

## Medical Assisting Associate in Science Degree

Medical Assisting Associate of Science Degree (60 units total, 32 units in the major) is designed around the Model Curriculum established by the California Community Colleges Chancellor’s Office for preparation for the State Exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the necessary administrative and clinical skills needed to be an effective medical assistant.

Courses required for the Associate degree major at CCCC may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and [www.assist.org/](http://www.assist.org/) to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of “A,” “B,” “C,” or “P” in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in Medical Assisting. According to the United States Bureau of Labor Statistics, Medical Assisting is one of the nation’s fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor’s and optometrist’s offices.

### Program Learning Outcomes

Upon successful completion of the program, the student will be able to

- Research online and traditional reference materials effectively to stay informed about emerging trends and breakthroughs in healthcare issues related to the medical assistant’s role in healthcare.
- Perform Medical Assisting procedures competently, such as OSHA standards, electronic technologies, and medical records.
- Achieve entry level Medical Assisting competencies, such as verbal communication, medical and surgical aseptic, basic banking procedures, medical insurance, and physical assessments which satisfy industry needs.
- Identify State of California regulations that govern

the healthcare industry for Medical Assistants.

- Exhibit depth and breadth of knowledge of concepts and principles of medical assisting.

### Courses

*Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.*

Complete all of the following courses:

### Medical Assisting Core Courses

CSCI C070	Computer Literacy .....	1 Units
HCERS C130	Communication in Healthcare .....	2
HCERS C131	Medical Law and Ethics for Medical Assistants.....	1.5
HCERS C132	Electronic Health Record .....	1.5
HCERS C150	Medical Terminology for Health .....	3

### Administrative Medical Assisting

BSOT C121	Beginning Word .....	1
BSOT C123	Beginning Excel.....	1
HCERS C133	Medical Office Procedures.....	3
HCERS C134	Medical Insurance and Billing.....	3
HCERS C135	Basic ICD and CPT Coding .....	2
HCERS C142	Medical Assistant Administrative Externship.....	1.5

### Clinical Medical Assisting

HCERS C136	Clinical Medical Assisting I .....	3
HCERS C137	Clinical Medical Assisting II .....	3
HCERS C138	Medication Administration for Medical Assisting.....	2
HCERS C139	Laboratory Procedures .....	2
HCERS C143	Clinical Medical Assistant Externship..	1.5

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

## Medical Assisting: Administrative Medical Assisting Certificate of Achievement

Administrative Medical Assisting Certificate of Achievement (20.5 units) is designed around the Model Curriculum established by the California Community Colleges Chancellor’s Office for preparation for the State Exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the

necessary administrative skills needed to be an effective medical assistant. This Certificate focuses on the physician’s front office including receptionist, office management, billing, and coding.

Each course for this certificate must be completed with a grade of “C” or better, or with a grade of “P” if the course is taken on a pass/no pass basis.

This program prepares students for careers in Medical Assisting. According to the United States Bureau of Labor Statistics, Medical Assisting is one of the nation’s fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor’s and optometrist’s offices.

**Program Learning Outcomes**

Upon successful completion of the program, the student will be able to

- Research online and traditional reference materials effectively to stay informed about emerging trends and breakthroughs in healthcare issues related to the medical assistant’s administrative role.
- Perform Administrative Medical Assisting procedures competently, such as OSHA standards, electronic technologies, and medical records.
- Achieve entry level Administrative Medical Assisting competencies, such as verbal communication, basic banking procedures, and medical insurance which satisfy industry needs.
- Identify State of California regulations that govern the healthcare industry for Medical Assistants.

**Courses**

*Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.*

Complete all of the following courses:

**Medical Assisting Core Courses**

CSCI C070	Computer Literacy .....	1 Units
HCRS C130	Communication in Healthcare .....	2
HCRS C131	Medical Law and Ethics for Medical Assistants.....	1.5
HCRS C132	Electronic Health Record .....	1.5
HCRS C150	Medical Terminology for Health .....	3

**Administrative Medical Assisting**

BSOT C121	Beginning Word .....	1
BSOT C123	Beginning Excel .....	1
HCRS C133	Medical Office Procedures.....	3
HCRS C134	Medical Insurance and Billing.....	3
HCRS C135	Basic ICD and CPT Coding .....	2
HCRS C142	Medical Assistant Administrative Externship.....	1.5

**Medical Assisting:  
Clinical Medical Assisting  
Certificate of Achievement**

The Clinical Medical Assisting Certificate of Achievement (20.5 units) is an integral multi-skilled member of the health care team, working under the supervision of the health care provider. The Clinical Medical Assisting has an interdependent role acting as an agent for the health care provider and a consumer advocate by providing professional and technical support in an empathetic and caring manner. This Certificate focuses on the physician’s back office including patient assessment, physician’s laboratory, and medication administration. It is designed around the Model Curriculum established by the California Community Colleges Chancellor’s Office for preparation for the State Exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the necessary clinical skills needed to be an effective medical assistant.

Each course for this certificate must be completed with a grade of “C” or better, or with a grade of “P” if the course is taken on a pass/no pass basis.

This program prepares students for careers in Medical Assisting. According to the United States Bureau of Labor Statistics, Medical Assisting is one of the nation’s fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor’s and optometrist’s offices.

**Program Learning Outcomes**

Upon successful completion of the program, the student will be able to

- Research online and traditional reference materials effectively to stay informed about emerging trends and breakthroughs in healthcare issues related to the medical assistant’s clinical role.
- Perform Clinical Medical Assisting procedures