



Course Syllabus
_____ SEMESTER XXXX _____
School of Nursing and Health Professions

<i>Course Name:</i>	Basic Clinical Procedures
<i>Course & Section Number:</i>	MAP 260
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	2 Credit Hours
<i>Contact Hours:</i>	2 Lecture
<i>Text:</i>	Medical Assisting Administrative and Clinical Procedures With Anatomy and Physiology
<i>Instructor's Name:*</i>	
<i>Office Hours & Location:</i>	
<i>OCC Phone:</i>	
<i>OCC Email:**</i>	
<i>Additional Contact Information:</i>	

*Please call me (name); it is my preferred name. If you have a preferred name, please let me know so I can use it. (Optional)

**Please use only Owens email for course communications.

Catalog description:

This course develops career objectives in preparation for employment. The student will understand the performance evaluation process. The course will provide the student techniques for interviewing and resume writing.

Prerequisite/Corequisites:

Prerequisite – MAP 230 with a “C” or better

Corequisite – MAP 250

Course Materials:

Kathryn A. Booth, RN-BSN, RMA (AMY), RPT, ERF, CPht, MS, Leesa G. Whicker, BA, CMA (AAMA), Terri D. Wyman, CPC, CMCS, CMRS, AS -*Medical Assisting Administrative and Clinical Procedures With Anatomy and Physiology, 8th Edition*. McGraw Hill Publishing Company.

Kathryn A. Booth, RN-BSN, RMA (AMY), RPT, ERF, CPht, MS, Leesa G. Whicker, BA, CMA (AAMA), Terri D. Wyman, CPC, CMCS, CMRS, AS – Student Workbook for use with *Medical Assisting Administrative and Clinical Procedures With Anatomy and Physiology, 8th Edition*. McGraw Hill Publishing Company.

*If a **print book, e-book, or access code** is required for class, you can access the Owens Community College e-Campus Bookstore by accessing the online link, called “Find Books” on the course schedule for each course section. See the example below.*

OER and Owens Community College Library Resources (Open Educational Resources are free online materials for instructor and student use. Some OER material may be available in print in the Owens Community College Library.)

Inclusive Access (I.A.) Materials are included in the cost of the course to save students money through lower negotiated rates with publishers. Courses containing I.A. materials will have it noted on the online class schedule. If your course includes I.A. digital materials, you will receive an email with subject line, “Your inclusive Access Materials,” and it will include any codes or digital links.

The email will come to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before. Be sure to check your spam (junk email) if you do not find it in your inbox. If the email is not in your inbox or spam folder, contact your instructor immediately. You may also see a folder at the top of your course labelled “Course Materials by eCampus.” This folder will contain any needed codes or links to needed materials.

If the I.A. materials also include a printed book or are in print form, the item will be shipped to your address of record automatically based on your enrollment in the course. Please note that some courses do not include printed materials in I.A and those materials would need to be purchased separately using the link on the course schedule. When you access the Find Books link you will see which items in a course are included in I.A.

What You Will Learn in the Course

Course Objectives:

These areas of skill and knowledge will be expected by the student to successfully complete the course and will prepare the student for the Certified Medical Assistant (CMA, AAMA) and the Registered Medical Assistant (RMA, AMT) examination.

1. Explore Team-playing skills that are important to practice in the role of a medical assisting student (SLO 1)
2. Provide opportunities for students to chart procedures and record patient symptoms (SLO 2,3)

3. Explore how vital signs and height and weight play a part of the physical examination

Student Learning Outcomes:

Students will:

Outcome	Where Assessed (List assignments, exams, discussions; items must be graded.)
1. Develop a cover letter, resume, and thank you letter in response to a job listing for a medical assistant	Procedure 22-2 Compose a Cover Letter Procedure 22-1, Write an Effective Résumé Procedure 22-3, Compose a Thank You Letter
2. Compile a Directed Practice journal using proper grammar and spelling of the externship experience	Journal 30%

Program Outcomes:

The following program outcomes are assessed in this course

Outcome	Where Assessed (List assignments, exams, discussions; items must be graded.)
Recognize the role of patient advocacy in the practice of medical assisting.	
Demonstrate empathy in communicating with a culturally diverse population.	
Incorporate communication skills when collaborating with patients, family members, and other healthcare professionals.	
Comply with federal and state regulations as they apply to the field of medical assisting.	
Execute clinical and administrative skills as they relate to the profession of medical assisting	

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed (List assignments, exams, discussions; items must be graded.)
Communicate effectively.	
Act with professional responsibility.	

Competency	Where Assessed (List assignments, exams, discussions; items must be graded.)
Demonstrate sensitivity to others' beliefs and values.	
Think analytically, critically, and creatively.	

Technology, Lab, and File Requirements:

Laptop or Tablet. If one is not available to you, there are computers in HEC 136 available for student use during class.

McGraw Hill Connect: Access code included in textbook bundle and link to course is found in the course Blackboard shell.

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty,

and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy](#)

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible. Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification

or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

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Student Responsibilities & Instructor Expectations

1. To discuss immediately with the instructor any questions regarding class procedure, assignments or grades.
2. To attend class regularly. It is a requirement that you attend 85% of the class whether it is an excused or unexcused absence. A student who does not attend regularly may experience considerable difficulty. Regular attendance is essential in this class. If there is a need for you to be absent, it is your responsibility to learn of any announcements concerning assignments and/or lab assignments or changes from the syllabus, from a classmate.
3. No eating or drinking in the lab area of the classroom. All liquids must be in a closed container and must always remain in the lecture area of the room.
4. You are expected to follow all instructions given with respect to the care and operations of the equipment in the classroom.
5. Students are expected to be in proper uniform for class as described in the Medical Assistant Handbook. The instructor reserves the right to remove a student who is out of uniform in clinical classes (MAP 110, MAP 130, MAP 210, MAP 240). Students will be responsible for making up the lab time and skills missed.
6. All interactions within the classroom should reflect mutual respect, integrity, and a commitment to a positive learning environment. Faculty and students are expected to communicate courteously, maintain appropriate boundaries, and demonstrate professionalism in both words and actions. This includes being prepared, engaged, and respectful of differing perspectives. Professional conduct fosters trust, supports academic success, and ensures that the classroom remains a safe and inclusive space for all.

Instructor Expectations:

INSTRUCTION METHODS:

Lecture
Power Points
In-Class activities
Role playing
Critical thinking

METHODS OF EVALUATIONS:

Perform procedures required by CAAHEP
Pen/pencil chapter tests
Terminology quizzes
Homework
Medication cards
Professionalism

Classroom Environment:

Our classroom is a professional learning space where every student is valued and supported. We recognize that individuals learn in different ways, and instruction will incorporate a variety of teaching methods—including hands-on practice, visual aids, discussions, and collaborative activities—to meet diverse learning

styles. Students are encouraged to actively participate, ask questions, and share ideas in a respectful manner. By working together in a spirit of professionalism, empathy, and mutual respect, we can create a safe and inclusive environment that prepares each of us for success in the medical assisting profession.

POLICY ON MAKE-UP EXAMINATIONS: You will be given an opportunity to make up examinations missed for an approved excused absence with no penalty. You are only allowed to make up one chapter test for an unexcused absence. Examinations need to be completed within seven (7) days of the missed class at a day and time scheduled by your instructor. Failure to complete the make-up examination on the day and time scheduled by the instructor will result in a score of zero.

Owens Policy: <https://www.owens.edu/trustees/wp-content/uploads/sites/45/2025/06/2-64-Procedures-Course-makeup-work.pdf>

CELLULAR PHONES: Unless authorized by the instructor, there will be no use of cell phones. This includes texting, using apps, etc. during class time. Failure to have your cell phone on vibrate will lead to further disciplinary action. When you are working in the lab portion of the classroom, you are not allowed to have your cell phone on your person. If you need to be contacted immediately due to an emergency, family members can contact the School of Nursing and Healthcare Professions office at 567-661-7295 or the Department of Public Safety at 567-661-7575 and a message will be passed to you.

ESSENTIAL FUNCTIONS/TECHNICAL STANDARDS: The essential functions are the basic activities that you must be able to perform to complete the Medical Assisting curriculum.

1. Attend scheduled classes, labs, and supervised practices; be present for examination and testing.
2. Assimilate information presented via lecture, handouts, videos, discussions, computer and/or other educational modalities.
3. Complete assignments such as written assignments, oral presentations, class participation, examinations and computer-based activities.
4. Apply the assimilated information to appropriate clinical situations.
5. Effectively communicate with faculty, fellow students and professionals, using oral, written and computer modalities in an appropriate and professional manner.
6. Make effective use of learning resources at Owens Community College.
7. Demonstrate sufficient critical thinking skills to assess multifactorial aspects of medical assisting practices.
8. Organize and prioritize necessary tasks/activities within time constraints.

Demonstrate sufficient computer skills, eye and hand coordination to perform certain aspects of medical assisting practices

How Grades are Determined and Major Assignments

Evaluation Measure The grade points for the areas of work are as follows.	Student Learning Outcomes Assessed	Value
Procedure 22-2 Compose a Cover Letter	1	30% weighted
Procedure 22-1, Write an Effective Résumé	1	30% weighted
Procedure 22-3, Compose a Thank You Letter	1	30% weighted
Procedure 22-4, Complete a Mock Interview		30% weighted
Journal	2	30% weighted

The final course grade is to be computed using the following weights.

Evaluation Measure	Value	Student Learning Outcome Assessed
Evaluations/Procedures	30%	1-2
Mock Interview Project	25%	1-2
Chapter Test	10%	1-2
Homework	10%	1-2
Journal	25%	1-2

Grading Scale

Grade	Points
A	93 – 100%
B	86 – 92.99%
C	76 – 85.99%
D	70 – 75.99%
F	0 – 69.99%

Grading Procedure:

Grades will be calculated on the following scale.

93% and Above	A
86% to 92.99%	B
76% to 85.99%	C
70% to 75.99%	D
Less Than 69.99%	F

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.

Tentative Class Assignments:

Week	Day/Date	Readings	In class work /Assignment	Assessment
1		Ch. 3 Professionalism and Success Pg. 30	-Discuss Syllabus -Discuss Criteria for Journal -Begin Ch. 3 Discussion -Discuss Directed Practice -HW: Workbook: Multiple Choice, True/False, Short Answer; Textbook: Chapter Review – MC, T/F, SA	
2			-HW DUE -Ch. 3 Discussion -Workbook Critical Thinking (in class discussion) -Review for Ch. 3 Test	
3			- Begin Discussing Resumes - Hand out evaluation 24-2 form	Chapter 3 Test
4		*journal check- in	-Work on Resume -Turn in Rough Draft Resume	
5		*journal check- in	-Return Rough Draft Resume -Make edits to Resume -Peer-edit Resume	
6		*journal check- in	-Discuss job search techniques -Final Draft for Resume DUE	
7		*journal check- in	- Discuss Cover Letter - Hand out evaluation 24-1 form	
8		*journal check- in	- In-class internet activity: Search for three (3) positions for MAs in your area and create Cover Letters for each. - Work on Rough Draft Cover Letter	
9		*journal check- in	- Rough Draft Cover Letter - Peer Review Rough Draft CL	
10		*journal check- in	- Final Draft Cover Letter Due Today - Discuss Thank You Letter	

			- Hand out Evaluation 24-3 Form - Compose a Thank You Letter for one of your Cover Letters and peer review. - Rough Draft Thank You Letter	
11		*journal check-in	- Peer-edit Thank You Letter - Hand out Mock Interview Project Rubric	
12		*journal check-in	- Final Draft Thank You Letter - Medication Terms Worksheet fill-in (in class assignment) -Work on Mock Interview Project	
13		*journal check-in	Final Draft Thank You Letter DUE Work on Mock Interview Project	
14		*journal check-in	Present Mock Interview Project	
15			LAST DAY ALL EVALUATIONS AND JOURNALS MUST BE TURNED IN BY END OF CLASS TODAY!	