



TENTATIVE—SUBJECT TO CHANGE
MAST 1180 MEDICAL ASSISTING SEMINAR
COURSE SYLLABUS
Hybrid
Summer Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Swainsboro Campus/Building 8 Room 8166

Class Meets: Monday 1:00-3:50 (60% Class, 40% Online via Blackboard)

Course Reference Number (CRN): 60177

Preferred Method of Contact: 478-289-2243 or [Kimberly Brown \(kbrown@southeasterntech.edu\)](mailto:kbrown@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kimberly Brown

Email Address: [Kimberly Brown \(kbrown@southeasterntech.edu\)](mailto:kbrown@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/ Building 8 Room 8168

Office Hours: Monday-Thursday 3:00-5:30

Phone: 478-289-2243

Fax Number: 478-289-2336

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.

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

<http://connect.mheducation.com/class/k-brown-201916>

REQUIRED SUPPLIES & SOFTWARE

Resume paper, envelopes, pencils, ink pen, Medical Assisting Pin

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 (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 the class each Monday. Students are also responsible for policies and procedures in the *STC E-Catalog and Student Handbook*.

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is 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. All 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.

For this class, which meets 1 day a week for 9 weeks, the maximum number of days a student may miss is 1 day during the semester.

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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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.

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	Lanie Jonas, Director of Human Resources

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
Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	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
Journals	5%
Practicum	10%
Mock Interview	10%
Practice Tests	10%
Assignments	10%
Work Ethics Exam/DB	5%
Comp Final/Exit Exam	50%

GRADING SCALE

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

Course Number and Name
Summer Semester 2019 Lesson Plan

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
May 13	Orientation Syllabi Outline Rules and Regulations Completion of forms Work Ethics		
Week 1 May 14		AAMA Practice Test Take Home Due Monday May 20 Online: Discussion Board #1 due by May 22 at midnight. Online: Discussion Board #2 due by May 22 at midnight. Online: Work on Journal Entries In Class: Practice Comprehensive Test via Blackboard CONNECT: Log onto Connect and begin completing tests	1,2,3 a,b,c
Week 2 May 20	We will discuss Resumes, References, Cover Letters, and Letters of Application	Practice Test 1 Take Home Due Monday June 3 In Class: AAMA Practice Test Take Home Due In Class: A&P and Medical Terminology Practice Test via Blackboard Online: Work on Journal Entries Online: Discussion Board #3 due by May 29 at midnight CONNECT: Medical Assisting Review by Moini: Complete Practice Test 1 and 2 via Connect by May 29 at midnight.	1,2,3 a,b,c
May 27	HOLIDAY		

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
Week 3 Online	Work on Resumes, Cover Letters, and Letters of Application to be submitted for the first round of corrections.	Practice Test 2 Take Home Due June 10 In Class: Transdisciplinary Practice Test In Class: Practice Test 1 Take Home Due June 3 In Class: Resume and Cover Letter/Letter of Application Assignment due via digital dropbox in Week 3 folder by Midnight June 5 at midnight Online: Work on Journal Entries Online: Discussion Board #4 due by June 6 at midnight.	1,2,3 a,b,c
Week 4 June 3	Job Readiness Speaker-Lance Helms We will go over the Resumes, Cover Letters, and Letters of Application that were submitted and give back for the first round of corrections. Midterm is June 17 65% is June 24	Practice Test 3 Take Home Due June 17 In Class: Medical Procedures Practice Test via Blackboard In Class: Practice Test 2 Take Home Due In Class: Resume/References and Cover Letter/Letter of Application resubmission 1 due via digital dropbox in Week 4 folder by midnight June 12 CONNECT: Medical Assisting Review by Moini: Complete Practice Test 3 and 4 via Connect by June 12 at midnight.	1,2 a,b
Week 5 June 10	We will finalize our Resumes, References, Cover Letters, and Letters of Application Midterm is June 17	In Class: Practice Test 3 Take Home Due In Class: Administrative Practice Test via Blackboard In Class: Resume/References and Cover Letter/Letter of Application resubmission 2 due via digital dropbox in Week 5 folder by midnight June 19 Online: Work on Journal Entries Online: Discussion Board #5 due by June 19 at midnight	1,2 a,b,c

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
Week 6 June 17	<p>We will discuss Resignation Letters</p> <p>Mock Interview – Building 1 Board Room 1:00-3:00 Required</p> <p>Midterm 65% is June 24</p>	<p>Practice Test 4 Take Home Due July 8</p> <p>In Class: Human Diseases Practice Test via Blackboard</p> <p>In Class: Resume/References and Cover Letter/Letter of Application resubmission 3 due via digital dropbox in Week 6 folder by midnight June 26</p> <p>In Class: Resignation Assignment letter submission due via digital dropbox in Week 6 folder by midnight June 26</p> <p>Online: Work on Journal Entries</p> <p>Online: Discussion Board #7 due by June 26 at midnight</p> <p>CONNECT: Medical Assisting Review by Moini: Complete Practice Test 5 and 6 via Connect by June 26 at midnight.</p>	1,2 a,b,c
Week 7 June 24	65% point	<p>In Class: Resignation Assignment letter submission due via digital dropbox in Week 6 folder by midnight June 26</p> <p>Online: Work on Journal Entries</p> <p>Online: Discussion Board #6 due by July 3 at midnight</p> <p>CONNECT: Medical Assisting Review by Moini: Complete Practice Test 5 and 6 via Connect by June 26 at midnight.</p>	1,2 a,b,c
	SUMMER BREAK		

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
Week 8 July 8	We will discuss Thank You Letters	<p>In Class: Practice Test 4 Take Home Due</p> <p>In Class: Medical Assisting Skills I Practice Test via Blackboard</p> <p>In Class: Resignation Assignment letter submission via digital dropbox in Week 7 folder by midnight July 10</p> <p>Online: Work on Journal Entries</p> <p>Online: Discussion Board #8 due by July 10 at midnight</p> <p>Online: Work on Thank You Letter Assignment</p> <p>CONNECT: Medical Assisting Review by Moini: Complete Practice Test 7 and 8 via Connect by July 10 at midnight.</p>	1,2 a,b,c
Week 9 July 15	Work Ethic Assessment due by the end of class on July 15	<p>In Class: Medical Assisting Skills II Practice Test via Blackboard</p> <p>In Class: Thank You Letter Submission via digital dropbox in Week 8 folder by July 17 at midnight</p> <p>In Class: Community Resources Assignment due in Class on July 22</p> <p>Online: Work on Community Resources Assignment</p> <p>Online: Work on Journal Entries</p> <p>Online: Discussion Board #9 due by July 17 at midnight</p> <p>CONNECT: Medical Assisting Review by Moini: Complete Practice Test 9 and 10 via Connect by July 17 at midnight</p>	1,2 a,b,c
Week 10 July 22	MUST MAKE AT LEAST A 63 (430) ON COMPREHENSIVE FINAL TO PASS THE COURSE	In Class: COMPREHENSIVE FINAL EXAMINATION	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.

Note—the last column, Comp Area, should include a competency area number and a general core competency letter.

Add your course rubrics to the end of the syllabus in a compliant format.