



**Medical Assisting**  
**Semester Course Outline • 2016 – 2017 • Revised: 2/16/16**  
**Associate of Applied Science (A.A.S.) Degree**  
**18 Months • Credits Required for Graduation: 62.5**

**First Year – Fall Semester**

Course Number	Course Title	Clock Hours	Credits
MA 105	Intro to Medical Assisting I	56	2
MA 106	Keyboarding	56	2
MA 115	Medical Terminology	42	1.5
MA 125	Medical Law and Ethics	56	2
MA 136	Anatomy and Pathology I	84	3
MA 175	Clinical Office Procedures I	56	2
CIS 102	Window Applications for Technicians	45	3
<b>Total</b>		395	15.5

**First Year – Spring Semester**

Course Number	Course Title	Clock Hours	Credits
MA 138	Anatomy and Pathology II	84	3
MA 150	Intro to Medical Assisting II	56	2
MA 165	Pharmacology	56	2
MA 214	Emergency Preparedness	28	1
CPR 112	Basic Life Support (BLS) for Healthcare Workers	14	.5
HAZ 100	Hazardous Materials Safety	14	.5
<ul style="list-style-type: none"> <li>• Selected Communications Course (Choose one)</li> <li style="padding-left: 20px;">COMM 101 – Communications and Career Strategies</li> <li style="padding-left: 20px;">ENGL 101 – Composition * (CSS 100 – Career Search Strategies .5 credit)</li> <li style="padding-left: 20px;">SPCM 101 – Fundamentals of Speech * (CSS 100 – Career Search Strategies .5 credit)</li> </ul>		45	3
<ul style="list-style-type: none"> <li>• Selected Social Science Course (Choose one)</li> <li style="padding-left: 20px;">ECON 105 – Leadership in the Global Workplace</li> <li style="padding-left: 20px;">ECON 201 – Principles of Microeconomics I *</li> <li style="padding-left: 20px;">ECON 202 – Principles of Macroeconomics II *</li> <li style="padding-left: 20px;">SOC 100 – Introduction to Sociology *</li> </ul>		45	3
<b>Total</b>		342	15

**First – Summer Session**

Course Number	Course Title	Clock Hours	Credits
MA 201	Electronic Health Records	56	2
MA 212	Patient to Payment/Insurance Procedures	56	2
<ul style="list-style-type: none"> <li>• Selected Communications Course (Choose one)</li> <li style="padding-left: 20px;">COMM 101 – Communications and Career Strategies</li> <li style="padding-left: 20px;">ENGL 101 – Composition * (CSS 100 – Career Search Strategies .5 credit)</li> <li style="padding-left: 20px;">SPCM 101 – Fundamentals of Speech * (CSS 100 – Career Search Strategies .5 credit)</li> </ul>		45	3
<b>Total</b>		157	7

**Medical Assisting • Associated of Applied Science (A.A.S.) Degree  
Semester Course Outline • 2016 – 2017**

**Second Year – Fall Semester**

Course Number	Course Title	Clock Hours	Credits
MA 167	Medical Coding	84	3
MA 171	Medical Laboratory Procedures	70	2.5
MLT 135	Principles of Phlebotomy	28	1
<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 102 – 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	42	1.5
MA 205	Clinical Office Procedures II	56	2
MA 206	Computerized Medical Office Procedures	84	3
MA 215	Administration of Medications	28	1
MA 220	Diagnostic and Therapeutic Procedures	28	1
MA 240	Administrative and Clinical Externship	240	4
<b>Total</b>		478	12.5

- 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.