



**Medical Assisting Program
Syllabus
2024-2025**

Instructor	Contact:	
Cami Burrow	Cami.Burrow@Tumwater.k12.wa.us (360) 570-4510	
	Class Name: Medical Assistant	

Class hours: AM session 7:50-10:20 & PM session 11:10-1:40.

Teaching Principles and Practices:

My role as an educator is to create a supportive and engaging learning environment that fosters growth. I believe that education is a collaborative process that involves active engagement and participation. In my classroom I strive to create a safe inclusive and respectful learning environment where students feel valued and supported. I believe in the importance of cultivating critical thinking and problem-solving skills, and encouraging students to ask questions, challenge assumptions, and engage in independent and collaborative learning. Finally, I believe that the goal of education is to empower students to become lifelong learners.

Course Description:

This course is designed to introduce students to the fundamental knowledge and skills for a successful career in the health care industry. Students will explore the fundamental principles of human Anatomy and Physiology, Medical Terminology as well as gain an understanding of basic medical procedures, equipment and non-clinical administrations. The course will cover various topics such as patient care, communications, medical office procedures, introduction to medical insurance and Safety guidelines. Students will also learn about legal and ethical considerations in healthcare and the importance of maintaining patient confidentiality and privacy. Throughout the course students will develop critical thinking and problem-solving skills through hands-on learning experiences and simulations. They will also have the opportunity to practice and develop clinical skills such as taking vital signs and performing basic laboratory tests while practicing and learning the scope of practice for medical assistants in Washington State.

Career Readiness & Professional Development

The medical assistance program focuses on preparing students for their future careers through experimental learning opportunities, skilled development, and exposure to workplace norms and expectations. Work base learning experiences, such as internships, apprenticeships and job shadowing, can provide students with knowledge of the hierarchy within the office setting and 21st Century skills such as communication, teamwork and leadership as well as the technical skills tailored to the program and students' interests.

Course Distribution Subjects:

Employability: Employability distribution includes attendance, participation, and assessed daily for professional behavior, attitude and leadership

English/Language Arts: Students will gain an understanding of and the ability to implement literacy conventions that are applicable to Medical Assisting through a variety of writing techniques, journaling, writing projects, and patient intake documentations. In addition to practicing persuasive writing, we will work on improving our comprehension and interpretation of written and spoken language.

Science: Students will explore the principle of disease and the body's response to illness as well as the use of medical terminology to communicate effectively in a health care setting. Additionally, we will study the application of science in simulated clinical settings including diagnostic testing and medical procedures.

College Credits: Students have the opportunity to earn college credits during the course of the program that may allow them accelerated advancement towards a degree.

Knowledge: Students will display understanding of the role of medical assistants and their role as part of the healthcare field.

Skills: Students will be assessed on their competency to effectively and proficiently perform specific hands-on tasks in the skills laboratory.

Additional advanced training offered

- CEHRS (Certified electronic health record specialist) Provisional/Certification after completion of NHA examination and DOH
- CCMA (Certified Clinical Medical Assistant) M.A. candidates participate in clinical internship requirement
- CPR/First Aid and AED
- HIV/Bloodborne Pathogens

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 59%

Additional policies and Course Requirements

NMSC Expectations & Policies-Student handbook:

Students are expected to review and follow the school rules, procedures, and processes outlined in the NMSC Student Employability Handbook. New Market Skills Center follows Tumwater School District board policies

Dress code/Uniform requirements

1. Scrubs and name badges are required for skills lab, job shadows, and clinical experiences including internships and apprenticeships.
2. Dress appearance must not present a health or safety hazard
3. Clothing that exposes undergarments or midriff, or chest is not appropriate.

Electronic Equipment

1. Personal electronic devices, including but not limited to, cell phones, and sending school distribute chrome books.
2. Personal use of cell phone is not permitted during class time (Unless discussed first with instructor for use).

Students violating the electronics policy can expect:

Disciplinary actions with ultimate removal from program.

3. Media policy agreement for electronic equipment must be signed. (Included in handbook)

Cheating/Plagiarism:

Students are expected to do their own work. Cheating and Plagiarism (presenting another writer's work as one's own) will not be tolerated.

Homework Policy:

Students that are excused from class will have 3 class days to make up for the work missed. Students with unexcused absences will not be allowed to make up for missed course work with the exception of communication with the instructor.

Late Assignments:

If an assignment is turned in after the due date

Subtract 10% (Day 1)

Subtract 25% (Day 2)

Subtract 50% (Day 3) **After 3 days there will be no opportunity to earn credit.**

(Journal entries are not makeup privileged unless excused absence noted with communication with instructor)

Food & Drink:

No eating or drinking in the skills lab. Non-distracting (odors, etc.) food and drink may be allowed in the classroom. You are expected to clean up after yourself. All beverages need secured closed lids in the classroom. Food and drink are not permitted when students are using Chromebooks.

Safety Policy:

Students are not permitted to leave campus without the approval from New Market Administration or parent/guardian excusal from class: (360) 570-4501

Please sign and return to instructor

I have read, understand, and agree with the class rules, grading and expectations outlined in this syllabus.

Student Name (Printed) _____ Student Signature _____
Parent/Guardian Signature _____ Date _____

Communication between parents and staff is extremely important for student success. Please complete the information below and indicate which type of contact you prefer.

Parent Cell # _____
Student Cell# _____

Parent Email _____

Student Email _____

"Your success is our success"