



**MAST 1180 MEDICAL ASSISTING  
SEMINAR  
COURSE SYLLABUS  
HYBRID  
Summer Semester 2017**

**Semester:** Summer 2017

**Course Title:** Medical Assisting Seminar

**Course Number:** MAST 1180

**Credit Hours/ Minutes:** 3 / 2250

**Class Location:** Building 8, Room 8166

**Class Meets:** Monday 1:00 – 3:30 p, (60% Class,  
40% online via Blackboard)

**CRN:** 60096

**Instructor:** Kimberly Brown, BSHS, CMA(AAMA),  
CCS-P

**Office Hours:** M-R 2:00-5:00

**Office Location:** Building 8, Room 8168

**Email Address:** [kbrown@southeasterntech.edu](mailto:kbrown@southeasterntech.edu)

**Phone:** 478-289-2243

**Fax Number:** 478-289-2336

**Preferred method of contact:** 478-289-2243 or  
[kbrown@southeasterntech.edu](mailto:kbrown@southeasterntech.edu)

**Tutoring Hours:** By appointment

**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

**REQUIRED TEXT:** Medical Assisting Review 4<sup>th</sup> ed. Moini ISBN 9781259290794

**REQUIRED SUPPLIES & SOFTWARE:** Resume paper, envelopes, pencils, ink pen, Medical Assisting Pin (optional)

**NOTE:** Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor 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 complete the online portion of the course.

**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**

1. Demonstrate preparing a letter of application.
2. Demonstrate preparation a resume to be used when applying for a job.
3. Demonstrate completion of a job application.
4. Perform role play a job interview.
5. Demonstrate dressing appropriately for a job interview.
6. Demonstrate preparation of a letter of resignation.
7. Demonstrate the importance of a letter of resignation.
8. List and discuss legal and illegal applicant interview questions. (X.C.9)

**Review of Program Competencies for Employment and Certification**

1. Review program competencies.
2. Participate in mock certification examination exercises.

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

- 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.

**STUDENT REQUIREMENTS (Hybrid):** Assignments must be completed on the specified date. A ten point penalty will be assessed for each day an assignment is late. Three days after the due date, **assignments will receive a grade of "0"**. Students are required to submit assignments at the beginning of class each Monday. Students are also responsible for policies and procedures in the *STC E-Catalog and Student Handbook*.

**EXIT EXAM:** An exit exam entitled Comp Final/Exit Exam (Capstone Exam) is required in MAST 1180. A grade of 63 (430) or higher is required. Failure to pass this exam results in failure to pass the course and exit the program.

**ASSIGNMENTS:** This lesson plan is subject to change at instructor's discretion. Late assignments are assessed ten-points each day. Three days past the due date, the assignments are not accepted; a grade of zero is assigned. It is the student's responsibility to make sure all assignments are completed and submitted by these due dates. **\*\*Points will be deducted for failure to follow directions. Proper heading must be included on all materials handed in.** This includes first and last name, date, course, assignment name. Failure to include this information will result in a **five point reduction**.

**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.

### WORK ETHICS GRADING RUBRIC

# of Posts	# of Replies	GRADE
1 or more	2 or more	<b>100</b>
1 or more	1	<b>75</b>
1 or more	0	<b>50</b>
0	0	<b>0</b>

**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" 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 also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed 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.

### ADDITIONAL ATTENDANCE PROVISIONS

#### **Health Sciences**

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**HYBRID ATTENDANCE:** STC's attendance procedure is followed for all hybrid classes along with the following addition. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements. STC's attendance policy located in the STC Catalog and Student Handbook must be followed in all hybrid classes. For the scheduled class sessions, attendance is counted from the first scheduled class meeting of each semester. Three (3) tardies or early departures equal one (1) absence for the course(s) involved. In order for a student to receive credit for a course, a student must attend at least 90% of the scheduled instructional time.

**HYBRID ATTENDANCE ADDENDUM:** This class meets 1 day a week for nine weeks on Tuesday. Students must attend the scheduled campus class each week and complete the online assignments. The maximum number of absences a student may miss for this class is 2.

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

**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 advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**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. You will have a comprehensive final exam at the end of the semester. **Each student is required to pass the comprehensive test with a 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.** (See grading policy below) There will be no make-ups for your final exam; therefore, you need to make arrangements to be present for the exam.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook*.

#### **Procedure for Academic Misconduct**

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

##### **--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.

##### **--Second Offense--**

Student is given a grade of "WF" 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.

##### **--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 second 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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

<b>ADA/Section 504 - Equity- Title IX (Students) -</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
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<b>OCR Compliance Officer</b>	
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**GRADING POLICY**

Journals	5%
Practicum	10%
Mock Interview	10%
Practice tests	10%
Assignments	10%
Work Ethics Exam/DB	5%
Comp final/Exit exam	50%
Total	100%

**GRADING SCALE**

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

**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.*

Skills Competency\* Pass/Fail  
\*All skills areas must be completed with a grade of 85% or better for passing, except for specified skills, which require 100% (psychomotor and affective domain)

Students are required to pass Unit/Chapter Tests with at least a 75% average in order to take the final exam. (cognitive domain)

**Core Curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB) 2015 Curriculum Requirements**


Cognitive (Knowledge Base) X.C Legal Implications	Psychomotor (Skills) X.P Legal Implications	Affective (Behavior) X.A Legal Implications
1. 2. 3. 4. 5. 6. 7. 8. 9. List and discuss legal and illegal applicant interview questions 10. 11. 12. 13.		

# MAST 1180, Medical Assisting Seminar

## SUMMER SEMESTER 2017 LESSON PLAN

**Note: In class defines what is taught in class for the 60% and online will define what the student will do online outside of class, the remaining 40% (hybrid).**

Date	Content	Assignments & Tests Due	Comp Area
May 15	<b>Orientation</b> <b>Syllabi, Outline, Rules, Regulations, Completion of forms, work ethics</b> <b>Drug Calculations Test</b>		
Week 1 May 22	<b>In Class:</b> Practice Comprehensive Test via Blackboard <b>CONNECT:</b> Log on to Connect and begin completing tests	<b>AAMA Practice Test Take Home</b> <b>***Due Monday June 5***</b> <b>Online:</b> Discussion board #1 due by May 31 at midnight. <b>Online:</b> Discussion board #2 due by May 31 at midnight. <b>Online:</b> Work on Journal Entries <b>In Class:</b> Practice Comprehensive Test via Blackboard <b>CONNECT:</b> Log on to Connect and begin completing tests	1,2 a, b, c
May 29	<b>HOLIDAY</b>		
Week 2 June 5	We will discuss Resumes, References, Cover Letters, and Letters of Application.	<b>Practice Test 1 Take Home</b> <b>***Due MON June 12***</b> <b>In Class:</b> AAMA Practice Test Take Home Due <b>In Class:</b> A&P and Medical Terminology Practice Test via Blackboard <b>In Class:</b> Cover Letter & Resume Assignments <b>Online:</b> Work on Journal Entries <b>Online:</b> Discussion board #3 due by June 7 at midnight. <b>CONNECT:</b> Medical Assisting Review by Moini: Complete Practice Test 1 & 2 via Connect by June 7 at midnight.	1,2,3 a, b, c
Week 3 June 12	<b>Job Readiness Speaker-Lance Helms</b> We will go over the Resumes, Cover Letters, and Letters of Application that were submitted and give back for the first round of corrections.	<b>Practice Test 2 Take Home</b> <b>***Due June 19***</b> <b>In Class:</b> Transdisciplinary Practice Test <b>In Class:</b> Practice Test 1 Take Home Due <b>In Class:</b> Resume and Cover Letter/Letter of Application Assignment due via digital dropbox in	1,2 a, b, c

		<p><b>Week 3 folder</b> by midnight June 14</p> <p><b>Online:</b> Work on Journal Entries</p> <p><b>Online:</b> Discussion board #4 due by June 14 at midnight.</p>	
<p>Week 4 June 19</p>	<p>We 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><b>MIDTERM IS JUNE 20</b></p> <p><b>65% IS JUNE 29</b></p> <p>***Mock Interview Monday – Building 1 board room 1-3pm*** REQUIRED</p>	<p><b>Practice Test 3 Take Home</b></p> <p><b>***Due July 26***</b></p> <p><b>In Class:</b> Medical Procedures Practice Test via Blackboard</p> <p><b>In Class:</b> Practice Test 2 Take Home Due</p> <p><b>In Class:</b> Resume/References and Cover Letter/Letter of Application resubmission 1 due via digital dropbox in Week 4 folder by midnight June 21</p> <p><b>Online:</b> Work on Journal Entries</p> <p><b>Online:</b> Discussion board #5 due by June 21 at midnight.</p> <p><b>CONNECT:</b> Medical Assisting Review by Moini: Complete Practice Test 3 &amp; 4 via Connect by June 21 at midnight.</p>	<p>1, 2 a, b, c</p>
<p>Week 5 June 26</p>	<p>We will finalize our Resumes, References, Cover Letters, and Letters of Application.</p>	<p><b>In Class:</b> Practice Test 3 Take Home Due</p> <p><b>In Class:</b> Administrative Practice Test via Blackboard</p> <p><b>In Class:</b> Resume/References and Cover Letter/Letter of Application resubmission 2 due via digital dropbox in Week 5 folder by midnight June 28</p> <p><b>Online:</b> Work on Journal Entries</p> <p><b>Online:</b> Discussion board #6 due by June 28 at midnight</p>	<p>1, 2 a, b, c</p>
	<p><b>!!SUMMER BREAK!!</b></p>		
<p>Week 6 July 10</p>	<p>We will discuss Resignation Letters.</p>	<p><b>Practice Test 4 Take Home</b></p> <p><b>***Due July 17***</b></p> <p><b>In Class:</b> Human Diseases Practice Test via Blackboard</p> <p><b>In Class:</b> Resume/References and Cover Letter/Letter of Application resubmission 3 due via digital dropbox in Week 6 folder by midnight</p>	<p>1,2 a, b, c</p>

		<p>July 12.</p> <p><b>In Class:</b> Resignation Assignment letter submission <b>via digital dropbox in Week 6 folder</b> by midnight July 12.</p> <p><b>Online:</b> Work on Journal Entries</p> <p><b>Online:</b> Discussion board #7 due by <b>July 12 at midnight.</b></p> <p><b>CONNECT:</b> Medical Assisting Review by Moini: Complete Practice Test 5 &amp; 6 <b>via Connect by July 12 at midnight.</b></p>	
Week 7 July 17	We will discuss Thank You Letters.	<p><b>In Class:</b> Practice Test 4 Take Home Due</p> <p><b>In Class:</b> Medical Assisting Skills I Practice Test via Blackboard</p> <p><b>In Class:</b> Resignation Assignment letter submission <b>via digital dropbox in Week 7 folder</b> by midnight July 19.</p> <p><b>Online:</b> Work on Journal Entries</p> <p><b>Online:</b> Discussion board #8 due by <b>July 19 at midnight.</b></p> <p><b>Online:</b> Work on Thank You Letter Assignment.</p> <p><b>CONNECT:</b> Medical Assisting Review by Moini: Complete Practice Test 7 &amp; 8 <b>via Connect by July 19 at midnight.</b></p>	1,2 a, b, c
Week 8 July 24	<b>MOCK INTERVIEWS</b>	<p><b>In Class:</b> Medical Assisting Skills II Practice Test via Blackboard</p> <p><b>In Class:</b> Thank You Letter Submission <b>via digital dropbox in Week 8 folder</b> by midnight July 26.</p> <p><b>In Class:</b> Work on Community Resources Assignment</p> <p><b>Online:</b> Work on Journal Entries</p> <p><b>Online:</b> Medical Assisting Review by Moini: Complete Practice Test 11 &amp; 12 <b>via Connect by July 26 at midnight.</b></p> <p><b>Online:</b> Discussion board #9 due by <b>July 26 at midnight</b></p> <p><b>Online:</b> Discussion board 10 due by <b>July 26 at midnight.</b></p> <p><b>CONNECT:</b> Medical Assisting Review by Moini: Complete Practice Test 9 &amp; 10 <b>via Connect by July 26 at midnight.</b></p>	1,2 a, b, c
Week 9 July 31		<p><b>In Class:</b> Community Resources Assignment due in class on July 31.</p> <p><b>In Class:</b> Work Ethic Assessment by the end of class on July 31.</p>	1,2 a, b, c
August 1		<p><b>MUST MAKE AT LEAST A 63 (430) ON COMPREHENSIVE FINAL TO PASS THE COURSE!!!</b></p> <p><b>In Class:</b> COMPREHENSIVE FINAL EXAMINATION</p>	1,2 a, b, c

		<b>In Class:</b> ALL PAPERWORK, EVALUATIONS, JOURNALS, ETC. MUST BE TURNED IN PRIOR TO TAKING THE COMP FINAL.	
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**\* Competency Areas:**

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.