



ANTELOPE VALLEY COLLEGE

**Academic Affairs Office
Course Outline of Record**

COURSE SUBJECT & NUMBER: MOA 111
COURSE NAME: Advanced Medical Office Assisting Skills
COURSE UNITS: 4
COURSE HOURS: 6 weekly

COURSE REQUISITES:
Course Prerequisite: Completion of MOA 110

COURSE DESCRIPTION:

The course includes advanced skills for assisting the physician in the medical office or clinic. The legal and technical aspects of pharmacology, patient teaching, and office laboratory procedures are presented.

COURSE OBJECTIVES: *(Should be stated as performance-based, measurable expected student outcomes. Use Bloom's taxonomy to formulate clear and concise objectives. These objectives are common to all students; they must be clearly related to course content, assignments, and methods of evaluation.)*

Upon completion of course, the successful student will be able to:

1. *Describe the laws and regulations pertaining to pharmacology and office laboratory procedures.
2. *Perform office laboratory skills and procedures as permitted by law.
3. Teach patients common information about nutrition, medications, and preparation for diagnostic tests.
4. *Assist physician with minor surgery.
5. *Calculate dosages for oral and injectable medications.
6. *Maintain medical office laboratory and diagnostic equipment.
7. Demonstrate skills for gaining employment in a medical office.

*Denotes SCANS competencies

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COURSE CONTENT: *(Proved course content in terms of specific topics or a specific body of knowledge that each instructor must cover. Put topics in outline form with major and minor headings. Title 5 requires that each instructor covers all material listed here.)*

- I. Introduction to pharmacology for the medical office
 - a. Ethical and legal issues related to pharmacology
 - b. Dosage calculation for oral and injectable medications
 - c. Preparation of medications
 - d. Administering oral, inhaled and injectable medications
 - e. Teaching patients about self-administration of medications
- II. Assisting with minor surgery in the medical office
 - a. Principles of sterilization
 - b. Identification and maintenance of equipment used in the general medical or surgical practice
 - c. Preparing patients for office surgery
- III. Laboratory procedures for the clinical office assistant
 - a. Law related to laboratory procedures in the office
 - b. Preparing patients for laboratory procedures
 - c. Performing electrocardiograms, complete blood count, urinalysis, stool analysis, office microbiology and other common lab tests
 - d. Identification of normal and abnormal laboratory results
 - e. Documenting and communicating laboratory procedures and results
- IV. Nutritional principles
 - a. Classification of vitamins, minerals, and foods
 - b. The normal diet
 - c. Diets for patients with special needs
 - d. Teaching patients about nutritional needs
- V. Employment skills
 - a. Finding a job
 - b. Writing a resume
 - c. Participating in an interview
 - d. Continuing education
 - e. Medical office culture

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TYPICAL READING, WRITING, AND COMPUTATIONAL ASSIGNMENTS

This material is necessary for all credit courses. Assignments should be clearly related to course objectives, content, and methods of evaluation. (See sample of a "Model Outline" in the AP&P Standards & Practices handbook.) Provide a minimum of three examples for each item completed.

1. Describe nature and frequency of required reading assignments if applicable:

Twenty to thirty of reading assignments from textbook weekly

2. Describe nature and frequency of required writing assignments if applicable:

One 5-page essay paper per semester

3. Describe nature and frequency of required computational assignments if applicable:

Addition, subtraction, multiplication and division of whole numbers and fractions as preparation for administration of medications

4. If course is degree applicable/transfer, describe those critical thinking skills that are required and how they will be evaluated: (Title 5 requirements can be found in the AP&P Standards and Practices book.)

Students must be able to calculate and prepare dosages of oral and injectable medications prior to administering medications to patients. Students will calculate medication dosages on written exams and in practical skills exams.

5. Describe other types of assignments that may be required of students:

Homework assignments in workbook and dosage calculations weekly

6. Using the Carnegie formula (i.e. 1 hr. lecture = 2 hrs. homework; 2 hrs. lecture = 4 hrs. homework; 3 hrs. lecture = 6 hrs. homework; etc.) describe estimated time per week it would take a student to complete typical out-of-class assignments(for each type above):

Reading assigned chapters: 2.5 hrs

Completing paper: 1 hr

Workbook assignments: 2.5 hr

Computational assignments: 0.5 hrs

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METHODS OF INSTRUCTION: *(Methods must be consistent with content and appropriate to objectives; state in terms of what instructor will be doing in order to present course content.)*

Lecture, audio-visuals, discussion, group work, instructor-facilitated role play, demonstration and return demonstration

METHODS OF EVALUATION: *(Be sure these are clearly related to course content, assignments, and objectives, as well as Title 5 requirements when applicable. Describe what instructor will be looking for when evaluating assignments and tests in order to determine whether students have met course objectives. Grades must be based on demonstrated proficiency in subject matter and determined, where appropriate, by essays, objective and essay tests, research papers, problem solving exercises, or skills' demonstrations.)*

Examinations and quizzes that include multiple choice, true-false, matching, short answer and dosage calculation questions to determine knowledge of legal responsibilities, ethics, nutrition, medications, diagnostic tests, surgical procedures for the office, and employability skills
Completion of written homework assignments
Written paper to determine knowledge of legal issues, scope of practice, nutrition, and/or ethical issues
Laboratory performance (satisfactory performance on skills check-offs and practical exams) to determine performance of office skills

Suggested Texts or other Instructional Materials *(include title, author, publisher, date, and edition):*

Comprehensive Medical Assisting: Administrative and Clinical Competencies, Lindh, Pooler, Tamparo, & Cerrato, Delmar, 2002, 2nd ed.

Workbook to Accompany Comprehensive Medical Assisting: Administrative and Clinical Competencies, Lindh, Pooler, Tamparo, & Cerrato, Delmar, 2002, 2nd ed.

Effective Date: _____
(date course can first be offered to be filled in by Office of Academic Affairs)