



TENTATIVE—SUBJECT TO CHANGE
MAST 1180 MEDICAL ASSISTING SEMINAR
COURSE SYLLABUS
Online
Summer Semester 2020

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Online

Class Meets: Via Internet for 9 Weeks

Course Reference Number (CRN): 60109

Preferred Method of Contact: [Stephannie Waters \(swaters@southeasterntech.edu\)](mailto:swaters@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Stephannie Waters, BAS, CMA (AAMA)

Email Address: [Stephannie Waters \(swaters@southeasterntech.edu\)](mailto:swaters@southeasterntech.edu)

Campus/Office Location: Vidalia Campus, Gillis Building Room Office 731

Office Hours: Available by email only

Phone: (912) 538-3195

Fax Number: (912) 538-3106

Tutoring Hours (if applicable): By appointment only **SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Medical Assisting Review 6th ed. Moini ISBN: 9781260037449

REQUIRED SUPPLIES & SOFTWARE

Computer, Internet Access, Resume paper, envelopes, pencils, ink pen,

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation, and review of program competencies for employment and certification.

MAJOR COURSE COMPETENCIES

1. Preparation for Professional Employment.
2. Review of Program Competencies for Employment Certification.

PREREQUISITE(S)

All required coursework.

COURSE OUTLINE

Preparation for Professional Employment

Order	Description	Learning Domain	Level of Learning
1	Demonstrate preparing a letter of application.	Psychomotor	Guided Response
2	Demonstrate preparation of a resume to be used when applying for a job.	Psychomotor	Guided Response
3	Demonstrate completion of a job application.	Psychomotor	Guided Response
4	Perform role play of a job interview.	Psychomotor	Guided Response
5	Demonstrate dressing appropriately for a job interview.	Psychomotor	Guided Response
6	Demonstrate preparation of a letter of resignation.	Psychomotor	Guided Response
7	Demonstrate the importance of a letter of resignation.	Psychomotor	Guided Response
8	List and discuss legal and ethical applicant interview questions. (X.C.9)	Cognitive	Knowledge

Review of Program Competencies for Employment and Certification

Order	Description	Learning Domain	Level of Learning
1	Review program competencies.	Cognitive	Comprehension
2	Participate in mock certification examination exercises.	Cognitive	Application

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Thursday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 54 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Thursday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of "W", will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

EXIT EXAM

You will have a comprehensive final exam at the end of the semester. Each student is required to pass the comprehensive test score of 63% or greater. Failure to obtain at least a 63% will result in failure in the course and the student will not be allowed to graduate. There will be no make-up for your final exam; therefore, you need to make arrangements to be present for the exam.

PROCTORED EVENT

Due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202016. Students will complete the event, but will not be required to come on campus to do it.

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the event is scheduled during final exams, any student who misses the event will be issued an "F" (Failing) for the course.**

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

You will have practice certification tests throughout the semester. If you miss a test, it is your responsibility to make up the test at your instructor's convenience.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal

opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
SIMTICS	10%
Practice Tests	10%
Assignments	5%
Work Ethics Exam/DB	5%
Comp Final/Exit Exam	50%
Proctored Exam	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

MAST 1180 – Medical Assisting Seminar
Summer Semester 2020 Lesson Plan

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
Week 1 05/26- 05/28	Orientation Syllabi Outline Rules and Regulations Completion of forms Work Ethics SIMTICS: <ul style="list-style-type: none"> • Hand Hygiene Using Hand Sanitizer • Hand Hygiene Using Soap and Water • Isolation Room PPE Protocol • Pediatric Assessment (Infant) 	BlackBoard: Discussion Board #1 due by May 28 at 11:59pm. BlackBoard: Discussion Board #2 due by May 28 at 11:59pm. BlackBoard: Practice Comprehensive Test via Blackboard due by May 28 at 11:59pm SIMTICS: Hand Hygiene Using Hand Sanitizer CONNECT: Log onto Connect and begin completing tests SIMTICS: Complete and upload any certificates in dropbox for week 1 by May 28 at 11:59pm	1,2,3 a,b,c
Week 2 06/01- 06/04	We will discuss Resumes, References, Cover Letters, and Letters of Application SIMTICS: <ul style="list-style-type: none"> • Obtain Adult Vital Signs • Obtain Pediatric Vital Signs • Irrigate the Ear and Instill Ear Medication • Irrigate the Eye and Instill Eye Medication 	BlackBoard: A&P and Medical Terminology Practice Test Due June 4 at 11:59pm BlackBaord: Discussion Board #3 due June 4 at 11:59pm CONNECT: Medical Assisting Review by Moini: Complete Practice Test 1 and 2 via Connect by June 4 at midnight. SIMTICS: Complete and upload any certificates in dropbox for week 2 by June 4 at 11:59pm	1,2,3 a,b,c

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
Week 3 06/08-06/11	<p>Work on Resumes, Cover Letters, and Letters of Application to be submitted for the first round of corrections.</p> <p>SIMTICS:</p> <ul style="list-style-type: none"> • Obtain Swabs for Culture • Perform Rapid Strep Test • Nebulizer Treatment and Peak Flow Assessment for Medical Professionals • Perform Urinalysis 	<p>BlackBoard: Transdisciplinary Practice Test due June 11 at 11:59pm</p> <p>BlackBoard: Resume and Cover Letter/Letter of Application Assignment due via digital dropbox in Week 3 folder by June 11 at 11:59pm</p> <p>BlackBoard: Discussion Board #4 due by June 11 at 11:59pm</p> <p>CONNECT: Medical Assisting Review by Moini: Complete Practice Test 3 and 4 via Connect by June 11 at 11:59pm</p> <p>SIMTICS: Complete and upload any certificates in dropbox for week 3 by June 11 at 11:59pm</p>	1,2,3 a,b,c
Week 4 06/15-06/18	<p>Your instructor will go over the Resumes, Cover Letters, and Letters of Application that were submitted and give back for the first round of corrections.</p> <p>Midterm is June 25 65% is July 8</p> <p>SIMTICS:</p> <ul style="list-style-type: none"> • Perform Capillary Puncture and Hematology Testing • Perform Mono Test • Perform Venipuncture • Venipuncture for Medical Professionals 	<p>BlackBoard: Medical Procedures Practice Test due June 18 at 11:59pm</p> <p>BlackBoard: Resume/References and Cover Letter/Letter of Application resubmission 1 due via digital dropbox in Week 4 folder by June 18 at 11:59pm</p> <p>BlackBoard: Discussion Board #5 due by June 18 at 11:59pm</p> <p>CONNECT: Medical Assisting Review by Moini: Complete Practice Test 5 and 6 via Connect by June 18 at 11:59pm</p> <p>SIMTICS: Complete and upload any certificates in dropbox for week 4 by June 18 at 11:59pm</p>	1,2 a,b

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
Week 5 06/22- 06/25	We will finalize our Resumes, References, Cover Letters, and Letters of Application Midterm is June 25 SIMTICS: <ul style="list-style-type: none"> • Prepare for Minor Surgical Procedures • Perform Skin Prep for Minor Surgical Procedures • Skin Prep for Medical Professionals • Preparation for Minor Surgical Procedures for Medical Professionals 	BlackBoard: Administrative Practice Test due June 25 at 11:59pm BlackBoard: Resume/References and Cover Letter/Letter of Application resubmission 2 due via digital dropbox in Week 5 folder by June 25 at 11:59pm BlackBoard: Discussion Board #5 due by June 25 at 11:59pm CONNECT: Medical Assisting Review by Moini: Complete Practice Test 7 and 8 via Connect by June 25 at 11:59pm SIMTICS: Complete and upload any certificates in dropbox for week 5 by June 25 at 11:59pm	1,2 a,b,c
Week 6 06/29- 07/02	We will discuss Resignation Letters SIMTICS: <ul style="list-style-type: none"> • Perform ECG and Interpret • 12-lead Electrocardiogram for Medical Professionals • Administer Nebulizer Treatment and Assess Peak Flow • Perform Suture Removal 	BlackBoard: Human Diseases Practice Test due July 2 at 11:59pm BlackBoard: Resume/References and Cover Letter/Letter of Application resubmission 3 due via digital dropbox in Week 6 folder by July 2 at 11:59pm BlackBoard: Resignation Assignment letter submission due via digital dropbox in Week 6 folder by June 26 at 11:59pm BlackBoard: Discussion Board #7 due by July 2 at 11:59pm CONNECT: Medical Assisting Review by Moini: Complete Practice Test 9 and 10 via Connect by July 2 at 11:59pm SIMTICS: Complete and upload any certificates in dropbox for week 6 by July 2 at 11:59pm	1,2 a,b,c

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
Week 7 07/06- 07/09	<p>July 8 is the 65% point</p> <p>SIMTICS:</p> <ul style="list-style-type: none"> • Bimanual Pelvic Exam for Medical Professionals • Assist with Pap Smear • Suture Removal for Medical Professionals • Obtain Adult Vital Signs 	<p>BlackBoard: Medical Assisting Skills I Practice Test due July 9 at 11:59pm</p> <p>BlackBoard: Resignation Assignment letter submission due via digital dropbox in Week 6 folder by July 9 at 11:59pm</p> <p>BlackBoard: Discussion Board #8 due by July 9 at 11:59pm</p> <p>CONNECT: Medical Assisting Review by Moini: Complete Practice Test 11 and 12 via Connect by July 9 at 11:59pm</p> <p>SIMTICS: Complete and upload any certificates in dropbox for week 7 by July 9 at 11:59pm</p>	1,2 a,b,c
Week 8 07/13- 07/16	<p>We will discuss Thank You Letters</p> <p>Proctored Exam required to be submitted by July 16 at midnight.</p> <p>NOTE: This is 20% of your grade</p> <p>SIMTICS:</p> <ul style="list-style-type: none"> • Administer Subcutaneous Injections • Administer Intradermal Injections • Administer Intramuscular Injections • Assist with Minor Surgical Procedures 	<p>BlackBoard: Proctored Exam due July 16 at 11:59pm</p> <p>BlackBoard: Resignation Assignment letter submission via digital dropbox in Week 7 folder by July 16 at 11:59pm</p> <p>BlackBoard: Discussion Board #8 due by July 16 at 11:59pm</p> <p>BlackBoard: Work on Thank You Letter Assignment</p> <p>SIMTICS: Complete and upload any certificates in dropbox for week 8 by July 16 at 11:59pm</p>	1,2 a,b,c

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
Week 9 07/20- 07/23		BlackBoard: Medical Assisting Skills II Practice Test due July 23 at 11:59pm BlackBoard: Thank You Letter Submission via digital dropbox in Week 8 folder by July 23 at 11:59pm BlackBoard: Community Resources Assignment due in Class on July 23 at 11:59pm BlackBoard: Work on Community Resources Assignment BlackBoard: Discussion Board #9 due by July 23 at 11:59pm BlackBoard: Work Ethics Assessment due July 23 at 11:59pm	1,2 a,b,c
Week 10 07/27- 07/30	MUST MAKE AT LEAST A 63 (430) ON COMPREHENSIVE FINAL TO PASS THE COURSE	Blackboard: COMPREHENSIVE FINAL EXAMINATION DUE JULY 30 AT 11:59pm	1,2 a,b,c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Preparation for Professional Employment
2. Review of Program Competencies for Employment Certification

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.