

# Glendale College Course Outline of Record Report

Course ID 010788  
Created - May 2025

## STV216 : Clinical Medical Assisting II

### General Information

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<b>Course Code (CB01) :</b>	STV216
<b>Course Title (CB02) :</b>	Clinical Medical Assisting II
<b>Department:</b>	STV
<b>Proposal Start:</b>	Winter 2026
<b>TOP Code (CB03) :</b>	(0514.20) Medical Office Technology*
<b>CIP Code:</b>	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
<b>SAM Code (CB09) :</b>	C - Clearly Occupational
<b>Distance Education Approved:</b>	No
<b>Will this course be taught asynchronously?:</b>	No
<b>Course Control Number (CB00) :</b>	No value
<b>Curriculum Committee Approval Date:</b>	05/28/2025
<b>Board of Trustees Approval Date:</b>	07/08/2025
<b>Last Cyclical Review Date:</b>	05/28/2025
<b>Course Description and Course Note:</b>	STV216 is the second part of the Clinical Medical Assisting program. Students learn diagnostic testing, medical administration, and emergency procedures for work in the clinical back office of a medical practice. Lecture 96 hours. Note: This course requires the student to take and pass a CPR training. This course is Pass/No pass only.
<b>Justification:</b>	New Course
<b>Academic Career:</b>	<ul style="list-style-type: none"> <li>• Noncredit</li> </ul>
<b>Mode of Delivery:</b>	<ul style="list-style-type: none"> <li>• In-Person</li> </ul>
<b>Author:</b>	No value
<b>Course Family:</b>	No value

### Academic Senate Discipline

<b>Primary Discipline:</b>	<ul style="list-style-type: none"> <li>• Nursing Science/ Clinical Practice</li> </ul>
<b>Alternate Discipline:</b>	No value
<b>Alternate Discipline:</b>	No value

### File Upload

**File Upload**

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**

<b>Minimum Credit Units (CB07)</b>	0
<b>Maximum Credit Units (CB06)</b>	0
<b>Total Course In-Class (Contact) Hours</b>	0
<b>Total Course Out-of-Class Hours</b>	0
<b>Total Student Learning Hours</b>	96

**Credit / Non-Credit Options**

**Course Type (CB04)**

Non-Credit

**Noncredit Course Category (CB22)**

Short-Term Vocational.

**Noncredit Special Characteristics**

No Value

**Course Classification Code (CB11)**

Workforce Preparation Enhanced Funding.

**Funding Agency Category (CB23)**

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Variable Credit Course

**Weekly Student Hours**

	In Class	Out of Class
Lecture Hours	96	0
Laboratory Hours	0	0
Studio Hours	0	0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	96
Laboratory	0
Studio	0
<b>Total</b>	0
<b>Course Out-of-Class Hours</b>	
Lecture	0
Laboratory	0
Studio	0
<b>Total</b>	0

**Time Commitment Notes for Students**

Students must complete an 8-hour CPR 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**

**Prerequisite**

STV215 Clinical Medical Assisting I

**AND**

**Prerequisite**

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****Advisory****ABSE20 - BASIC MATH****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.

**Entry Standards**

Entry Standards	Description
No value	No value

**Course Limitations**

Cross Listed or Equivalent Course	Description
Previously part of STV 63	No Value

**Requisite Validation**

**Upload Statistical Validation and/or other documents (if necessary)**  
No Value

**Specifications**

<b>Methods of Instruction</b>	
Methods of Instruction	Lecture
Methods of Instruction	Laboratory
Methods of Instruction	Multimedia

<b>Methods of Instruction</b>	Demonstrations			
<b>Methods of Instruction</b>	Collaborative Learning			
<b>Out of Class Assignments</b>				
<ul style="list-style-type: none"> <li>Complete assigned readings from textbook</li> </ul>				
<b>Methods of Evaluation</b>	<b>Rationale</b>			
Exam/Quiz/Test	Unit tests			
Exam/Quiz/Test	Final exam			
<b>Textbook Rationale</b>				
No Value				
<b>Textbooks</b>				
<b>Author</b>	<b>Title</b>	<b>Publisher</b>	<b>Date</b>	<b>ISBN</b>
Kathryn Booth	Student Workbook for Use with Medical Assisting	McGraw-Hill Companies, Inc.	2024	9781260477023
Kathryn Booth	Medical Assisting: Administrative and Clinical Procedures	McGraw-Hill Companies, Inc.	2024	9781260476965
<b>Other Instructional Materials (i.e. OER, handouts)</b>				
No Value				

<b>Learning Outcomes</b>
<b>Course Objectives</b>
Perform visual and audiometry screening.
Perform an electrocardiogram.

Perform spirometry testing.

Assess and educate patients on nutritional and therapeutic diet.

Calculate dosage and administer medication.

#### SLOs

Perform instrumental tests relating to various medical specialties.

Expected Outcome Performance: 70.0

Safely implement proper assistance in procedures for physicians' practices.

Expected Outcome Performance: 70.0

Measure and administer medication safely and properly.

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

##### Diagnostic Testing (32)

- Communicate effectively and professionally with patients regarding test procedures
- Electrocardiography testing
- Pulmonary function testing
- Diagnostic imaging

##### Pharmacology (48)

- Medication administration
- Dosage calculation

##### Patient Education/Nutrition

- Professionally communicate with patients regarding health concerns
- Nutrition and health

##### Office Emergencies (8)

- Emergency practices

**Total hours: 96**

### 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?**

Summer/Winter

**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