

MEDICAL ASSISTING: CLINICAL - ASSOCIATE IN SCIENCE

San José City College offers an Associate in Science (AS) and Certificate of Achievement in Medical Assisting: Clinical degree. The Medical Assisting: Clinical program prepares the student for employment as a clinical (back office) medical assistant in a physician's office, clinic, or hospital setting. The student performs a variety of clinical medical assisting procedures including physical examination, medication administration, electrocardiography, minor surgery assist, medical asepsis, phlebotomy, and laboratory specimen handling, processing, and analysis. An externship in the clinical area of a physician's office, clinic, or hospital will provide the student with the necessary experience to enter the workforce.

An advanced course in the major must be taken at San José City College.

A grade of "C" or better is required for each course in the major or area of emphasis. A "P" (Pass) grade is an acceptable grade for courses in the major or area of emphasis if the course is taken on a Pass/No Pass basis.

CAREER OPTIONS:

- Medical Office
- Medical Clinic
- Hospitals

Upon successful completion of this program, students will be able to:

- Apply principles of anatomy/physiology and medical terminology to clinical protocols and procedures.
- Execute the clinical skills required of a medical assistant.
- Exercise compliance with regard to HIPAA and OSHA regulations, and be able to explain relevant privacy and safety protocols to patients and other health professionals.
- Apply knowledge of clinical medical assisting to passing the Certified Medical Assistant (CMA) exam and/or the Registered Medical Assisting (RMA) exam.
- Communicate effectively with patients and other health care personnel while exercising the highest level of professional conduct.
- Utilize the practical experience acquired during a clinical externship performed in a doctor's office, clinic, hospital, or laboratory to successfully integrate into a similar clinical health care environment upon post-graduate employment.
- Service the community by filling a need for qualified, well-trained clinical medical assistants.

Major Requirements

Course	Title	Credits
Required Courses:		24
HSCI 008	Medical Terminology	3
MA 005	Medical Office Emergencies	2
MA 006	Introduction to Medical Assisting	3
MA 020	Physical Examination Procedures	3
MA 021	Medical Office Laboratory Procedures	3

MA 022	Medical Asepsis and Surgical Procedures	3
MA 023	Medication Administration for Medical Assistants	3
MA 024	Medical Assisting Clinical Practicum Experience	4

Complete one of the following BUS courses:		3
BUS 007A	Business Language Skills	3
BUS 008	Business English and Writing	3
Complete one of the following courses:		4-5
BIOL 020	Human Biology	4
BIOL 071	Human Anatomy	5
MA 004	Structure and Function of the Human Body	4
Total Units		31-32

Approved Program Electives (as needed to reach 60 units)

Course	Title	Credits
ADS 071	Pharmacology/Physiology of Addiction	3
BIOL 061	Human Heredity	3
CA 005	Computer Literacy	2
CA 010A	Computer Keyboarding	1
CA 011	Speed and Accuracy	1
CA 100D	Microsoft Office	3
FCS 019	Nutrition	3
FCS 070	Child Development	3
HED 011	Dynamic Health Concepts	3
MA 007	Medical Front Office Procedures	3
MA 008	Medical Office Financial Procedures	3
MA 009	Electronic Health Records and Medical Billing	3
MA 011	Medical Coding	2
PSYC C1000	Introduction to Psychology	3

AS Degree Requirements

Course	Title	Credits
Major Requirements		31-32
General Education Requirements		27
Approved Program Electives		2
Complete two courses for the U.S. History, Constitution, and American Ideals Requirement (US-1, US-2, and US-3)		
Total Units		60