

3/28/2025

DATE



REQUIRED COURSE



ELECTIVE COURSE

AHD DIVISION

☒ NEW COURSE☐ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	MAP-091		TITLE: (30 Characters Max)		Med Assist Externship Seminar								
SEM CR HRS:	1.0	Lecture:	1.0		Lab:	0.0	ICCB Lab:	0.0	ECH:	1.0			
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	50	8 Wks	100
Prerequisites:	Successful completion of MAP-070, MAP-072, MAP-074, MAP-078, MAP-080, MAP-082, MAP-086, MAP-088 with a "C" or better												
Corequisites:	MAP-090												
Catalog Description: (40 Word Limit)	This course provides students with work-based experience that utilizes skills learned during the program and provides application to different scenarios and office interactions they might encounter as a CMA.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Office interactions	1.5			
Supervisor interactions	1.5			
Office politics	1.5			
Workplace violence	1.5			
Office safety	2			
Practice exam review	7			
TOTAL	15	0	0	0

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

COURSE MATERIALS	
TITLE:	Medical Assisting Administrative and Clinical Competencies
AUTHOR:	Michelle Blessi
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	8th edition
COPYRIGHT DATE:	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>
Office interactions	1.5	1. Examine office interactions.
Supervisor interactions	1.5	1. Examine supervisor interactions.
Office politics	1.5	1. Describe office politics.
Workplace violence	1.5	1. Discuss workplace violence.
Office safety	2	1. Discuss office safety.
Practice exam review	7	1. Obtain certifican exam testing knowledge
	15	

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Office Interactions	Discuss different office interactions and how to handle those situations.
Course Outcome 2	Test Taking	Obtain knowledge on test taking skills
Primary Laker Learning Competency	Scientific Literacy: Students apply the scientific process to real-life situations.	
Secondary Laker Learning Competency	Professional Skills & Ethics: Students demonstrate professional skills and ethical accountability.	

**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.*