



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Medical Assisting I
Course Number: MAT100

Required Materials

Textbook(s): Bonewit-West, K., Hunt, S., & Applegate, E. (2020). *Today's medical assistant: Clinical & administrative procedures* (4th ed.). Saunders.

Mosby. (2017). *Mosby's drug reference for health professions* (6th ed.). Elsevier.
 (Utilized for assignments)

Required Readings: See below.

Additional Materials: Medical Assisting I Supplemental/Competency Manual Packet- to be purchased from the college bookstore.

Lab Supply Packet- to be purchased from the college bookstore.

Exam gloves for lab. Students may purchase at the college bookstore or any outside vendor they choose.

Mandatory uniform/equipment for each lab session: Lab coat, scrubs, athletic shoes, exam gloves, aneroid sphygmomanometer, stethoscope, a watch with a second hand, small packet notebook and black ink pen.

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week 1	Syllabus review; Chapter 19 Vital Signs; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>)
Week 2	Chapter 5 Introduction to Anatomy and Physiology; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 18 Sterilization and Disinfection; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>)

Week 3	Chapter 17 Medical Assepsis and the Occupational Safety and Health Administration Standard; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) BBP OSHA; Chapter 36 Emergency Preparedness and Protective Practices; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>)
Week 4	Immunity Power Point; Chapter 12 Circulatory System; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 34 Medical Microbiology; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>)
Week 5	Chapter 25 Sterile Assepsis and Minor Office Surgery; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 20 The Physical Examination; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>)
Week 6	Chapter 20 Eye; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 21 Ear; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>)
Week 7	Presentation.
Week 8	Final exam.