



**WASHINGTON COUNTY COMMUNITY COLLEGE  
CALAIS, MAINE**

**Career Department  
Semester:**

**COURSE NUMBER:** MDT103 **CREDIT HOURS:** 3  
**COURSE TITLE:** Introduction to Medical Assisting

**PREREQUISITES:** None.

**CO-REQUISITES:** None.

**TEXTS:**

Kinn's The Medical Assistant Text and Workbook  
Access to Typing.com

**OTHER MATERIALS:**

USB Thumbdrive

**COURSE DESCRIPTION:** This course introduce students to the field of medical assisting. Concepts of effective communication and professionalism will be emphasized. Students will also participate in competency based keyboarding curriculum. In order to pass this course, students must demonstrate keyboarding proficiency by keying at least 35 words per minute with 3 errors or less on a five minute timed writing.

**PROGRAM GOALS**

*The goals of the medical assisting program are to:*

- prepare medical assistants with a wide variety of skills, knowledge, and competencies needed for both rural service areas and diverse medical care settings, where employees are asked to perform varied tasks
- to provide a foundation that gives the skills for leadership, life- long learning, and community involvement while maintaining basic competencies prior to graduation of an Associate of Applied Science Degree in Medical Assisting.
- "To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

## **COURSE COMPETENCIES GRADING POLICY/COMPETENCY STATEMENT**

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs. This course is a requirement of the Medical Assisting Program. As a result, in order to meet the program requirement of MDT103, Introduction to Medical Assisting you must earn an overall grade of 80 in this course.

As an accredited program, specific competencies must be met in order to successfully complete this course. Competencies are divided into three specific categories. These categories are as follows: Cognitive (knowledge base), Psychomotor (skills), and Affective (behavior).

Psychomotor and affective competencies are graded by clinical check-off sheets and/or rubrics. The check-off sheets or rubrics may have steps indicated with asterisk (\*). The steps marked with an asterisk must be successfully completed/performed in order to pass the competency. Cognitive competencies are graded by test questions. The student has two attempts to successfully complete competencies.

The student must obtain a grade of 80 within two attempts to pass cognitive, psychomotor and affective competencies. If the competency assignment is attempted for a second time, the average grade of the two attempts is the student's grade on the competency assignment. Or, if the student passes the second attempt (with an 80 or better), but the average of the two grades is less than 80, the student will still pass the competency with a grade of 80.

The student is required to achieve all the competencies to pass the course and/or progress in the program. The student must also obtain an 80 or B- in the course to continue forward with prerequisite requirements and MDT245, Clinical Medical Cooperative Practicum. Failure to achieve an 80 % or better on any competency will result in an "F" in the course. Students must pass the venipuncture competency and have an overall class average of 80 or higher in order to participate in the mini-internship.

### **COMPETENCIES/ADDITIONAL OBJECTIVES**

#### **Cognitive**

- V. C. 1. Identify styles and types of verbal communication
- V. C. 2. Identify types of nonverbal communication
- V. C. 3 Recognize barriers to communication
- V. C. 4. Identify techniques for overcoming communication barriers
- V. C. 5. Recognize the elements of oral communication using a sender- receiver process
- V. C.6. Define coaching a patient as it relates to
  - a. health maintenance
  - b. disease prevention
  - c. compliance with treatment plan
  - d. community resources
  - e. adaptations relevant to individual patient needs
- V. C. 7. Recognize elements of fundamental writing skills
- V. C.8. Discuss applications of electronic technology in professional communication
- V. C. 11. Define the principles of self-boundaries

- V. C. 14. Relate the following behaviors to professional communication
  - a. assertive
  - b. aggressive
  - c. passive
- V. C. 15. Differentiate between adaptive and non-adaptive coping mechanisms
- V. C. 16. Differentiate between subjective and objective information
- V. C. 17. Discuss the theories of
  - a. Maslow
  - b. Erikson
  - c. Kubler-Ross

Key 35 Words Per Minute with 3 Errors or less on a 5 minute timed writing.

**GRADING SCALE:**

This course follows the WCCC Grade Scale indicated below:

This course follows the standard WCCC grading scale listed below:

97-100 A+	84-86 B	70-73 C-	59 and below F
94-96 A	80-83 B-	67-69 D+	
90-93 A-	77-79 C+	64-66 D	

Tests .....	30%
Homework .....	30%
Labs.....	20%
Warm Ups.....	10%
Final Exam .....	10%