

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

