

## Medical Assisting Skills I Syllabus

**Teacher:** Teresa Crozier

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**Room Location:** CTC 204A/203A

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**Credits:** 1

**Fees:** \$20

Course Description: Students will prepare medical careers in a clinic setting. This class will cover medical skills and knowledge to prepare students for entry level office jobs. Medical terminology, insurance and ethics are covered in this class. Students will also be introduced to patient interactions and infection control. Additionally, students have the opportunity to explore health information management fields through field trips, guest speakers, and career exploration.

Textbook(s): Kinn's Medical Assistant, Medical Office Procedures, Introduction to Medical Terminology.

Materials Needed:

- Binder and note paper

Grading Policy:

❖ Daily assignments	25%
❖ Quizzes and Unit Tests	20%
❖ Daily participation	20%
❖ Skills	20%
❖ Final Exam	15%

### Grading Scale:

93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

**Homework Policy:** The majority of work is done in class on medical software provided for the student.

**Late Work/Absent Work Policy:** Students have two days upon their return to school to complete absent work during extra help time.

### Topics Covered:

- ❖ Medical Policies
- ❖ Medical Terminology
- ❖ Infection Control
- ❖ Office Procedures
- ❖ Medical Ethics
- ❖ Laboratory Skills
- ❖ Teamwork
- ❖ Communication/Professionalism

