

## COURSE TITLE LIT\_202620\_MDCA\_1260\_9T1\_12084

3 SCH (2 Lecture, 2 Lab)

Face to Face

### PREREQUISITE/CO-REQUISITE:

Program admission into the Medical Assistant Program

### COURSE DESCRIPTION

Introduction to clinical medical assisting skills including vital signs, patient preparation, infection control, assisting with examinations, and clinical procedures.

### COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

- Demonstrate proper vital sign measurement
- Apply infection control and safety standards
- Assist with patient examinations and procedures
- Perform basic clinical skills following professional standards

### INSTRUCTOR CONTACT INFORMATION

Instructor:

Instructor: **Shelby Lowe**

Email: **Shelby.lowe@westsabineisd.net**

Office Phone: **409-584-2525**

### REQUIRED TEXTBOOK AND MATERIALS

#### ATTENDANCE POLICY

Regular attendance is required. Clinical skills cannot be made up without instructor approval. Excessive absences may result in withdrawal or failure of the course.

#### DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified date as listed in the College Calendar on the [Student Success](#) web page. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

#### COURSE CALENDAR

Week 1 (Jan 20): Program Orientation & Safety / OSHA | Readings: Assigned Text | Assignments: Lab

Approved: **Initials/date**



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## Practice/Skills

Week 2 (Jan 27): Medical Terminology Basics | Readings: Assigned Text | Assignments: Lab

## Practice/Skills

Week 3 (Feb 03): Infection Control & Asepsis | Readings: Assigned Text | Assignments: Lab

## Practice/Skills

Week 4 (Feb 10): Vital Signs (Theory & Lab) | Readings: Assigned Text | Assignments: Lab Practice/Skills

Week 5 (Feb 17): Patient Intake & Documentation | Readings: Assigned Text | Assignments: Lab

## Practice/Skills

Week 6 (Feb 24): Medical Law & Ethics / HIPAA | Readings: Assigned Text | Assignments: Lab

## Practice/Skills

Week 7 (Mar 03): Assisting with Physical Exams | Readings: Assigned Text | Assignments: Lab

## Practice/Skills

Week 8 (Mar 10): Diagnostic Testing (EKG, Labs) | Readings: Assigned Text | Assignments: Lab

## Practice/Skills

Week 9 (Mar 17): Phlebotomy Basics | Readings: Assigned Text | Assignments: Lab Practice/Skills

Week 10 (Mar 24): Medication Administration | Readings: Assigned Text | Assignments: Lab

## Practice/Skills

Week 11 (Mar 31): Clinical Procedures & Wound Care | Readings: Assigned Text | Assignments: Lab

## Practice/Skills

Week 12 (Apr 07): Emergency Procedures & CPR Review | Readings: Assigned Text | Assignments: Lab

## Practice/Skills

Week 13 (Apr 14): Midterm Skills Check-Off | Readings: Assigned Text | Assignments: Lab Practice/Skills

Week 14 (Apr 21): Specialty Exams (OB, Peds) | Readings: Assigned Text | Assignments: Lab

## Practice/Skills

Week 15 (Apr 28): Clinical Review & Practice | Readings: Assigned Text | Assignments: Lab Practice/Skills

Week 16 (May 05): Final Skills Check-Off | Readings: Assigned Text | Assignments: Lab Practice/Skills

## COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Exams (Midterm & Final) – 30%
- Skills Check-Offs – 40%
- Assignments / Quizzes – 20%
- Attendance & Participation – 10%

## GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

## TECHNICAL REQUIREMENTS

For the latest technical requirements, including hardware, compatible browsers, operating systems, etc., review the Minimum Computer and Equipment Requirements on the [LIT Online](#)

[Experience](#) page. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

### **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

### **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

### **ARTIFICIAL INTELLIGENCE STATEMENT**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

### **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these

emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.