

North Central Michigan College

NCMC MASTER COURSE SYLLABUS

Last Date Revised 11/10/09

DIVISION/AREA: Nursing and Allied Health

DEPARTMENT: Allied Health

DIVISION DIRECTOR: Barb Bokram

ORIGINATOR: Pete Olson

DEAN OF INSTRUCTION: Timothy Dykstra

HOURS OF INSTRUCTION:

Credit hours: 2

Lecture: 0

Lab: 0

Clinical/Workplace: 8

Contact hours: 140.8

COURSE TITLE: Work Based Learning- Medical Assistant II

COURSE ALPHA: AH

COURSE NUMBER: 290

CATALOG DESCRIPTION:

Students in this course are placed in a medical office, where they will be responsible for working on their administrative skills and will tour special clinical sites. Students will not be placed with their current employer. This course is designed to allow the student to practice the skills that were taught in the Medical Office Procedures class. Students will be working directly with Front Office staff, answering phones, scheduling appointments, creating medical charts and calling in prescriptions. Students are responsible for completing an administrative task list. Two hours of classroom prep are included before starting this clinical experience. A background check and a physical exam is required. A minimum of 2.0 GPA required. Students should plan on meeting with the WBL Coordinator at least 6 weeks before the beginning of the semester.

PREREQUISITE(S): AH 285 and admission to the MA Program

COREQUISITE(S):

GENERAL EDUCATION/PROGRAM OUTCOMES:

Write and speak effectively

Think critically

COURSE OBJECTIVES AND OUTCOMES:

Participate in 3 routine activities someone in this career would perform
Identify 3 other activities related to this occupation
Identify 3 skills required for advancement

METHODS OF INSTRUCTION:

Placed in work environment directly tied to student's career
Work with a team of professionals

METHODS OF EVALUATION:

Log book of experiences
Summary paper 4 to 6 pages
Evaluation form from employer
Participation in Course Management System Assignments

REQUIRED TEXT AT TIME OF COURSE ADOPTION/REVISION:

TEXTS: None

OPTIONAL SUPPLEMENTARY MATERIALS:

Reasonable accommodations can be provided for students with documented disabilities. Please contact Learning Support Services for assistance: 231/348-6817.

SUGGESTED TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

(List general content description of what is being covered each week)

N.A. Will depend on employer and placement location.

APPROVED FOR ADOPTION/REVISION BY THE CRD/AP COMMITTEE ON ___11/20/09_____