



Form 1: Presentation Checklist

Name: _____

Date: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
Identify suggested location in *GPM*: _____
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
Identify suggested location in *GPM*: _____
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: _____

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE

Class Details for Kinesiology: Massage Ther II Massage Therapy 118 01



i Term: 202610 | CRN: 10507

- Class Details
- Course Information & Notes
- Instructor/Meeting Times
- Enrollment/Waitlist
- Registration Restrictions
- Fees
- Bookstore Links
- Attributes
- Prerequisites
- Corequisites

i Registration Restrictions

Must be enrolled in one of the following Levels:
Credit (CR)

Special Approvals:
Instructor approval req.

Close

Room: 0100

LMT 118 : KINESIOLOGY FOR MASSAGE THERAPY II

Transcript title

Kinesiology: Massage Ther II

Credits

4

Grading mode

Standard letter grades

Total contact hours

60

Lecture hours

30

Lab hours

30

Prerequisites

LMT 113.

Course Description

Continues study of the muscles that will include attachments, actions, nerves, joints and the bony landmarks. Second course in a three-part series of kinesiology for massage therapist.

Course learning outcomes

1. Demonstrate knowledge as it applies to locating, palpating, and outlining all the muscles presented in the second series.
2. Locate and name the attachments of all the muscles presented in the second series.
3. Demonstrate the functions and verbalize the articulating bones of the joints presented in the second series.
4. Verbalize synergist and antagonist muscles the related to muscles in the second series.
5. Verbalize and demonstrate the actions of all the muscles presented in the second series.

MA 110 : INTRODUCTION TO CLINICAL MEDICAL ASSISTING

Transcript title

Intro to Clinical Med Assist

Credits

8

Grading mode

Standard letter grades

Total contact hours

120

Lecture hours

60

Lab hours

60

Prerequisites

Instructor approval.

Course Description

Introduces key cognitive, psychomotor and affective competencies related to the clinical responsibilities of the medical assistant as identified by the CAAHEP and the MAERB. Covered concepts include application of standard precautions and infection control, patient preparation and education, performance of vital signs, delivery of oral and parenteral medications, vision screening and application of skills to begin assisting with medical exams and procedures. Math component includes basic skills in preparation for understanding and calculating medication dosage. Body structure, function, pathology, and medical terminology are reviewed in relationship to their impact on various body systems.

Course learning outcomes

1. Demonstrate proficiency in essential medical assisting procedures, including taking vital signs, conducting basic lab tests, screening patients, and ensuring safe clinical practice.
2. Apply medical terminology to communicate clearly and respectfully with patients, families, and healthcare team members, ensuring understanding across all parties.
3. Analyze patient symptoms to identify relevant body systems, and execute accurate patient care activities, such as medication administration, under clinician supervision in simulated clinical settings.
4. Evaluate clinical scenarios to provide ethically sound and culturally sensitive care, adapting communication and actions to meet diverse patient needs in various healthcare contexts.

Content outline

1. Infection Control/Asepsis, Sterilization, Vital Signs, Overview of Nutrition
2. Vital Signs, Standard Precautions, Organization of the Human Body, Bloodborne Pathogens, Anatomical Directional Terms, Digestion and Absorption

3. Bloodborne Pathogens Infection Control, Process of Infection, Immune and Lymph System, Carbohydrates
4. Introduction to the Urinary System, Cardiovascular System, Lipids
5. Introduction to the Respiratory System, Ear and Eye Assessment, Eye and Ear Drops/Ointments in Adult Patients
6. Energy Balance and Body Composition
7. Introduction to the Musculoskeletal System, Patient Intake, Interview Basic Orthopedic Conditions, Weight Management
8. Introduction to the Integumentary and Dermatology
9. Injections: Subcutaneous and Intradermal Alternative Routes of Drug Administration and Vaccinations
10. Z-Track IM Injections, Accidents, Incidents and Adverse events, Reportable Diseases, Nutrition Through the Lifespan: Pregnancy and Lactation

Required materials

Required textbook and software, BP cuff, stethoscope, watch, lab coat uniform, access to the internet and computer.



Browse Classes

Search Results — 8 Classes
Term: Fall 2025 Subject: Medical Assistant

Title	Subject	Course N
Pharm for Med Assistants I	MA	105
Intro to Clinical Med Assist	MA	110

Class Details for Intro to Clinical Med Assist Medical Assistant 110 01

Term: 202540 | CRN: 40408

- Class Details
- Course Information & Notes
- Instructor/Meeting Times
- Enrollment/Waitlist
- Registration Restrictions
- Fees
- Bookstore Links
- Attributes
- Prerequisites
- Corequisites

Registration Restrictions

Special Approvals:
Late reg. approval req.

Close

Start Date: 09/22/2025	End Date: 12/07/2025
S M T W T F S 08:00 AM - 10:00 AM	
Type: Final Exam	
Building: Health Careers Center	
Room: 0260	
Start Date: 12/08/2025	End Date: 12/08/2025
S M T W T F S 08:00 AM - 11:50 AM	
Type: Lab	
Building: Health Careers Center	
Room: 0290	
Start Date: 09/22/2025	End Date: 12/07/2025
S M T W T F S 01:00 PM - 03:50 PM	

Instruct

Shanno (Primar

Marilyn Niewold Bonita

1 of 10 seats remain.