



# INSTRUCTIONAL PACKAGE

AHS 175

Multi-Skilled Clinical Practicum

Effective Term

**Fall 2025/Spring 2026/Summer 2026**

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

COURSE PREFIX: AHS 175

COURSE TITLE: Multi-skilled Clinical Practicum

CONTACT HOURS: 3-3-4

CREDIT HOURS: 4

### **RATIONALE FOR THE COURSE:**

Patient care technicians / medical assistants now fulfill an ever-expanding and varied role in the medical office, both clinically and administratively. With increased responsibilities comes a greater need for professional knowledge and skills. This class has been designed to provide the basics of clinical principal competency.

### **COURSE DESCRIPTION:**

This course offers clinical experiences across health-related disciplines exposing students to a variety of patient care areas such as cardiac monitoring, EKG, patient transport, and medical and surgical asepsis.

### **PREREQUISITES/CO-REQUISITES:**

Prerequisites: English 100 with a grade of "C" or better or appropriate placement scores

Corequisites: AHS 176

### **REQUIRED MATERIALS:**

1. Hartman's Medical Assisting: The Basics. Hartman Publishing. ISBN 9781604251487

2. Hartmans Medical Assisting: The basics workbook. Hartman Publishing. Print ISBN 9781604251494

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[https://hortec.bncollege.com/shop/BNCB\\_TextbookDetailView?displayStoreId=51560&urlRequestType=Base&catalogId=10001&productId=600008317684&langId=-1&partNumber=MBS\\_2100316&storeId=51560&sectionId=94164628&item=N](https://hortec.bncollege.com/shop/BNCB_TextbookDetailView?displayStoreId=51560&urlRequestType=Base&catalogId=10001&productId=600008317684&langId=-1&partNumber=MBS_2100316&storeId=51560&sectionId=94164628&item=N)

[https://hortec.bncollege.com/shop/BNCB\\_TextbookDetailView?displayStoreId=51560&urlRequestType=Base&catalogId=10001&productId=600008837692&langId=-1&partNumber=MBS\\_2198848&storeId=51560&sectionId=94164628&item=N](https://hortec.bncollege.com/shop/BNCB_TextbookDetailView?displayStoreId=51560&urlRequestType=Base&catalogId=10001&productId=600008837692&langId=-1&partNumber=MBS_2198848&storeId=51560&sectionId=94164628&item=N)

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

**ADDITIONAL REQUIREMENTS:**

Stethoscope, Manual blood pressure cuff, a watch with a second hand (no digital watches), and a penlight.

**TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials. myHGTC and D2L email access.

**CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**Part II: Student Learning Outcomes****COURSE LEARNING OUTCOMES and ASSESSMENTS\*:****Module #1**

**Materials Covered:** Chapters 12 : Introduction to Medical Terminology and Body Systems, Chapter 13 : Basic Clinical Skills & Chapter 14: The Integumentary System and Related Care

**\*Assessment(s):** Quizzes and workbook for chapters 12, 13 and 14  
Unit Test #1

**Learning Outcomes:**

1. Explain the role of the medical assistant.
2. Understand health care setting where medical assistants work.
3. Identify the members of the health care team and scope of practice
4. Understand delegation and scope of practice
5. Understand Professionalism and Professional behavior
6. Describe the certification process
7. Identify basic human needs and holistic care
8. Understand the stages of human growth and development
9. Understand common growth disorders and disabilities
10. Understand the connection between mental and physical wellness
11. Define stress and stressors, discuss psychological effect of stress
12. Understand Defense Mechanisms
13. Understand signs and symptoms of substance abuse
14. Describe types of mental illness
15. Understand the psychological effects of chronic and serious illness
16. Understand end of life concerns and stages of grief
17. Defines infection prevention and types of infections
18. Describes chain of infection.
19. Describe standard precautions
20. Explains hand hygiene and when it is needed
21. Understand use of PPE

22. Explains transmission-based precautions
23. Understand bloodborne pathogens
24. Understands concepts with reference to OSHA
25. List guidelines for handling equipment and specimens
26. Understand the preparation of the exam room and the equipment
27. List forms of examinations understand patient intakes
28. Explains and understands the importance of monitoring vital signs and the guidelines for each aspect of vital signs, temp, pulse, respiration, and blood pressure
29. Understands guidelines for measuring weight, height, and head circumference of an infant
30. Describe positioning, draping for surgical procedures
31. Understand MA role in outpatient facility
32. Describes function and structure of the integumentary system
33. Understand common and acute conditions of the integumentary system

## **Module #2**

**Materials Covered:** Chapters 15- 20

**\*Assessment(s):** Quizzes and workbook chapters 15-20  
Unit Test # 2

### **Learning Outcomes:**

1. Describe Structure and function of the musculoskeletal system
2. List common and acute conditions of the musculoskeletal system
3. Discuss patient education of the musculoskeletal system
4. Describe the structure and the function of the nervous system
5. List common and chronic acute changes to the nervous system and sense organs
6. Describe the structure and the function of the circulatory system
7. List common and chronic changes to the circulatory system
8. Describe the structure and the function of the respiratory system
9. List common chronic and acute conditions of the respiratory system.
10. Describe the structure and the functions of the urinary system
11. List common chronic and acute conditions of the urinary system
12. Describe the structure and function of the gastrointestinal system
13. List common chronic and acute conditions of the gastrointestinal system

## **Module #3**

**Materials Covered** Chapters 20- 26

**\*Assessment(s):** Quizzes and workbook for chapters 20-26  
Unit Test #3

### **Learning Outcomes:**

1. Describe the structure and the function of the endocrine system
2. List common chronic and acute conditions of the endocrine system
3. Describe the structure and the function of the reproductive system
4. List common chronic and acute conditions of the reproductive system
5. Describe the structure and the function of the immune system and the lymphatic system

6. List common chronic and acute conditions of the immune system and the lymphatic system
7. Discuss venipuncture and capillary puncture and identify common blood test
8. Describe the importance of avoiding errors before and during specimen collection
9. Identify equipment used to collect blood specimens
10. Identify the order of which blood tubes are collected and why
11. Understand the importance of safety during the collection of blood specimens
12. Identify the appropriate sites for venipuncture and capillary puncture
13. Describes site preparation and proper needle placement
14. Identifies the guidelines and transportation of specimens
15. Describes the guidelines for performing point of care test on capillary blood
16. Describe the electrical activity of the heart and how it is recorded by the EKG machine
17. Understand the structure of an EKG wave forms
18. Describe the types of EKG based test and how each is used
19. Describe the EKG leads and placement
20. Demonstrate the performance of a 12 lead EKG
21. Understand the use of stress test
22. Discuss Holter monitors and other ambulatory monitors
23. Demonstrates solutions to different types of EKG artifacts and what artifacts are
24. Identifies normal and abnormal rhythms
25. Identifies potentially lethal EKG changes and describes the emergency response
26. Describe Pharmacology and related terms
27. Describe drug classes and controlled medications
28. Understand how medications work in the body
29. Identify common medication forms and routes of administration
30. Discuss measurement of medication and dosage calculations
31. Discuss safe storage, handling, and disposal of medications
32. Explain the rights of medication
33. Describe and discuss the procedure for medication administration
34. List and understand commonly used medication

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## **Effective Professional and Interpersonal Communication (EPIC)**

This course fulfills HGTC’s Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

- Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- Apply appropriate language when speaking and writing for their chosen field of study or Industry.
- Demonstrate appropriate communication techniques when engaging audiences.

## Part III: Grading and Assessment

### EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*

Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

#### EVALUATION\*

Assignments/Quizzes	15%
Tests	65%
Final Exam	20%
	100%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

#### GRADING SYSTEM:

The College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.

## Part V: Student Resources



### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your myHGTC account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.

### TECH Central – Student Information Center



TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

### Disability Services:

**HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service](#)**

[webpage](#) for detailed information.

**It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted,** the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are not retroactive and will only be applied from the point at which they are approved. Students must contact the office each semester to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at [disabilityservices@hgtc.edu](mailto:disabilityservices@hgtc.edu) or 843-796-8818 (call or text).

Counseling Services:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to [counseling@hgtc.edu](mailto:counseling@hgtc.edu) or visit the website the [Counseling Services webpage](#)

Statement of Equal Opportunity/Non-Discrimination Statement:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.



Dr. Melissa Batten, VP Student Affairs  
*Title IX, Section 504, and Title II Coordinator*  
Building 1100, Room 107A, Conway Campus  
PO Box 261966, Conway, SC 29528-6066  
843-349-5228  
[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources  
*Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*  
Building 200, Room 205B, Conway Campus  
PO Box 261966, Conway, SC 29528-6066  
843-349-5212  
[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)

#### Title IX Requirements:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement\*.

\*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Student and prospective student inquiries concerning Title IX and its application to the College or any student decision may be directed to the Vice President for Student Affairs.

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## PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).

