



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** Medical Assisting II  
**Course Number:** MAT102

### Required Materials

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

**Required Readings:** See below.

**Additional Materials:** Medical Assisting II Supplemental 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.  
 Students will utilize the Lab Supply Packet from Medical Assisting I.  
 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	Chapter/Topic/Lab
Week 1	Syllabus; Chapter 25 Minor Office Surgery; ( <i>Today's Medical Assistant: Clinical &amp; Administrative Procedures</i> ) Chapter 29 Introduction to the Clinical Laboratory; ( <i>Today's Medical Assistant: Clinical &amp; Administrative Procedures</i> ) Chapter 37 Emergency Medical Procedures and First Aid; ( <i>Today's Medical Assistant: Clinical &amp; Administrative Procedures</i> ) Demo suture insertion skill.
Week 2	Competency Emergency Procedures/Epi pen/Sling/Tourniquet.
Week 3	Chapter 15 Urinary System; ( <i>Today's Medical Assistant: Clinical &amp; Administrative Procedures</i> ) Cath PPT; Chapter 28 Specialty examinations and Procedures; ( <i>Today's Medical Assistant: Clinical &amp; Administrative Procedures</i> ) Chapter 23 The Gynecologic Examination and Prenatal Care; ( <i>Today's Medical Assistant: Clinical &amp; Administrative Procedures</i> ) Male and female reproductive terminology packet.

<b>Week</b>	<b>Chapter/Topic/Lab</b>
Week 4	Chapter 16 Reproductive system and PPT; ( <i>Today's Medical Assistant: Clinical &amp; Administrative Procedures</i> ) Demo Catheterization skill.
Week 5	STI PPT; Chapter 24 The Pediatric Examination; ( <i>Today's Medical Assistant: Clinical &amp; Administrative Procedures</i> )
Week 6	Presentation; Demo GYN/Breast Exam.
Week 7	Growth charts for boys and girls.
Week 8	Testing out GYN/Breast exam; FINAL EXAM.