**SYLLABUS Template**

**Institution**: Name, address, website

**Course Title:** Term (dates of program)\* Times/Days of class session\*

**Instructor**: name, contact information, office hours

**Required Text(s):** list text(s) should include Name of Text, Author, and ISBN #

Recommended: additional optional reading

**Licensure and/or Certification:** specific information if required for employment; if optional, will program meet certification requirements and how to obtain

Are additional steps required for students to gain employment after completion/graduation of this program? For example, is a certification exam required after completion of the program?

**Grading (assessment of student progress):** late work policy; quiz and exam schedule; makeup work; grading scale

**Program Description/Objectives:**

This should be a summary of the program – may include goals, length, total time, and credit hours. You may want to use this guideline to present the total program to be delivered. In the case of a hybrid program, add a column to show the hours to be delivered online *and* in-person, as well as a breakdown of which hours are synchronous (live instruction) vs. asynchronous (students working independently).

***For example****, “This Medical Assisting program is a #-week program, including # hours lecture and lab time, plus # hours in clinical externship in a medical office. The externship must be completed by week [# of weeks/course title] of the program. Students will be proficient in the competencies required for entrance to this career field.”*

**Program Outline:** ***(Below is an example only – Please note that the commission has the authority to deny programs for insufficient program length or curricular quality.)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course #/Title | Description | Lecture Hours | Lab Hours | Externship Hours | Total Clock Hours |
| MA 101 / Fundamentals of Medical Assisting | Include 2-3 sentences describing what will be covered in this course.  ***Example:*** *This course will cover essential knowledge and skills required for individuals pursuing a career as a medical assistant. This would also include an overview of the healthcare system, medical ethics, and legal aspects of healthcare practice.* | 10 | 0 | 0 | 10 |
| MA 102 / Introduction to Psychology | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 103 / Medical Law & Ethics | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 104 / Anatomy & Physiology | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 105 / Medical Terminology | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 106 / Disease Pathology | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 107 / Infection Control | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 108 / Applied Venipuncture | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 109 / Principles of Pharmacology | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 110 / Applied Medical Surgical Care | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 111 / CPR/First AID/Safety/BLS | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 112 / Medical Insurance Administration | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 113 / Medical Administrative Procedures | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 114 / EKG | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 115 / Applied Laboratory Procedures | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 116 / Career Development | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 117 / National Exam Seminar | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| MA 118 / Practical Externship | Include 2-3 sentences describing what will be covered in this course. |  |  |  |  |
| TOTAL HOURS |  |  |  |  |  |

**Course Information:**

* Clearly describe skills and clinical hours required; provide competency assessment and clearly define assessment method;
* Specify quiz, test and exam dates
* Externship (if required): clearly define placement and evaluation process

**Attendance Policy:** Must include information about attendance for in-person courses as well as online courses when applicable. This should also include a process for students to contact instructor in the event of an absence.

**Class Cancellation Policy:** Include information about how students will be contacted in the event of a cancelled class/program.

**Communication Methods:** email, phone, LMS (Learning Management System) information. Specifically for the LMS, include information on what the LMS is and how students will be utilizing the platform (homework, communication with faculty, etc.).

**Disclaimers:**

* Reference to all policies and procedures described in Catalog and/or Student Handbook\* Please see Catalog/Student Handbook for more information about additional school policies and procedures.
* This syllabus is a general plan for the course; changes, when necessary, will be announced to the class by the instructor or school director.

**May 2024**