



MDCA 1417 001 TR – Procedures in a Clinical Setting II

Course Syllabus: Fall 2026

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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Drop Date Policy: The last day to drop with a grade of “W” is Tuesday, November 17, 2026.

Weekday	Office Hours
Monday	9:00 AM – 3:00 PM
Tuesday	9:00 AM – 3:00 PM
Wednesday	9:00 AM – 3:00 PM
Thursday	9:00 AM – 1:00 PM
Friday	Online

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

This course emphasizes patient assessment, examination, and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments appropriate for the medical office.

Prerequisite(s):

MDCA 1317 Procedures in a Clinical Setting I

Student Learning Outcomes:

1. On entry-level skills, students will demonstrate the cognitive and psychomotor ability to perform medical office procedures for patient assessment, examination, and treatment as directed by a physician.
2. On entry-level skills, students will demonstrate the cognitive and psychomotor ability to perform medical office procedures for collection and documentation of patient information.
3. On entry-level skills, students will demonstrate the cognitive and psychomotor ability to perform medical office procedures for office clinical procedures and other treatments appropriate for the medical office.
4. Basic understanding and performance of electrocardiography

Cognitive Competencies:

II.C.3.a/b – Identify normal and abnormal results as reported in graphs and tables

III.C.3.a/b – Identify the following as practiced within an ambulatory care setting: medical asepsis, surgical asepsis

III.C.4 – Identify methods of controlling the growth of microorganisms

XII.C.7.a/b – Identify principles of body mechanics and ergonomics

Psychomotor competencies:

I.P.11.a/b/c/d/e – Collect specimens and perform: CLIA waived hematology test, CLIA waived chemistry test, CLIA waived urinalysis, CLIA waived immunology test, CLIA waived microbiology test

I.P.2.a/d – Electrocardiography and pulmonary function testing

I.P.3 – Perform patient screening following established protocol

I.P.8 – Instruct and prepare a patient for a procedure or a treatment

II.P.3 – Document on a growth chart

III.P.1 – Participate in bloodborne pathogen training

III.P.4 – Prepare items for autoclaving

III.P.5 – Perform sterilization procedures

III.P.6 – Prepare a sterile field

III.P.7 – Perform within a sterile field

III.P.8 – Perform wound care

III.P.9 – Perform dressing change

III.P.10.a/b - Demonstrate proper disposal of biohazardous material: sharps and regulated waste

V.P.2 – Correctly use and pronounce medical terminology in healthcare interactions

XII.P.1. - Comply with safety practices

XII.P.3 – Use proper body mechanics

XII.P.4 – Evaluate an environment to identify unsafe conditions

Affective competencies:

A.1 – Demonstrate critical thinking skills

A.2 – Reassure patients

A.3 – Demonstrate empathy for patients' concerns

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

%	Requirement
15%	Discussion Boards, Student Contract
20%	Chapter Assignments
15%	Procedure Competency
20%	Chapter Test
30%	Comprehensive Final Exam

The course includes chapter examinations, multi-chapter examinations, multiple competency procedure assessments, and one (1) comprehensive final examination. Each competency procedure assessment will be recorded as a procedure grade; each student has only three opportunities to perform the procedure and pass it before it is considered a failed procedure. Failing to perform the procedure within three attempts will result in dismissal from the program.

Students who are absent on the day of a scheduled competency procedure assessment are responsible for contacting the instructor to arrange a make-up competency appointment. Failure to schedule and complete the make-up competency assessment will result in a grade of zero (0) for that competency.

As required by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), medical assisting students must demonstrate competency by earning a passing score on all required psychomotor and affective domain objectives (competencies) in the course. CAAHEP accreditation standards require that 100% of medical assisting graduates successfully complete 100% of the required competencies.

Course examinations constitute a significant portion of the student's final course grade. Students must earn a minimum average of 75% on all chapter examinations to be eligible to take the comprehensive final examination. Students whose chapter examination average is below 75% will not be permitted to sit for the final examination.

Examination dates are published in the course calendar. Should it become necessary to modify the examination schedule, students will be notified in class and/or through the course learning management system.

Make-Up Examination Policy: There are no make-up examinations. Students who anticipate a conflict with a scheduled examination must notify the instructor well in advance of the examination date. Failure to notify the instructor prior to the examination will result in a grade of zero (0) for the missed examination.

Comprehensive Final Examination: There is no make-up opportunity for the comprehensive final examination. Students are required to be present and complete the final examination at the scheduled time. Students who do not take the comprehensive final examination will receive a grade of zero (0) for the final examination.

Unannounced Quizzes: A grade of zero (0) will be assigned for any missed unannounced quiz.

Assignment Policy: All assignments are due by the published deadline. **Late assignments will not be accepted** and will receive a grade of zero (0) unless otherwise specified by the instructor or required by an approved institutional accommodation.

Semester grades will be earned as follows

Percentage	Letter Grade
89.5% and above	A
79.5 %–89.4%	B
74.5 %–79.4%	C

74.4% and below	F
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Required Instructional Materials:

Publisher: Cengage: Medical Assisting; Administrative and Clinical Competencies 10th Edition, Michelle Blesi
ISBN Number: 979-8-214-11358-6

The instructional methods and tools are tied to the course and chapter learning objectives by allowing students to research, discover, and complete the various educational exercises in class and on the MindTap Learning Platform. This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

1. The MindTap Learning Platform will be used for the majority of assignments and procedures related to electronic health records and business practices.
2. Completion of hands-on competencies.
3. Articles, lectures, and PowerPoint presentations supplied by the instructor.

Minimum Technology Requirements:

Microsoft Office- Free through NTCC

Course Structure and Overview:

Students are expected to attend and participate in all classes. If you are absent, regardless of the cause, you are still responsible for any course work missed. You are allowed three absences from class. On the fourth absence, your course grade will be reduced one letter grade. Class begins promptly at 8:30am. For every 3 times you are tardy to class, it will be recorded as one absence. Please make sure you arrive on time. Students are responsible for checking their Blackboard Course Messages, Blackboard Announcement Board, NTCC email, and Microsoft Teams for instructor communications. All email contact should be done through your NTCC email per our IT Department.

Communications:

Prefer Microsoft Teams and NTCC email

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty,

staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Schedule:

<u>Week</u>	<u>Dates</u>	<u>Assignments</u>
1	Aug 24 – Aug 30	Student Contract, MindTap Assignments listed in Learning Module
2	Aug 31 – Sep 6	MindTap Assignments listed in Learning Module
3	Sep 7 – Sep 13	MindTap Assignments listed in Learning Module
4	Sep 14 – Sep 20	MindTap Assignments listed in Learning Module
5	Sep 21 – Sep 27	MindTap Assignments listed in Learning Module
6	Sep 28 – Oct 4	MindTap Assignments listed in Learning Module
7	Oct 5 – Oct 11	MindTap Assignments listed in Learning Module
8	Oct 12 – Oct 18	MindTap Assignments listed in Learning Module
9	Oct 19 – Oct 25	Discussion Board, MindTap Assignments listed in Learning Module
10	Oct 26 – Nov 1	Discussion Board, MindTap Assignments listed in Learning Module
11	Nov 2 – Nov 8	Discussion Board, MindTap Assignments listed in Learning Module
12	Nov 9 – Nov 15	Discussion Board, MindTap Assignments listed in Learning Module
13	Nov 16 – Nov 22	MindTap Assignments listed in Learning Module
14	Nov 23 – Nov 29	MindTap Assignments listed in Learning Module
15	Nov 30 – Dec 6	Final Exams
16	Dec 7 – Dec 10	Instructors Week
**** See Learning Module for Specific Assignment Due Dates Course Calendar Dates are Tentative and subject to change by Instructor		