

# MEDICAL ASSISTING DEGREES & CERTIFICATES

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**Associate in Science Degree  
 Certificate of Achievement**

## **MEDICAL ASSISTANT - ADMINISTRATIVE**

<b>REQUIRED COURSES:</b>	<b>Units</b>
BUS V25      Medical Coding	3
BUS V26      Electronic Health Records	3
BUS V27A    Beginning Medical Terminology	3
BUS V28A    Medical Office Procedure: Front Office	3
BUS V29      Medical Insurance	3
<b>REQUIRED ADDITIONAL COURSES:</b>	
<b>Select one (1) of the following courses:</b>	
BUS V44/ SUP V81      Business English	3
BUS V45      Business Communications	3
<hr/> <b>TOTAL</b>	<hr/> <b>18</b>

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: ANAT V01; BIOL V12; BUS V03, BUS V17, BUS V27B; PSY V01. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

**For other course descriptions, see Supervision**

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## **MEDICAL ASSISTANT - MULTI-SKILLED**

<b>REQUIRED COURSES:</b>	<b>Units</b>
BUS V26      Electronic Health Records	3
BUS V27A    Beginning Medical Terminology	3
BUS V97      Multi-Skilled Medical Assistant	16
<hr/> <b>TOTAL</b>	<hr/> <b>22</b>

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V25, V27B, V29, V44, V45. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

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**Proficiency Award  
 MEDICAL INSURANCE BILLING**  
 (Awarded by the Department)

<b>REQUIRED COURSE:</b>	<b>Units</b>
BUS V25      Medical Coding	3
BUS V26      Electronic Health Records	3
BUS V27A    Beginning Medical Terminology	3
BUS V29      Medical Insurance	3
<hr/> <b>TOTAL</b>	<hr/> <b>12</b>

Recommended course: BUS V45.