

# Medical Assistant

Care for others in a rewarding medical career



SJVC's Medical Assistant (MA) programs prepare graduates to work as Medical Assistants in medical offices and specialty clinics. Training helps students learn the skills required to be a valuable member of the health-care team.

## Students Learn

- Patient care
- Medical office procedures
- Laboratory skills
- Medical administrative practices\*

\*CAMA-specific training

The programs include an externship which allows students to further their studies in a real-world medical environment. This clinical training enhances student learning and helps graduates develop work experience.

## Certificate or A.S. Degree

SJVC students can prepare for work as a medical assistant by choosing the credential level that best meets their needs and career goals. The Certificate-level Clinical Medical Assisting (CMA) program offers all of the basic training required to work in a doctor's office, with an emphasis on clinical, back-office procedures. Graduates of the Clinical and Administrative Medical Assisting (CAMA) program earn an Associate of Science (A.S.) Degree and benefit from additional training in medical office procedures, equipping them with both front and back office skills.

## Professional Certifications

CMA graduates earn a Certificate of Completion and are eligible to sit for the California Certified Medical Assistant (CCMA) exam, offered by the California Certifying Board for Medical Assistants (CCBMA) or the National Certified Medical Assistant (NCMA) exam, offered by the National Center for Competency Testing (NCCT). CAMA graduates earn an Associate of Science degree and are eligible to sit for the CCMA, NCMA, or the Registered Medical Assistant (RMA) exam offered by American Medical Technologists (AMT). Graduates also earn Health Insurance Portability and Accountability Act (HIPAA) Certification, CPR and First Aid Certification.

## Career Information

Well-trained Medical Assistants are qualified to work in a variety of medical environments such as medical offices, clinics, or hospitals. These skilled professionals are expected to perform the following job duties:

- Take medical histories & vital signs
- Assist the physician with procedures
- Clean & sterilize equipment
- Perform office accounting, bookkeeping & billing\*
- Prepare insurance claims\*

\*CAMA program

## Admission Requirements

Admission to either MA program requires:

- High school diploma or equivalent
- Wonderlic SLE assessment score of 12 or higher

Applicants must have reliable plans for transportation, child care and time to devote to academic work outside of scheduled class hours.



Course Listing		
Course ID	Course Name	Credit Units
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 202	Microsoft Office for Health Care Professionals	3.0
HCP 203	Medical Office Management	3.0
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 125	Clinical Procedures	3.0
MAP 500	Externship	4.0
<b>Certificate Program Total</b>		<b>31.0</b>
ENG 121	Composition and Reading - Part A	3.0
ENG 122	Composition and Reading - Part B	3.0
HCP 201	Diseases and Disorders	3.0
MAP 205	Front Office Procedures	2.0
MAP 215	Back Office Procedures	2.0
MAP 225	Certification Readiness	3.0
MTH 121	College Algebra - Part A	3.0
MTH 122	College Algebra - Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC1	Introduction to Sociology	3.0
<b>A.S. Degree Program Total</b>		<b>65.0</b>

All courses listed above must be completed to receive the Clinical & Administrative Medical Assisting A.S. Degree. Course listings are subject to change. For most current information, visit [sjvc.edu](http://sjvc.edu).

SJVC classes are offered Monday through Thursday in the morning, afternoon and evening.

Class Schedule
<b>Monday - Thursday</b>
Morning Session: 7:15am-12:00pm
Afternoon Session: 12:30pm-5:15pm
Evening Session: 5:30pm-10:15pm

NOTE: Sessions vary by program and campus and are subject to seat availability.

Consumer Information		
Occupations*		
Medical Assistant (31-9092.00) <sup>†</sup>		
	<b>Certificate</b>	<b>A.S. Degree</b>
On-Time Completion Rate**	51%	51%
Graduate Placement Rate <sup>‡</sup>	0%	50%
Tuition and Fees	\$17,250	\$32,950
<b>Graduate Median Loan Debt</b>		
Title IV HEA Loans	\$9,500	\$20,000
Private Loans	\$0	\$25
Institutional Loans	\$0	\$0

Statistics for graduate cohort of July 1, 2013 - June 30, 2014.  
Graduate placement rate statistics for students who were scheduled to graduate in the calendar year 2013.

\*Visit <http://www.onetcodeconnector.org/ccreport> and enter the reference number<sup>†</sup> from the Consumer Information table for complete details.

\*\*Percentage of graduates who completed the program in the scheduled period (30 weeks-Certificate, 60 weeks-A.S. Degree).

The MA programs are offered in:

ANTELOPE VALLEY (Lancaster)  
BAKERSFIELD  
FRESNO  
HANFORD  
MADERA\*  
MODESTO (Salida)  
ONTARIO  
TEMECULA  
VICTORY VALLEY (Hesperia)  
VISALIA

Other SJVC campus locations:

DELANO - opening Fall 2015  
RANCHO CORDOVA  
SAN DIEGO (Chula Vista)

\*CMA Certificate only  
Program availability varies by campus

San Joaquin Valley College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.org)

**Antelope Valley Campus**  
42135 10th Street West, Lancaster, CA 93534  
866.483.1797