

MA-1430: BASIC MEDICAL ASSISTING

Cuyahoga Community College

Viewing: MA-1430 : Basic Medical Assisting

Board of Trustees:

December 2025

Academic Term:

Fall 2026

Subject Code

MA - Medical Assisting

Course Number:

1430

Title:

Basic Medical Assisting

Catalog Description:

Introduces medical assisting students to core clinical skills, including administering medications, supporting vaccination protocols, performing blood collection, and assisting providers within scope of practice. Emphasis is placed on safety and professional standards to prepare students for effective patient care in outpatient settings.

Credit Hour(s):

2

Lecture Hour(s):

2

Requisites

Prerequisite and Corequisite

MA-1200 Introduction to Medical Assisting, concurrent enrollment in MA-143L Basic Medical Assisting Lab, and departmental approval.

Outcomes

Course Outcome(s):

Discuss the proper procedure for collecting blood samples by capillary puncture.

Objective(s):

1. Describe the appropriate location on the fingers for capillary puncture.
2. List the equipment necessary to perform a capillary puncture.
3. List the appropriate personal protective equipment (PPE) needed to perform a capillary puncture.
4. List and explain the correct steps for performing a capillary puncture.
5. Describe the appropriate response to a sharps injury.
6. Explain how to document a capillary puncture procedure in a patient's chart.

Course Outcome(s):

Discuss the proper procedure for collecting samples by venipuncture.

Objective(s):

1. Describe the appropriate location in the antecubital space for venipuncture.
2. List the equipment necessary to perform venipuncture.
3. List the appropriate personal protective equipment (PPE) needed to perform a venipuncture.
4. List and explain the correct steps for performing a venipuncture.
5. Describe the appropriate response to a sharps injury.

6. Explain how to document a venipuncture procedure in a patient's chart.
7. Explain reasons why venipuncture is contraindicated.

Course Outcome(s):

Discuss how to effectively prepare patients for physical examinations by ensuring comfort, safety, accurate documentation, and adherence to professional standards.

Objective(s):

1. Identify the equipment and supplies needed for a physical exam.
2. Demonstrate proper room preparation, including cleanliness and infection control.
3. Greet and position the patient appropriately for the examination.
4. Obtain and document vital signs and patient history accurately.
5. Provide clear instructions to the patient regarding exam procedures.
6. Maintain patient privacy, dignity, and safety throughout the preparation process.

Course Outcome(s):

Discuss proper performance of safely and accurately performing injections within the medical assistant scope of practice, demonstrating correct technique, patient communication, and adherence to safety and infection control standards.

Objective(s):

1. Differentiate between common injection routes (intramuscular, subcutaneous, intradermal) and their indications.
2. Identify and prepare the correct equipment and supplies for each type of injection.
3. Accurately calculate and measure medication dosages for administration.
4. Describe correct hand hygiene, use of personal protective equipment, and aseptic technique.
5. Identify appropriate anatomical sites for each injection type.
6. Explain how to perform injections using correct technique, minimizing patient discomfort.
7. Explain how to educate patients regarding the purpose, potential side effects, and aftercare of the injection.
8. Describe proper disposal of sharps and biohazardous materials according to safety protocols.
9. Describe how to properly document medication administration accurately in the patient record.

Course Outcome(s):

Discuss the obtaining, documenting, and interpreting vital signs to ensure accuracy, efficiency, and patient-centered care in the clinical setting.

Objective(s):

1. Identify normal reference ranges for temperature, pulse, respiration, blood pressure, and oxygen saturation.
2. Recognize common sources of error in vital sign measurement and demonstrate strategies to prevent them.
3. Compare patient results to reference ranges and identify values that require provider notification.
4. Discuss professional communication of vital sign results to patients and providers.
5. Discuss how to document vital signs correctly in the patient health record according to office protocol.

Methods of Evaluation:

Tests
Quizzes
Written assignments

Course Content Outline:

I. Clinical Role

1. Scope of practice
 2. Professionalism and communication
 3. Safety and infection control
- II. Patient Preparation
1. Room setup
 2. Equipment and supplies
 3. Greeting and positioning
 4. Vital signs and history
 5. Privacy and comfort
- III. Assisting with Exams
1. MA responsibilities
 2. Instruments and supplies
 3. Patient support
 4. Documentation
- IV. Venipuncture
1. Vein anatomy
 2. Equipment selection
 3. Procedure steps
 4. Safety and complications
 5. Aftercare and documentation
- V. Capillary Collection
1. Indications and tests
 2. Sites and equipment
 3. Collection steps
 4. Specimen handling
- VI. Basic Pharmacology
1. Common medications
 2. Routes and dosage forms
 3. Dosage calculation basics
 4. Safe administration practices
 5. Patient education
 6. Documentation
- VII. Vital Signs Review
1. Temperature
 2. Pulse
 3. Respiration
 4. Blood pressure
 5. Oxygen saturation
 6. Documentation

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/ReligiousAccommodationForm>. 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	Clinical Role
Week 2	Vital Signs Review I
Week 3	Vital Signs Review II
Week 4	Capillary Collection I
Week 5	Capillary Collection II
Week 6	Venipuncture I
Week 7	Venipuncture II
Week 8	Midterm
Week 9	Vaccination I
Week 10	Vaccination II
Week 11	Pharmacology I
Week 12	Pharmacology II
Week 13	Patient Preparation for the Exam
Week 14	Assisting with the Exam I
Week 15	Assisting with the Exam II
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

Niedzwiecki A, & Pepper J. (2023) *Kinn's The medical assistant: An applied learning approach, (15th ed.)*, Elsevier.

Blesi C. (2021) *Principles of Pharmacology for Medical Assisting*, Cengage.

Booth KA, Whicker LG, Wyman VM, Thompson J. (2023) *Medical Assisting: Administrative and Clinical Procedures*, McGraw Hill.

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