San José City College
Associate in Science Degree
2021-2022

MEDICAL ASSISTING: ADMINISTRATIVE

San José City College offers an Associate in Science and Certificate in Medical Assisting: Administrative. The Medical Assisting: Administrative program prepares the student for employment as an administrative (front office) medical assistant in a physician’s office or clinic. This program is designed to prepare the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage medical records, and insurance billing. The externship in the front office of a physician’s office will provide the student with the administrative experience necessary to enter the workforce.

Prior to, or after finishing the major classes, the student may complete the General Education requirements for the A.S. Degree. An advanced course in the major must be taken at San Jose City College.

Upon completion of program, student will be able to:

- Execute administrative medical front office skills including billing and coding procedures, health insurance form processing, patient and patient record/chart management, and public relations.
- Apply knowledge of the human body, medical terminology and disease to front office administrative protocols and procedures.
- Exercise compliance with regard to HIPAA privacy practices, and be able to explain these guidelines to both patients and other health professionals.
- Adhere to, and support, OSHA and other regulatory agency safety guidelines overseeing the practice of medicine and implement such safety protocols.
- Prepare for Certified Medical Assistant/CMA exam and/or the Registered Medical Assistant (RMA) exam.
- Effectively communicate with patients and other health care personnel while exercising the highest level of professional conduct.
- Integrate practical experience during an externship within a medical office setting.
- Service the community by filling a need for certified, well-trained front office medical assistants.

CAREERS OPTIONS:
- Medical Office
- Medical Clinic
- Hospitals

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

Faculty: Jagrup Kahlon, jagrup.kahlon@sjcc.edu (408) 298-2181 ext. 3403
Business and Workforce Development Division (408) 288-3131
San José City College Web Page www.sjcc.edu
# Medical Assisting: Administrative AS Degree

_all major courses must be completed with a grade of “C” or better_

## Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CA 100D</td>
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</tr>
<tr>
<td>HSCI 008</td>
<td>3</td>
</tr>
<tr>
<td>MA 005</td>
<td>2</td>
</tr>
<tr>
<td>MA 006</td>
<td>3</td>
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<tr>
<td>MA 007</td>
<td>3</td>
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<tr>
<td>MA 008</td>
<td>3</td>
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<tr>
<td>MA 009</td>
<td>3</td>
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<td>MA 011</td>
<td>2</td>
</tr>
<tr>
<td>MA 012</td>
<td>4</td>
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Plus one of the following Business courses:

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<td>BUS 007A</td>
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<td>BUS 008</td>
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Plus one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MA 004</td>
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<tr>
<td>BIOL 020</td>
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<tr>
<td>BIOL 071</td>
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*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.

### Approved Major Electives (as needed to reach 60 units):

<table>
<thead>
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<th>Units</th>
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<tr>
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<td>BIOL 061</td>
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<td>CA 005</td>
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<td>CA 010A</td>
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<td>MA 021</td>
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<td>MA 022</td>
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<tr>
<td>MA 023</td>
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</tr>
<tr>
<td>PSYCH 010</td>
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</tbody>
</table>

### Major Requirements

- 33 - 34

### Approved Major Electives

- 4 - 5

### General Education Requirements (*course units may be double-counted)

- 21 - 24

### Physical Activity

- 1

### Total Required Units

- 60

Prepared by the SJCC Articulation Office and is subject to change without notice. This major sheet should be used for advisory purposes only. See a counselor for assistance in preparing your individual course plan. It is ultimately the individual student’s responsibility to ensure that all requirements are met.