



Medical Assisting • January Start
Semester Course Outline • 2016 – 2017 • Revised: 8/1/16
Associate of Applied Science (A.A.S.) Degree
20 Months • Credits Required for Graduation: 63

First Spring Semester

Course Number	Course Title	Clock Hours	Credits
MA 115	Medical Terminology	42	1.5
MA 138	Anatomy and Pathology II	84	3
MA 150	Introduction to Medical Assisting II	56	2
MA 214	Emergency Preparedness	56	2
CPR 112	Basic Life Support (BLS) for Healthcare Workers	14	.5
CIS 102	Window Applications for Technicians	45	3
HAZ 100	Hazardous Materials Safety	14	.5
<ul style="list-style-type: none"> • Selected Behavioral Science Course (Choose one) <li style="padding-left: 20px;">PSYC 100 – Psychology of Human Relations <li style="padding-left: 20px;">PSYC 101 – General Psychology * 		45	3
<ul style="list-style-type: none"> • Selected Mathematics Course (Choose one) <li style="padding-left: 20px;">MATH 100 – Applied General Math <li style="padding-left: 20px;">MATH 101 – Intermediate Algebra <li style="padding-left: 20px;">MATH 102 – College Algebra * 		45	3
Total		401	18.5

First Summer Session

Course Number	Course Title	Clock Hours	Credits
MA 106	Keyboarding	56	2
MA 212	Insurance in the Medical Office	56	2
<ul style="list-style-type: none"> • Selected Communications Course (Choose one) <li style="padding-left: 20px;">COMM 101 – Communications and Career Strategies <li style="padding-left: 20px;">ENGL 101 – Composition * (CSS 100 – Career Search Strategies .5 credit) <li style="padding-left: 20px;">SPCM 101 – Fundamentals of Speech * (CSS 100 – Career Search Strategies .5 credit) 		45	3
Total		157	7

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	84	3
MA 136	Anatomy and Pathology I	84	3
MA 171	Medical Laboratory Procedures	70	2.5
MA 175	Clinical Office Procedures I	56	2
MLT 135	Principles of Phlebotomy	28	1
<ul style="list-style-type: none"> • Selected Communications Course (Choose one) <li style="padding-left: 20px;">COMM 101 – Communications and Career Strategies <li style="padding-left: 20px;">ENGL 101 – Composition * (CSS 100 – Career Search Strategies .5 credit) <li style="padding-left: 20px;">SPCM 101 – Fundamentals of Speech * (CSS 100 – Career Search Strategies .5 credit) 		45	3
Total		423	16.5

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Second Spring Semester

Course Number	Course Title	Clock Hours	Credits
MA 155	Medical Office Transcription	56	2
MA 167	Medical Coding	84	3
MA 165	Pharmacology	56	2
MA 205	Clinical Office Procedures II	56	2
MA 227	Practice Management and the Electronic Health Record	84	3
MA 215	Administration of Medications	28	1
MA 220	Diagnostic and Therapeutic Procedures	28	1
<ul style="list-style-type: none"> 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		437	17

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.