

MEDICAL ASSISTING (MA)

MA A150 **3 Units (54 lecture hours)**

Medical Assisting Core

Prerequisite(s): ALH A111 and BIOL A221; or ALH A111 and BIOL A220 and BIOL A225.

Grading Mode: Standard Letter

Transfer Credit: CSU.

Introduction to Medical Assisting, Student Success, Safety in the Health Care Workplace, Intro to Computers and Electronic Health Records, Medical Office Emergencies, Ethics and Law, Psychology for the Medical Assistant, Basics of Patient Education, Communication/Multiculturalism in Healthcare, and Nutrition Basics for the Medical Assistant.

MA A175 **3 Units (54 lecture hours)**

Administrative Medical Assisting I

Co-requisite(s): MA A150.

Grading Mode: Standard Letter

Transfer Credit: CSU.

Introduction to the role of the administrative medical assistant in health care delivery.

MA A181 **5 Units (72 lecture hours; 54 lab hours)**

Clinical Medical Assisting 1

Co-requisite(s): MA A150.

Grading Mode: Standard Letter

Transfer Credit: CSU.

Theory and techniques in basic microbiology; performing blood and urine collection; CLIA waived lab test performance; sterilization principals and assisting with minor surgery; medication preparation and administration, including parenteral medications; assisting with general and specialty physical examinations in an outpatient setting.

MA A205 **5 Units (90 lecture hours)**

Administrative Medical Assisting 2

Prerequisite(s): MA A175.

Grading Mode: Standard Letter

Transfer Credit: CSU.

Introduction to the skills required to perform medical office bookkeeping, accounting (accounts receivable and payable), payroll, and banking procedures. Insurance coding and claims preparation used in the medical office setting and facility management skills to facilitate the ability to engage in marketing and community service.

MA A281 **3.5 Units (12 lecture hours; 192 other hours)**

Medical Assisting Clinical Experience

Prerequisite(s): MA A181.

Grading Mode: Standard Letter

Transfer Credit: CSU.

Supervised clinical medical assisting experience in a medical office, clinic, or related outpatient facility. One-third hour lecture, 10.6 hours internship.

MA A289 **0.5 Units (4 lecture hours; 8 lab hours)**

Clinical Medical Assisting II Specialty Procedures

Prerequisite(s): MA A181.

Grading Mode: Standard Letter

Transfer Credit: CSU.

Basic concepts of preparing patients for special diagnostic tests and techniques in the medical office including pulmonary function, and electrocardiography. Lecture/Lab. Four week course.