

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
HCRS C130	Communication in Healthcare	2
HCRS C131	Medical Law and Ethics for Medical Assistants	1.5

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.

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

Clinical Medical Assisting

HCRS C136	Clinical Medical Assisting I	3
HCRS C137	Clinical Medical Assisting II	3
HCRS C138	Medication Administration for Medical Assisting	2
HCRS C139	Laboratory Procedures	2
HCRS 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

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.

