

3/28/2025

DATE



REQUIRED COURSE



ELECTIVE COURSE

AHD

DIVISION



NEW COURSE



REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	MAP-086	TITLE: (30 Characters Max)	Med Assist Seminar										
SEM CR HRS:	3.0	Lecture:	3.0	Lab:	0.0	ICCB Lab:	0.0	ECH:	3.0				
Course Level:	<input type="checkbox"/> Gen Ed/IAI <input type="checkbox"/> Baccalaureate/Non-IAI			<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/Not in Degree Audit		Clinical Practicum:	0.0	Work-based Learning:	0.0	WBL ECH:	0.0		
Course PCS & CIP:	12 - 51.0801		IAI Code:	N/A		Contact Hours (Minutes/Week)							
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:		Max:		16 Wks	150	8 Wks	300
Prerequisites:	Successful completion of MAP-070, MAP-072, MAP-074, MAP-078 with a "C" or better.												
Corequisites:	None												
Catalog Description: (40 Word Limit)	This course includes resume preparation, job searches, interviewing skills, communication styles, medical law and ethics and the role/responsibilities of the medical assistant. The student will be prepared for the credentialing exam with test-taking strategies and study techniques.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Essentials for employment	12			
Medical law and ethics	6			
Professional communication	10			
Exam review	14			
Externship overview	3			
TOTAL	45	0	0	0

EVALUATION

QUIZZES	<input checked="" type="checkbox"/>	EXAMS	<input checked="" type="checkbox"/>	ORAL PRES	<input checked="" type="checkbox"/>	PAPERS	<input checked="" type="checkbox"/>
LAB WORK	<input type="checkbox"/>	PROJECTS	<input checked="" type="checkbox"/>	COMP FINAL	<input checked="" type="checkbox"/>	OTHER	<input checked="" type="checkbox"/>

COURSE MATERIALS

TITLE:	Medical Assisting Administrative and Clinical Competencies	Workbook for Medical Assisting Administrative and Clinical Competencies
AUTHOR:	Michelle Blessi	Michelle Blessi
PUBLISHER:	Cengage	Cengage
VOLUME/EDITION/URL:	13th edition	13th edition
COPYRIGHT DATE:	2017	2017

TITLE:	Mindtap online access
AUTHOR:	
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	
COPYRIGHT DATE:	2017

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Essentials for employment	12	1. Interview effectively (mock interview). 2. Create a professional resume and cover letter. 3. Discuss importance of time management. 4. Discuss roles and responsibilities of the medical assistant. 5. Demonstrate professional behavior. 6. Discuss professional organizations for medical assistants. 7. Identify the importance of community responsibilities. 8. Complete 4 hours community service.

Medical law and ethics	6	1. Discuss medical law and ethics. 2. Discuss legal issues. 3. Discuss personal ethics and professional performance.
Professional communication	10	1. Discuss verbal and nonverbal communications. 2. Recognize and respond to nonverbal communication. 3. Apply critical thinking skills. 4. Demonstrate patient education. 5. Discuss patient advocacy.
Exam review	14	1. Implement test-taking strategies. 2. Implement study techniques for CCMA exam. 3. Complete online practice exams.
Externship overview	3	1. Discuss expectations/rules of externship. 2. Discuss benefits of professional organization involvement.
45		

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Essent Requirements	Perform essential requirements for employment.
Course Outcome 2	Medical Law/Ethics	Understand medical law and ethics and the role/responsibility of the medical assistant.
Course Outcome 3	CCMA Exam	Prepare for the Certified Clinical Medical Assistant (CCMA) exam.
Course Outcome 4	Extern Expectation	Identify externship expectations.
Course Outcome 5	Professional Behav	Demonstrate professional behavior.
Course Outcome 6	Professional Comm	Demonstrate professional communication.
Primary Laker Learning Competency Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.		
Secondary Laker Learning Competency Communication: Students communicate through the exchange of information.		

*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.