Medical Assisting • January Start
Semester Course Outline • 2021 – 2022
20 Months (3 Semesters, 2 Summer Sessions) • Revised: 3/11/21
Associate of Applied Science (A.A.S.) Degree • Credits Required for Graduation: 67.5

LAKE AREA TECH COLLEGE

First Spring Semester

Course Number	Course Title	Clock Hours	Credits
MA 115	Medical Terminology	45	3
MA 138	Anatomy and Pathology II	45	3
MA 150	Introduction to Medical Assisting II	56	2
MA 214	Emergency Preparedness	28	1
CPR 112	Basic Life Support (BLS) for Healthcare Workers	8	.5
CSC 102	Window Applications for Technicians	45	3
HAZ 100	Hazardous Materials Safety	14	.5
• Selected Behavioral Science Course (Choose one) PSYC 100 – Psychology of Human Relations PSYC 101 – General Psychology *		45	3
• Selected Mathematics Course (Choose one) MATH 100 – Applied General Math MATH 101 – Intermediate Algebra MATH 114 – College Algebra *		45	3
	Total	231	19

First Summer Session

Course Number	Course Title	Clock Hours	Credits
MA 106	Keyboarding	45	3
MA 212	Insurance in the Medical Office	45	3
• Selected Communications Course (Choose one) COMM 101 – Communications and Career Strategies ENGL 101 – Composition * (CSS 100 – Career Search Strategies .5 credit) SPCM 101 – Fundamentals of Speech * (CSS 100 – Career Search Strategies .5 credit)		45	3
	Total	135	9

First Fall Semester

Course Number	Course Title	Clock Hours	Credits
MA 105	Introduction to Medical Assisting I	56	2
MA 125	Medical Law and Ethics	45	3
MA 136	Anatomy and Pathology I	84	3
MA 171	Medical Laboratory Procedures	70	2.5
MA 175	Clinical Office Procedures I	84	3
MLT 135	Principles of Phlebotomy	28	1
• Selected Communications Course (Choose one) COMM 101 – Communications and Career Strategies ENGL 101 – Composition * (CSS 100 – Career Search Strategies .5 credit) SPCM 101 – Fundamentals of Speech * (CSS 100 – Career Search Strategies .5 credit)		45	3
	Total	412	17.5

Second Spring Semester

Course Number	Course Title	Clock Hours	Credits
MA 155	Medical Office Transcription	30	2
MA 167	Medical Coding	84	3
MA 165	Pharmacology	45	3
MA 205	Clinical Office Procedures II	56	2
MA 227	Practice Management and the Electronic Health Record	84	3
MA 215	Administration of Medications	15	1
MA 220	Diagnostic and Therapeutic Procedures	15	1
• Selected Social Science Course (Choose one) ECON 105 – Leadership in the Global Workplace ECON 201 – Principles of Microeconomics I * ECON 202 – Principles of Macroeconomics II * SOC 100 – Introduction to Sociology *		45	3
	Total	374	18

Second Summer Session

Course Number	Course Title	Clock Hours	Credits
MA 240	Administrative and Clinical Externship	240	4
	Total	240	4

- Students will select a course in each of the areas listed to meet general education requirements. Courses marked with an asterisk (*) can be transferred directly to the university system and may be substituted for recommended courses on the outline. Students should speak with an advisor before doing so.

  Students who select to take transferable communications course ENGL 101 or SPCM 101, must also register for CSS 100 – Career Search Strategies for .5 credit. This curriculum is required for all Lake Area Tech graduates and is included in the COMM 101 course but is separate from the university system.