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

Instructor: Nicole Dodds, RN, BSN
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Classroom phone: 734-419-2137
Main Office phone: 734-419-2100

2025 - 2026, Full Year Program
AM Class times: 7:25 am – 9:50 am
PM Class times: 11:25 am – 1:50 pm
Extra Assistance: By appointment

Medical Assisting I

COURSE DESCRIPTION: Students will gain clinical and administrative skills necessary for employment in an outpatient medical facility. Students will learn anatomy and physiology, medical terminology, and related mathematics. Students will practice clinical skills including vital signs, height and weight, injections, medication administration, phlebotomy, electrocardiogram, and basic laboratory procedures. Students will perform basic administrative tasks including insurance, billing and coding, appointment scheduling, and medical office management. Work based learning events will provide students the opportunity to provide quality care alongside experts in healthcare.

❖ *In order to qualify for Medical Assisting II during the next academic year, students must finish Medical Assisting I with a **B or higher** for all card markings, no more than 12 absences, and approval from the instructor.*

GENERAL REQUIREMENT: Strong science and math background

Taking a Health Science course at CTE satisfies 0.5 requirement in Health.

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
- Wrist watch with a second hand
- Index cards
- 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 (BLS)
- American Heart Association Heartsaver First Aid
- Precision Exam Certificate(s)
- American College of Surgeons Stop the Bleed

*** Student eligibility for the National Healthcareer Association Exams depends on the student's grade, 5 or fewer absences for each marking period, successful completion of clinical skills (need to complete all skills that are assigned), student's grade must be of a ***B 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	

Classroom Expectations	Classroom Norms
<ul style="list-style-type: none"> Everyone who enters this room is treated with respect. 	<ul style="list-style-type: none"> Professional language to be used during class and lab time.
<ul style="list-style-type: none"> Be prepared. 	<ul style="list-style-type: none"> Notify the instructor or TA when needing to leave the room.
<ul style="list-style-type: none"> Participation is a must. 	<ul style="list-style-type: none"> Drinks with a lid and food (no large amounts of food) are allowed in class only.
<ul style="list-style-type: none"> Leave your workspace better than you found it. 	<ul style="list-style-type: none"> Due to allergies and sensitivities perfumes, cologne, oils, and body spray cannot be applied in the classroom. If applying before coming to class please use sparingly.
<ul style="list-style-type: none"> Keep safe in the class and lab by listening, reading, and following expectations. 	<ul style="list-style-type: none"> Be a productive, positive team member.
<ul style="list-style-type: none"> Students will place cell phones in designated area at the beginning of class. There will be two breaks during class and students can have their phones at that time. After the break students will put phones back in designated area until the end of class. Earbuds and headphones will not be worn during class. Students will not be allowed to play video games, watch movies/tv shows/youtube on personal electronics or Chromebooks. 	



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.

Grading Rubric		Grade Distribution
4	Excels Standards	70% Summative Assessments that show what the students have learned (tests, quizzes, papers, projects, presentations, etc.)
3	Proficient in Standard	
2	Approaching Standard	30% Formative Practice opportunities for learning (homework, exit tickets, classwork, discussion, etc.)
1	Beginning Standard	
0	No Evidence	

Employability

As a facility, the William D. Ford Career Technical Center has chosen to address “Employability” as a key area to both track and promote employer-desired practices. As a result of building discussions and input from our local business partners, we have found that attendance, attitude, and effort (work ethic) are primary concerns related to a person’s employability. As such, a score reflecting each student’s overall **employability is tracked weekly and graded.** - See **employability sheet**

Late Work: Late work will only be accepted the day after the student missed the class. There will be plenty of time to complete work in class. See instructor to discuss.

Accommodations: The goal of the class is for every student to be successful in whatever way they can be. If at any time a student thinks that an accommodation will help them be more successful, that accommodation will be made available, within reason, including preferential seating, having materials electronically read to them, additional peer help and mentoring, or other resources to help the student.

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.

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. Academic dishonesty is taken very seriously in the course. When not working in groups, do not share answers with other students. If academic dishonesty is discovered, a discussion will be held with the instructor and the vice principal or principal to determine penalties, including loss of credit, suspension, or other consequences. All work should be submitted in a student's own words, not copied from other sources, including AI engines.



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 work-based learning opportunities. These opportunities may include, but not limited to presentations, leadership, clinical/internship experiences. Medical Assisting II students are required to find an internship/clinical site for their experience. The work-based learning coordinator and medical assisting instructor will assist as needed. 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.





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 doddsn@wwcsd.net. Failure to respond in writing will automatically submit your approval.

Instructor Pledge: By signing below, the instructor agrees to provide an environment conducive to learning course skills, to make available experiences that facilitate learning and promote awareness of job opportunities.

Instructor, Nicole Dodds RN, BSN

Date

It is the policy of the Wayne-Westland Community Schools board of Education to prohibit any acts of unlawful discrimination in all matters dealing with students, employees or applicants for employment. The Wayne-Westland Schools reaffirms its policy of equal educational and employment opportunities for all persons without regard to race, color, gender, religion, age, height, weight, marital status or disability which is unrelated to an individual's qualifications for employment or promotion, or which is unrelated to an individual's ability to utilize and benefit from the School District's services, activities, benefits, privileges or programs. Inquiries concerning the application of Title VI, Title IX, Section 504 and Title II legislation should be directed to the Executive Director of Student and Legal Affairs, Wayne-Westland Community Schools, 36745 Marquette, Westland, MI 48185 (734-419-2083).