MEDICAL ASSISTING, ADVANCED CERTIFICATE

College(s): MX

Program Code: 0421

The Advanced Certificate program in Medical Assisting prepares students to become multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures in a doctor's office, clinic, hospital, or other medical setting.

This selective admissions program requires students to submit a separate application or to take additional action before enrolling.

For more information on the Medical Assisting program at Malcolm X College, visit the program website (https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Medical-Assisting-Program.aspx).

Future Ready Eligible

Program Requirements

Code	Title	Hours
Required Program Core		
BIOLOGY 116 or BIOLOGY 226 & BIOLOGY 227	Introduction to Anatomy And Physiology [1] Human Structure and Function I and Human Structure and Function II	4
BIOLOGY 120	Terminology For Medical Careers	3
MEDASST 102	Medical Law & Ethics	3
MEDASST 105	Medical Careers Professional Development	2
MEDASST 103	Medical Assisting Clinical Procedures I	3
MEDASST 104	Medical Assisting Clinical Procedures II	3
MEDASST 106	Administrative Procedures	3
MEDASST 107	Pharmacology	4
MEDASST 108	Fundamentals of Ambulatory Billing and Coding	3

Required Work-Based Learning Courses

MEDASST 109	Medical Assisting Practicum	3
Total Hours		**31**

[1] Effective Spring 2024, BIOLOGY 226 & 227 can be used in place of BIOLOGY 116.

Pathways

These are **example course sequences** for students interested in medical assisting, one for full-time students and one for part-time students. If either pathway is followed as outlined, you will earn an Advanced Certificate (AC) in Medical Assisting. This does not represent a contract, nor does it guarantee course availability.

The Advanced Certificate program for Medical Assisting prepares students to become multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures in a doctor's office, clinic, hospital, or other medical setting.

Semester-by-Semester Program Plan for Full-Time Students

Semester 1		Hours
Fall		
BIOLOGY 116	Introduction to Anatomy And Physiology [1]	4
MEDASST 102	Medical Law & Ethics	3
MEDASST 103	Medical Assisting Clinical Procedures I	3
MEDASST 105	Medical Careers Professional Development	2
MEDASST 106	Administrative Procedures	3
	Hours	**15**
Semester 2		
Spring		
BIOLOGY 120	Terminology For Medical Careers	3
MEDASST 104	Medical Assisting Clinical Procedures II	3
MEDASST 107	Pharmacology	4

MEDASST 108	Fundamentals of Ambulatory Billing and Coding	3
	Hours	**13**
Semester 3		
Summer		
MEDASST 109	Medical Assisting Practicum	3
	Hours	**3**
	Total Hours	**31**

Semester-by-Semester Program Plan for Part-Time Students

Semester 1		**Hours**
Spring		
BIOLOGY 116	Introduction to Anatomy And Physiology	4
MEDASST 103	Medical Assisting Clinical Procedures I	3
MEDASST 106	Administrative Procedures	3
	Hours	**10**
Semester 2		
Summer		
BIOLOGY 120	Terminology For Medical Careers	3
MEDASST 104	Medical Assisting Clinical Procedures II	3
MEDASST 105	Medical Careers Professional Development	2
	Hours	**8**
Semester 3		
Fall		
MEDASST 102	Medical Law & Ethics	3
MEDASST 107	Pharmacology	4
MEDASST 108	Fundamentals of Ambulatory Billing and Coding	3
	Hours	**10**
Semester 4		
Spring		
MEDASST 109	Medical Assisting Practicum	3
	Hours	**3**
	Total Hours	**31**

[1] BIOLOGY 226 & 227 can substitute for this requirement, effective Spring 2024.

Choose your courses with your College Advisor.

Special Admission Requirements

To apply for the Medical Assisting program, students must:

- Be eligible for ENGLISH 101 Composition
- Be eligible for MATH 118 General Education Math (or higher)
- Submit official college transcripts from all accredited colleges attended outside of City Colleges to the Malcolm X College Office of Registrar Services
- Interview with the Program Director

For more information on admissions requirements and the application process, visit the program website (https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Medical-Assisting-Program.aspx).

Careers

This program can prepare students for the jobs listed below. Click on each one to learn more, including average earnings, annual job openings, and how much education people in that field have. For additional guidance and resources on career options, current City Colleges students and alumni can contact the Career Services Office (https://www.ccc.edu/departments/Pages/Career-Services.aspx).

Medical Assistants
Job Description

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Salary Based on Experience Level

Take a look at the average hourly/annual earnings for this career in Cook County

Lightcast earnings figures are based on OES data from the BLS and include base rate, cost of living allowances, guaranteed pay, hazardous-duty pay, incentive pay (including commissions and bonuses), on-call pay, and tips.

Annual Wages

Entry-Level 10th Percentile	$30,552
Median 50th Percentile	$39,127
Senior-Level 90th Percentile	$48,434

Hourly Wages

Entry-Level 10th Percentile	$15
Median 50th Percentile	$19
Senior-Level 90th Percentile	$23

Annual Job Openings

1262 annual openings in Cook County

National Education Attainment

Here, you can see the level of education that people in this career complete.

Degree Program	% of Jobs
A high school diploma or less	20.54%
A certificate	44.74%
Some college	17.20%
An Associate degree	0.05%
A Bachelor's degree	17.47%
A Master's or Professional degree	0.00%
A Doctoral degree or more	0.00%

17.47% continue their education beyond an associate degree