9/17/2025 DATE

☑ REQUIRED COURSE
☐ ELECTIVE COURSE

BUS DIVISION

☐ NEW COURSE
☑ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	BUS-083		**TITLE:** *(30 Characters Max)*		Office Assistant Internship - Medical						
SEM CR HRS:	3.0	**Lecture:**	0.0	**Lab:**	0.0	**ICCB Lab:**	15.0	**ECH:**	0.0		
Course Level:	☐ Gen Ed/IAI ☐ Baccalaureate/Non-IAI ☑ Career/Technical ☐ Dev Ed/Not in Degree Audit			**Clinical Practicum:**	0.0	**Work-based Learning:**	3.0	**WBL ECH:**	3.0		
Course PCS & CIP:	12 - 52.9998		**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**	0	**8 Wks**	0
Prerequisites:	BUS-079										
Corequisites:	None										
Catalog Description: (40 Word Limit)	Designed to provide employment experience in a position that will utilize the specialized skills of the student. Placements will include positions in medical offices, hospitals and clinics. Field experience: minimum of 225 hours.										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Supervised Occupational Experience: relates to his/her training and environment				225
TOTAL	0	0	0	225

EVALUATION							
QUIZZES	☐	**EXAMS**	☐	**ORAL PRES**	☐	**PAPERS**	☐
LAB WORK	☐	**PROJECTS**	☐	**COMP FINAL**	☐	**OTHER**	c ☑ and Supervisor Evalu

COURSE MATERIALS		
TITLE:		
AUTHOR:		
PUBLISHER:		
VOLUME/EDITION/URL:		
COPYRIGHT DATE:		

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Supervised Occupational Experience Relates to student's training and environment	225	1. Coordinate the skills learned in the classroom to a medical office environment. 2. Document work experience and responsibilities in timesheets and weekly journals. 3. Express vocabulary, procedures, and job activities related to a medical office professional. 4. Exemplify human relations skills. 5. Perform the assigned activities in a medical office position. 6. Review resume to incorporate knowledge and skills acquired during the internship.
	225	

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Apply Skills	Apply medical office technology skills to a medical office work environment.
Course Outcome 2	Professionalism	Demonstrate professionalism in a medical work environment.
Course Outcome 3	Prepare Final Report	Prepare weekly journals, complete timesheets, and prepare a final report regarding the internship.

Primary Laker Learning Competency	Professional Skills & Ethics: Students demonstrate professional skills and ethical accountability.
Secondary Laker Learning Competency	Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.

**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.*