

Montgomery County Community College  
MAS 113  
Clinical Assisting Procedures I  
3-2-2

**COURSE DESCRIPTION:**

The course builds a solid foundation in Medical Assisting and introduces students to the clinical procedures commonly performed in a variety of medical offices. This course explores asepsis and infection control, nutrition and wellness, pharmacology and medication administration, and assisting the physician and health care providers. Course specific competency evaluations must be successfully completed by the student. This course is subject to a course fee. Refer to <http://mc3.edu/adm-fin-aid/paying/tuition/course-fees> for current rates.

**REQUISITE(S):**

Previous Courses

ESL 011 ESL Basic Writing or ENG 011 Basic Writing or ENG 010A Basic Writing  
REA 011 Fundamentals of College Reading or ESL/ REA 017 Vocabulary & Reading Comprehension Development II

Previous or Concurrent Courses

HCP 224 Medical Terminology  
HCP 100 Medical Office Technologies and the EHR

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHOD
1. Demonstrate entry level performance in all the identified competencies.	Lecture Laboratory Case Studies Multimedia Demonstrations Oral Report Small Group Projects Written Assignment Research Resources Competency Demonstration	Competency Demonstrations
2. Consistently apply infection control principles in the implementation of Standard Precautions.	Lecture Laboratory Case Studies Multimedia Demonstrations Oral Report Small Group Projects Written Assignment	Competency Demonstrations

	Research Resources	
3. Use knowledge of the classifications of commonly used medications including, names, indications, and special considerations.	Lecture Laboratory Case Studies Multimedia Demonstrations Oral Report Small Group Projects Written Assignment Research Resources	Quizzes and Exams Assignments Projects
4. Apply mathematical principles to medical assisting practices and procedures.	Lecture Laboratory Case Studies Multimedia Demonstrations Oral Report Small Group Projects Written Assignment Research Resources	Competency Demonstrations Quizzes and Exams
5. Apply knowledge of basic nutrition concepts including: dietary nutrients, supplements, and special dietary needs.	Lecture Laboratory Case Studies Multimedia Demonstrations Oral Report Small Group Projects Written Assignment Research Resources	Quizzes and Exams

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

#### SEQUENCE OF TOPICS:

1. Nutrition, Supplements, Dietary Needs
2. Medical Asepsis and Infection Control
3. Medical History and Patient Assessment
4. My Math Lab- Basic Math Computation, Units of Measurement, Graphs and Tables
5. Anthropometric Measurements and Vital Signs
6. Assisting with the Physical Examination
7. Diagnostic Measures and Treatment Modalities
8. Surgical Instruments and Sterilization
9. Assisting with Minor Office Surgery
10. Pharmacology
11. Preparing and Administering Medications

## 12. Diagnostic Imaging

### LEARNING MATERIALS:

#### Texts:

Kathryn Booth, Leesa Whicker, Terri Wyman, Sandra Moaney-Wright. Medical  
Assisting: Administrative and Clinical Procedures, 7th Edition McGraw Hill  
ISBN10: 1260691977 -or- ISBN13: 9781260691979

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

### COURSE APPROVAL:

Prepared by: Kathleen Schreiner, RN, MSHA  
Shauna LaMagna

Date: 3/1/2017

VPAA/Provost Compliance Verification:

Victoria Bastecki-Perez, Ed.D.

Date: 8/23/2017

Prepared by: Kathleen Schreiner, RN, MSHA  
Shauna LaMagna

Date: 11/2019

VPAA or designee Compliance Verification:

Date: 7/11/2022



*This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.*