

# CAVIT Medical Assisting Program Year 1 Syllabus

---

**Instructors:** Tiffany Brown, 520-423-2994, [tbrown@cavitschools.org](mailto:tbrown@cavitschools.org)  
Jeff Wooley, 520-426-4935, [jwooley@cavitschools.org](mailto:jwooley@cavitschools.org)

## **Objective:**

The Medical Assisting program at CAVIT is designed to prepare students for a variety of careers in the medical field with the largest emphasis on Medical Assisting. Students attending the CAVIT MA program can earn free dual enrollment college credit through Central Arizona College which can be applied toward an Associate's degree in Medical Assisting or Allied Health programs.

## **Standards:**

Arizona Department of Education Medical Assistant Learning Standards.

## **Provided Textbook**

Bonewit-West, Kathy Today's Medical Assistants 1<sup>st</sup> edition – Text, W.B. Saunders Co.

## **Expectations:**

1. All class time should be dedicated to learning the skills and tasks of medical assisting. Please complete work for other classes during the appropriate time.
2. The utmost courtesy and respect shall be given to all guest speakers or instructors.
3. Regular attendance is necessary for optimal success in the class. CAVIT attendance policies will be enforced.
4. Assignments are important part of the learning process. Be prepared to do assignments in class and spend whatever time is necessary to complete homework assignments outside of class.

**NOTE:** All assignments must be completed to receive credit. Late work will be accepted at the discretion of the instructor.

5. Make-Up work for students that have missed assignments due to absence is the responsibility of the student to obtain.
6. CAVIT Uniform will be worn on a daily basis, to include a wrist watch with a second hand. Wearing of the uniform is part of the requirement of the program and students will be graded.
7. Medical Assisting requires a lot of hands-on and practical training; all students are expected to participate in all exercises and will be graded on classroom participation.
8. Each student will be required to bring in a minimum of 15 clients to the Wellness Clinic per semester.

## **Instructional Methods**

Active lectures, discussions, demonstrations, student practice, peer review theory knowledge and skills evaluated by instructor. Weekly vocabulary quizzes may be given, pop quizzes are possible. Module tests will be given throughout the semester. Test topics will be posted at least 3 days prior to testing.

**Note to students:** The instructor reserves the right to change the delivery of the course content based on the needs of the class.

**Materials Required:**

1. CAVIT Scrubs (Provided)
2. Laboratory Coat (personal jackets not allowed during lab)
3. All white leather/leather like athletic style shoes
4. Wrist Watch with Second hand
5. Class Notebook (3 Ring Binder)
6. Note taking materials (paper)
7. Medical Dictionary
8. Black Pen
9. Stethoscope

**Grading Categories:**

- 40%- Test/Quizzes
- 20%- Attendance
- 15%-Classroom/Lab Participation
- 5%- Job Shadowing Experience
- 15%- Uniform/Equipment
- 5%-Homework

**Health Occupations Students of America (HOSA):**

HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the HSE- HOSA Partnership.

HOSA is the first professional organization for Healthcare students. CAVIT is an active participant in the HOSA curriculum and activities. Student's membership in HOSA is paid for by CAVIT. Student's participation in some activities is mandatory, and optional in others.

You have made a great decision to be a part of the Medical Assisting program at CAVIT. As you prepare yourself to enter the working world, it is important to have a skill on which you can rely.

There is a constant need for healthcare worker in America, even during this time of economic challenge. A career in the medical field no matter which healthcare profession you choose can be very rewarding. We are very excited about the year ahead of us, and look forward to help you realize your goals.