

Medical Assisting (Dual Credit)

HLTHS 1100/1110

College of DuPage / Wilco Area Career Center

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Office Hours: 7:30 AM–3:00 PM (school days)

Class Platform: Google Classroom

Course Description

Medical Assisting is a comprehensive career and technical education program that prepares students for entry-level healthcare careers. Students develop knowledge and skills in clinical and administrative medical assisting through classroom instruction, laboratory experiences, simulations and work based learning opportunities. Students will learn medical terminology, anatomy and physiology, infection control, patient care, vital signs, electronic health records, medical office procedures, communication skills, professionalism and healthcare ethics. Successful completion prepares students for postsecondary education, workforce entry and industry-recognized credential opportunities when available.

This course is offered for **dual credit through College of DuPage (HLTHS 1100/1110)**.

Course Goals

By the end of this course students will be able to:

- Use foundational medical terminology to communicate healthcare concepts
 - Describe basic anatomy and physiology and relate body systems to healthcare terminology
 - Explore major healthcare career pathways and professional opportunities
 - Explain healthcare roles, responsibilities, and patient care concepts
 - Demonstrate professionalism and workplace expectations
 - Apply concepts of healthcare law, ethics, safety, and confidentiality
 - Investigate education requirements and career readiness skills
 - Participate in hands-on activities and authentic healthcare experiences
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Course Materials

Students should bring:

- Charged **school-issued device** (1:1 Chromebook) *Personal laptops and tablets are **not** permitted.
- Notebook/binder
- Assigned handouts
- Access to Google Classroom

Textbook and Resource Material:

National Healthcare Association website

Course Objectives

1. Demonstrate professional behavior and workplace readiness
 2. Apply medical terminology correctly
 3. Explain basic anatomy and physiology
 4. Follow OSHA, HIPAA and infection control standards
 5. Perform hand hygiene and standard precautions
 6. Measure and document vital signs accurately
 7. Assist with patient examinations
 8. Perform basic clinical laboratory procedures
 9. Demonstrate safe medication administration concepts (within the medical assistant scope of practice)
 10. Complete medical office administrative tasks
 11. Use electronic health records appropriately
 12. Communicate effectively with patients and healthcare team members
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Assignments & Assessments

Student grades may include:

- Module assignments and worksheets
- Career exploration activities
- Hands-on skills and lab participation
- Midterm assessment
- Final assessment
- Professionalism
- Final Career Exploration Project

Final Career Exploration Project

Students will complete **one major healthcare career project** per semester which may include:

- Career portfolio (job search log, cover letter, resume, mock application, mock interview)
 - Future career research project
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Grading Scale

Grade	Percent
A	90–100
B	80–89
C	70–79
D	60–69
F	Below 60

Late Work & Retakes

Late Work

- Late work submitted before the unit assessment receives a **10% deduction**
- After a unit closes, work may receive **up to 50% credit**
- No late work accepted after nine weeks grading closes unless approved

Retakes

- Students may complete **up to 2 retakes per semester**
 - All missing work must be completed before retakes are allowed
 - Retakes must occur before the next assessment or unless otherwise noted
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Attendance & Professional Expectations (IMPORTANT)

Attendance, punctuality, participation, and professionalism are part of student success and may impact grades.

Makeup Work

- Excused absences: students receive **one day per day absent** to make up work
- Unexcused absences: If there is an assignment issued on the day of the unexcused absence, or if you have an unexcused absence on the day an assignment, quiz, or assessment is scheduled, you will receive a **zero**

Dual Credit Attendance Requirement

Students participating in **dual credit must maintain regular attendance.**

Students enrolled in 1st semester who accumulate MORE THAN 10 absences will NOT be eligible to enroll in dual credit coursework during the spring semester. Similarly, students with more than 5 unexcused absences first semester will NOT be eligible to enroll in dual credit.

You must maintain a 70% or higher or you will be ineligible for / dropped from dual credit.

Additionally:

- More than **5 unexcused absences** second session may result in removal from dual credit.
- Excessive excused absences (more than 10) second semester may require an attendance contract and will result in being dropped from dual credit.

Students are responsible for checking **Google Classroom** and communicating with classmates/instructor regarding missed work.

Classroom Expectations

Students are expected to:

- Demonstrate respect and professionalism
- Participate in labs and activities safely
- Maintain academic honesty
- Follow Wilco handbook expectations
- Use technology appropriately
- Contribute positively to the learning environment

Student Support & Accommodations

Students needing accommodations should contact:

College of DuPage Center for Access and Accommodations

Email: **AccessAccommodations@cod.edu**

Please communicate accommodations early to support success.

Final Note

This syllabus is intended to provide an overview of course expectations. Activities, schedules, and assignments may be adjusted to meet instructional needs. To see the full syllabi for both classes, please check google classroom.

Welcome to Medical Assisting—I am excited to explore this path with you this year!

First Nine Weeks	Second Nine Weeks
Module 1 - 8 Position of the MA in health care Legal fundamentals and medical ethics Communication Anatomy and Physiology * Infection control and personal safety Clinical communication Patient screenings Vital signs and body measurement	Module 9, 10, 13, 21, 22 Pharmacology and medication administration Basic pharmacology General and specialty medical assisting Eye and ear procedures Pediatric procedures OB/GYN procedures
	Project 1 - Employment Portfolio Project
	Semester 1 exam/ Second 9 weeks (expectation of 70% or better)
Third Nine weeks	Fourth Nine Weeks
Module 10, 16-20, 12, 14, 15, 24, 25 Nutrition Lab regulations and procedures Urine collection and analysis Phlebotomy Cardiac and respiratory procedures Assisting with minor procedures	Administrative Medical Assisting Module 3, 4-14 Telecommunication Admin responsibilities Patient registration Scheduling Beginning the visit

Patient education	Ending the visit Coding Office functions
3rd Nine Week Exam/ Semester 2 Mid term	4th Nine Weeks/Final Exam
	Project 2 - Future Career Project

Note: Your instructor reserves the right to rearrange unit order as necessary.