

## Master Syllabus

### MAS 2202 - Medical Assisting Capstone

**Division:** Health Sciences

**Department:** Medical Assistant Technology

**Credit Hour Total:** 1.0                      **Lab Hrs:** 3.0

**Prerequisite(s):** MAS 2201 AND MAS 2210

**Other Prerequisite(s):** AND Restricted to Majors

**Date Revised:** May 2016

---

### Course Description:

Discussion of directed practice experience, preparation for the American Association of Medical Assistants (AAMA) National Certification Examination through student presentations, mock exam, skills practicals and discussion topics relative to the medical assisting profession. Students will, as part of this course, prepare to sit for the national credentialing certificate, Certified Medical Assistant (American Association of Medical Assistants). Three lab hours per week.

### General Education Outcomes:

- Written Communication Competency
- Computer Literacy Competency
- Critical Thinking/Problem Solving Competency
- Values/Citizenship/Community Competency
- Oral Communication Competency

### Course Outcomes:

#### American Association of Medical Assistants (AAMA) National Certification Examination

Review and select areas of study in preparation for successful performance on the AAMA National Certification Examination.

**Assessment Method:** Locally developed exams

**Performance Criteria:** 77% or better on given exam

#### Resume and Job Search Strategies

Develop a resume and job search strategies.

**Assessment Method:** Portfolios

**Performance Criteria:** 77% or better on given rubric

#### Proficiency in Computer Basics

Show proficiency in computer basics and frequently-used commands.

**Assessment Method:** Simulations

**Performance Criteria:** 77% or better on given rubric

#### Solutions to Challenging Situations

Discuss challenging situations faced or potentially encountered during the practicum and propose workable, competent solutions to the identified problem.

**Assessment Method:** Behavioral observations

**Performance Criteria:** 77% or better on given rubric

**Assessment Method:** Performance appraisals

**Performance Criteria:** 77% or better on given rubric

#### Analyzing the Medical Practice

Demonstrate skill in analyzing the medical practice, updating patient entries and processing write-offs.

**Assessment Method:** Simulations

**Performance Criteria:** 77% or better on given rubric

#### Final Practicum

Analyze the diversity of experiences encountered during the final practicum.

**Assessment Method:** Focus groups

**Performance Criteria:** 77% or better on given rubric

#### Improving Performance

Identify areas of growth and steps necessary to improve performance as a practicing medical assistant.

**Assessment Method:** Behavioral observations

**Performance Criteria:** 77% or better on a given rubric

**Assessment Method:** Performance appraisals

**Performance Criteria:** 77% or better on given rubric

### Outline:

Final Practicum Improving Performance Solutions to Challenging Situations AAMA National Certification Examination Resume and Job Search Strategies Proficiency in Computer Basics Analyze the Medical Practice

