

MEDICAL ASSISTING – MEDICAL OFFICE ADMINISTRATION – ASSOCIATE IN SCIENCE DEGREE, CERTIFICATE OF ACHIEVEMENT

- CSU Breadth (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#csubreadthtext>)
- IGETC (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#igetctext>)

Top Code: 1208.20

The medical assisting administrative curriculum prepares students with entry-level skills to seek employment as administrative medical office personnel. The student will learn about the front office including medical insurance billing, bookkeeping and beginning transcription.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Requirements for the Certificate of Achievement

Code	Title	Units
MA 109	HEALTH INFORMATION TECHNOLOGY	1
MA 110	MEDICAL OFFICE MICROCOMPUTER MANAGEMENT APPLICATIONS	1
MA 111A	ADMINISTRATIVE MEDICAL OFFICE PROCEDURES I	4
MA 111B	ADMINISTRATIVE MEDICAL OFFICE PROCEDURES II	4
HLSC 113	HUMAN DISEASE	3
HLSC 115	MEDICAL TERMINOLOGY	3
MA 122A	CLINICAL MEDICAL OFFICE PROCEDURES I	2
MA 127	MEDICAL INSURANCE	3
PSYC 024	LIFESPAN DEVELOPMENTAL PSYCHOLOGY	3
PYSO 100	BASIC PHYSIOLOGY AND ANATOMY	3
Total Units		27

Recommended Electives

Code	Title	Units
MA 120	INDEPENDENT STUDY	1

Visit the Program Mapper (<https://pasadena-city.programmapper.ws/academics/interest-clusters/8353468c-9ac9-4b4b-a310-843b126d204c/programs/cd527c57-27bc-36b9-5980-150f1e7b9022/>) for a suggested sequence of courses.

General Education Requirements for the Associate in Science Degree

- General Information (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/>)
- PCC Local Gen Ed (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#pcclocaltext>)