



**West Los Angeles College  
Allied Health Division  
Medical Assisting Program  
Summer 2014**

**Practicum for the Medical Assistant  
Course Syllabus**

**Prepared by Dr. Yervant “Eric” Boghos**

<b>Course title:</b>	<b>Practicum for the Medical Assistant</b>
<b>Course #:</b>	<b>HLTH OCC 059</b>
<b>Course units:</b>	<b>2</b>
<b>Instructor:</b>	<b>Dr. Yervant “Eric” Boghos</b>
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<b>Office hours:</b>	<b>Tuesday 3:30—5:00 pm Thursday 4:00—5:00 pm</b>
<b>Prerequisite:</b>	<b>None</b>
<b>Textbook and Workbook:</b>	<b>Comprehensive Medical Assisting ( Fourth Edition)</b>
<b>Author:</b>	<b>Judy Kronenberger, Laura Southard Durham and Denise Woodson</b>
<b>Publisher:</b>	<b>Lippincott Williams &amp; Wilkins</b>

### **I. COURSE DESCRIPTION:**

This course provides an introduction to practical experience in the health care setting where students will be able to apply knowledge, and perform administrative skills and procedures. Students will be able to develop communication skills and professional attitudes. Students will have observational and supervised work assignments.

### **II. COURSE OBJECTIVES:**

**Upon completion of this course the students will be able to:**

1. Observe administrative and clinical skills in the assigned clinical setting.
2. Perform administrative skills in the assigned clinical setting.
3. Observe administrative procedures in the assigned clinical setting.
4. Perform administrative procedures under supervision in the clinical setting.
5. Identify clinical and administrative skills and procedures that need reinforcement.
6. Discuss ethical and communication issues that arise in the health care setting.
7. Discuss professional and legal issues that may arise in the health care setting.
8. Discuss interactions with Adults, children and geriatric patients.

### **III. STUDENT LEARNING OUTCOMES: (SLOs)**

- Critical Thinking:

Analyze problem by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

- Communication:

Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

- Technical Competence:  
Utilize the appropriate technology for informational, academic, personal, and professional needs.
- Medical Ethics: a. Render services with respect for human dignity.  
b. Uphold the honor and high principles set forth by the AAMA.  
c. Respect patient confidentiality and continually improve knowledge & skills

#### **IV. STUDENT LEARNING OUTCOME ASSESSMENT:**

- a. Students will be evaluated on their ability to apply problem solving techniques during their practicum in the medical office.
- b. Students will be evaluated on correctly using medical office equipment and supplies.

#### **V. INSTRUCTIONAL METHODS:**

- Lecture
- Group discussion.(case study)
- Lab. group practice (role play)
- Assignment(2)
- Quizzes (1)

#### **VI. CLASSROOM/LAB DRESS CODE AND GROOMING:**

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 15 and 16.

#### **VII. ATTENDANCE POLICY:**

- Students are expected to participate in all classes for which they are registered. Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may exclude a student from a class whenever a student is not participating on a regular basis. Participation in class discussion is required. Complete assignments during the allotted time.
- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 7 and 8.

#### **VIII. ACADEMIC INTEGRITY:**

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

## **Forms of Behavior which Violate Academic Integrity:**

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, copying content from the Web, textbooks or other sources, buying content, reusing materials produced in other courses, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

## **IX. STANDARDS OF STUDENT CONDUCT:**

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. Please refer to the Schedule of Classes.

## **X. DROPPING THE COURSE:**

According to college policy, you will be excluded for non-participation or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so using the Student Information System at <http://www.laccd.edu> and keep the confirmation code. Pay attention to drop dates in the Schedule of Classes. The last day to drop for this class with no fee owed is [June.20,2014]. The last day to drop without a "W" is [June.20,2014]. The last day to drop with a "W" is [July 17,2014].

## **XI. DISABLED STUDENT SERVICES:**

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in the Student Services Building room 320 or at (310) 287-4423. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me.

## XII. INSTRUCTIONAL SUPPORT AND MONITORING:

- For assistance with research projects, visit the Library on the second floor of the HLRC or access Library resources online at <http://www.wlac.edu/library/index.html>
- Monitor your academic progress online at <http://www.wlac.edu/online/counselingonline.asp> by clicking on the Degree Works icon, or contact an Online Counselor at [onlinecounseling@wla.edu](mailto:onlinecounseling@wla.edu)

## XIII. COURSE RESOURCES:

- Library and Learning Resources Center

**XIV. SYLLABUS CHANGE POLICY:** This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester.

## XV. GRADING AND EVALUATION:

- The grade in this course will be based upon:
  - a. Case Presentation (1) 50 points
  - b. Quiz (1) 50 points
- The maximum is 100 points = 100 % = A
  - 90-----100 points = 90 -----100 % is A = Excellent
  - 80-----89 points = 80 ----- 89 % is B = Good
  - 70-----79 points = 70-----79 % is C = Average
  - 60-----69 points = 60-----69 % is D
  - 50-----59 points = 50----- 59 % is F

Below 100 points or 69 % and less is non-passing grade. **Note:** There are **NO** make up tests or quizzes  
**Extra credit:** 10 points for additional assignment. To be announced.

## XVI. COURSE OUTLINE AND SCHEDULE: (on the next page)

Week	Day & Date	Time	Lecture Topics and Activities	Lec	Lab	Assignments
1	Friday 6/20/14	8:00 am To 1:45pm	-Review of administrative procedures and clinical skills	X	X	Review of the administrative Procedures& clinical skills From Text Book
	Sat. 6/21/14					
2	Friday 6/27/14	8:00 am To 1:45pm	-Review of communication skills	X	X	Summary and analysis of observations at assigned Medical office <b>(In writing)</b>
	Sat. 6/28/14					
3	Friday 7/04/14	8:00 am To 1:45pm	-Review of professional, ethical and legal issues	X	X	<b>Critical Thinking</b> Group analysis of issues that arise in the health care setting.
	Sat. 7/05/14					
4	Friday 7/11/14	8:00 am To 1:45pm	-Patient Education  -Case study, group project and presentation.		X	Case Study for Critical Thinking Q. 72---77, page 127&128(study guide)
	Sat. 7/12/14					
5	Friday 7/18/14	8:00 am To 1:45pm	-Observation of administrative skills		X	What would you do? Q. # 70 & 71 Page 126 (study guide)
	Sat. 7/19/14					
6	Friday 7/25/14	8:00 am To 1:45pm	-Observation and supervised practice of administrative procedures		X	What would you do? Q. # 47---50 Page 141 (study guide)
	Sat. 7/26/14					
7	Friday 8/01/14	8:00 am To 1:45pm	-Observation of resolution of ethical and communication issues		X	What would you do? Q. # 66--68 Page 160 (study guide)
	Sat. 8/02/14					
8	Friday 8/08/14	8:00 am To 1:45pm	<b>Quiz</b>		X	What would you do? Q. # 46 & 47 Page 177 (study guide)
	Sat. 8/09/14					

## Student Acknowledgment

(Please return this sheet to the instructor)

**Course:** HLTH OCC # 059

**Summer:** 2014

“ I \_\_\_\_\_, have completely read this syllabus and understand and agree to the course requirements.”

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_