

**Course Code:** MAS 135

**Course Title:** Introduction to Medical Assisting

**Department:** Allied Health

**Effective Date:** Summer 2026

**PCS Code:** 1.2 - Occupational/Technical Instruction

**CIP Code:** 51.0801

**Repeatability:** 0

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## Credit Hours

**Catalog Notation:** 4-3-5

**Credit Hour Distribution:**

Lecture: 4

Lab: 3

Clinical: 0

**Total: 5**

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## General Course Information

### Catalog Description

Skills used in medical assisting: communication, safety, infection control, basic assessment, equipment, basic anatomy and physiology, and basic first aid.

### General Course Objectives

- Provide a knowledge base of general medical assisting concepts.
- Develop skills used by all medical assistants allowing them to prepare for employment in the types of healthcare facilities available and to do diagnostic tests used for various systems of the body.

### Minimum Placement Levels

English	Reading	Math
Placement out of ENG 099	Placement out of CCS 098	Placement into MAT 060

### Prerequisites

Approval of program director or department chair

### Methods of Evaluation

10-11 objective quizzes, 9-10 discussion boards, 14-16 lab practicals, and 2-3 objective exams.

### Instructional Materials and Additional Supplies

Comprehensive Medical Assisting: Administrative and Clinical Competencies, Breaman, N. and Fleming-McPhillips, L., current edition. Pearson Prentice Hall. 978-1305964792

Student Workbook, Comprehensive Medical Assisting, Breaman, N. and Fleming-McPhillips, L., current edition. Pearson Prentice Hall. 978-0134472997

## Course Content

### General Learning Outcomes (GLOs)

- Communication: Students will demonstrate the ability to read, write, listen, and speak effectively.

### Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Medical Assisting: The Profession. Ethics Training: Attendance	<ol style="list-style-type: none"> <li>1. Discuss the history of medical assisting.</li> <li>2. Give examples of career opportunities available to medical assistants.</li> <li>3. Describe and display 10 administrative duties of the medical assistant.</li> <li>4. Describe 10 clinical skills medical assistants need to know.</li> <li>5. Cite the understanding of the importance of attendance and punctuality.</li> </ol>	2	3	0
Medical Science History, Law, and Ethics. Ethics Training: Teamwork	<ol style="list-style-type: none"> <li>1. Describe the major achievements during each of these periods: early medicine, 18th century, 19th century, and 20th century.</li> <li>2. Give examples and explain the benefit to medicine of the contributions made by each of these women: Clara Barton, Elizabeth Neill, and Florence Nightingale.</li> <li>3. Discuss 10 allied health fields and the educational requirements for each.</li> <li>4. List, demonstrate, and display qualities found in a good medical assistant.</li> <li>5. Describe and practice confidentiality as it pertains to HIPAA.</li> </ol>	1	2	0
Verbal and Nonverbal Communication in the Office Environment. Ethics Training: Attitude	<ol style="list-style-type: none"> <li>1. Explain the importance of communication in healthcare today.</li> <li>2. Explain verbal and nonverbal communication.</li> <li>3. Describe and demonstrate the six guidelines for effective listening.</li> <li>4. Give examples of the qualities of a caring medical assistant.</li> <li>5. Examine self-attitude.</li> </ol>	2	2	0
Administrative Duties: Telephone Techniques, Patient Reception, and Appointment Scheduling. Ethics Training: Appearance	<ol style="list-style-type: none"> <li>1. Explain telephone triage and how it is used in the medical office.</li> <li>2. Describe and demonstrate how to answer the telephone with proper greeting and a pleasant tone.</li> <li>3. Describe how to handle difficult callers.</li> <li>4. Describe and demonstrate the duties of the receptionist.</li> <li>5. Explain the procedure for opening an office.</li> <li>6. Describe how to handle a waiting room emergency.</li> <li>7. Describe the appointment scheduling process.</li> <li>8. Summarize the ethical implications of scheduling.</li> <li>9. Demonstrate knowledge of the importance of appearance in the workplace.</li> </ol>	3	2	0
Office Facilities, Equipment, Supplies, and Fees	<ol style="list-style-type: none"> <li>1. Describe the elements of office flow.</li> <li>2. Describe basic office equipment and its function.</li> <li>3. Describe and follow procedures for the ownership of medical records.</li> <li>4. Describe and practice obtaining the patient information required at the time of registration and thereafter to maintain the records needed for billing.</li> <li>5. Describe the various billing methods and preparation of billing statements.</li> </ol>	3	2	0

<b>Course Segment</b>	<b>Learning Outcomes</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>
Introduction to Clinical Medical Assisting: Infection Control	<ol style="list-style-type: none"> <li>1. Describe the conditions required for the infection process to occur.</li> <li>2. Describe the steps to follow concerning Standard Precautions and OSHA requirements.</li> <li>3. Demonstrate and display correct procedure for sanitizing an examining room.</li> </ol>	3	3	0
Introduction to Clinical Medical Assisting: Fundamental Skills	<ol style="list-style-type: none"> <li>1. List and describe the components of a medical history.</li> <li>2. State, demonstrate, and display obtaining the normal values of temperature, pulse, respiratory rate, and blood pressure.</li> <li>3. Describe the location of the eight pulse sites.</li> <li>4. Describe situations in which measuring an oral, rectal, axillary, or tympanic temperature should be avoided.</li> <li>5. Give examples of factors influencing pulse rate.</li> <li>6. Describe why pain should be the fifth vital sign when determining a patient's state of health.</li> <li>7. Describe how height and weight can provide indications of the patient's general health.</li> <li>8. Demonstrate and display correct procedure for measuring height and weight and taking pulse, respiratory rate, pulse rate, and blood pressure.</li> </ol>	3	3	0
Clinical Medical Assisting: Medical Specialties Group. Ethics Training: Appearance	<ol style="list-style-type: none"> <li>1. Document special procedures accurately.</li> <li>2. Prepare patients for examination and diagnostic procedures.</li> <li>3. Instruct patients with special procedures.</li> <li>4. Assist the physician with examinations and treatments.</li> <li>5. Explain and demonstrate the use of a pulse oximeter and a peak flowmeter.</li> <li>6. Demonstrate leadership and problem-solving skills.</li> <li>7. List skills required for working with racial and cultural diversity.</li> </ol>	3	10	0
Clinical Medical Assisting: Life Span Specialties	<ol style="list-style-type: none"> <li>1. Explain and demonstrate the proper method for obtaining an infant and child's temperature, pulse, respiratory rate, height, weight, and head/chest circumference.</li> <li>2. Explain, demonstrate, and perform the proper method for obtaining a child's blood pressure.</li> <li>3. Correctly perform how to apply a pediatric urine device properly.</li> <li>4. Identify and demonstrate six safety measures to recommend to caregivers of aging patients.</li> <li>5. Define informed consent and advanced directives.</li> </ol>	3	2	0
Body Structure and Function	<ol style="list-style-type: none"> <li>1. List the general characteristics of living organisms.</li> <li>2. Describe the differences between the various levels of organization.</li> <li>3. Describe and demonstrate anatomical position and its significance.</li> <li>4. Communicate correctly the use of basic anatomical terms and directional terms.</li> <li>5. Identify conditions which occur in various body regions.</li> <li>6. List the systems of the body and identify the organs located in each system.</li> <li>7. Describe and implement anatomical locations and positions and define the terms used to describe directions, planes, and cavities of the body.</li> <li>8. Identify common genetic and congenital disorders.</li> </ol>	4	2	0

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Support, Movement, Protection: The Skeletal, Muscular, and Integumentary Systems	<ol style="list-style-type: none"> <li>1. Describe the general structure, organization, and various layers of the epidermis and dermis of the integumentary system.</li> <li>2. Describe factors that influence skin color.</li> <li>3. Identify types of skin cancer and demonstrate how to perform self exam.</li> <li>4. Describe the accessory structures of the skin.</li> <li>5. Identify common pathology, signs and symptoms, and etiology concerning the integumentary system.</li> <li>6. Describe the function and structure of osseous tissue.</li> <li>7. Describe the processes of bone formation.</li> <li>8. List the functions of the skeletal system.</li> <li>9. Describe the functions of the shoulder, elbow, hip, and knee.</li> <li>10. Identify common pathology, signs and symptoms, and etiology concerning the skeletal system.</li> <li>11. Describe the male and female pelvis and explain the differences between them.</li> <li>12. Describe the function and structure of muscle tissue.</li> <li>13. Describe the differences in skeletal, smooth, and cardiac muscle.</li> <li>14. Identify muscle groups with movements of body parts.</li> <li>15. Identify common pathology, signs and symptoms, and etiology concerning the muscular system.</li> <li>16. Identify the major muscles of the body.</li> </ol>	6	2	0
Transporting and Transmitting: The Circulatory, Immune (Lymphatic), and Nervous Systems	<ol style="list-style-type: none"> <li>1. Describe the general organization of the nervous system.</li> <li>2. Identify and discuss the structures that make up the nervous system.</li> <li>3. Describe how the nervous system functions in the control of movement and posture.</li> <li>4. Identify common pathology, signs and symptoms, and etiology concerning the nervous system.</li> <li>5. Identify the structures and organs that make up the circulatory system.</li> <li>6. Describe the difference between pulmonary and systemic circulation.</li> <li>7. Describe the conduction system of the heart.</li> <li>8. Describe the functions of the arteries, veins, and capillaries.</li> <li>9. Identify common pathology, signs and symptoms, and etiology concerning the circulatory system.</li> <li>10. Describe the structure and function of lymph vessels and the lymph nodes.</li> <li>11. Define lymph and explain how it circulates throughout the body.</li> <li>12. Describe the function of the immune system.</li> <li>13. Identify common pathology, signs and symptoms, and etiology concerning the immune system.</li> <li>14. Demonstrate two-person proper technique of measuring apical and radial pulse.</li> </ol>	9	3	0
Excretion: The Respiratory, Digestive, and Urinary Systems	<ol style="list-style-type: none"> <li>1. Identify the structures and organs that make up the respiratory system.</li> <li>2. Describe the function of the thoracic cavity, pleura, lungs, mediastinum, and various other structures of the respiratory system.</li> <li>3. Identify common pathology, signs and symptoms, and etiology concerning the respiratory system.</li> <li>4. Identify common diseases of the respiratory system and diagnostic tests used to identify these diseases.</li> <li>5. Describe and identify the structures of the digestive system and their role in digestion.</li> <li>6. Identify common pathology, signs and symptoms, and etiology concerning the digestive system.</li> </ol>	9	2	0

<b>Course Segment</b>	<b>Learning Outcomes</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>
Excretion: The Respiratory, Digestive, and Urinary Systems (cont'd)	<ul style="list-style-type: none"> <li>7. Identify common diseases of the digestive system and diagnostic tests used to identify these diseases.</li> <li>8. Describe and identify the structures of the urinary system and their role in urination.</li> <li>9. Identify common pathology, signs and symptoms, and etiology concerning the urinary system.</li> <li>10. Identify common diseases of the urinary system and diagnostic tests used to identify these diseases.</li> <li>11. Perform correct evaluation of respiratory sounds.</li> <li>12. Demonstrate use of bedside spirometer and peak flows.</li> </ul>			
The Specialists: The Sensory, Endocrine, and Reproductive Systems	<ul style="list-style-type: none"> <li>1. Describe the basic functions and structures of the sensory system.</li> <li>2. Identify common pathology, signs and symptoms, and etiology concerning the sensory system.</li> <li>3. Identify common diseases of the sensory system and diagnostic tests used to identify these diseases.</li> <li>4. Describe the basic functions and structures of the endocrine system.</li> <li>5. Identify common pathology, signs and symptoms, and etiology concerning the endocrine system.</li> <li>6. Identify common diseases of the endocrine system and diagnostic tests used to identify these diseases.</li> <li>7. Identify the basic functions and structures of the male and female reproductive system.</li> <li>8. Identify common pathology, signs and symptoms, and etiology concerning the reproductive system.</li> <li>9. Identify common diseases of the reproductive system and diagnostic tests to identify these diseases.</li> <li>10. Define various terms related to human development.</li> <li>11. Identify the skills required for working with racial and cultural diversity.</li> <li>12. Perform screening for near and far vision acuity.</li> <li>13. Perform screening for color vision acuity.</li> <li>14. Perform pupil check.</li> </ul>	6	3	0
Assisting with Medical Emergencies	<ul style="list-style-type: none"> <li>1. Explain the primary assessment in a medical emergency.</li> <li>2. Define and describe first-, second-, and third-degree burns.</li> <li>3. Define and describe cardiac emergencies/MI.</li> <li>4. Define and describe a seizure, including causes.</li> <li>5. List and demonstrate the steps of CPR.</li> <li>6. Describe the different fractures and sprains.</li> <li>7. Demonstrate and follow proper procedure in helping a patient recover from syncope.</li> <li>8. Demonstrate and follow proper procedure for application of a splint.</li> <li>9. Demonstrate and follow proper procedure for fitting a post-op boot.</li> <li>10. Describe, demonstrate, and follow proper procedure for use of crutches, cane, and walker.</li> </ul>	3	2	0
Skills Assessment	<ul style="list-style-type: none"> <li>1. Demonstrate and correctly display all skills required.</li> </ul>	0	2	0

**Total Contact Hours**

<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>
60	45	0