

SOUTHEAST COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION
MEDICAL ASSISTING
Revision Date: 1/2026

I. CATALOG DESCRIPTION

Course Number: MEDA 1401
Course Title: Practicum
Prerequisite(s): MEDA 1301

Catalog Description: An unpaid, supervised practicum of 225 hours in an ambulatory healthcare setting, performing psychomotor and affective competencies.

Credit Hours: 5
Class Hours: 0
Practicum Hours: 225
Total Contact Hours: 225

II. COURSE OBJECTIVES: *Course will*

1. Provide the opportunity for the student to function as a member of the medical office staff under the direct supervision of the physician and office staff.
2. Create and allow for new learning experiences and transfer knowledge and skills learned in class/lab to the practicum area.
3. Provide the opportunity for the student to perform specific tasks with patients under supervision.
4. Provide the student with the opportunity to observe and participate in office management.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

A. STUDENT LEARNING OUTCOMES: *Students will be able to:*

1. Practice and/or observe administrative skills in an ambulatory clinic
2. Practice and/or observe clinical skills on patients in an ambulatory clinic
3. Function independently (to the extent of scope of practice and office policies) as a medical assistant in an ambulatory clinic

B. GENERAL EDUCATION LEARNING OUTCOMES

GELO 6: Career and Life Skills

Outcome: Employ effective interpersonal and intrapersonal communication skills.

IV. CONTENT/TOPICAL OUTLINE *(course outline may provide more detailed information)*

Students will practice psychomotor and affective skills related to the following topics: Anatomy & Physiology, Applied Mathematics, Infection Control, Nutrition, Concepts of Effective Communication, Administrative Function, Basic Practice Finances, Third Party Reimbursement, Procedural & Diagnostic Coding, Legal Implications, Ethical Considerations, and Protective Practices.

V. INSTRUCTIONAL MATERIALS

A. Required Text(s):

None

B. Other Resources:

Practicum log forms, evaluation forms, mock interview, and drug document

VI. METHODS OF PRESENTATION/INSTRUCTION

A. Observe skills/procedures

Demonstrate skills/procedures

Perform skills/procedures

VII. METHODS OF EVALUATION- See Course Information Document

SCC STANDARD GRADING SCALE POLICY:

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

CAAHEP accreditation requires all Medical Assisting graduates pass 100% of all competencies (cognitive, psychomotor, affective) listed in the 2022 Standards and Guidelines for Medical Assisting Programs. Medical Assisting Program students must receive a minimum grade average of 75% in this course.

VIII. SPECIFIC COURSE REQUIREMENTS- See Course Information Document