

Medical Assisting (MEDA) 1101 Introduction to Health Careers (1 Unit)

Prerequisite: Admission to the Taft College Medical Assisting Program

Co-Requisite: None

Advisory: Eligibility for ENGL 1500 or 1501, completion of BIOL 2250, and a transfer level math course are strongly recommended.

Hours and Unit Calculations:

16 hours lecture. 32 Outside-of-class hours (64 Total Student Learning Hours) 1 Unit

Catalog Description: This course presents information on the health care system and employment opportunities. Includes a history of medicine, overview of health care development, how health delivery systems are organized, legal and ethical considerations of health care delivery, and an overview of various health care professions. Students will learn how to set goals, develop personal management skills, and complete a resume and application for a healthcare career.

Type of Class/Course: Degree Credit

Text: Roe, S., & Rhine Marshall, J. (2024). *Health science: Concepts and applications* (2nd ed.). Goodheart-Wilcox

Course Objectives:

Upon successful completion of this course, the student will be able to:

1. Understand the history of medicine and the development of health careers.
2. Explain the licensure and certification requirements as it applies to healthcare providers.
3. Identify the role of the Centers of Disease Control and Prevention (CDC) regulations in healthcare.
4. Discuss levels of governmental legislation and regulations including Drug Enforcement Administration (DEA) and Federal Drug Administration (FDA) as applicable to medical assistants.
5. Describe the applications of professionalism in healthcare.
6. Identify the personal learning styles and aptitudes for the healthcare career.
7. Establish a method to set goals and develop a personal time management system.
8. Differentiate between legal and illegal interview questions.
9. Prepare an application and resume for a job in the healthcare field.

Student Learning Outcomes:

1. Analyze the healthcare industry with a comprehensive knowledge of the various healthcare professions, including their roles, responsibilities, and scope of practice.
2. Examine the structure and organization of healthcare systems, ethics, and legal

considerations as it relates to the medical assistant.

3. Contrast the different career paths in the healthcare industry with an understanding of educational requirements, licensure/certification processes, governmental and legislative regulations and job prospects associated with various health professions.
4. Develop professional and ethical behaviors by exhibiting appropriate communication skills with proficiency in written, verbal, and non-verbal communication used in the medical workplace.

Course Scope and Content:

Unit I. History of Medicine and Development of Career Fields

- A. Medicine and History before 1800
- B. Roots of Western Medicine
- C. Medicine in the 18th Century
- D. The Rise of Scientific Medicine in the 19th Century
- E. Medicine in the 20th Century

Unit II. Careers in the Healthcare Field

- A. Roles
- B. Duties
- C. Educational requirements
- D. Licensing and Certification

Unit III. Medical Organizations and Agencies

- A. American Medical Association (AMA)
- B. World Health Organization (WHO)
- C. Centers for Disease Control and Prevention (CDC)
- D. Health Care Districts
- E. Safety-net Hospitals
- F. Health Maintenance Organization (HMO)

Unit IV. Professionalism Across the Healthcare Field

- A. Trust
- B. Patient Safety
- C. Quality of Care
- D. Recruitment and Retention
- E. Staff Engagement and Productivity
- F. Healthy Living Environments

Unit V. Communication and Diversity

- A. Impacts of Discrimination
- B. Systemic Health Inequities
- C. Inclusive Language
- D. Health Literacy
- E. Context

Unit VI. Aptitude for Health Careers

- A. Personal Goals
- B. Study Skills and Strategies
- C. Time Management Skills

Unit VII. Finding a Job

- A. Cover Letter
- B. Resume and Curriculum Vitae (CV)
- C. Interviewing
- D. Job Searching
- E. Strategies for Success

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 4 hours per week outside of regular class time doing the following:

- 1. Reading Assignments
- 2. Writing Assignments
- 3. Watching Videos

Methods of Instruction:

- 1. Lecture
- 2. Discussion
- 3. Videos

Methods of Evaluation:

- 1. Exams/Quizzes/Tests
- 2. Projects
- 3. Homework
- 4. Assignments
- 5. Online Exercises

Laboratory Category: None; N/A

Supplemental Data:

TOP Code:	1208.00 Medical Assisting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Applicable

Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	No
Discipline:	Healthcare Ancillaries