

STV215 : Clinical Medical Assisting I

General Information

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Attachments:	Distance Education (DE) Individual Course Addendum Form - STV_63 (CE) COR 5:26:21 Code 6:13:21.pdf
Course Code (CB01) :	STV215
Course Title (CB02) :	Clinical Medical Assisting I
Department:	STV
Proposal Start:	Fall 2025
TOP Code (CB03) :	(0514.20) Medical Office Technology
CIP Code:	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
SAM Code (CB09) :	C - Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000653876
Curriculum Committee Approval Date:	03/26/2025
Board of Trustees Approval Date:	06/17/2025
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 215 gives the student a comprehensive understanding and mastery of clinical back-office procedures. Students learn skills for work in a medical practice, such as checking blood pressure, injections, and drawing blood. Lecture 256 hours. Note: This course is Pass/ No pass only.
Justification:	Content Change
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	<ul style="list-style-type: none">In-Person
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Health and Safety: Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	256
Total Course Out-of-Class Hours	0
Total Student Learning Hours	256

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Workforce Preparation.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Workforce Preparation Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education

Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	256	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	256

Laboratory	0
Studio	0
Total	256

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

Practicum is blended into lecture portion of course.

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Advisory

ABSE20 - BASIC MATH (in-development)

Objectives

- Compute problems dealing with whole numbers, fractions, decimals, and percent.
- Estimate a reasonable answer to a problem.
- Solve word problems involving whole solve multiple-step problems involving whole numbers, fractions, decimals, and percent.
- Solve word problems involving whole numbers, fractions, decimals, and percent.

AND

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures;
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

AND

Prerequisite

STV213 - Administrative Medical Assisting II (in-development)

Objectives

- Explain all phases of medical billing for doctors' offices.
- Apply legal safeguards to a charting system.
- Distinguish between the various databases in a medical software program.
- Use EHR for documentation of patient's medical records.

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

Requisite Validation

Upload Statistical Validation and/or other documents (if necessary)

No Value

Specifications

Methods of Instruction	
Methods of Instruction	Lecture
Methods of Instruction	Laboratory
Methods of Instruction	Multimedia
Methods of Instruction	Independent Study

Methods of Instruction	Collaborative Learning			
Methods of Instruction	Demonstrations			
Out of Class Assignments				
Complete assigned readings from textbook.				
Methods of Evaluation	Rationale			
Exam/Quiz/Test	Unit Tests			
Exam/Quiz/Test	Final Examination			
Textbook Rationale				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
Kathryn Booth	Student Workbook for use with Medical Assisitng	McGraw- Hill Companies, INC	2024	9781260477023
Kathryn Booth	Medical Assisting: Administrative and Clinical Procedures	McGraw-Hill Companies, INC	2024	978126047 6965
Other Instructional Materials (i.e. OER, handouts)				
No Value				

Learning Outcomes

Course Objectives

Assist the physician during minor office surgery.

Provide minor and post-operative wound care.

Assist the physician with specialty procedures.

Prepare and administer medications in the ambulatory care setting safely.

Describe the purpose of the physician office laboratory, and employ the necessary procedures to identify the equipment used to perform CLIA (California Laboratory Improvement Amendments) waived tests.

Process and perform testing on blood and body fluids in the physician's office laboratory.

Collect, process and perform testing of urine specimens properly.

Collect and process microbiology specimens properly.

SLOs

Identify basic human anatomy and physiology.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
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<i>STV</i> Medical Assistant Certificate of Completion	Demonstrate knowledge of basic human anatomy and physiology.
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<i>STV</i> Administrative Medical Assisting Certificate	Describe the duties, processes, and procedures in managing the medical front office
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<i>MOA</i> Medical Assistant Certificate	Explain health data and clinical documentation principles, standards and guidelines
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Apply Occupational Safety and Health Administration (OSHA) regulations and follow principles of infection control and demonstrate the proper handling and disposal of hazardous and biohazard waste.

Expected Outcome Performance: 70.0

STV Medical Assistant Certificate of Completion	Apply OSHA's regulations and follow principles of infection control and demonstrate the proper handling and disposal of hazardous and bio hazard waste.
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ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
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STV Administrative Medical Assisting Certificate	Describe the duties, processes, and procedures in managing the medical front office
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	Explain health data and clinical documentation principles, standards and guidelines
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	Pass the California Certified Board for Administrative Medical Assistants Exam
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Process and perform testing on blood and body fluids in the physician's office laboratory setting.

Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
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STV Medical Assistant Certificate of Completion	Demonstrate knowledge of basic human anatomy and physiology.
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	Explain health data and clinical documentation principles, standards and guidelines.
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STV Administrative Medical Assisting Certificate	Describe the duties, processes, and procedures in managing the medical front office
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	Explain health data and clinical documentation principles, standards and guidelines
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Demonstrate aptitude with proper blood draw practices, including selecting appropriate equipment, identifying sites of capillary puncture, and labeling specimens correctly.

Expected Outcome Performance: 70.0

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Intro to Anatomy and Physiology (80 hours)

- Organization of the Body
- The Integumentary System and Common Diseases and Disorders
- The Skeletal System and Common Diseases and Disorders

- The Muscular System and Common Diseases and Disorders
- The Cardiovascular System and Common Diseases and Disorders
- The Blood and Common Diseases and Disorders
- The Lymphatic System and Immune System and Common Diseases and Disorders
- The Respiratory System and Common Diseases and Disorders
- The Nervous System and Common Diseases and Disorders
- The Urinary System and Common Diseases and Disorders
- The Reproductive System and Common Diseases and Disorders
- The Digestive System and Common Diseases and Disorders
- The Endocrine System and Common Diseases and Disorders
- Special Senses and Common Diseases and Disorders

Infection Control (48 hours)

- Infection Control Methods
- Safe Injection Practices and Sharps Safety
- Infection Control Practices with Medical Equipment
- Respiratory Hygiene/Cough Etiquette Practices
- Surgical Site Infections
- Sterilization Guidelines for Infectious Diseases

Patient Preparation/Patient History (32 hours)

- Patient Interview and History
- Medical Assistant's Role as an Observer
- Documenting Patient Information
- Recording the Patient's Medical History

Lab Procedures (96 hours)

- Vital Signs and Measurements
- Assisting with a General Physical Examination
- Assisting with Specialty Procedures such as Reproductive and Urinary, Eye, Pediatrics, Geriatrics, and etc.
- Assisting with Eye and Ear Care
- Assisting with Minor Surgery
- Use of Laboratory
- Microbiology and Disease
- Collecting, Processing, and Testing (Urine and Stool Specimens) Collecting, Processing, and Testing (Blood Specimens)
Electrocardiography and Pulmonary Function Testing

Total Hours: 256

Additional Information

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Is it possible this course will have a material fee?

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liaisons>):

No

What term(s) will this course be offered?

Fall/Spring

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value