

Medical Assisting • Diploma

Semester Course Outline • 2024 – 2025

11 Months (2 Semesters, 1 Summer Session) • Revised: 8/22/24

Credits Required for Graduation: 42.25



Fall Semester

Course Number	Course Title	Clock Hours	Credits
MA 105	Introduction to Medical Assisting	84	3
MA 115	Medical Terminology	45	3
MA 172	Medical Laboratory Procedures	98	3.5
◊ MA 175	Clinical Office Procedures I	84	3
BIOL 221	Human Anatomy	90	4
CSC 102	Window Applications for Technicians	45	3
Total		446	19.5

Spring Semester

Course Number	Course Title	Clock Hours	Credits
MA 125	Medical Law and Ethics	84	3
MA 155	Medical Offices Transcription	90	2
MA 165	Pharmacology and Administration of Medication	42	1.5
MA 168	Pathology	56	2
MA 173	Insurance, Medical Coding, Electronic Health Record (EHR), and Practice Management	90	2
MA 205	Clinical Office Procedures II	84	3
MA 214	Emergency Preparedness	14	.5
CPR 112	Basic Life Support (BLS) for Healthcare Workers	8	.5
● Selected Communications Course (Choose one) CMST 101 – Foundations of Communication * (CSS 100 – Career Search Strategies .5 credit) COMM 101 – Communications and Career Strategies ENGL 101 – Composition * (CSS 100 – Career Search Strategies .5 credit)		45	3
Total		513	17.5

Summer Session

Course Number	Course Title	Clock Hours	Credits
MA 240	Administrative and Clinical Externship	315	5.25
Total		315	5.25

◊ Students must successfully complete MA 175 - Clinical Office Procedures I before they can be registered for MA 205 - Clinical Office Procedures II.

- Students who select to take transferable communications course CMST 101 or ENGL 101, must also register for CSS 100 – Career Search Strategies for .5 credit. This curriculum is required for all Lake Area Tech graduates and is included in the COMM 101 course but is separate from the university system.