
Medical Assisting 1 (V2710)
51.0000 Health Sciences, PSN: 16754

Instructor: Nicole Dodds, RN, BSN
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2024 - 2025, Full Year Program
AM Class times: 7:25 am – 10:05 am
PM Class times: 11:10 am – 1:50 pm
Extra Help: By appointment

Medical Assisting 1

COURSE DESCRIPTION: Students will gain clinical and administrative skills necessary for employment in an outpatient medical facility. Students will learn anatomy and physiology and medical terminology. Students will practice clinical skills including vital signs, height and weight, injections, medication administration, vision screening, and basic laboratory procedures. Students will perform basic administrative tasks including patient accounting, insurance billing and coding, appointment scheduling, and medical office management. Clinical practicum hours will provide students the opportunity to provide quality care alongside experts in healthcare.

❖ *In order to qualify for Medical Assisting 2 during the next academic year, students must finish Medical Assisting 1 with a C or higher for all card markings.*

GENERAL REQUIREMENT: Strong science and math background

The following may change throughout the school year and the instructor will notify students as soon as changes are made and a new syllabus will be available to students online (print available as requested).

REQUIRED COURSE MATERIALS:

- 2” Binder
- Binder dividers
- Wrist watch with a second hand
- Scrubs (color to be determined). If you cannot afford scrubs please discuss with me.



CERTIFICATES:

Students in this course are eligible to sit for the following exams, which provides industry credentials that will support students in gaining employment in the future.

- National Healthcareer Association Certified Clinical Medical Assistant (CCMA) exam
- American Heart Association Basic Life Support
- Precision Exam Certificate
- OSHA Bloodborne Pathogens
- American College of Surgeons Stop the Bleed

*** Student's eligibility for the National Healthcareer Association Exams depends on the student's grade, 12 or fewer absences, successful completion of clinical skills, Student's grade must be of a C or higher at William D. Ford Career Technical Center for all marking periods. This opportunity is offered at no cost to families.

CORE CURRICULUM STANDARDS:

SEMESTER 1	SEMESTER 2
A1: Explain & implement infection control practices and procedures	C1: Utilize knowledge of human structure and function to conduct health care role
A2: Demonstrate personal safety practices	C2: Utilize knowledge of diseases and disorders to conduct health care role
A3: Use techniques to ensure environmental safety	C3: Explain systems theory as it applies to the healthcare environment
A4: Identify and apply strategies to mitigate common safety hazards/ protocols	C4: Explain the concept of system change as it applies to the healthcare environment
A5: Describe & promote healthy behaviors	C5: Understand the existing and potential hazards to clients, coworkers, and self
A6: Utilize emergency procedures and protocols	C6: Identify and explain key systems of the health care delivery system
A7: Obtain CPR/First Aid/AED certification	C7: Display behaviors and practices that meet the expectation for employment in health care professions
A8: Describe and follow legal and ethical boundaries in health care delivery	C8: Communicate with patients and colleagues using appropriate medical terminology
A9: Describe and follow ethical practice as it applies to health care delivery	

A10: Explain cultural, social, and ethnic diversity as it applies to health care delivery	
B1: Employ communication strategies used in the delivery of quality health care	
B2: Describe and actively practice team member participation	
B3: Describe legal implications affecting health care workers	
B4: Demonstrate a knowledge of the math concepts important in health care professions and use those skills to solve medical math problems	

5 RULES FOR THE CLASSROOM	5 RULES FOR THE LAB
<ul style="list-style-type: none"> ● Listen with your full attention to the teacher and your classmates 	<ul style="list-style-type: none"> ● Be on task and ready to learn at all times
<ul style="list-style-type: none"> ● Come to class on time and ready to learn 	<ul style="list-style-type: none"> ● Always listen when your teacher is talking
<ul style="list-style-type: none"> ● Always give your best effort on all your work 	<ul style="list-style-type: none"> ● Use equipment properly and safely
<ul style="list-style-type: none"> ● Demonstrate professionalism in behavior, appearance, and language 	<ul style="list-style-type: none"> ● Be a productive, positive team member
<ul style="list-style-type: none"> ● Respect yourself, others, and materials in the classroom 	<ul style="list-style-type: none"> ● Leave your workspace better than you found it

GRADING: Course grades are based on mastering the standards instead of accumulating points. Students are graded on their level of achievement on individual, specific standards.

	Skills Grading Rubric
4	Meets Standard
3	Approaching Standard
2	Beginning Standard
1	Unacceptable

	Semester Grade
45%	Marking Period 1
45%	Marking Period 2
10%	Final Exam

	Grading Scale
A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
E	Below 60%

	Grade Distribution
30%	Tests
30%	Skills
30%	Assignments
10%	Leadership Project

CTSO/Leadership

All students will apply their knowledge and leadership skills through a classroom competition. This is required for students to develop workplace competencies, such as teamwork, leadership, communication, critical thinking and academic proficiency. These leadership skills will be fostered by encouraging students to participate in the design and development of the competition. Standards and expectations will be evaluated by industry professionals. This can lead to job opportunities, as well as additional event-specific regional competitions with other Career Tech Centers.

CAREER TECH DRESS CODE: The style and manner in which a student dresses while attending Career Tech must be professional at all times. Students must wear clothing that is not disruptive to the educational process. Shirts must cover the chest and midriff. Another shirt must cover tank tops. Shorts and skirts must be below fingertip length. The administration will be notified if the dress code is not followed.

CELL PHONES, HEADPHONES, AND OTHER ELECTRONIC DEVICES: Personal electronic devices are **NOT** to be used in the classroom or lab, unless explicitly permitted by the teacher. Please note that cellphone usage will result in parent contact and disciplinary action. Photos/Videos without permission or cheating will result in immediate disciplinary consequences. (See additional cellphone document, signature required)

FOOD AND DRINK: Outside food will **NOT** be allowed at any time during class or in the lab. Food and drink is only allowed during break time and will take place in the commons outside the classroom.

ILLNESSES & INJURIES: Students who become ill or injured in class **must** inform their instructor immediately. The instructor will then take appropriate action. You **MUST** sign-out at the career tech office when leaving our building.

ABSENCES: Please do not come to school ill. All students who are ill will be sent home. All absences must be excused by texting or emailing the instructor prior to the end of class time. Employability grades will be affected if the instructor is not made aware of the absence. This is unprofessional and it is considered a no call/no show.

HALL & RESTROOM PRIVILEGES: Students will not be allowed in the halls or the restroom without teacher permission and use of a pass. Only one student is allowed out of the room at a time. Students must use the pass to leave the room.



MISTAR: All student grades and data are visible with the MISTAR online application. Grades will be updated weekly. It is important to check grades weekly to ensure that the student is completing all necessary work. Parents outside of Wayne-Westland are encouraged to gain access through registering at the Career Tech main office. Parents/guardians must bring a photo ID when registering for MISTAR. Questions, please contact our office staff at 734-419-2100.

LATE WORK: This course is preparing you for a professional position in the workforce. Therefore, late work will not be accepted under normal circumstances. **If you speak with the teacher,** late work may be accepted.

PLAGIARISM/ACADEMIC OFFENSES: Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive the instructor in meeting course requirements. **Plagiarism** is the use of another person's distinctive ideas or words without acknowledgment. **Cheating** involves the possession, communication or use of information, materials, and assignments not authorized by the instructor. Plagiarism and/or cheating will result in a 0 for the assignment/test/quiz/project

Misuse of academic materials includes the theft or destruction of books, equipment, or student belongings. Any of these academic offenses will result in suspension or removal from the program. Any damage or loss of materials are to be paid for by the student.

Post-Secondary Articulated Credit: Students may be eligible to receive free college credit for successful completion of the Medical Assisting class. The qualifications and number of college credit hours vary by the post-secondary institution. This course has articulated credit agreements with Baker College, Davenport, Schoolcraft College, Ferris State University, Washtenaw Community College, and Wayne County Community College. Additional agreements may exist upon request with the advisor at the incoming institution.

Work-Based Learning:

Work-based learning is a valuable experience in which every student in Career and Technical Education is required to participate. All students will be given opportunities to attend a minimum of one field experience each school year. Those students who do not attend the scheduled experience(s) will be required to find a site where they will spend a minimum of one class period in a business related to their program of study. The student will be required to get the teacher's signed permission, and the parent/guardian's signed permission, fill out a training agreement to be signed by the site supervisor and provide their own transportation to and from the site. Upon completion of the field experience, the student will turn in a question and answer assignment provided by the teacher regarding the experience.



By signing below, I agree that:

I have read the Medical Assisting 1 Syllabus in its entirety and agree to abide by the terms and policies outlined in the syllabus. I will take responsibility for my learning and success in this course.

Student Name (Signature)

Parent/Guardian Name (Signature)

Student Name (Print)

Parent/Guardian Name (Print)

Date: _____

DISCLAIMER: Please note that all students in the Health Science Program are exposed to all aspects of the human body. This information may be in the form of videos, models, pictures, speakers, lectures, assignments, or field trips. If you have any concerns regarding this type of content or learning activities please email me at ritchiea@wwcsd.net. Failure to respond in writing will automatically submit your approval.

Remove this piece of paper and turn it into the instructor. Keep the rest of the paperwork for your files.