



**Program of Study:** Medical Administrative Assistant

Associate of Arts/ Science Degree	M	E	T	I	P	N	E	E	D
<b>2. AMERICAN INSTITUTIONS/STATE &amp; LOCAL GOVERNMENT : (3 units)</b>									
Political Science 101**, 105 and 106; Social Science 132. <small>(**Students who completed POL S 101 before Spring 2014 must also complete POL S 106).</small>									
<b>3. U.S. HISTORY: (3units)</b>									
Economics 111, History 116; History 110, 111(CD), 117, 118; Social Science 131									
<b>4. MATHEMATICS</b>									
Mathematics 101, 120, 131 or 220AB (2 units)									
<b>5. HEALTH (3 units)</b>									
Health 104, 106; Psychology 111(CD)* or equivalent will satisfy this requirement.									
<b>6. PHYSICAL EDUCATION (2 units)</b>									
physical education activity classes and/or dance activity classes									
<b>7. FIRST AID (1 units)</b>									
Health 101, 102; Emergency Medical Technology 140									
<b>8. CULTURAL DIVERSITY (3 units)</b>									
Courses that satisfy this requirement have been marked by (CD) and appear throughout the graduation requirements. The requirement may be satisfied by completing any one of the graduation requirements with a course marked (CD) or by completing Child Development 156.									
<b>9. General Education: 18 units; 1 course from each areas</b>									
<b>A. Natural Science (3 units)</b>									
<b>B. Social Sciences (3 units)</b>									
<b>C. Humanities:</b>									
1. Interdisciplinary Humanities (3 units)									
2. Arts, Foreign Language, Literature, & Philosophy (3 units)									
<b>D. Lang &amp; Reality:</b>									
1.English Composition (3 units)									
2.Communication & Analytical Thinking (3 units)									
<b>TOTAL UNITS 35-37</b>									

\*\*\*Courses with an asterisk may be counted in one area only.  
\*\*\*Students who complete POL S 101 prior to spring 2014 must also complete POL S 106

**Online Resources**



[www.salarysurfer.cccco.edu](http://www.salarysurfer.cccco.edu)



[www.CaCareerZone.org](http://www.CaCareerZone.org)



1500 North Verdugo Road, Glendale, CA 91208 [Academic Counseling](#) (818) 240-1000 Ext. 5918 [Career Center](#) (818) 240-1000 Ext. 5407 or 5408

SEE A COUNSELOR TO PREPARE A STUDENT EDUCATIONAL PLAN

Checklist

Revised 5/8/17

PREREQUISITE COURSES	CERTIFICATE (Requirements)	U N I T S	M E T	I P	N E E D	Transfer Credit
	BIOL 114: Human Form and Function	3				CSU, UC
	BUSAD 204: Customer Service Skills	1				
CABOT 103 or equivalent	BUSAD 50: Internship	3				
	MOA 180: Electronic Health Medical Records	3				
	MOA 182 Medical Terminology	5				
	MOA 183: Medical Billing and Coding	4				
	MOA 185: Medical Front Office Procedures	3				
MOA 180	HIT 182: Legal Aspects of Healthcare	3				CSU
MOA 180	HIT 184: Healthcare Delivery Systems	2				
MOA 180	HIT 193: Current Procedural Terminology (CPT) Coding	3				CSU
<b>TOTAL UNITS REQUIRED 30</b>						

\*\* Must be in a medical office or medical facility.

Student / Faculty Notes:

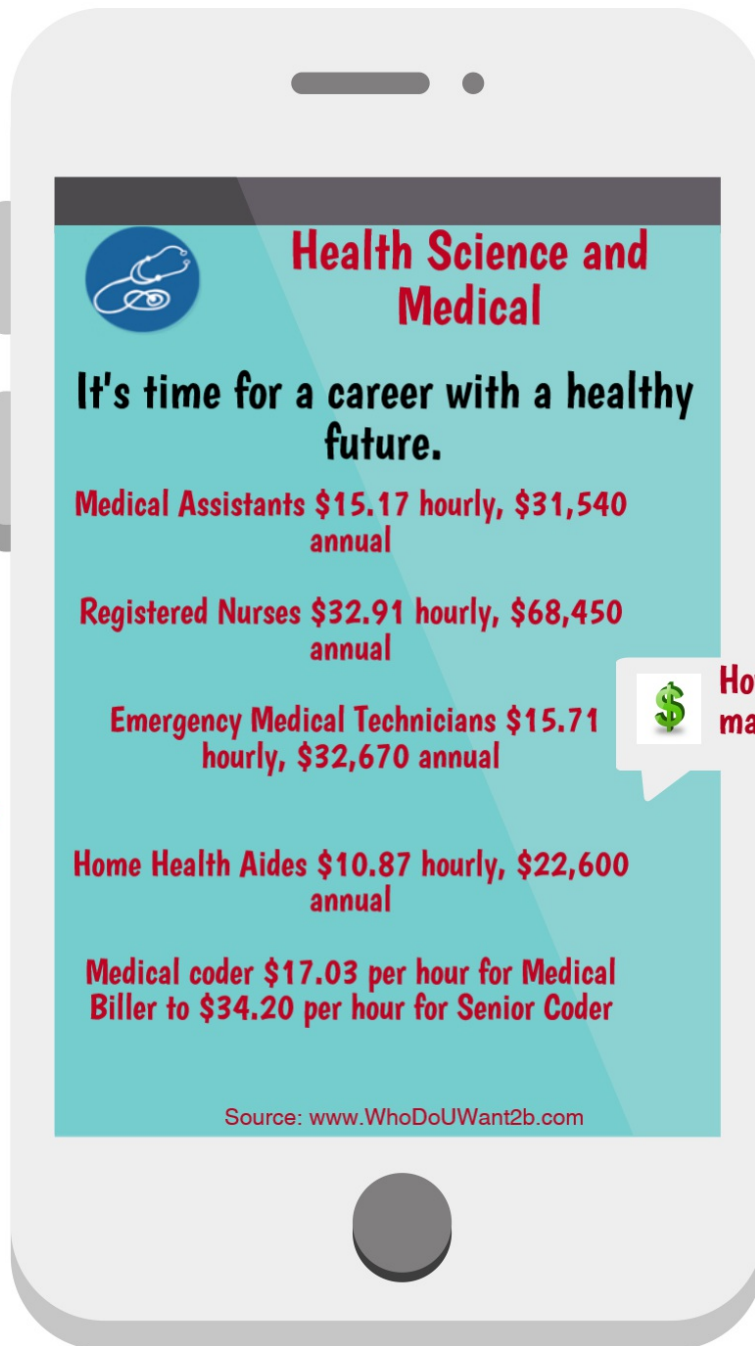


# Health Science and Medical

The demand for health care professionals is strong...and getting stronger every day. If you're the kind of person who enjoys caring for other people, now is the perfect time to check out the Health Science and Medical Technology career pathway.

This pathway can lead you to many different specialties, including Nursing, Biotechnology Research and Development, Diagnostic Services, Health Informatics (using cutting-edge technology to store and retrieve medical data), Support Services, and Physical Therapy.

No matter which branch you take, you'll get the academic and technical education you need for a wide range of medical careers, from entry-level to managerial. You'll also get the satisfaction that comes from helping other people, and you'll be a part of one of the most in-demand fields around. Health Science and Medical Technology is a great pathway to choose!



 **How much can you make?** ● ● ●

## Technical Level Careers

(with AA or AS degree or certificate)

- Account Specialist
- Cost Estimator
- Tax Preparer
- Associate Accountant
- Administrative Assistant
- Office Manager
- Loan Specialist
- Credit Analyst
- Claims Examiner
- Treasurer
- Insurance Claims Agent

## Professional Level Careers

(with BS or BA degree)

- Surgeons
- Speech-Language Pathologists
- Registered Nurses (4 yr)
- Pharmacists
- Physicians
- Orthodontists
- Nurse Practitioner
- Anesthesiologists
- Dietitians and Nutritionists
- Health Services Administrator
- Medical/Public Health Social Workers

O\*NET ONLINE

[www.Online.OneToOnline.org](http://www.Online.OneToOnline.org)

Has detailed descriptions of the world of work for use by job seekers, students, researchers, and more! Click on "find occupation".