



ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Nursing

COURSE: CMA1270 Professional Development

Date: Spring 2023

Credit Hours: 1

Complete all that apply or mark "None" where appropriate:

Prerequisite(s): This course is a part of a Limited Admissions Program; registration in this course requires admission to the program and CMA 1200, CMA 1240, CMA 1210, CMA 1250, ALH 1001, BIO 1200 with a C or better.

Enrollment by assessment or other measure? Yes No
If yes, please describe:

Corequisite(s): CMA1260

Pre- or Corequisite(s): N/A

Consent of Instructor: Yes No

Delivery Method: **Lecture** **0 Contact Hours** (1 contact = 1 credit hour)
 Seminar **1 Contact Hours** (1 contact = 1 credit hour)
 Lab **0 Contact Hours** (2-3 contact = 1 credit hour)
 Clinical **0 Contact Hours** (3 contact = 1 credit hour)

Offered: **Fall** **Spring** **Summer**

CATALOG DESCRIPTION and IAI NUMBER (if applicable):

This course allows students to discuss what they are learning from their practicum focusing on various topics such as conflict resolution and inter-professional communication. Students will prepare for the certification exam, create a resume, cover letter thank you letter and participate in mock interviews.

ACCREDITATION STATEMENTS AND COURSE NOTES:

Statement of Minimum Expectation: "To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

COURSE TOPICS AND CONTENT REQUIREMENTS:

- Work etiquette and proper attire.
- Interview preparation
- Resume building
- Job searching
- Inter-professional communication
- Certification & continuing education preparation

INSTRUCTIONAL METHODS:

- Lecture
- Videos
- Mock Interviews
- Discussions
- Certification practice exams

EVALUATION OF STUDENT ACHIEVEMENT:

Each student is required to pass all courses with a minimum of a 78% (or 2.0) overall in order to move on to the next term. Students are also required to pass all psychomotor and affective competencies in order to graduate the medical assisting program.

Grading Scale

A= 93-100

B= 86-92

*C= 78-85

D= 70-77

F= Below 70

INSTRUCTIONAL MATERIALS:

Textbooks

Pearson's Comprehensive Medical Assisting: Administrative and Clinical Competencies, 5th Edition

Resources

EHRgo

Simtics

LEARNING OUTCOMES AND GOALS:

Institutional Learning Outcomes

- 1) Communication – to communicate effectively;
- 2) Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion;

- 3) Social Consciousness – to understand what it means to be a socially conscious person, locally and globally;
- 4) Responsibility – to recognize how personal choices affect self and society.

Course Outcomes and Competencies

Content Area V: Concepts of Effective Communication

Psychomotor (Skills)

- 3. Coach patients regarding:
 - a. office policies
- 6. Using technology, compose clear and correct correspondence

Content Area VII: Basic Practice Finances

Psychomotor (Skills)

- 3. Inform a patient of financial obligations for services rendered\

Content Area X: Legal Implications

Cognitive (Knowledge)

- 9. Identify legal and illegal applicant interview questions

AFFECTIVE SKILLS

- A.1 Demonstrate critical thinking skills
- A.4 Demonstrate active listening
- A.5 Respect diversity
- A.6 Recognize personal boundaries
- A.7 Demonstrate tactfulness
- A.8 Demonstrate self-awareness