

# MEDICAL ASSISTANT - MULTI-SKILLED, ASSOCIATE IN SCIENCE

The Medical Assistant – Multi-Skilled, Associate of Science (AS) degree assists students in developing the skills needed for a career as a medical assistant, trained in either administrative (front office) or clinical (back office) skills or both. This comprehensive program provides the opportunity for students to develop effective communication skills, computer skills, and technical skills that lead to success in working in a variety of healthcare settings. Jobs in this field include, front office medical assistant, medical secretary, back office medical assistant, entry level medical biller, hospital admitting clerk, hospital unit coordinator and entry-level medical records clerk.

Students who successfully complete this program may be eligible to take the certification exam offered by the California Certifying Board for Medical Assistants to become a California Certified Medical Assistant – Administrative (CCMA-A), California Certified Medical Assistant – Clinical (CCMA-C) or California Certified Medical Assistant – Administrative and Clinical (CCMA-AC).

Course ID	Title	Units/ Hours
<b>Required Core Courses (9 units)</b>		
BUS V17	Computer Applications	3
BUS V26	Electronic Health Records	3
BUS V27A	Beginning Medical Terminology	3
<b>Total Required Core Units</b>		<b>9</b>
<b>Required Additional Courses: Select either List A or List B (16 units)</b>		
List A:		
BUS V97	Multi-Skilled Medical Assistant	16
List B:		
BUS V25	Medical Coding	3
BUS V28A	Medical Office Procedures: Front Office	3
BUS V28B	Medical Procedures: Back Office	3
BUS V28BL	Medical Procedures: Back Office Laboratory	1
BUS V29	Medical Insurance	3
BUS V44	Business English	3
or BUS V45	Business Communications	
<b>Total Required Additional Units</b>		<b>16</b>
<b>Total Required Major Units</b>		<b>25</b>
<b>VCCCD General Education Pattern</b>		
Major Units		25
VCCCD GE Pattern Units		29
Double-Counted Units		(3)
Elective Units		9
<b>Total Units for the Associate in Science Degree</b>		<b>60</b>

Upon successful completion of this program, students will be able to:

- Demonstrate performance of appropriate medical administrative or clinical skills.
- Determine appropriate communication strategies for stakeholders in the medical environment.
- Identify legal and ethical principles that affect the role of a medical assistant.
- Apply appropriate procedures for complying with established risk management and safety practices.