

12/1/2022 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	Lecture: 3	Lab: 0	ECH: 3	
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	SOE/ Internship: 0 SOE ECH: 0
COURSE PCS #	12 - 51.0801	IAI Code		Contact Hours Per 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.			
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 credentialing exam with test-taking strategies and study techniques.			

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Essentials for employment	12			
Externship Overview	3			
Exam review	10			
Medical Law and Ethics	10			
Communication	10			
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	Mindtap online access
AUTHOR: Michelle Blessi	
PUBLISHER: Cengage	Cengage
VOLUME/EDITION/URL: 13th	
COPYRIGHT DATE: 2017	2017

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

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
Essentials for employment	12	<i>The student will be able to:</i> 1. Interview effectively (perform Mock Interview). 2. Create a professional resume and cover letter 3. Discuss importance of time management. 4. Discuss roles and responsibility of the medical assistant 5. Demonstrate professional behavior 6. Discuss professional organizations for Medical Assistants 7. Identify the importance of community responsibilities (complete 4 hours community service)
Medical Law and Ethics	10	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	10	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	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	Perform essential requirements for employment
	Understand medical law and ethics and the role/responsibility of the medical assistant
	Prepare for the Certified Clinical Medical Assistant (CCMA) exam.
	Understand externship expectations
	Demonstrate professional behavior
	Demonstrate professional communication

* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.