Medical Assistant

**San Jacinto Campus**
(951) 487-MSJC (6752)
1-800-624-5561
Counseling (951) 487-3255

**Menifee Valley Campus**
(951) 672-MSJC (6752)
1-800-452-3335
Nursing and Allied Health Unit (951) 639-5577
www.msjc.edu/nursingandalliedhealth

**Degree(s)**
Non-Transfer: A.S. in Medical Assistant  4416 AS.NURS.MEDA
(with General Education Requirements Option A)

**Certificate(s)**
Certificate in Medical Assistant  22137 CT.NURS.MEDA

**Employment Concentration Certificate(s)**
None

**See:**
Certified Nursing Assistant/Home Health Aide (CNA/HHA) 99999 ECC.NURS.CNA.HHA
Emergency Medical Technician (EMT) 99999 ECC.EMT
Emergency Medical Technician (EMT) Advanced 99999 ECC.EMT.ADV

**Program Description**
The Medical Assistant Program is a non-transfer certificate and degree program designed to prepare students to serve as professionals in the expanding career of Medical Assisting.

Students completing the Certificate in Medical Assistant studies consisting of (24 units) will also meet the requirements to test for the State of California Certification of Medical Assistants. The Associate in Science (A.S.) Degree may be earned by completing the Certificate requirements as well as all MSJC General Education Option A requirements. Students will attain the necessary competencies to function as a Medical Assistant working both the administrative and clinical components. An internship in a medical office/clinical combining the skill set of administrative and clinical experience helps to prepare the student with the experience necessary to enter the workforce.

**Career Opportunities**
All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: www.onetonline.org)

**Non-Transfer Degree**
Medical Assistant in the following settings: Medical Offices, Hospitals, Outpatient Healthcare Facilities, Medical Laboratories

**Certificate**
Medical Assistant in the following settings: Medical Offices, Hospitals, Outpatient Healthcare Facilities, Medical Laboratories

**Transfer Preparation**
MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access www.assist.org, review the MSJC catalog and meet with a counselor to expedite their transfer plan.

**Learning Outcomes**
- Perform administrative and clinical tasks required of a medical office to professional standards of Medical Assisting.
- Demonstrate knowledge of California law and regulations for medical assistant.
- Demonstrate knowledge of medical law, ethics and confidentiality in the performance of medical assistant duties.

**Degree**
The Certificate/Associate in Science (AS) degree program in Medical Assistant studies (24 units) prepares students for a career in the health care profession as a Medical Assistant. An Associate degree in Medical Assistant studies may be earned by completing the Certificate requirements as well as all MSJC General Education Option A requirements. This program provides students with the theoretical knowledge and practical skills necessary to enter the job market as a Medical Assistant in health care settings such as: physicians’ offices, hospitals, outpatient health care facilities and medical laboratories. This program assists students in attaining the necessary competencies to function as a Medical Assistant capable of handling both the administrative and clinical components of Medical Assistant. An internship in a physician's office combining administrative and clinical experience helps prepare the student with the clinical experience necessary to enter the workforce.

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
A.S. in Medical Assistant

Recommended coursework (60 units) for students wanting to earn their Associate Degree in Medical Assistant studies as well as the Medical Assistant Certificate (see a counselor to make your education plan):

Required Courses (24 units)

(Suggested 1st Semester)
AH-072 Medical Assistant: Administrative Procedures 3 units
AH-095 Medical Terminology 3 units
COMM-103 Interpersonal Communication (D2) 3 units
NURS-100/ANAT-100 Introduction to Anatomy and Physiology 3 units
OTEC-144 Keyboarding and Document Formatting 3 units

(Suggested 2nd Semester)
AH-073 Medical Assistant: Clinical Procedures 4 units
AH-078 Medical Assistant Computerized Office Procedures 3 units
NURS-182 Dosage Calculations for Allied Health 1 unit
NUTR-101 Nutrition and Foods (A) 3 units
or
NUTR-101H Honors Nutrition and Foods (A) 3 units
PSYC-103 Human Development (B2) 3 units
or
PSYC-103H Honors Human Development (B2) 3 units

(Suggested 3rd Semester)
AH-122 Medical Ethics 3 units
AH-149 Occupational Internship: Medical Assisting Clinical 1-4 units
PE-115 First Aid and CPR (E) 3 units
PS-101 Introduction to American Government and Politics (B1) 3 units
or
PS-101H Honors Introduction to American Government and Politics (B1) 3 units

(Suggested 4th Semester)
The following course are suggested as co-courses for the Medical Assistant Program. Any course may be chosen from the MSJC A.A./A.S. General Education pattern.

(C) HUMANITIES 3 units
(D1) LANGUAGE & RATIONALITY 3 units
(F) MULTI-CULTURAL GENDER STUDIES 3 units
(G) MATH COMPETENCY
6 units of your choice to complete requirements

Students successfully completing the above coursework will earn a Medical Assistant Certificate from MSJC. They will also meet the requirements to test for the State of California Certification of Medical Assistants.

Certificate

Medical Assistant Certificate (24 units)

Required Courses (24 units)

(Suggested 1st Semester)
AH-072 Medical Assistant: Administrative Procedures 3 units
AH-095 Medical Terminology 3 units
NURS-100/ANAT-100 Introduction to Anatomy and Physiology 3 units
OTEC-144 Keyboarding and Document Formatting 3 units

(Suggested 2nd Semester)
AH-073 Medical Assistant: Clinical Procedures 4 units
AH-078 Medical Assistant: Computerized Office Procedures 3 units

Students successfully completing the above coursework will earn a Medical Assistant Certificate from MSJC. They will also meet the requirements to test for the State of California Certification of Medical Assistants.