

## Master Syllabus

### MAS 1103 - Clinical Medical Assisting II

**Division:** Health Sciences

**Department:** Medical Assistant Technology

**Credit Hour Total:** 4.0

**Lecture Hrs:** 2.0 **Lab Hrs:** 6.0

**Prerequisite(s):** MAS 1102 AND MAT 0200OR MAT 1130

**Other Prerequisite(s):** AND Restricted to Majors

**Date Revised:** April 2017

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### Course Description:

Intermediate-level clinical procedures performed in a family practice setting such as medical microbiology, minor office surgery, administering therapeutic modalities, preparing and administering medications, electrocardiography, techniques required for patient assessment and treatment during medical office emergencies and the role of the medical assistant in urgent situations with the physician present and also during the physician's absence. Two classroom, six lab hours per week.

### General Education Outcomes:

- Oral Communication Competency
- Written Communication Competency

### Course Outcomes:

#### Administration of Medication

Demonstrate the medical assistant's role in preparation and administration of medication.

**Assessment Method:** Locally developed exams

**Performance Criteria:** 77% or better on given exam

**Assessment Method:** Simulations

**Performance Criteria:** 77% or better on given rubric

#### Office Emergencies

Demonstrate the proper procedures of assessing and responding to various medical office emergencies.

**Assessment Method:** Locally developed exams

**Performance Criteria:** 77% or better on given exam

**Assessment Method:** Simulations

**Performance Criteria:** 77% or better on given rubric

#### Medical Microbiology

Demonstrate the principles of medical microbiology.

**Assessment Method:** Locally developed exams

**Performance Criteria:** 77% or better on given exam

**Assessment Method:** Simulations

**Performance Criteria:** 77% or better on given rubric

#### Medical Office Surgery

Demonstrate the medical assistant's role in preparing for and assisting with specific office surgical procedures, including identifying surgical instruments.

**Assessment Method:** Locally developed exams

**Performance Criteria:** 77% or better on given exam

**Assessment Method:** Simulations

**Performance Criteria:** 77% or better on given rubric

#### Electrocardiography

Demonstrate the principles of electrocardiography including equipment, recording and troubleshooting.

**Assessment Method:** Locally developed exams

**Performance Criteria:** 77% or better on given exam

**Assessment Method:** Simulations

**Performance Criteria:** 77% or better on given rubric

### Outline:

Medical Office Surgery Administration of Medication Office Emergencies Electrocardiography Medical Microbiology