uses a variety of information resources

Skill 2: Evaluates the relevance and reliability of sources

Skill 3: Uses information resources ethically and honestly, preserving the meaning of the source and documenting the use of the source in the style appropriate for the student's discipline or field