

MEDICAL ASSISTING: CLINICAL - CERTIFICATE OF ACHIEVEMENT LEVEL 3

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.

Prior to, or after finishing the certificate classes, the student may complete the General Education requirements for the A.S. Degree. A grade of "C" or better is required in each major course. An advanced course in the major must be taken at San José City College.

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.

Certificate Requirements

Course	Title	Credits
Major Requirements		
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 BUS course from the following		3
BUS 007A	Business Language Skills	3
or BUS 008	Business English and Writing	
Select one of the following courses:		3
BIOL 020	Human Biology	
BIOL 071	Human Anatomy	
MA 004	Structure and Function of the Human Body ¹	
Total Units		31-32

¹ Course meets the A.S. degree lab science general education requirement for the Medical Assisting major only and cannot be used to meet the lab science general education requirement for any other major.