



Atlantic Technical College
Medical Administrative Specialist
100% Online
Program Syllabus
2025-2026



Instructor Name: Kaysha Covington
Department Name: Business, Management and Administration
Office/Classroom Location: Bldg. 19 Room 184/Remote
Phone Number: 754-493-3108 or 954-507-2398
Email Address: kaysha.covington@browardschools.com

Instructor Office Hours:

Instructor responses to student requests will be provided within 24-48 hours of regular school operating hours:

Monday – Friday 6:30 am – 3:00 pm

Instructor Virtual Office Hours:

Monday, Tuesday, Wednesday, Saturday & Sunday: 2:00 pm – 7:00pm **(By Appointment only)**

100% Distance: Monday – Wednesday, & Friday
Virtual Lab: (Mandatory) Thursday, 5:30 pm – 8:30 pm
via MS Teams in Clever: Team Name is Covington-AOS/LAS/MAS Online

Full-Time: Estimated Minimum of 30 hours per week
Part-Time: Estimated Minimum of 15 hours per week

OCPs	Course Names	Hours
B	OTA0040 Information Tech Assist.	150
C	OTA0041 Front Desk Specialist	300
D	OTA0631 Medical Office Technologist	300
D	OTA0651 Medical Administrative Specialist	300

Course Description:

This program is designed to prepare students for employment as medical secretaries, medical office clerks, medical insurance secretaries, medical records clerks, and medical administrative specialists or to provide supplemental training for persons previously or currently employed in these occupations. The program prepares students to perform medical office duties utilizing knowledge of medical terminology and medical office procedures; to transcribe medical documents; to perform medical office functions using specialized medical scheduling/billing software; to produce quality work using advanced business software applications; to research job opportunities; and to produce high quality employment portfolios and job-seeking documents.

After successfully completing the program, the student will be able to perform medical office activities and will have developed skills in keyboarding, records management, communications, human relations, transcription, computer applications, and decision making.

Technical College Policy/Adult Student Attendance:

- A student may be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstances with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students. <http://www.atlantictechcollege.edu/atc-student-handbook/>

Required e-Book/Digital Access and/or Textbook(s):

- **E-Book: Kinn's, The Administrative Medical Assistant, 15th Edition & (Digital access w/ Sherpath)** ISBN # 9780443108242
- **E-Book: Understanding Health Insurance: A Guide to Billing and Reimbursement (Digital access w/ MindTap for 12 Months Access)** ISBN # 9780357932063

<ul style="list-style-type: none"> • E-Book: MOSS 4.0 MindTap Medical Office Specialist Simulation ISBN # 9780357933084 																					
Required Materials/Supplies: <ul style="list-style-type: none"> • Windows PC (Strongly Recommended) Windows 10 Home or higher or Mac OS 10.15 Operating System or higher • Microsoft Office 365 (Available for free to enrolled students) • Minimum Hard Drive 250 GB or Higher • Computer Memory Recommended 16 GB RAM • USB Flash Drive (32GB suggested) • Computer Headset (e.g. headphones) • Notebook, pen, pencil, highlighter(s), post-op notes 	Digital Access/Resources: <ul style="list-style-type: none"> • E-Book: Kinn's, The Administrative Medical Assistant, 15th Edition & (Digital access w/ Sherpath) ISBN # 9780443108242 • E-Book: Understanding Health Insurance: A Guide to Billing and Reimbursement (Digital access w/ MindTap for 12 Months Access) ISBN # 9780357932063 • E-Book: MOSS 4.0 MindTap Medical Office Specialist Simulation ISBN # 9780357933084 																				
<p><i>All required books and most materials/supplies can be purchased from the ATC bookstore. Stop by during operational hours for pricing and purchasing information or visit:</i></p> <p>https://www.atlantictechicalcollege.edu/bookstore-price-list/</p>																					
Grading System: <table> <tr><td>A</td><td>90-100%</td></tr> <tr><td>B</td><td>80 - 89%</td></tr> <tr><td>C</td><td>70 - 79%</td></tr> <tr><td>D</td><td>D 60 - 69%</td></tr> <tr><td>F</td><td>0 - 59%</td></tr> <tr><td>I</td><td>Incomplete</td></tr> </table>	A	90-100%	B	80 - 89%	C	70 - 79%	D	D 60 - 69%	F	0 - 59%	I	Incomplete	Additional Program Specific Grading Information: Gradebook Categories <table> <tr><td>Professionalism</td><td>10% of Final Grade</td></tr> <tr><td>Daily/Classwork</td><td>15% of Final Grade</td></tr> <tr><td>Quizzes/Tests</td><td>25% of Final Grade</td></tr> <tr><td>Exams/Projects</td><td>50% of Final Grade</td></tr> </table>	Professionalism	10% of Final Grade	Daily/Classwork	15% of Final Grade	Quizzes/Tests	25% of Final Grade	Exams/Projects	50% of Final Grade
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<p>Online Course Grading Policy: Each student is expected to follow the daily/weekly assignments pacing schedule. Some assignment deadlines may be extended by the instructor for extenuating circumstances.</p> <p>Late Assignment Policy: Late assignments may be accepted. However, points may be deducted if the student did not notify the instructor prior to submitting a missed assignment.</p> <p>Online Course Grading Policy: Online students' grades and attendance are based on the following:</p> <ul style="list-style-type: none"> • Scheduled assignments are due each Sunday by 11:59 pm. Late submission of work will affect the assignment grade. • Students assume full responsibility for the content and integrity of submitted work. As the guiding principle of academic integrity, a student's submitted work, examinations, reports, projects, etc. must be his/her own. • Unless otherwise stated by the instructor, physical or digital references including books, charts, graphs, diagrams, photos, notes or calculators may not be utilized during assessments or exams. Blank scratch paper will be permitted during certain assessments. • Exams may include an oral or lab/skills component and final exams will be completed in-person or during a lab session. 																					

View Your Grades:

Grades can be viewed online by following the directions below:

1. **Go to Clever SSO Website link:** <https://bit.ly/workforce-sso> and login:
 - a. Username: 10-digit student ID number
 - b. Password: PMM/DD/YYYY (or your personally created password after initial login)
2. **Click on the FOCUS app on your Clever opening page.**
(You may need to scroll-down the page to see the FOCUS app.)
3. **Enter your FOCUS username and password.**

NOTE: If the Focus App. is not visible after logging into Clever, please navigate to the Broward Focus website directly:
<http://browardfocus.com/>.

Classroom/Lab Rules:

- Students must attend **all LAB** sessions.
- Students must sign-in into **WORKFORCE CLEVER, CANVAS, and FOCUS DAILY.**
- Read and follow DAILY/WEEKLY AGENDA (also available in D2L).
- Follow all rules in the student and discipline handbook.
- Cell phones silent/vibrate or OFF and PUT AWAY when attending virtual and/or on-campus class.
- Print **ONLY** relatable coursework aligned with the program.
- Email professor by 2:00 PM on the same day when absent or unable to log in to online course.
- Come to class prepared to work and be respectful of ALL class members.
- Virtual attendance must be in academic/business casual attire and webcams **MUST BE ON** unless instructed otherwise by your teacher.
- ALL assignments submitted must reflect the student's own individual work.
- No food or beverages in the lab, when you are on campus.

Industry Certification & State Credential Exam:

- Certified Medical Administrative Assistant (CMAA) – \$117
- Cardiopulmonary Resuscitation Basic (CPR) – \$30
- Microsoft Office 2019 Master Bundle: Word & Word Expert, PowerPoint, Excel & Excel Expert, Outlook, & Access -\$100 per exam

You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are estimated & subject to change.

Outstanding Student Recognition Information:

A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.

Program Name: Medical Administrative Specialist**Occupational Completion Point: A**

Course Number: OTA0040

Course Name: Information Technology Assistant (150 Hours)

Intended Outcomes: (From FL DOE Curriculum Frameworks) Students will be able to:

- Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
- Develop an awareness of microcomputers.
- Demonstrate an understanding of networks.
- Use word processing applications to enhance the effectiveness of various types of documents and communication.
- Use presentation, spreadsheet, and electronic mail applications to enhance communication skills.
- Use database applications to store and organize data.
- Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, life-long learning, and personal and professional goals.
- Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.

- Demonstrate competence using computer networks, Internet, and online databases to facilitate collaborative or individual learning and communication.
- Develop awareness of computer languages, web-based & software applications, and emerging technologies.
- Demonstrate an understanding of basic html by creating a simple web page.
- Demonstrate comprehension and communication skills.
- Use social media to enhance online communication and develop an awareness of a digital footprint.

Occupational Completion Point: B

Course Number: OTA0041

Course Name: Front Desk Specialist (300 Hours)

Intended Outcomes: (From FL DOE Curriculum Frameworks)

Students will be able to:

- Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance to apply ergonomic principles applicable to the configuration of computer workstations.
- Demonstrate language arts knowledge and skills.
- Apply professional oral and written communication skills in a courteous, concise, and correct manner.
- Solve problems using critical thinking skills, creativity and innovation and by interpreting information and ideas.
- Practice quality performance incorporating customer service strategies in the learning environment and the workplace.
- Apply appropriate supervision techniques, standards of personal ethics, and knowledge of workplace regulatory practices to accomplish job objectives and enhance workplace performance.
- Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
- Demonstrate human relations/interpersonal skills appropriate for the workplace.
- Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- Describe the importance of professional ethics and legal responsibilities.
- Participate in simulated work-based learning experiences.

Occupational Completion Point: C

Course Number: OTA0631

Course Name: Medical Office Technologist (300 Hours)

Intended Outcomes: (From FL DOE Curriculum Framework)

Students will be able to:

- Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- Participate in simulated work-based learning experiences in a medical office environment.
- Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

Occupational Completion Point: D

Course Number: OTA0651

Course Name: Medical Administrative Specialist (300 Hours)

Intended Outcomes: (From FL DOE Curriculum Frameworks)

Students will be able to:

- Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- Use technology to increase medical office support productivity and enhance workplace performance.
- Participate in simulated work-based learning experiences.
- Use technology to increase medical office support productivity and enhance workplace performance.
- Demonstrate employability skills.
- Explain the importance of employability skills and entrepreneurial skills.
- Demonstrate business management skills.
- Demonstrate positive human relations and leadership skills in the workplace.
- Describe the importance of professional ethics and legal responsibilities.