

3/28/2025

DATE



REQUIRED COURSE



ELECTIVE COURSE

AHD

DIVISION



NEW COURSE



REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	MAP-072		TITLE: (30 Characters Max)		Med Assist Skills I								
SEM CR HRS:	5.0	Lecture:		3.0	Lab:	4.0	ICCB Lab:	4.0	ECH:	7.0			
Course Level:	<input type="checkbox"/> Gen Ed/IAI <input type="checkbox"/> Baccalaureate/Non-IAI		<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/Not in Degree Audit		Clinical Practicum:	0.0	Work-based Learning:	0.0	WBL ECH:	0.0			
Course PCS & CIP:	12 - 51.0801		IAI Code:		N/A			Contact Hours (Minutes/Week)					
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:		Max:		16 Wks	350	8 Wks	700
Prerequisites:	None												
Corequisites:	MAP-070												
Catalog Description: (40 Word Limit)	This course prepares students for basic clinical office practice, including obtaining patient information and documentation. The student is introduced to practices, procedures and role of the assistant in preparation for examination and treatment of the patient throughout the lifespan.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Introduction to the role of the medical assistant	2	2		
Safety	5	4		
Medical asepsis and infection control	3	4		
Medical history and patient assessment	6	8		
Vital signs	7	10		
Physical examination assistance	7	8		
Sterilization and surgical instruments	5	8		
Minor office surgery assistance	7	8		
Clinical duties related to medical specialties	3	8		
TOTAL	45	60	0	0

EVALUATION							
QUIZZES	<input checked="" type="checkbox"/>	EXAMS	<input checked="" type="checkbox"/>	ORAL PRES	<input checked="" type="checkbox"/>	PAPERS	<input checked="" type="checkbox"/>
LAB WORK	<input checked="" type="checkbox"/>	PROJECTS	<input checked="" type="checkbox"/>	COMP FINAL	<input checked="" type="checkbox"/>	OTHER	<input checked="" type="checkbox"/>

COURSE MATERIALS	
TITLE:	Medical Assisting Administrative & Clinical Competencies Workbook to accompany Medical Assisting
AUTHOR:	Michelle Blesi
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	8th edition
COPYRIGHT DATE:	2017

TITLE:	MINDTAP/ Access
AUTHOR:	
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	
COPYRIGHT DATE:	2017

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Introduction to the role of the medical assistant	4	1. Discuss the general responsibilities of the medical assistant in relation to other allied health professions. 2. Discuss employment conditions. 3. Understand the importance of credentialing requirements. 4. Demonstrate professional appearance and behavior in class, lab and clinical. 5. Identify community resources and alternative health care.

Safety	9	<ol style="list-style-type: none"> 1. Discuss importance of safety in the classroom lab and medical office setting. 2. Introduction to equipment and mannequins in classroom. 3. Identify dangerous hazards of working in a health care setting. 4. Utilize appropriate terminology for medical assistants. 5. Demonstrate proper body mechanics.
Medical asepsis and infection control	7	<ol style="list-style-type: none"> 1. Practice standard precautions. 2. Discuss chain of infection. 3. Discuss OSHA standards for the healthcare setting. 4. Demonstrate proper hand hygiene using, foam, gel and handwashing. 5. Discuss aseptic techniques in preventing disease transmission. 6. Discuss role of medical assistant in asepsis.
Medical history and patient assessment	14	<ol style="list-style-type: none"> 1. Obtain patient history and formulate chief complaint on patients across the lifespan using electronic medical record. 2. Identify abnormal behavior patterns. 3. Demonstrate patient care across all stages of life. 4. Discuss directional terms and planes related to the body.
Vital signs	17	<ol style="list-style-type: none"> 1. Demonstrate vital signs on patients across the lifespan. 2. Discuss factors that influence vital signs. 3. Demonstrate height and weight measurement across the lifespan. 4. Document Vital signs using Electronic Medical Record.
Physical examination assistance	15	<ol style="list-style-type: none"> 1. Assist provider with general/physical exam. 2. Demonstrate assistance with specialty exams/procedures. 3. Demonstrate prepping the patient for exams. 4. Demonstrate proper positioning for different exams. 5. Discuss adaptations with patients with special needs. 6. List exam sequence.
Sterilization and surgical instruments	13	<ol style="list-style-type: none"> 1. Identify common surgical instruments. 2. Perform disinfection/sterilization techniques. 3. Discuss care and handling of instruments.
Minor office surgery assistance	15	<ol style="list-style-type: none"> 1. Demonstrate assistance with minor surgery procedures and specimen collection. 2. Demonstrate sterile field preparation. 3. Demonstrate surgical hand scrub. 4. Apply sterile dressing. 5. Demonstrate removal of sutures and staples. 6. Apply elastic support bandage. 7. Discuss assisting with minor office procedures. 8. Demonstrate application of sterile gloves. 9. Demonstrate pouring solution onto sterile field.
Clinical duties related to medical specialties	11	<ol style="list-style-type: none"> 1. Discuss variations in specialty clinics, including pediatrics, geriatrics, ophthalmology, otolaryngology, respiratory, obstetrics and nutrition. 2. Discuss normal growth and development.
105		

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Medical Assistant	Demonstrate understanding of medical assistant's role in the medical office and as a part of the health care team.
Course Outcome 2	Patient Education	Demonstrate patient education techniques for examination and procedure preparation.
Course Outcome 3	Electronic Med Rec	Utilize appropriate terminology to correctly and accurately document patient information using Electronic Medical Record.
Course Outcome 4	Specialty Exam/Proc	Assist providers with specialty examinations and procedures.
Course Outcome 5	Sterilization Meth	Demonstrate sterilization methods while assisting with exams as well as cleaning instruments.
Course Outcome 6	Specialty Clinics	Assist and perform skills within a variety of specialty clinics.
Primary Laker Learning Competency Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.		
Secondary Laker Learning Competency	Creative Thinking & Problem Solving: Students think creatively to solve problems.	

**Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.*