

# MED251 – MA Capstone Course

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Office hours – Monday and Wednesday by appointment or we can meet before or after class.

**Fax: 517-768-7004 (be sure to put it to my attention)**

**For where to listen for schools closings: <http://www.jccmi.edu/info/closings.htm>**

**Pre-requisites:** A 2.5 in MED216/Instructor Permission

**Course Description:** This capstone medical assistant course will assist the graduate in preparation to sit for the national certification exam. Students will also compile a program portfolio along with creating an e-Portfolio to prepare for securing a position in the field. Successful completion of this course is required for graduation.

## **Required Textbooks and Learning Tools:**

- Moini, J. M.D. (2015). Medical assisting review: Passing the CMA, RMA, and CCMA exams. w/ Connect-Plus. McGraw-Hill.  
*This text is available to rent or purchase in digital format through the JC Bookstore. Students may purchase the paperback text with Connect Plus, or Connect-Plus alone, which includes an eBook.*
- Comprehensive Medical Assistant – Kroenberger (last chapter in text)

Other learning materials : [www.jccmi.edu](http://www.jccmi.edu)    Online class: JetNet MED 251

## Capstone Course Requirements/Evaluation:

1. This course is based on student directed learning.
2. You are required to complete the initial assessment of your knowledge to determine your areas of strengths and weaknesses.
3. You will then need to read the text as assigned and complete assigned tests and activities to prepare for the Exit Exam.
4. You must earn a score of 80% on the Exit Exam in order to pass this course.
5. It is suggested that you perform additional tests, not assigned, to best prepare for the Exit Exam.
6. Class time will be used to work on portfolios, review for exam, and prepare for employment.
7. You will also be assigned some discussion posts in JetNet. You will need to follow directions and meet all requirements of that assignment in order to earn full credit.
8. If you do not complete all online discussions, tests, and all other assignments you will not be given a passing grade in this class. Even if they are late, they must be completed.
9. You are not allowed any missed classes or you will receive an automatic failing grade for MED251.

### **MA Capstone Evaluation Criteria**

Affective Eval/Assignments/Jet Net	20%
Cover Letter, Resume, References	20%
Work Product Portfolio	25%
Linked In	25%
Connect Plus	10%
<b>Total</b>	<b>100%</b>

#### Grading scale:

4.0	100-94%
3.5	93-89%
3.0	88-85%
2.5	84-80% (REQUIRED PASSING GRADE FOR COURSE)
2.0	79-75%
1.5	74-70%
1.0	69-65%
0.5	64-60%
0.0	below 60%

## Medical Assistant Dress Code

Area of Conduct or Dress Code	Required	Not Appropriate
<b>Uniform- Scrubs</b>	Cleaned & pressed Scrubs can be any color or style	
<b>Socks</b>	Clean White Socks that covers ankles	
<b>Shoes</b>	Clean White or mostly white Nursing or Tennis Shoes or coordinating shoes	Sling backs, sandal type, Crocs
Shoe Laces	Clean	
<b>Hair</b>	Clean	
Styled appropriately	Off collar; does not fall in face, or has loose ends or flyways strands	
Hair accessories	Hair band, barrette	Scarves, hats, large decorative hairpieces or ornaments are not allowed
Beard, sideburn, mustaches	Clean, neat, and trimmed	
<b>Facial piercing</b>	Not allowed	
<b>Tattoos</b>	Not allowed; Should not be visible	
<b>Jewelry</b>	Limited amount of jewelry	
Rings	Only wedding & engagement rings allowed	
Earrings	Only one set allowed on lower lobe	
Watch	With second hand	
Stethoscope	Required at all times at site	
Necklaces	Simple, subtle	Large or choker type
Bracelets	Not allowed	
<b>Nails</b>	Clean Trimmed to appropriate length Polish clear or neutral color	Bright colors, chipped polish, bitten, or long
<b>Make Up</b>	Used appropriately; sparingly; should be natural looking	
<b>Perfume/ Cologne/Smoke Smell</b>	No perfume or cologne should be used. If student smokes, must use Febreze	
<b>Gum chewing</b>	No gum chewing – use breath mints or strips before coming in contact w/ patient	

# MA PROFESSIONAL STANDARDS

## BEHAVIOR

- Any behavior that is distracting, disrespectful, or inconsiderate to others will not be tolerated and may result in dismissal from the course or expulsion from the College.
- Food is not allowed in the classroom. You are allowed to bring water or any closed drink container to classrooms, but drinks are NOT permitted in laboratories.

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## LATE ASSIGNMENTS

- Assignments are due at the beginning of class.
- Late assignments will NOT be accepted. If you know you will be absent, please hand in homework early.

## CELL PHONES

- Cell phones must be turned OFF during class.
  - Students whose phone rings or vibrates during a quiz or exam will have 2% subtracted from their grade on the quiz/exam.
- Students making or accepting calls or text messages during class will be asked to leave.
- Exceptions to the phone policy will be considered by the instructor on an individual basis.

## HONOR CODE VIOLATIONS

- Students caught plagiarizing or cheating on an assignment, quiz, or exam will receive a zero for the assignment, quiz, or exam. Cheating a second time or on the final exam will result in failure of the class and could result in expulsion from the College.

## PARTICIPATION

- A large portion of your grade is based on your participation in the course. This includes adhering to the dress code, *actively* participating in the class, handing assignments in on time, and acting in a professional manner. If any of these course requirements are not met, participation points will be deducted at the discretion of the instructor.

## OTHER POLICIES

- The student is responsible for information and assignments given in class even if they were not present.
- If you do not hand in ALL assignments, you will not be given a passing grade in this class.

## **Application for CMA(AAMA) Exam.**

During the MA Capstone Course, you will be given the CMA(AAMA) Exam Application Handbook. Please note that the exam costs \$125.00, so plan accordingly. You must be completed with your entire program in order to be eligible to sit for the certification exam.

The following are grounds for denial of eligibility for the Certified Medical Assistant (CMA) credential, or for discipline of Certified Medical Assistants (CMAs).

- ◇ Obtaining or attempting to obtain certification or recertification of the CMA credential by fraud or deception
- ◇ Knowingly assisting another to obtain or attempt to obtain certification or recertification by fraud or deception
- ◇ Misstatement of material fact or failure to make a statement of material fact in application for certification or recertification
- ◇ Falsifying information required for admission to the CMA Examination, impersonating another examinee, or falsifying education or credentials
- ◇ Copying answers, permitting another to copy answers, or providing or receiving unauthorized advice about examination content during the CMA Examination
- ◇ Unauthorized possession or distribution of examination materials, including copying and reproducing examination questions and problems

Individuals who have been found guilty of a felony, or pleaded guilty to a felony, are not eligible to take the CMA Exam. However, the Certifying Board may grant a waiver based upon mitigating circumstances, which may include, but need not be limited to, the following:

- ◇ The age at which the crime was committed
- ◇ The circumstances surrounding the crime
- ◇ The nature of the crime committed
- ◇ The length of time since the conviction
- ◇ The individual's criminal history since the conviction
- ◇ The individual's current employment references
- ◇ The individual's character references
- ◇ Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently, and evidence that the individual does not pose a threat to the health or safety of patients

If you wish to request that the Certifying Board permit you to take the test, submit written evidence of mitigating circumstances with your application, which-in your opinion-demonstrate that your felony conviction or plea should not prevent you from taking the CMA (AAMA) Certification Exam.

## **Graduation & Commencement**

A graduation application must be completed and turned into Student Services.

**\*\*\*If you are graduating with an Associate of Applied Science you will also need to apply to graduate with the Certificate as well in order to be eligible to sit for the CMA(AAMA) exam since program accreditation is on the Certificate program.\*\*\***

### **Currently Enrolled Students**

1. Complete degree and/or certificate requirements from the current catalog (year of graduation), or
2. Complete degree and/or certificate requirements from the catalog in effect the year a student first entered JC (the catalog of entry) or any subsequent catalog provided that the student has maintained continuous enrollment at JC.
3. Continuous enrollment/attendance means a student must attend at least one semester during an academic year which is defined as August 1 through July 31.

### **Previously Enrolled Students**

Students have five academic years to apply for graduation from the time they complete their last JC course. However, you cannot sit for the CMA(AAMA) exam unless you are a graduate of the program.

**See the College Catalog for Graduation Application Deadlines.**

The minimum number of credits that must be taken at JC for any degree or certificate program is 12. A minimum of 12 additional credits must be taken at JC for a second degree while a minimum six additional credits must be taken at JC for a second certificate.

### **Commencement**

Commencement is the graduation ceremony, held annually in late April or early May. Fall graduates and current Winter semester candidates who have not participated in a commencement are invited to attend. Spring semester candidates\* may participate before completion of their degree/certificate program if they:

- Apply by the deadline
- Are within 10 credits of graduation and the required courses.

Please refer to the Graduation Application for the required due date.

## **JC Policies**

A 2.0 or "C" is a passing grade. Only courses with passing grades count toward graduation. Other colleges transfer in only courses with passing grades. Many financial aid sources, including most employers, require passing grades. Additionally, earning less than a 2.0 in a class results in not being able to participate in the next level of courses in a discipline, which requires this course as a pre-requisite. If you attempt to register for the next course sequence and have not passed the pre-requisite course, you will be dropped from that class.

### **Academic Honesty Policy**

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so.

Plagiarism is the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Using data, quotations, or paraphrases from other sources without adequate documentation
- Submitting others' work as your own
- Exhibiting other behaviors generally considered unethical
- Cheating means obtaining answers/material from an outside source without authorization. Cheating includes, but not limited to:
  - Plagiarizing in all forms
  - Using notes/books without authorization
  - Copying
  - Submitting others' work as your own or submitting your work for others
  - Altering graded work
  - Falsifying data
  - Exhibiting other behaviors generally considered unethical

### **Collaboration**

While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

### **Consequences/Procedures**

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors must document all instances of academic dishonesty beyond those of a very minor nature, in writing to the academic dean.

The Office of the Academic Deans will record and track students who have been reported as having cheated. If the same student cheats in other courses, the dean will enact sanctions appropriate to level of infraction. The sanction will be selected in consultation with the involved faculty. The Dean can administer consequences up to and including suspension.

**Student Appeal Process – See JC Catalog**

## MED251 – MA Capstone Course Agreement

I \_\_\_\_\_ have been told and understand that I will be using Connect Plus to prepare for the CMA Exam. I have also been told that it is in my best interest to perform additional tests other than those assigned to best prepare me for the Exit Exam.

**I have been told that a passing score on the Exit Exam is a minimum score of 80% and that I must pass the Exit Exam in order to pass this course and be eligible for graduation.**

If I do not achieve the minimum score of 80% on the Exit Exam, I will not be given a passing grade in this class and will have to repeat MED251. I also understand that all assignments must be handed in, even if they are late and will earn no credit, and that if any of the requirements of the course are not completed, I will not receive a passing grade in this course even if my grade at that time is considered passing.

I understand that I must pass all items on the Affective Evaluation to receive a passing grade in this class.

I understand that I cannot miss any class meetings in this course.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## Tentative Schedule

Week	Date	Topics
1	5-24-17	<ul style="list-style-type: none"> <li>• Discuss Syllabus and course requirements. Discuss MED252 requirements.</li> <li>• Discuss Work Product Portfolio &amp; Linked In.</li> <li>• Discuss Moini Text and Connect Plus.</li> <li>• Exam/Credential overview.</li> <li>• Video</li> </ul>
	Homework	<ul style="list-style-type: none"> <li>✓ PreTest on Connect Plus Only take once – do not look up answers. Just take it! 😊</li> <li>✓ Ch. 46 Study Guide as assigned (Kronenberger)</li> <li>✓ This is Water – Reflection</li> <li>✓ Gather items to begin work on portfolio</li> </ul>
2	5-31-17	<ul style="list-style-type: none"> <li>• <b>PreTest DUE</b></li> <li>• <b>Ch. 46 DUE</b></li> <li>• <b>Reflection DUE</b></li> <li>• Professionalism Video</li> <li>• Work on Portfolio</li> </ul>
	Homework	<ul style="list-style-type: none"> <li>✓ Connect Plus Ch. 1, 2, 3, 4, &amp; 5</li> </ul>
3	6-7-17	<ul style="list-style-type: none"> <li>• <b>Should have Connect Ch. 1-5 completed</b></li> <li>• Discuss first week at site</li> <li>• Work on Resumes/Cover Letter</li> <li>• Grammar Review</li> </ul>
	Homework	<ul style="list-style-type: none"> <li>✓ Connect Plus Ch. 6, 7, 8, 9, 10, 11, 13, 14, &amp; 15</li> </ul>
4	<b>NO FACE TO FACE 6-14-17</b>	<ul style="list-style-type: none"> <li>• Post Draft Cover Letter, Resume, and References to JetNet by <b>11:59pm 6-13-17</b> in ONE document</li> <li>• Complete a Resume/Cover Letter feedback form for at least one classmate who has not yet received feedback prior to next class</li> <li>• Make changes to resume/cover letter</li> </ul>
	Homework	<ul style="list-style-type: none"> <li>✓ Continue working on Connect</li> </ul>
5	6-21-17	<ul style="list-style-type: none"> <li>• Work on LinkedIn portfolios</li> <li>• Work on portfolios</li> <li>• Discussion of cover letter, resume, references with instructor</li> </ul>
	Homework	<ul style="list-style-type: none"> <li>✓ Continue working on Connect</li> </ul>
6	6-28-17	<ul style="list-style-type: none"> <li>• <b>Should have Connect Ch. 6-15 completed</b></li> <li>• Employer Presentations/Siena Heights Presentation (tentative)</li> <li>• Work on Portfolios</li> </ul>
	Homework	<ul style="list-style-type: none"> <li>✓ Connect Plus Ch. 16, 17, 18, 19, 20, 21, 22, 23, 24, &amp; 25</li> </ul>
7	<b>NO FACE TO FACE 7-5-17</b>	<ul style="list-style-type: none"> <li>• Post hyperlink (copy and paste link) to your Linked In page in JetNet by <b>11:59pm 7-4-17</b></li> <li>• Provide feedback to at least one classmates Linked In</li> <li>• Read documents provided to prepare for mock interview</li> <li>• Share job postings on JetNet – <b>Copy and paste the actual job description &amp; why chosen</b></li> </ul>
	Homework	<ul style="list-style-type: none"> <li>✓ Continue working on Connect</li> </ul>

8	7-12-17	<ul style="list-style-type: none"> <li>• <b>Should have Connect Ch. 16-25 completed</b></li> <li>• Mock Interviews – Must wear business casual attire</li> </ul>
	Homework	✓ Perform Practice exams on Connect
9	<b>NO FACE TO FACE</b>  7-19-17	<ul style="list-style-type: none"> <li>• Apply to at least two positions online and print confirmation to bring in as proof of application (or you will provide proof of employment)</li> </ul>
	Homework	✓ Apply to 2 positions
10	Casual Day No scrubs required  7-26-17	<ul style="list-style-type: none"> <li>• <b>Proof of application to two positions or proof of employment DUE</b></li> <li>• <b>Work Product Portfolio DUE</b></li> <li>• Exit Exam</li> </ul>
11	8-2-17	<b>Pinning Ceremony</b>

The assigned tests are required, however, it is suggested that you utilize additional test prep tools such as Prep U and practice questions in The Point.