

TECHNICAL COLLEGE SYSTEM OF GEORGIA

ACADEMIC AFFAIRS DIVISION – OFFICE OF TECHNICAL EDUCATION

INFORMATION TICKET

Date: 1/13/2021

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Process	Action Required
<input checked="" type="checkbox"/> Curriculum Revision	<input type="checkbox"/> Notify Appropriate Personnel
<input checked="" type="checkbox"/> Course Revision	<input checked="" type="checkbox"/> Submit Vote
<input checked="" type="checkbox"/> Probe Notice	Submit Vote by: 2/3/2021
<input type="checkbox"/> Probe Feedback	<input checked="" type="checkbox"/> Notify Faculty and Administration
<input type="checkbox"/> Probe Outcome	<input type="checkbox"/> Information Only
<input type="checkbox"/> Other	

PAS Group Title/PAS Code: Medical Assisting/0830

Program Standard Title/Major Code(s) and/or Course Standard Title/Course Code(s):	
Medical Assisting/MA22	Legal & Ethical Concerns in the Medical Office/MAST 1010
Medical Assisting /MA23	Pharmacology in the Medical Office/MAST 1030
	Medical Office Procedures/MAST 1060
	Medical Assisting Skills I/MAST 1080
	Medical Assisting Skills II/MAST 1090
	Medical Insurance Management/MAST 1100
	Administrative Practice Management/MAST 1110
	Human Diseases/MAST 1120
	Medical Assisting Externship/MAST 1170
	Medical Assisting Seminar/MAST 1180

TICKET INFORMATION:

The presence of COVID-19 has resulted in many of the Medical Assisting programs throughout the state experiencing difficulties with students completing the KMS clinical hour requirement. The Medical Assisting IFCC met on October 8th, 2020 and November 16th, 2020 to discuss program standards and clinical hours revisions. Based on a majority vote, the following revisions were made to align with the Medical Assisting Education Review (MAERB) curriculum standards:

MAST 1010: Legal & Ethical Concerns in the Medical Office

- Removal of "one-required" statement from the pre-reqs description
 - Pre-requisites
 - **Pre-requisites: One Required**
 - Program Admission
 - Removal of the statement will allow college & program flexibility and decrease registration restrictions that some colleges are experiencing.

MAST 1030: Pharmacology in the Medical Office

- Removal of "all-required" statement from the pre-reqs description
 - Pre-requisites
 - **Pre-requisites: All Required**
 - Program Admission
 - MATH 1012: Foundations of Mathematics
 - Removal of the statement will allow college & program flexibility and decrease registration restrictions that some colleges are experiencing.

MAST 1060: Medical Office Procedures

- Removal of "one-required" statement from the pre-reqs description
 - Pre-requisites
 - **Pre-requisites: One Required**
 - Program Admission
 - Removal of the statement will allow college & program flexibility and decrease registration restrictions that some colleges are experiencing.
- Revision of learning outcomes
 - See Appendix for full details

MAST 1080: Medical Assisting Skills I

- Removal of "all-required" statement from the pre-reqs description
 - Pre-requisites
 - **Pre-requisites: All Required**
 - Program Admission
 - ALHS 1011 - Structure and Function of the Human Body
 - ALHS 1090 - Medical Terminology for Allied Health Sciences
 - Removal of the statement will allow college & program flexibility and decrease registration restrictions that some colleges are experiencing.
- Removal of the "internship" description and replaced it with "practicum" for the "other lab" category.
 - The MAST 1080 course is not a course intended for supervised work-experience activities, resulting in removing the “internship” description.
 - The course is intended for structured activities requiring the application and practice of occupational competencies, resulting in using the “practicum” description.
- Revision of learning outcomes
 - See Appendix for full details

MAST 1090: Medical Assisting Skills II

- Removal of "all-required" statement from the pre-reqs description
 - Pre-requisites
 - **Pre-requisites: All Required**
 - Program Admission
 - ALHS 1011 - Structure and Function of the Human Body
 - ALHS 1090 - Medical Terminology for Allied Health Sciences
 - Removal of the statement will allow college & program flexibility and decrease registration restrictions that some colleges are experiencing.
- Removal of the "internship" description and replaced it with "practicum" for the "other lab" category.
 - The MAST 1090 course is not a course intended for supervised work-experience activities, resulting in removing the “internship” description.
 - The course is intended for structured activities requiring the application and practice of occupational competencies, resulting in using the “practicum” description.
- Revision of learning outcomes

- See Appendix for full details

MAST 1100: Medical Insurance Management

- Removal of "all-required" statement from the pre-reqs description
 - Pre-requisites
 - **Pre-requisites: All Required**
 - Program Admission
 - ALHS 1011 - Structure and Function of the Human Body
 - ALHS 1090 - Medical Terminology for Allied Health Sciences
 - COMP 1000 - Introduction to Computer Literacy
 - ENGL 1010 - Fundamentals of English I
 - Removal of the statement will allow college & program flexibility and decrease registration restrictions that some colleges are experiencing.
 - Removal of ENGL 1010: Fundamentals of English I as a pre-req
 - Removal allows flexibility in scheduling.
 - The ENGL 1010 will remain as a required course for completion of the diploma credential.
 - Removal of COMP 1000: Introduction to Computer Literacy as a pre-req
 - COMP 1000 is a required course for completing the diploma & degree credential; however, it is not required for students to complete before enrolling in MAST courses.
 - The COMP 1000 course can be taken alongside any of the MAST courses.
 - The removal of COMP 1000 will allow all programs to teach the MAST 1100 course in the sequence that best fits the program's needs.
 - Removal of the "internship" description and replaced it with "practicum" for the "other lab" category.
 - The MAST 1100 course is not a course intended for supervised work-experience activities, resulting in removing the "internship" description.
 - The course is intended for structured activities requiring the application and practice of occupational competencies, resulting in using the "practicum" description.

MAST 1110: Administrative Practice Management

- Removal of "all-required" statement from the pre-reqs description
 - Pre-requisites

- **Pre-requisites: All Required**
 - ALHS 1011 - Structure and Function of the Human Body
 - ALHS 1090 - Medical Terminology for Allied Health Sciences
 - COMP 1000 - Introduction to Computer Literacy
 - ENGL 1010 - Fundamentals of English I
- Removal of the statement will allow college & program flexibility and decrease registration restrictions that some colleges are experiencing.
- Removal of ENGL 1010: Fundamentals of English I as a pre-req
 - Removal allows flexibility in scheduling.
 - The ENGL 1010 course will remain as a required course for completion of the diploma credential.
- Removal of COMP 1000: Introduction to Computer Literacy as a pre-req
 - COMP 1000 is a required course for completing the diploma & degree credential; however, it is not required for students to complete before enrolling in MAST courses.
 - The COMP 1000 course can be taken alongside any of the MAST courses.
 - The removal of COMP 1000 will allow all programs to teach the MAST 1110 course in the sequence that best fits the program's needs.
- Removal of the "internship" description and replaced it with "practicum" for the "other lab" category.
 - The MAST 1110 course is not a course intended for supervised work-experience activities, resulting in removing the "internship" description.
 - The course is intended for structured activities requiring the application and practice of occupational competencies, resulting in using the "practicum" description.
- Revision of learning outcomes
 - See Appendix for full details

MAST 1120: Human Diseases

- Removal of "all-required" statement from the pre-reqs description
 - Pre-requisites
 - **Pre-requisites: All Required**
 - Program Admission
 - ALHS 1011 - Structure and Function of the Human Body
 - ALHS 1090 - Medical Terminology for Allied Health Sciences

- Removal of the statement will allow college & program flexibility and decrease registration restrictions that some colleges are experiencing.
- Revision of learning outcomes
 - See Appendix for full details

MAST 1170: Medical Assisting Externship

- Removal of "one-required" statement from the pre-reqs description
 - Pre-requisites
 - **Pre-requisites: One Required**
 - Program Admission
 - Removal of the statement will allow college & program flexibility and decrease registration restrictions that some colleges are experiencing.
- Added MAST 1180: Medical Assisting Seminar as a co-req
- Revised clinical contact hours from 270hrs to 225hrs, resulting in a new total of 5 credit hours rather than the current 6 credit hours.
- The 1 credit hour difference has been redistributed to the MAST 1180 course.

MAST 1180: Medical Assisting Seminar

- Removal of "one-required" statement from the pre-reqs description
 - Pre-requisites
 - **Pre-requisites: One Required**
 - Program Admission
 - ENGL 1010 - Fundamentals of English I
 - Removal of the statement will allow college & program flexibility and decrease registration restrictions that some colleges are experiencing.
- Added MAST 1170: Medical Assisting Externship as a co-req
- The 1 credit hour difference from the revision of clinical hours within MAST 1170 has been redistributed to this course's lecture category, resulting in an additional 15 contact hours added to the course from 45hrs to 60hrs. These additional contact hours have increased the credit hours from 3hrs to 4 credit hrs for this course.

All revisions were voted in by the IFCC. The revisions required the creation of 2021 versions for all MAST course standards and the MA22 and MA23 program standards. Overall, the revisions

made did not impact the total credit hours for the MA22 and MA23 program. The MA22 program remained at 54 credit hours and the MA23 program remained at 63 credit hours.

Votes should be submitted no later than February 3rd, 2021.