

Glendale College

Course Outline of Record Report

Course ID 010816
Created - October 2025

STV218 : Basic Review for California Certified Medical Assistant- Administrative

General Information

Author:	<ul style="list-style-type: none"> Rosemarie Shamieh Dilucchio, Jane Perner, Kimberli
Course Code (CB01) :	STV218
Course Title (CB02) :	Basic Review for California Certified Medical Assistant- Administrative
Department:	STV
Proposal Start:	Fall 2026
TOP Code (CB03) :	(1208.20) Administrative Medical Assisting*
CIP Code:	(51.0710) Medical Office Assistant/Specialist.
SAM Code (CB09) :	D - Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000658222
Curriculum Committee Approval Date:	10/22/2025
Board of Trustees Approval Date:	12/09/2025
Last Cyclical Review Date:	10/22/2025
Course Description and Course Note:	<p>STV 218 prepares students for the administrative specialty portion of the California Certified Medical Assistant (CACMA). Students study infection control, vital signs, patient preparation, specimen collection, diagnostic testing, and assisting with minor office procedures. Students also focus on administrative competencies and exam-readiness for certification. Lecture 48 hours.</p> <p>Note: This course is Pass/No pass only.</p>
Justification:	New Course
Academic Career:	<ul style="list-style-type: none"> Noncredit
Mode of Delivery:	<ul style="list-style-type: none"> In-Person Remote
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> Health Care Ancillaries (Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)
Alternate Discipline:	<ul style="list-style-type: none"> Health and Safety: Non-Credit
Alternate Discipline:	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

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	48
Total Course Out-of-Class Hours	0
Total Student Learning Hours	48

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Workforce Preparation.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Funding Agency Category (CB23)

Workforce Preparation Enhanced Funding.

This course was partially developed using Economic Development funds.

Cooperative Work Experience Education Status (CB10)

Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	48	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	48
Laboratory	0
Studio	0
Total	48
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

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

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3 (in-development)

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

STV216 - Clinical Medical Assisting II

Objectives

- 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.

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	Discussion
Methods of Instruction	Multimedia

Methods of Instruction	Tutorial			
Methods of Instruction	Collaborative Learning			
Methods of Instruction	Demonstrations			
Out of Class Assignments	None			
Methods of Evaluation	Description of Activity/Interaction			
Exam/Quiz/Test	Certification practice exams.			
Textbook Rationale	No Value			
Textbooks				
Author	Title	Publisher	Date	ISBN
Trivium Test Prep (Firm)	CACMA exam preparation study guide: prep book with practice test questions for the Certified Medical Assistant examination.	Trivium Test Prep	2020	9781635309508
Other Instructional Materials (i.e. OER, handouts)	No Value			

Learning Outcomes
Course Objectives
Apply medical terminology accurately in administrative tasks and patient communication.
Describe organ systems of the human body to support effective documentation and scheduling.

Communicate patient health history and office procedures clearly and professionally.

Demonstrate knowledge of appropriate administrative responses during medical emergencies.

SLOs

Apply the content of the Administrative Certification section of CACMA.

Expected Outcome Performance: 70.0

Demonstrate readiness for CACMA certification by practicing administrative and clinical skills through simulated medical office tasks and patient interactions.

Expected Outcome Performance: 70.0

Additional SLO Information

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

Yes

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

Administrative Certification (48 hours)

- Secretarial skills
- Preparing correspondence
- Telephone techniques
- Process incoming/outgoing mail
- Postal services
- Office equipment operation
- Appointment Scheduling
 - Appointment systems
 - Making appointments
 - Information required
- Computer concepts
 - Components
 - Terminology
 - Electronic claims processing
- Medical records
 - Records management
 - Filing systems
 - Filing processes

- Legal guidelines
- Transfer and retention of records
- Bookkeeping and billing
 - Practice finances
 - Coding
 - Third party insurance billing
- Time and Facility Management
 - Types of insurance
 - Equipment and supplies
 - Office housekeeping

Total hours: 48

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/liasons>):

No

What term(s) will this course be offered?

Fall/Winter/Spring/Summer

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