MA-1200: INTRODUCTION TO MEDICAL ASSISTING

Cuyahoga Community College

Viewing: MA-1200 : Introduction to Medical Assisting

Board of Trustees:

December 2025

Academic Term:

Fall 2026

Subject Code

MA - Medical Assisting

Course Number:

1200

Title:

Introduction to Medical Assisting

Catalog Description:

An introductory course for students pursuing a medical assisting certificate or degree. Role of the medical assistant in the physician office setting, theory and practice of lab math, infection control, vital signs, and basic patient care principles of the medical assistant will be covered.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

3

Requisites

Prerequisite and Corequisite

MATH-0955 Beginning Algebra I or and eligibility to enroll in a co-requisite pairing of MATH-0930 Essential Skills for Algebraic & Quantitative Reasoning and MATH-1190 Algebraic and Quantitative Reasoning; or qualifying math placement to enroll in MATH-1190 Algebraic and Quantitative Reasoning.

Outcomes

Course Outcome(s):

Accurately measure and perform basic patient care tasks.

Objective(s):

1. Accurately measure and record patient care and vital signs to include
    a. temperature
    b. pulse
        i. radial
        ii. apical
    c. respirations
    d. blood pressure
    e. oxygen saturation
    f. height
    g. weight
2. Instruct and prepare a patient for a procedure or treatment.
3. Identify basic healthcare equipment and instruments.

Course Outcome(s):

Perform basic healthcare mathematical computations.

Objective(s):

1. Define basic units of measurement.
    a. the metric system
    b. the household system
2. Identify abbreviations used in calculating medication dosages.
3. Apply mathematical computations to solve equations.
4. Convert among measurement systems.

Course Outcome(s):

Apply theory and practice of infection control in the healthcare setting.

Objective(s):

1. Identify major types of infectious agents:
    a. bacteria
    b. viruses
    c. fungi
    d. parasites
2. Identify the infection cycle including:
    a. infectious agent
    b. reservoir
    c. susceptible host
    d. means of transmission
    e. portals of entry
    f. portals of exit
3. Identify the following as practiced within an ambulatory care setting:
    a. medical asepsis
    b. surgical asepsis
4. Identify methods of controlling the growth of microorganisms.
5. Identify personal protective equipment (PPE).
6. Identify the implications for failure to comply with Centers for Disease Control (CDC) regulations in healthcare settings.
7. Participate in bloodborne pathogens training.
8. Select appropriate PPE.
9. Perform medical handwashing.
10. Demonstrate proper disposal of biohazardous materials:
    a. sharps
    b. regulated waste
11. Identify principles of standard precautions.
12. Identify workplace safeguards.
13. Identify safety techniques that can be used in responding to accidental exposure to:
    a. blood
    b. other body fluids
    c. needle sticks
    d. chemicals
14. Identify fire safety issues in an ambulatory healthcare environment.
15. Identify emergency practices for evacuation of a healthcare setting.
16. Identify processes for disposal of:
    a. biohazardous waste
    b. chemicals
17. Identify and demonstrate principles of:
    a. body mechanics
    b. ergonomics

18. Identify the physical manifestations and emotional behaviors on persons involved in an emergency.
19. Demonstrate proper use of:
    a. eyewash equipment
    b. fire extinguishers
20. Comply with safety practices.
21. Evaluate an environment to identify unsafe conditions.

Course Outcome(s):

Describe the roles of the medical assistant and provider in the physician's office setting.

Objective(s):

1. Identify and locate the scope of practice and standards of care for medical assistants.
2. Identify the provider role in terms of standard of care.
3. Identify and apply components of the Health Insurance Portability and Accountability Act (HIPAA):
    a. privacy
    b. release of information
4. Identify standards outlined in The Patient Care Partnership.
5. Identify licensure and certification as they apply to healthcare providers.

Course Outcome(s):

Discuss personal and professional ethical and moral standards for the medical assistant.

Objective(s):

1. Define:
    a. morals
    b. ethics
2. Identify personal and professional ethics.
3. Identify potential effects of personal morals on professional performance.
4. Identify professional behaviors of a medical assistant.
5. Demonstrate professional responses to ethical issues.

Course Outcome(s):

Describe the organization of the human body.

Objective(s):

1. Describe the structural organization of the human body to include:
    a. atoms
    b. molecules
    c. cells
    d. tissues
    e. organs
    f. systems
2. Identify basic medical and anatomical terminology as it pertains to body organization.
3. Identify the body cavities and abdominal regions.

Course Outcome(s):

Identify basic principles of first aid.

Objective(s):

1. Explain the process of providing first aid for the following situations:
   a. choking
   b. severe bleeding
   c. broken bones
   d. sprains and strains
   e. bee stings
   f. animal bites
2. Discuss how to direct a patient to appropriate follow-up care.
3. Discuss wound care and dressing changes.

Course Outcome(s):

Demonstrate knowledge of pharmacology as utilized by a medical assistant by identifying, and educating patients about medications in accordance with legal, ethical, and safety standards.

Objective(s):

1. Define and use pharmacological terminology.
2. Identify drug classifications, mechanisms of action, indications, contraindications, and side effects.
3. Explain the routes of drug administration and factors affecting absorption, distribution, metabolism, and excretion.
4. Differentiate between prescription and over-the-counter medications, including dietary supplements and controlled substances.
5. Interpret medication orders and prescriptions accurately.
6. Apply basic math skills to calculate medication dosages using various systems of measurement.
7. Describe the principles of pharmacokinetics in relation to patient care.
8. Explain federal and state regulations regarding controlled substances and medication safety.

Methods of Evaluation:

1. Quizzes
2. Tests
3. Exams
4. Case studies

Course Content Outline:

1. Infection Control Fundamentals
   a. Chain of infection
   b. OSHA standards
   c. Bloodborne Pathogens Standard
   d. Asepsis
      i. Medical
      ii. Surgical
   e. Office Hygiene Practices
      i. Sanitization
      ii. Disinfection
      iii. Sterilization
2. Medical Office Safety
   a. Sharps Safety
   b. Hazardous Waste Disposal
   c. PPE
   d. Electrical, Chemical and Fire Safety
   e. Office Emergency Evacuation
3. Examination and Treatment Areas
   a. Medical Instruments, Equipment and Supplies
   b. Temperature, Light and Ventilation
4. Organization of the Human Body

    a. Structural Organization
        i. Atoms
        ii. Molecules
        iii. Cells
        iv. Tissues
        v. Organs
        vi. Body systems
    b. Anatomic Terminology
    c. Basic Medical Terminology
    d. Body Cavities
    e. Abdominal Regions
5. Vital Signs and Measurements
    a. Temperature
    b. Pulse
    c. Respiration
    d. Blood pressure
    e. Height
    f. Weight
    g. Oxygen Saturation
6. Assisting with a General Patient Exam
    a. Patient Preparation
    b. Positioning and Draping
7. Medical Records
    a. Paper Charts
    b. Electronic Medical Record (EMR)
    c. Appropriate Documentation
8. Healthcare Mathematical Computations
    a. Units of Measure
        i. Metric
        ii. Household
    b. Conversions
    c. Equations
    d. Pharmacology Math
9. Role of the Medical Assistant
    a. Scope of practice
    b. Healthcare team
    c. HIPAA
    d. Licensure vs Certification/Registry
10. Ethics and Morals
    a. Definitions
    b. Professionalism
11. Introduction to Pharmacology
    a. Drug Classifications
    b. Pharmacokinetics
    c. Indications
    d. Contraindications
    e. Controlled Substances
    f. Survey of Commonly Prescribed Medications
12. Medical Specialties
    a. Internal Medicine
    b. Pediatrics
    c. Geriatrics
    d. Gastroenterology
    e. Cardiology
    f. Obstetrics and Gynecology
    g. Other Specialties

Religious Accommodation

Before reviewing the course schedule, students should carefully review the following religious accommodation policy and other required instructional policies:

Religious Accommodation:

Students seeking an accommodation for absences permitted under Ohio's Testing Your Faith Act must provide the instructor with written notice of the specific dates for which the student requires an accommodation and must do so not later than fourteen (14) days after the first day of instruction. Please submit requests for accommodations at this link: https://portal2.tri-c.edu/ReligiousAccommodation/ Religious Accommodation Form. Students with questions about their religious accommodations under Ohio's Testing Your Faith Act may contact the College's Office of General Counsel and Legal Services by phone at 216.987.4856 or via email at legal@tri-c.edu.

Other Required Instructional Policies:

https://www.tri-c.edu/student-resources/curriculum/documents/syllabus-part-b.pdf

Weekly Schedule

	Topics
Week 1	Role of the Medical Assistant
Week 2	Medical Office Safety
Week 3	Bloodborne Pathogens Training
Week 4	Infection Control Fundamentals and Practice
Week 5	Examination and Treatment Areas
Week 6	Medical Records
Week 7	Assisting with the Physical Exam
Week 8	Vital Signs Part 1
Week 9	Vital Signs Part 2
Week 10	Healthcare Math
Week 11	Introduction to Pharmacology Part 1
Week 12	Introduction to Pharmacology Part 2- Survey of Commonly Prescribed Medications
Week 13	Ethics, Morals and Professionalism
Week 14	Survey of Medical Specialties
Week 15	Review of Course Material
Week 16	Final Exam

The Course Schedule is subject to change due to pedagogical needs, instructor discretion, parts of term, and unexpected events.

Required/Recommended Readings

Booth, K. A., Whicker, L. G., & Wyman, T. D., *Medical assisting: Administrative and clinical procedures with anatomy and physiology.*

Resources for the Instructor

Booth, K. A., Whicker, L. G., & Wyman, T. D. (2020) *Medical Assisting: Administrative and clinical procedures.*, McGraw Hill.

Niedzwiecki, B., & Pepper, J. (2023) *Kinn's the medical assistant: An applied learning approach*, Saunders.

Passmore, D. . (2025) *Introduction to clinical pharmacology*, St. Louis, MO : Elsevier.

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