LINN-BENTON COMMUNITY COLLEGE

***Medical Assistant Administrative Office Practicum/ Exam Prep***

**CMA 250 - Syllabus**

Course Text: Medical Assisting Exam Review, Deborah Barbier Holmes, Elsevier, Fifth Edition

Course Description

This combined course will serve as your Certified Medical Assistant Exam preparation for the administrative and general competencies and content areas. The administrative practicum is an unpaid position. In addition this course will be the coordination point for your front office externship. Grading for this course is separate from the grading for your practicum itself.

Dress Code for Practicum Attendance: Business Casual

In general, business casual means dressing professionally, looking relaxed, yet neat and pulled together. Business casual dress is a middle ground between business formal wear and casual wear. An identification tag must be displayed at all times clearly marking you as a Linn Benton Community College student. The ID badge is simply your LBCC ID card worn lanyard style or as a badge. If you do not have one, you can get one at the LBCC security office.

§ For women: A reasonable length skirt or trousers of a non-jeans material combined with a top (such as a dress shirt, polo, or sweater set) is considered acceptable. No leggings. An informal dress with appropriate skirt length is also acceptable.

§ For men: A combination of collared shirt (such as a [dress shirt](http://en.wikipedia.org/wiki/Dress_shirt) or [polo shirt](http://en.wikipedia.org/wiki/Polo_shirt)), [cotton](http://en.wikipedia.org/wiki/Cotton) [trousers](http://en.wikipedia.org/wiki/Trousers) (such as khakis, slacks, or blue, green, brown, or black trousers) with a [belt](http://en.wikipedia.org/wiki/Belt_%28clothing%29), and [modest shoes](http://en.wikipedia.org/w/index.php?title=Modest_shoes&action=edit&redlink=1) (such as loafers) with non-white socks is acceptable. A [blazer](http://en.wikipedia.org/wiki/Blazer) or business jacket can optionally be added.

§ Unacceptable for either gender: jeans, leggings, rumpled or ripped clothing, [miniskirts](http://en.wikipedia.org/wiki/Miniskirt), underwear as outerwear, inappropriately revealing attire such as bare midriffs, shorts, and open-toed footwear.

Grading

1. Submit properly executed externship agreement and learning objectives (50)
2. Submit weekly timesheets by the end of the day on the following Monday (100)
3. Submit completed and signed self eval, skills checklist, and worksite eval (50pts)
4. Submit signed and completed Final Eval by your preceptor (100pts)

 Final Grades based on: 300 points Total

(270) 90% = A; (240) 80% = B; (210) 70% = C; (180) 60% = D

Assignments - No Late Assignments Accepted

1. Timesheets must be signed by your preceptor/supervisor in order to meet required hours (due Monday at 5pm).
2. Late timesheets are not accepted as part of your required hours. You will need to repeat hours turned in on late timesheets.
3. Evaluations (self, worksite, and final) are all due by Tuesday of finals week.

Attendance is required for success in this course. More than one absence or more than two lates/leave-early’s, or any combination of three absences or late arrivals will result in a “No Pass” grade for this course. Appeals are allowed only to the department chair and Dean of Healthcare.

Illness

If you are ill and cannot attend your worksite or your schedule must change due to unavoidable circumstances or you will miss class, you must first let an instructor know by email, then inform your preceptor by whatever prearranged method your preceptor dictates. A no-call / no-show will result in a failure of your externship.

Removal

If your preceptor contacts us and asks to have you removed from your externship site, you will be counseled as to your failure and specific needs for improvement. We will attempt to place you one more time. Removal from two sites will result in an automatic failure .

Course Academic Dishonesty Policy

Any student caught cheating, duplicating another student’s work, or other form of academic dishonesty, will be counseled by the instructor. The first offense will result in a “zero” grade for that assignment/assessment, a lowering of the final course grade by one full grade, and the student’s name and offense will be sent to the Dean of Students for LBCC. A second offense will result in an automatic “fail” for the course and the student will be referred to the Dean of Students for LBCC to determine further disciplinary action and to gain approval before returning to class.

LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.(for further information<http://po.linnbenton.edu/BPsandARs/>

For Students with Disabilities

"The Office of Disability Services (ODS) provides reasonable accommodations, academic adjustments and auxiliary aids to ensure that qualified students with disabilities have access to classes, programs and events at Linn-Benton Community College. Students are responsible for requesting accommodations in a timely manner. To receive appropriate and timely accommodations from LBCC, please give the Office of Disability Services as much advance notice of your disability and specific needs as possible, as certain accommodations such as sign language interpreting take days to weeks to have in place. Contact the Disability Coordinator at Linn-Benton Community College, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone (541)-917-4690 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232."