

# Medical Assisting

## Semester Course Outline • 2023 – 2024

20 Months (4 Semesters, 1 Summer Session) • Revised: 1/20/23

Associate of Applied Science (A.A.S.) Degree • Credits Required for Graduation: 67.5



### First Year – Fall Semester

Course Number	Course Title	Clock Hours	Credits
MA 105	Introduction to Medical Assisting I	56	2
MA 115	Medical Terminology	45	3
MA 125	Medical Law and Ethics	45	3
MA 136	Anatomy and Pathology I	45	3
MA 175	Clinical Office Procedures I	84	3
CSC 102	Window Applications for Technicians	45	3
<b>Total</b>		320	17

### First Year – Spring Semester

Course Number	Course Title	Clock Hours	Credits
MA 138	Anatomy and Pathology II	45	3
MA 150	Introduction to Medical Assisting II	56	2
MA 165	Pharmacology	45	3
MA 214	Emergency Preparedness	28	1
CPR 112	Basic Life Support (BLS) for Healthcare Workers	8	.5
HAZ 100	Hazardous Materials Safety	14	.5
<ul style="list-style-type: none"> <li>Selected Communications Course (Choose one)            CMST 101 – Fundamentals of Speech * (CSS 100 – Career Search Strategies .5 credit)            COMM 101 – Communications and Career Strategies            ENGL 101 – Composition * (CSS 100 – Career Search Strategies .5 credit)</li> </ul>		45	3
<ul style="list-style-type: none"> <li>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 *</li> </ul>		45	3
<b>Total</b>		286	16

### First – Summer Session

Course Number	Course Title	Clock Hours	Credits
MA 106	Keyboarding	45	3
MA 212	Insurance in the Medical Office	45	3
<ul style="list-style-type: none"> <li>Selected Communications Course (Choose one)            CMST 101 – Fundamentals of Speech * (CSS 100 – Career Search Strategies .5 credit)            COMM 101 – Communications and Career Strategies            ENGL 101 – Composition * (CSS 100 – Career Search Strategies .5 credit)</li> </ul>		45	3
<b>Total</b>		125	9

Semester Course Outline • 2023 – 2024

Second Year – Fall Semester

Course Number	Course Title	Clock Hours	Credits
MA 167	Medical Coding	84	3
MA 172	Medical Laboratory Procedures	98	3.5
<ul style="list-style-type: none"> <li>Selected Behavioral Science Course (Choose one)                      PSYC 100 – Psychology of Human Relations                      PSYC 101 – General Psychology *</li> </ul>		45	3
<ul style="list-style-type: none"> <li>Selected Mathematics Course (Choose one)                      MATH 100 – Applied General Math                      MATH 101 – Intermediate Algebra                      MATH 114 – College Algebra *</li> </ul>		45	3
<b>Total</b>		272	12.5

Second Year – Spring Semester

Course Number	Course Title	Clock Hours	Credits
MA 155	Medical Office Transcription	30	2
MA 205	Clinical Office Procedures II	56	2
MA 215	Administration of Medications	15	1
MA 220	Diagnostic and Therapeutic Procedures	15	1
MA 227	Practice Management and the Electronic Health Record	84	3
MA 240	Administrative and Clinical Externship	240	4
<b>Total</b>		450	13

- 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 CMST 101 or ENGL 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.