

# MEDICAL ASSISTING ADMINISTRATIVE AND CLINICAL, A.S.

Associates of Science in Medical Assisting Administrative and Clinical (33.5 units) prepares students for a career in the healthcare profession as a Medical Assistant. An associate degree in Medical Assisting may be earned by completing the certificate requirements in Medical Assisting Administrative, Medical Assisting Clinical and all MSJC Local General Education requirements for a total of 60 units. This program provides students with the theoretical knowledge, practical skills, and current electronic health record technology to sit the certification examinations to become Certified Administrative Medical Assistants, Certified Clinical Medical Assistants, Certified Scribes and Certified Billing and Coding Specialists. An internship in a physician's office combining administrative, clinical, billing, coding, and medical scribing experience helps prepare the student with the clinical skills to enter the workforce.

AS.MA.A&C

## Program Map Design Your Future!

Begin by exploring MSJC program maps to find career or transfer (<https://msjc.emsicc.com/?radius=&region=All%20Regions>) opportunities. Program maps show the recommended course sequence that leads to graduation or transfer. The maps were developed by program experts to give you the skills and knowledge you need to succeed.

- **Starting in Spring?** Choose Fall Semester 1 courses.
- **Are you a part-time student?** Start Fall Semester 1 courses and follow the course sequence.

## MSJC Local General Education

Fall Semester 1		Units
AH-105	Medical Terminology	3
ENGL-C1000	Academic Reading and Writing	3
CSIS-101	Introduction to Computers and Data Processing	3
MA-122	Medical Ethics (formerly AH-122)	3
CSCR-116	Integrative Career/Life Planning (formerly GUID-116)	3
<b>Units</b>		<b>15</b>
Spring Semester 1		
MA-773	Clinical Medical Assisting (formerly MA-073)	4
MA-775	Medical Scribe	3
BIOL-100	Human Biology	4
POLS-C1000	American Government and Politics	3
STAT-C1000	Introduction to Statistics	3
<b>Units</b>		<b>17</b>
Fall Semester 2		
MA-777	Pharmacology for Medical Assistants	3.5
MA-776	Medical Billing and Coding	4

MA-772	Administrative Medical Assisting (formerly MA-072)	3
COMM-103	Interpersonal Communication	3
ANTH-121	Indigenous Peoples of California	3
or ETHS-103	or Ethnic Politics in America	
or ETHS-112	or Introduction to Chicana/o/x Studies	
or ETHS-113	or Introduction to Black Studies	
or ETHS-160	or Black History in the American Context	
or ETHS-240	or American Indian Literature	
or ETHS-275	or Latinx/Chicanx Literature	
or ETHS-280	or Multiethnic Literature (formerly ENGL-280)	
<b>Units</b>		<b>16.5</b>
Spring Semester 2		
SOCI-101	Principles of Sociology	3
SPAN-101	Elementary Spanish I	4
or FREN-101	or Elementary French I	
or ASL-100	or American Sign Language I	
NUTR-100	Family Nutrition	3
AH-549	Work Experience Education: Allied Health	3
<b>Units</b>		<b>13</b>
<b>Total Units</b>		<b>61.5</b>

## Requirements

An Associate Degree in this program requires students to complete MSJC's Local General Education by fulfilling all general education areas. In addition, students must complete all major requirements and complete an overall total of 60 degree applicable units with a minimum 2.0 GPA.

Course	Title	Credits
<b>MSJC Local General Education (<a href="https://catalog.msjc.edu/degrees-certificates-curricula/general-education-option-a/">https://catalog.msjc.edu/degrees-certificates-curricula/general-education-option-a/</a>)</b>		<b>27</b>
<b>Required Core Courses</b>		<b>33.5</b>
<b>Electives (as needed to reach 60 units)</b>		

Course	Title	Credits
AH-105	Medical Terminology	3
BIOL-100	Human Biology	4
CSIS-101	Introduction to Computers and Data Processing	3
MA-122	Medical Ethics (formerly AH-122)	3
MA-772	Administrative Medical Assisting (formerly MA-072)	3
MA-773	Clinical Medical Assisting (formerly MA-073)	4
MA-775	Medical Scribe	3
MA-776	Medical Billing and Coding	4
MA-777	Pharmacology for Medical Assistants	3.5
AH-549	Work Experience Education: Allied Health	3
<b>Total Units</b>		<b>33.5</b>

## Career Exploration

Discover information about careers that interest you!

1. Take a **Career Quiz** (<https://msjc.emsicc.com/assessment/>) to learn about yourself and receive career suggestions based on your interests.
2. Search available **in-demand jobs** (<https://msjc.emsicc.com/browse-careers/>) in your career areas of interest and find up-to-date salaries and education requirements.
3. Find the **MSJC Program** (<https://msjc.emsicc.com/browse-programs/>) that connects your interests to a career.

Note: There are no guaranteed positions for students completing these programs. Education and work experience required will vary by employer. The salary and benefits for specific occupations will be dependent on work experience, education, background, and employer.