

San José City College
Certificate of Achievement and Associate in Science Degree
2016-2017

MEDICAL ASSISTING: CLINICAL

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.

Upon completion of program student 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 Assistant (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.

CAREERS OPTIONS:

- Medical Office
- Medical Clinic
- Hospitals

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:

Jagrup Kahlon, jagrup.kahlon@sjcc.edu
Business and Workforce Development Division
San José City College Web Page

(408) 288-3131
www.sjcc.edu

MEDICAL ASSISTING: CLINICAL

<u>CERTIFICATE OF ACHIEVEMENT – LEVEL 3:</u>			<u>UNITS</u>
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 Experience	4
Plus one of the following Business courses:			
BUS	007A	Business Language Skills - OR -	3
BUS	008	Business English and Writing	
Plus one of the following courses:			
MA	004	Structure and Function of Human Anatomy * - OR -	4-5
BIOL	020	Human Biology - OR -	
BIOL	071	Human Anatomy	
TOTAL UNITS			31 - 32

* 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

A.S. DEGREE REQUIREMENTS:

COMPLETION OF CERTIFICATE OF ACHIEVEMENT – LEVEL 3	31 - 32
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS	24
APPROVED MAJOR ELECTIVES	3 - 4
PHYSICAL ACTIVITY	<u>1</u>
TOTAL REQUIRED UNITS	60 - 61

APPROVED MAJOR ELECTIVES:

ADS	071	Pharmacology/Physiology of Addiction	3
BIOL	061	Human Heredity	3
CA	005	Computer Literacy	2
CA	010A	Computer Keyboarding	1
CA	011	Speed and Accuracy	1
CA	100D	Microsoft Office	3
FCS	019	Nutrition	3
FCS	070	Child Development	3
HED	011	Dynamic Health Concepts	3
MA	007	Medical Front Office Procedures	3
MA	008	Medical Office Financial Procedures	3
MA	009	Electronic Health Record and Medical Billing	3
MA	011	Medical Coding	2
PSYCH	010	General Psychology	3