| Course Number and Title | MA 101 Medical Assisting 1 |
|---|---|

| Credit Hours | 3 |
|---|---|

| Course Description | This course introduces the student to the theory and techniques of electrocardiography, medical laboratory procedures, urinalysis, capillary punctures, blood typing, phlebotomy, hematology, and blood chemistry. Administrative competency skills including: medical records management and patient charting, documentation of medical information, medical transcription, communication skills, coping skills, and legal and ethical considerations. |
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| Prerequisite(s) and/or Corequisite(s) | Co-requisites: MA 100, MA 105, and MA 106. |
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Required Textbooks/References/Course Materials:

| Comprehensive Medical Administrative and Clinical Competencies - Text Only | 6th | Wilburta Q. Lindh, Marilyn S. Pooler, Carol D. Tamparo | Cengage Learning | 1305964799 |
|---|---|---|---|---|
| Clinical Procedures for Medical Assistants | 10th | Kathy Bonewit-West | Elsevier Science | 0323377114 |
| Clinical Procedures for Medical Assistants - Study Guide | 10th | Kathy Bonewit-West | Elsevier Science | 0323531032 |

|  | **General Education Outcomes** |
|---|---|
| 1 | Utilize written and verbal language to discuss and comprehend information, incorporating a variety of technologies, such as text, data, and images (written language, verbal language, and information technology). |
| 2 | Identify and interpret relevant information in order to formulate an opinion or conclusion (critical thinking). |
| 3 | Demonstrate and communicate computational methods and mathematical reasoning in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate) (quantitative literacy and fluency). |
| 4 | Communicate in appropriate ways with those who are culturally diverse (intercultural competence). |

|  | **Program Outcomes** |
|---|---|
| 1 | Students will be able to skillfully perform and document routine clinical procedures. |
| 2 | Students will perform and document routine administrative procedures |
| 3 | Students will Communicate effectively, uphold legal, and ethical standards, and confidentiality for patient privacy. |
| 4 | Students will use critical thinking and problem-solving skills. |
| 5 | Students will evaluate the importance of professional growth and development |
| 6 | Students will collect, process and test diagnostic specimens |
| 7 | Students will maintain industry standards of quality control and safety principles in the workplace. |

| | Course Outcomes (CO) | Bloom's Domain for CO (C, A, P), Category, and Level | Program Outcome (s) | Written Language | Verbal Language | Information Technology | Critical Thinking | Quantitative Literacy and Fluency | Intercultural Competence |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Identify the components of the EKG cycle and identify what each represents, artifacts, 12-lead, location of six chest leads, and placement of limb leads, and recording | P - Manipulate (2) | 1 | 2 | 2 | 0 | 2 | 1 | 0 |
| 2 | Demonstrates the proper procedure for the collection, handling, storage, transportation of a specimen to an outside laboratory. Explain the purpose for quality control in a physician's office | P - Perfect (3) | 6, 7 | 2 | 2 | 0 | 2 | 0 | 0 |
| 3 | Demonstrate the proper procedure for performing physical, chemical, and microscopic examinations. | P - Perfect (3) | 1, 6, 7 | 2 | 2 | 0 | 2 | 0 | 0 |
| 4 | Explain how serum, clotted blood, whole blood, and plasma specimens are obtained. | C - Understanding (2) | 1, 6, 7 | 2 | 2 | 0 | 2 | 0 | 0 |
| 5 | Demonstrate the proper venipuncture method for both vacuum and syringe. | P - Perfect (3) | 1, 6, 7 | 2 | 2 | 0 | 2 | 0 | 0 |
| 6 | Explain, the three blood types and the techniques for determining them. | C - Understanding (2) | 1, 6, 7 | | | | | | |
| 7 | Demonstrate the proper procedure for obtaining capillary blood specimens from fingertip and the technique for separating serum/plasma from blood. | P - Perfect (3) | 1, 6, 7 | 2 | 2 | 0 | 2 | 0 | 0 |
| 8 | Demonstrate the preparation of blood slide for a differential cell count. | P - Perfect (3) | 1, 6, 7 | 2 | 2 | 0 | 2 | 0 | 0 |

Bloom's Domain Legend
C = Cognitive
A = Affective
P = Psychomotor

General Education Outcome Legend
2 = Included and Measurable
1 = Introduced and/or Minimally Addressed and Not Measurable
0 = Not included

Approved:      May 2021
Reviewed:      October 29, 2021