



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** Medical Assisting Seminar  
**Course Number:** MAT205

### Required Materials

**Textbook(s):** Bonewit-West, K., Hunt, S., & Applegate, E. (2020). *Today's medical assistant: Clinical & administrative procedures* (4th ed.). Saunders. (Utilized for assignments)

**Required Readings:** See below.

**Additional Materials:** Flash Drive or a method and/or device to save documents.

### Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

<b><u>Week 1</u></b>	Review class syllabi and expectations.
<b><u>Week 2</u></b>	View the video presentation from Career Service on putting together a strong Cover Letter and Resume; View the pdf from Career Services; Practice exam.
<b><u>Week 3</u></b>	Practicum Packet power-point; The Real-World power-point.
<b><u>Week 4</u></b>	Distribute Practicum Packets; Practice exam.
<b><u>Week 5</u></b>	Power-point to help prepare for Interviews; Practice exam.
<b><u>Week 6</u></b>	Feedback and grades given in BrightSpace; Answer any questions about Interviews, Resume's, and Cover Letters; Practice exam.
<b><u>Week 7</u></b>	Answer what questions about Practicum and the CMA exam; Practice exam.
<b><u>Week 8</u></b>	Prepare for Practicum.