

# MEDICAL ASSISTANT

## (AAS.MAP) ASSOCIATE IN APPLIED SCIENCE DEGREE

Medical Assistants are health professionals specifically trained to work in medical offices. These multiskilled personnel perform administrative and clinical duties. Duties may include but are not limited to: billing and coding, maintaining medical records, completing basic clinical assessments, recording vital signs, preparing patients for examination, collecting blood specimens, performing basic laboratory tests, preparing and administering medications and assisting physicians with treatment and/or minor procedures.

1. Complete an Intent to Enroll for Lake Land College-Select "AAS.MAP.TRK" as the academic program. This will ensure you are assigned a medical assistant academic advisor. It will also generate a Laker email account; prospective students are expected to check this email account on a regular basis for correspondence. Follow the program checklist carefully for instructions about the application procedure.

2. Send high school and college transcripts to Admissions & Records Office. Contact the office at (217) 234-5434 to confirm receipt. If courses have been completed at another institution, be sure to request a "Transcript Evaluation" for AAS.MAP.TRK or "CRT.MAP.TRK" from Admissions & Records Office to ensure courses transfer.

Upon successful completion of the program students may apply for credentialing examination.

Medical Assistant program is a special admission program. Applications are due May 1 for Fall Admission. After admission into the program, applicants must pass a background check, physical exam, proof of immunizations, CPR and drug screen. There are additional costs associated with this program including books, uniforms, supplies and transportation to clinical facilities.

[Download the MAP checklist for the complete application procedure.](#)

[Begin the application process](#)

### FIRST YEAR

<b>First Semester</b>		<b>Hours</b>
MAP-070	Med Assist Pathophysiology I	5.0
MAP-072	Med Assist Skills I *	5.0
CIS-160	Practical Software Application *	3.0
BUS-114	Advanced Formatting *	3.0
<b>SEMESTER TOTALS</b>		<b>16.0</b>

### Second Semester

MAP-080	Med Assist Pathophysiology II *	4.0
MAP-082	Med Assist Skills II *	5.0
MAP-084	Med Assist Pharmacology *	3.0
MAP-086	Med Assist Seminar	2.5
MCS-095	Medical Office Procedures	3.0
<b>SEMESTER TOTALS</b>		<b>17.5</b>

### Summer Term

MAP-090	Med Assist Externship *	2.5
<b>SEMESTER TOTALS</b>		<b>2.5</b>

### SECOND YEAR

<b>First Semester</b>		<b>Hours</b>
ENG-120	Composition I *	3.0
AHE-055	Math for Meds OR	
MAT-116	General Education Math	2.0
BIO-100	Bio Science I	4.0

Elective	3.0
<b>SEMESTER TOTALS</b>	<b>12.0</b>

**Second Semester**

PSY-271	Intr/Psychology OR	
SOC-280	Introduction to Sociology	3.0
SPE-111	Intro to Speech Communication OR	
SPE-200	Interpersonal Communication	3.0
HED-102	Nutrition	3.0
	Humanities and Fine Arts (IAI F or IAI H)	3.0
	<b>SEMESTER TOTALS</b>	<b>12.0</b>

SUGGESTED ELECTIVES

BUS-061	Office Transcription	2.0
MCS-055	Principles of ICD-10-CM Coding	3.0
MCS-050	Principles of CPT Coding	3.0
MCS-040	Health Info for Professionals	3.0
MCS-068	Medical Management and Ethics	3.0
BUS-115	Processing Info	3.0
CIS-058	Spec Software Applications	3.0
BUS-060	Automated Office Procedures	3.0
BUS-079	Profess Development	3.0
AHE-041	Medical Terminology	3.0
CHM-111	Concepts of Chemistry	4.0
PSY-279	Human Dev/Life Span	3.0
BIO-225	Human Ana/Phys I *	4.0
BIO-226	Human Ana/Phys II *	4.0
HED-290	Disease Processes *	2.0
ANT-200	General Anthropology	3.0
SOC-290	Sociology of Family	3.0
MAT-125	Statistics *	3.0

**TOTAL PROGRAM HOURS** **60.00**

- \* There are prerequisites, course requisites, or minimum placement test scores for this course.
- \*\* Electives must be approved by the Program Coordinator
- + Course only offered fall semester
- ++ Course only offered spring and summer semester
- +++ Course only offered spring semester
- ++++ Course offered in summer term only
- ^ SOS 050 Human Relations and PSY 271 Introduction to Psychology cannot be used as a social science elective
- ^^ Consult Academic Advisor for appropriate course
- ^^^ Course requires a 30-hour practicum experience in addition to classroom lecture hours
- ^^^^ ECE 120 and ECE 125 must be taken the same semester

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