

11/1/2022

DATE

AHD DIVISION

REQUIRED COURSE

NEW COURSE

ELECTIVE COURSE

REVISION

Lake Land College

Course Information Form

COURSE NUMBER:		MAP-091		TITLE: (30 Characters Max)		Med Assist Externship Seminar					
SEM CR HRS:	1	Lecture:	1	Lab:	0	ECH:	1				
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	Work-based Learning:	0	WBL ECH:	0	
COURSE PCS #	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 all MAP courses with a "C" or better										
Corequisites:	Must also be enrolled in 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			
Sexual Harassment	1.5			
Workplace Violence	1.5			
Office Safety	2			
HIPAA	1.5			
Diverse Populations	2			
Health Care Trends	2			
TOTAL	15	0	0	0

EVALUATION

QUIZZES	<input type="checkbox"/>	EXAMS	<input type="checkbox"/>	ORAL PRES	<input type="checkbox"/>	PAPERS	<input type="checkbox"/>
LAB WORK	<input type="checkbox"/>	PROJECTS	<input checked="" type="checkbox"/>	COMP FINAL	<input type="checkbox"/>	OTHER	<input 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:	8th	13th
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>
Office Interactions	1.5	
Supervisor Interactions	1.5	1. Examine supervisor interactions.
Office Politics	1.5	1. Describe Office politics.
Sexual Harassment	1.5	1. Describe sexual harassment.
Workplace Violence	1.5	1. Discuss workplace violence.
Office Safety	2	1. Discuss office safety.
HIPAA	1.5	1. Apply importance of HIPAA.
Diverse Populations	2	1. Discuss working with diverse populations.
Health Care Trends	2	1. Discuss and examine current trends in health care.
TOTAL	15	

Outcomes*

At the successful completion of this course, students will be able to:

Course Outcome

Discuss different office interactions and how to handle those situations

Course Outcome	Learn how to examine interactions within the medical office
Primary Laker Learning Competency	
Secondary Laker Learning Competency	

**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.*