MEDICAL ASSISTING

Certificate Bridge to Associate of Applied Science Degree

Health Sciences Pathway
CCD.edu/Medical-Assistant

MEDICAL ASSISTING

The medical assisting certificate and Associate of Applied Science (A.A.S.) degree programs provide training for both front-office administrative and back office clinical duties. Both programs are designed to train medical assistants in mastering clinical techniques such as pre-examination and examination assistance, obtaining medical histories and vital signs, minor office surgery, routine laboratory procedures, including phlebotomy and EKG, and maintaining and sterilizing equipment. Administratively, you will learn the necessary office skills to maintain a clinic, including answering telephones, greeting patients, handling correspondence, scheduling appointments, billing and bookkeeping. This program seeks to develop competent medical assistants to work in a variety of settings including, but not limited to, clinics and hospitals. Once you complete all of the prerequisite requirements and the full program curriculum, you will have achieved either a certificate or A.A.S. degree in medical assisting and will be eligible to sit for the national registry exam to become a credentialed medical assistant.

PROGRAM ADMISSION REQUIREMENTS

Refer to CCD.edu/Medical-Assistant for additional documents to be completed, prior to acceptance into the medical assisting program.

CERTIFICATE COURSE MAP

Course	Title	Credits
First Semester		
BIO 1006	Basic Anatomy and Physiology	4
BIO 1016	Introduction to Human Disease: GT-SC2	3
HPR 1039	Medical Terminology	2
MAP 1010	Medical Office Administration	4
	Subtotal	**13**
Second Semester		
MAP 1020	Medical Office Financial Management	4
MAP 2038	Medical Assisting Laboratory	4
MAP 2040	Medical Assisting Clinical Skills	4
MAP 1050	Pharmacology for Medical Assistants	3
	Subtotal	**15**
Third Semester		
MAP 1083	Medical Assistant Internship	4
MAP 2069	Review for Medical Assistant National Exam	1
	Subtotal	**5**
	Total Credits	**33**

Associate of Applied Science Course Map

Course	Title	Credits
First Semester		
BIO 1006	Basic Anatomy and Physiology	4
MAP 1010	Medical Office Administration	4
HPR 1039	Medical Terminology	2
BIO 1016	Introduction to Human Disease: GT-SC2	3
	Subtotal	**13**
Second Semester		
MAP 1020	Medical Office Financial Management	4
MAP 1050	Pharmacology for Medical Assistants	3
MAP 2038	Medical Assisting Laboratory	4
MAP 2040	Medical Assisting Clinical Skills	4
	Subtotal	**15**
Third Semester		
MAP 2069	Review for Medical Assistant National Exam	1
MAP 1083	Medical Assistant Internship	4
	Subtotal	**5**

Course	Title	Credits
Fourth Semester		
MAT 1260	Intro to Statistics: GT-MA1	3
PSY 1001	General Psychology I: GT-SS3	3
HWE 1050	Human Nutrition	3
Choose One Composition Course		3
ENG 1021	English Composition I: GT-CO1	
ENG 1031	Technical Writing I: GT-CO1	
ENG 1022	English Composition II: GT-CO2	
Choose One Communication Course		3
COM 1150	Public Speaking	
COM 1260	Communication in Healthcare	
COM 1250	Interpersonal Communication: GT-SS3	
COM 2300	Intercultural Communication: GT-SS3	
	Subtotal	**15**
Fifth Semester		
PSY 2440	Human Growth and Development: GT-SS3	3
Choose 9-12 Elective Credit Hours From the Lists Below		9-12
Elective Choice One		
NUA 1001	Nurse Aide Health Care Skills	
HPR 1080	Internship	
ANT 2550	Medical Anthropology: GT-SS3	
BIO 1111	General College Biology I with Lab: GT-SC1	
CIS 1018	Introduction to PC Applications	
BIO 2101	Human Anatomy & Physiology with Lab I: GT-SC1	
Elective Choice Two		
HPR 1020	Phlebotomy	
NUA 1070	Nurse Aide Clinical Experience	
BIO 2101	Human Anatomy & Physiology with Lab I: GT-SC1	
BIO 2102	Human Anatomy & Physiology II with Lab: GT-SC1	
BIO 2104	Microbiology with Lab: GT-SC1	
MAT 1340	College Algebra: GT-MA1	
Elective Choice Three		
BIO 2101	Human Anatomy & Physiology with Lab I: GT-SC1	
BIO 2102	Human Anatomy & Physiology II with Lab: GT-SC1	
BIO 2104	Microbiology with Lab: GT-SC1	
BIO 2116	Pathophysiology	
MAT 1340	College Algebra: GT-MA1	
CIS 1018	Introduction to PC Applications	
	Subtotal	**12-15**
	Total Credits	**60-63**