

**SOUTHEAST COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION**

Medical Assisting
Revision Date: 7/2019
[Syllabus Statements](#)

I. CATALOG DESCRIPTION

Course Number: MEDA1402
Course Title SENIOR SEMINAR
Prerequisite(s): MEDA1301

Catalog Description: An informal course which includes: reviewing and critiquing clinical procedures with correlation of classroom theory, a review of the certification exam course content, completion of the CMA (AAMA) exam, preparation of a cover letter, resume, and participation in a mock job interview.

Credit Hours: 2.0
Class Hours: 30
Lab Hours:
Total Contact Hours: 30

II. COURSE OBJECTIVES: *Course will:*

1. Integrate classroom knowledge into clinical experiences.
2. Prepare a cover letter and resume, and participate in a mock interview.
3. Prepare for a mock certification exam and complete the CMA (AAMA) examination prior to graduation.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

A. STUDENT LEARNING OUTCOMES: *Students will be able to:*

1. Demonstrate professionalism with regard to writing thank you letters, cover letters, and resumes.
2. Communicate clinical knowledge to classmates.
3. Complete the CMA (AAMA) examination.
4. Complete activities related to job placement.

B. GENERAL EDUCATION LEARNING OUTCOMES

1. **GELO 6: Career and Life Skills**
Outcome: Employ effective interpersonal and intrapersonal communication skills.

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)

- A. Correlation of practicum, lab, and classroom experiences, job and test preparation

V. INSTRUCTIONAL MATERIALS

- A. **Required Text(s):** Jones and Bartlett, Harrison, Weiss. *Preparing to Pass the Medical Assisting Exam*, latest edition.

- B. **Other Resources:** Supplemental handouts by instructor

VI. METHODS OF PRESENTATION/INSTRUCTION

A. Lecture, discussion, presentation, internet searches, role play, guest speakers, medical recruiters

VII. METHODS OF EVALUATION- See Course Information Document

Current College Grading Scale will be used.

SCC STANDARD GRADING SCALE POLICY:

| | | |
|-----------|----------|------------|
| A+ 95-100 | C+ 75-79 | F Below 60 |
| A 90-94 | C 70-74 | |
| B+ 85-89 | D+ 65-69 | |
| B 80-84 | D 60-64 | |

VIII. SPECIFIC COURSE REQUIREMENTS- See Course Information Document