

**Course Outcomes Guide
Fall 2011**

Directions: Please complete this form to document your progress toward improving student learning. For each item, indicate your progress and your anticipated next steps. Thank you!

Course/Program Title: MAP 105 Medical Office Management & Billing

Date: 3/5/12

Course/Program Team: Melanie Rowland, April Evans

Expected Learning Outcomes:

- Provide appropriate patient care with respect for diverse cultures, values and beliefs.
- Competently perform routine medical assisting procedures.
- Utilize appropriate standard precautions.
- Communicate effectively with staff and patients.
- Make critical decisions appropriate for the medical assistant.
- Perform as an effective team member.
- Practice within the ethical and legal framework of the profession.

Assessment

Final Exam

Validation

Completion of course with an average grade of 75% or higher.

Results

97% (30/31 students) completed the course with a grade of 75% or higher
3% (1/31 students) completed the course with a grade below 75%

Follow-up

All sections will be on Moodle for Spring 2012 with the same homework assignments and tests and a common final. Assessment of scores on the common final will be performed at the end of the spring 2012 semester.

Budget Justification