



Medical Assisting Program — Syllabus (Year 1 & Year 2)

School Year: 2026–2027

Class Name: Medical Assisting

Room: D244

Sessions: AM 7:50–10:20 • PM 11:10–1:40

Instructor: Cami Burrow

Email: Cami.Burrow@Tumwater.k12.wa.us

Phone: (360) 570-4510

Office Hours: Daily, 7:15–2:00 (or by appointment)

Google Classroom Code for 1st years -e47ilvgc

Google Classroom Code for 2nd years - hg2dsn22

Remind App Code: maiclass262

ICEV code: TUMBURRO004

Course Description

This course introduces high school students to the clinical and administrative responsibilities of a Medical Assistant. Students gain hands-on experience through skills labs and simulations while building a strong foundation in healthcare professionalism, safety, and teamwork. Major topics are spread out over two years and include:

- Infection control and safety
- Anatomy and physiology basics
- Medical terminology and abbreviations
- Vital signs and patient communication
- Patient intake and electronic documentation
- Medical law and ethics (including HIPAA)
- Emergency care and wound care basics
- Sterile technique and assisting with procedures
- Immunizations

- Collecting and processing specimens (including phlebotomy basics)
- EKG and basic diagnostic testing
- Pulmonary function, vision, and audiology screening
- Pharmacology fundamentals and medication safety
- Clinical scheduling and telephone techniques
- Scope of practice and licensure parameters
- Telemedicine fundamentals
- Teamwork, leadership, written/verbal/email communication, and professionalism
- SkillsUSA and leadership opportunities

Throughout the year, students participate in simulations, skills check-offs, group projects, and industry-aligned training to prepare for further education or entry-level employment in healthcare.

Course Learning Outcomes (Students will be able to...)

1. Demonstrate professional communication, teamwork, and workplace ethics in a healthcare setting.
2. Apply infection-control and safety procedures using current OSHA and CDC best practices.
3. Perform entry-level clinical skills (e.g., vital signs, patient intake, positioning) with accuracy and safety.
4. Document accurately using standard medical terminology and electronic systems.
5. Explain basic medical law/ethics concepts, including HIPAA privacy and scope of practice.
6. Reflect on career pathways and create employability artifacts (résumé, cover letter, certifications).

Alignment: Washington OSPI CTE Health Science standards and NHA CCMA domains (knowledge-level exposure in Year 1; mastery and externship readiness in Year 2).

Year 2 (Returners / Seniors)

Eligible Juniors may return as Seniors for a second year to pursue mastery and externship readiness. **Externship** is a minimum of **160 hours** of unpaid clinical experience in a community

clinic per Washington State Department of Health expectations for CCMA testing eligibility. The student will need to have transportation to and from clinical site.

Year 2 Readiness & Eligibility (in addition to NMSC policies): - students must Maintain a **B (80%) or higher** overall grade - Meet **attendance** expectations (per NMSC Student Handbook) - Demonstrate consistently safe lab practices and professional behavior - Complete required health/immunization documentation (site-dependent; may include COVID-19 series unless exempted per policy) - Pass designated skills check-offs and instructor recommendation in order to be invited back for a 2nd year

Note: Externship placement is not guaranteed; it depends on site availability, compliance, and professionalism.

Career Readiness & Professional Development

Students will craft a professional **résumé and cover letter**, practice mock interviews, and explore post-secondary options. Opportunities to earn **21st-Century Skills** (e.g., Professionalism, Communication, Collaboration, Critical Thinking, Digital Literacy) are embedded throughout the course.

Assessment & Grading

Grading Scale

A: 90–100% • B: 80–89% • C: 70–79% • D: 60–69% • F: <59%

Late/Make-Up Policy

- Assignments are due on posted dates. All written assignments, oral presentations, projects, vital signs recordings, online work etc. are all due on the assigned dates. Late assignments will be accepted but you might only earn 50% credit (that's still an F) **unless prior arrangements are made with the instructor**. Students must check Google Classroom and coordinate with the instructor; missed tests are taken on the day of return (or as arranged).

Academic Integrity

- Do your own work unless instructed to collaborate. Cheating and plagiarism are not permitted and may result in a zero, parent/guardian contact, and/or administrative referral per policy.

Attendance & Professional Expectations

- Follow the **NMSC Student Employability Handbook** and Tumwater School District (TSD) policies.

- Be on time, in proper attire, and ready to learn. Frequent tardies or absences impact employability grade and eligibility to return as a 2nd year.
- As part of the employability grade, I like to treat the class as a job like setting so if the student is going to be late or miss a day, they need to communicate that to me. Student should message me on remind at least 30 mins before class started to let me know if they are going to be late or miss class. If they do that, they will get **half** the points for the day. If they do not do this they lose all their daily points.

Phone & Technology

- Phones are placed in the designated classroom area **at the start of class** and stay there unless explicitly authorized for learning.
- **Parents/Guardians:** Please avoid **calling or texting** during class hours. You can call my office phone or send me an email.
- Use of **district-issued Chromebooks** and other devices must follow the **NMSC Media/Technology Agreement**.

Dress Code/Uniform

- **Scrubs** are required on lab days, job shadows, and clinical experiences (internships/externships).
- Dress must not present health/safety hazards and must remain professional (no exposed undergarments, midriff, or chest). If you are dressed inappropriately it will result in loss of employability points and possible referral to the office.
- **Closed-toe/closed-heel shoes** and hair secured back are required in lab.

Food & Drink

- No food or drink in the skills lab. In the classroom, only non-distracting food/drinks are permitted; beverages must have **closed lids**. No food/drink when using Chromebooks.

Safety

- Follow posted lab safety rules, PPE, and instructor directions at all times.
- Students may not leave campus during class without administrative approval or documented parent/guardian excusal.

Accommodations

- Students with IEPs/504s will receive accommodations per plan. Please notify the instructor of any needs so supports are in place.

Supplies

- Recommended: scrubs (provided), watch with second hand, pen, notebook/binder, and any additional items communicated by the instructor.

Communication

- Primary channels: **Google Classroom, Remind**, district email, and phone.

- Families are encouraged to reach out anytime with questions or concerns.
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Additional information for 2nd year student only

- Immunization – getting this in to me sooner rather than later is best. As your child might need booster vaccines.
 - o Clinical sites will need vaccine record before your student can start externship.
 - o Required vaccines: 3 dose series of Hepatitis B, MMR 2 doses, Varicella 2 doses, Tdap, flu.
 - o Hepatitis B titer- this is also a blood draw test.
- Tuberculosis testing – required 2 options
 - o Option 1 Your student will need to have their doctor order a 1 time QuantiFERON gold blood test.
 - o Option 2 A Two-Step TB Test involves two separate skin tests administered over a period of 1–3 weeks. This involves 4 different office visits for your students and if they miss 1 appointment, they whole process has to start over.

I recommend option 1 as it is the less time consuming and the gold standard testing the TB. You should be able to call your doctors office and ask to talk to a nurse or MA letting them know the situation and ask for the test to be ordered.

- Fees -student is responsible for
 - o NHA test – when the student completes the program and externship, they will be eligible to take the National CCMA test through the NHA. Cost \$169+tax. This will be due sometime in May
 - o WA state MA-C license- \$115 to the DOH. We will do this in the 1st pat of the year
 - o BLS CPR certification- cost is unsure at the moment. I am hoping to get all of the 2nd year student in on a Saturday to get this done. More info to come
 - o Students will need a stethoscope and watch for externship. Recommend getting this in January. Nothing fancy!

Signatures (Return this page to the instructor)

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

Student Name (Printed): _____

Student Signature: _____

Parent/Guardian Signature: _____ **Date:** _____

Preferred Contact Method (check all that apply):

☐ Phone Call ☐ Text (via Remind) ☐ Email

Parent/Guardian Phone: _____

Student Phone: _____

Parent/Guardian Email: _____

Student Email: _____

"Your success is our success."

Revision 7/7/2026