

Cocke County High School

**\*Certified Medical Assistant**

**\*2025-2026 Syllabus**

**Part 1: Course Description**

**Instructor Information:**

**Instructor:** Darlene Shepherd

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**Remind/Google Classroom:** email

**Course Description:**

Medical Assisting is a level 2 or 3 course designed to prepare students to pursue careers in medical assisting. Upon completion of this course, a proficient student will be able to implement communication and interpersonal skills, provide care safely, prevent emergency situations, prevent infection through infection control, and perform the skills required of a medical assistant. At the conclusion of this course and an appropriate clinical internship, students may sit for the Certified Clinical Medical Assisting (CCMA) exam.

**Prerequisite**

- Health Science
- Anatomy and Physiology

## **General Education/High School Area**

\_ This course satisfies one of three credits required for an elective focus when taken in conjunction with other health Science courses for Industry certification. Pathway following under Therapeutic Services.

## **Textbooks & Course Material**

Online NHA Study Guide and Skill Builder. We also use some aspects of ICEV.

## **Course Requirements**

- Charged Chromebook or laptop for every class meeting is required
- 1 ½ inch binder
- 4 x 6 index cards
- Watch with a second hand
- Headphones or ear buds for your Chromebook

## **Course Sturcture**

Lecture, labs, and student self-study

Assessment Methods: There are 13 modules in NHA study guide. Each module is followed by a 20 question quiz. Students may have two attempts, I average both attempts for a grade. These count for 50% of the student's final grade. Skills Builders and labs are incorporated for 25% of the students final grade. Skills builders are graded on a pass/fail basis. There is no maximum amount of attempts. Medication Monday

counts for 25% of the students final grade. Every Monday students are given six medications to look up and learn, with a short quiz the following Friday. These are medications with which the CMA will need to be familiar with.

You will also have a Mid term and a final. You have the opportunity to wear scrubs on Wednesday to earn 5 points added to a test score.

### **Grading Scale**

A= 90-100

B= 80-89

C= 70-79

D= 60-69

**Class Expectations:** Be prompt and come to class prepared. You will need you laptop or chromebook for every class. You will also need a pair of earbuds or headphones. You need to pay attention in this class. Keep your phone off and up. There are times when you must work on this material at home. I try to give you plenty of time in class but there will be occasional power point and labs you may have homework. Remember your goal is not only to pass this course but to pass the certification exam at the end. You are responsible for how much you learn. You are not learning this to pass my test then

promptly forget the material. You are building a knowledge base for a future in healthcare. The outlook for healthcare related jobs are growing with shortages of workers in many health related fields. CMA can be a career or a huge building block for advanced healthcare degree.

**Late Work Policy:** The class is fast moving. It is highly recommended to not miss class or get behind. Skills Builders can be long. Yes, they are a pass/fail. In my gradebook that translates to 100 or 0. Skills builders help with critically thinking through a task.

I also may show video clips and news reports related to healthcare and healthcare trends. Please be aware that this is a healthcare class and that there are pictures depicting the naked human body are sometimes shown. Educating students about disease and disease processes of organ systems can be graphic, but any discussion or pictures always will be professionally and clinically presented.

Certification test will sometime in May.

Plagiarism: According to Harbrace Handbook ,15<sup>th</sup> edition:

-Plagiarism is defined as “presenting someone else’s idea, research, or opinions as your own without proper documentation, even if it has been rephrased.”

- This includes but is not limited to.

Copying verbatim all or part of another’s written work;

Using phrases, figures, or illustrations without citing the source;

Paraphrasing ideas, conclusion, or research without citing the source;

Using all the parts of a literary plot, poem, or film without attributing the work to its creator.

## \_ Consequences of Plagiarism

Plagiarism is a form of stealing and academic fraud. Students who are found guilty of plagiarism have the option of either redoing the assignment within a specified time period and accept a letter drop or taking a zero on the assignment. Parents are to be involved in making this decision.

Religion in the Classroom: the Board affirms that it is essential that the teaching about religion and not of a religion be conducted in a factual, objective, and respectful manner in accordance with the following guidelines:

1. Religious themes may be a part of the curriculum for school-sponsored activities.  
and programs provided it is essential to the learning experience in the various fields of study and is presented objectively.
2. The inclusion of religion shall be for educational purposes only
3. The emphasis on religious themes should be only as extensive as necessary for a balanced and comprehensive study of the curriculum, such studies shall never be used to proselytize, establish, foster, or demean any particular religion, religious tenets or beliefs
4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated.