***Medical Assisting Administrative and Clinical***

***Associate in Science – Non-Transfer***

Students develop competencies in patient registration, charting, practice management, and clinical patient care by utilizing computerized EHR programs and performing hands-on patient care in the lab classes. The Medical Assisting program also provides students with the opportunity to become Medical Scribes. Students are trained to provide optimal patient care in various healthcare settings including hospitals, clinics, urgent care, and a variety of specialty medical offices.

***Please see a Pathways Counselor:*** A local degree requires a minimum of 60 degree-applicable units with a minimum 2.0 GPA overall. [Contact a Counselor](https://www.msjc.edu/hub/) to create an education plan customized to meet your needs.

Transfer Majors/Award Focus

* Medical Assisting Administrative and Clinical, A.S.
* Medical Assisting Clinical Certificate
* Medical Assisting Administrative Certificate

GE Pattern/Units

* GE Pattern: Option A
* Total Units: 62.5

**Program maps** indicate the major coursework and recommended general education courses to fulfill your degree in 2 years (approximately 15 units/semester or 30 units/year). If you are a part-time student, start Semester 1 courses and follow the course sequence. Some of the courses listed may be substituted by another course. Please view these options in the official course [catalog](https://catalog.msjc.edu/instructional-programs/).

***Semester 1 16 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | AH-105 | Medical Terminology | 3 |
| c | ENGL-101 | College Composition | 4 |
| c | CSIS-101 | Intro. to Computers and Data Processing | 3 |
| c | MA-122 | Medical Ethics | 3 |
| c | CSCR-116 | Integrative Career/Life Planning | 3 |

***Semester 2 17 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | MA-773 | Clinical Medical Assisting | 4 |
| c | MA-775 | Medical Scribe | 3 |
| c | BIOL-100 | Human Biology | 4 |
| c | PS-101 | Intro to Political Science | 3 |
| c | MATH-140 | Intro to Statistics 1 | 3 |

Career Options

Medical Assistants (SM, C, A)

Medical Secretaries (SM, C)

Find more careers: [msjc.emsicc.com](http://msjc.emsicc.com)

Required Education: SM: some college; C: Certificate; A: Associate

 ***Notes:***

1 AREA G (Math Competency) can be demonstrated by a high school math course at or above the level of Algebra 2 with a grade of C or better.

Financial Aid

Financial aid is determined by the number of credit hours you take in a semester. Maximize your financial aid by taking 12-15 units per semester.

***Semester 3*** ***14.5 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | NURS-194 | Pharmacology & Dosage Calculations for Nurses | 3.5 |
| c | MA-776 | Medical Billing and Coding | 4 |
| c | MA-772 | Administrative Medical Assisting | 3 |
| c | SPAN-101 or FREN-101 or ASL-100 | Elementary Spanish I orElementary French I or American Sign Language I | 4 |

***Semester 4 15 Units***

|  |  |  |  |
| --- | --- | --- | --- |
| a | COURSE | TITLE | UNIT |
| c | SOCI-101 | Intro to Sociology | 3 |
| c | COMM-103 | Interpersonal Communication | 3 |
| c | SOCI-115/ETHS-115 orCDE-118 orETHS-103/PS-103 | Contemporary Chicano in Society orTeaching in a Diverse Society orEthnic Politics in America | 3 |
| c | NUTR-100 | Family Nutrition | 3 |
| c | AH-549 | Cooperative Work Experiences | 3 |

Work Experience

Sign up for a special project or internship opportunity. Gain [work experience](https://msjc.edu/careereducation/cwee/index.html) and earn credits.