

# Academy of Medical, Health, & Public Services

## MEDICAL ASSISTING - PATIENT CARE PATHWAY (198)

Course Type	Course Code	Course Title	Course Description	Post Secondary Connection
Introductory Course	IS102/103	College and Career Essentials	College and Career Readiness is a year-long course is designed to help students learn and practice valuable skills to help them to be career and college ready. Students will demonstrate their understanding of career paths through a variety of assessments, project, job simulations, speeches, research assignments, online portfolio, and a research paper. Students will identify academic interest, skills, values and personality types, research employers and industries, gain experience with public speaking and interview skills, familiarize themselves with college and job search tools, strengthen writing skills, learn goal setting, solidify research techniques, and write a research paper utilizing correct MLA format.	
Concentrator	IS522/523	Medical Terminology	By the end of the course, students will be able to identify, spell, pronounce and define root words, prefixes and suffixes common to medical careers. The student will also be able to use common abbreviations and appropriate reference materials.	Articulation Agreement: SBVC A-G Approved
	IS500/501	CTE Medical Pathways	The focus of this course will be to provide students with an introductory look at the Health Professions while teaching them essential skills and etiquette to allow them to be successful in the health field. This will be a full year, one period course that will be broken up into six basic units. The first unit focuses on the basics of medical terminology, including root words, prefixes and suffixes. Units two through six will each look at one of the five career pathways enumerated in the CTE standard for Health Sciences: Biotechnology, Health Informatics, Social Services, Diagnostic Services and Therapeutic Services. In each of the units, students will focus on the careers within the pathway, the guiding principles within that pathway, the legal and ethical issues within that pathway as well as standard specific skills necessary to be successful within that pathway	A-G Approved
Capstone Course I	IS507 & IS506	Medical Assisting Front Office  Medical Assisting Back Office	This course prepares students for a career working in a doctor's office. Front office skills include telephone techniques, appointment scheduling, receptionist duties, and filing.  This course prepares students for a career working in a doctor's office. Back office skills include medical ethics, pharmacology, clinical procedures, infection control and assisting the physician.	