

**WMCTC Medical Assistants  
Level 3  
2021-2022  
Course Syllabus  
Fall Semester**

**Textbook-** Comprehensive Medical Assisting  
Kronenberger, Judy; Lippincott Williams & Wilkins Publishing  
**Workbook-** Comprehensive Medical Assisting  
Kronenberger, Judy; Lippincott Williams & Wilkins Publishing

**All chapter assignments include; terms, checkpoint questions, critical thinking challenges & workbook with chapter skills.  
Assignments are due every Thursday/Friday.  
There will be a test every Thursday/Friday.**

**POS HST 500-505, 827-836 Targeted for Completion by January 2022**

**Skills –Must be completed w/Corresponding Chapters**

**[Pking@westerncenter.org](mailto:Pking@westerncenter.org)  
(610)-489-7272 x 117**

**Grading System:**

**A 93-100  
B 85-92  
C 77-84  
D 70-76  
F Below 70**

**Knowledge Grade=30%  
Attitude/Participation=20%  
Skills Grade= 50%**

**First Quarter: CPR/First Aid Course date and time to be determined**

**August- days**

Welcome and introduction to WCTS and Health Science Technology, getting to know each other. Classroom rules, expectations, study skills, locker assignments, explanation of modules, HOSA memberships.

30 Book distribution, text, workbook, course syllabus

## **September**

- 7 Unit 1 Medicine and Medical Assisting
- 13 Unit 23 Pharmacology
- 20 Unit 24 Preparing and Administering Medications
- 27 Overview of Anatomy and Physiology

## **October**

- 4 Unit 28 Dermatology
- 11 Unit 29 Orthopedics
- 18 Unit 34 Neurology
- 25 Unit 31 Pulmonary Medicine

**FOOD DRIVE AND GIVING TREE DONATIONS  
PORTFOLIO INFORMATION**

**5 PAGE PAPER DUE 12/2021**

**Skills USA Competitions**

## **November**

- 1 Unit 32 Cardiology
- 8 Unit 33 Gastroenterology
- 15 Unit 35 Urology

**22 Thanksgiving Break**

**29 Unit 36 Obstetrics and Gynecology**

## **December**

**ANNUAL BLOOD DRIVE December 10, 2021**

- 6 Unit 30 Ophthalmology and Otolaryngology
- 13 Unit 42 Hematology

20 Unit 41 Phlebotomy

**Winter Break**  
**Welcome 2022!**

**January**

- 3 Unit 21 Surgical Instruments and Sterilization
- 10 Unit 22 Assisting with Minor Office Surgery
- 18 **Skills and Theory Review**

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