



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Medical Assisting III
Course Number: MAT203

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: Clinical Competencies Packet- to be purchased from the college bookstore.

Neehr Perfect Access (previously purchased).

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.

Enough printing money to cover printing of cases. (Estimated per case 5-7 pages)

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	Review Syllabus; Explain assignments; Review and practice skills.
Week 2	Complete cases: EKG-Venipuncture;

Week	Chapter/Topic/Lab
	Micro HCT; Visual Acuity/Ishihara.
Week 3	Complete cases: Suture insertion with home care instructions; PT/INR (Paper chart).
Week 4	Complete cases: Venipuncture (CBC/diff, Comp Metabolic; UA-PC); Catheterization: Residual urine for C & S.
Week 5	Complete cases: Injection for Flu and PPD Mantoux Test; Spirometry; Pulse Ox.
Week 6	Complete cases: Ear instillation & irrigation with audiometer; Collect for throat culture and run strep screen; Venipuncture (paper chart).
Week 7	Complete cases: GYN Exam with – Pregnancy Urine Test; MOS – Removal sebaceous cyst with home going instructions.
Week 8	Complete cases: Venipuncture, B12 injection, Thyroid Screening (paper chart); DSD change, suture removal, home care instructions.