

Course Listing*

CORE COURSE REQUIREMENTS

Clinical Medical Assisting and Clinical and Administrative Medical Assisting programs

COURSE ID	COURSE NAME	CREDIT UNITS
COMP 101	Computer Literacy and Applications for the Professional	3.0
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 203	Medical Office Management	3.0
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 126	Clinical Applications	4.0
MAP 205	Front Office Procedures	2.0
MAP 90	Capstone & Externship	6.0
CERTIFICATE TOTAL		36.0

GENERAL EDUCATION REQUIREMENTS

This for the Clinical and Administrative Medical Assisting program in addition to the core courses above

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 121	Composition & Reading – Part A	3.0
ENG 122	Composition & Reading – Part B	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
SOC 1	Introduction to Sociology	3.0
A.S. DEGREE TOTAL		60.0

Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, (510)748-9001 (<https://www.wscuc.org>). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit <https://www.sjvc.edu/admissions/consumer-information>.

SJVC Locations

ANTELOPE VALLEY (LANCASTER) 661.974.8282	ONTARIO 909.948.7582
BAKERSFIELD 661.834.0126	PORTERVILLE 559.853.4114
DELANO 661.778.1145	RANCHO CORDOVA 916.638.7582
FRESNO 559.448.8282	RANCHO MIRAGE 442.305.7701
FRESNO - TRADES EDUCATION CENTER 559.453.0123	SANTA MARIA 805.608.3104
HANFORD 559.584.8840	TEMECULA 951.296.6015
MADERA 559.302.2155	VICTOR VALLEY (HESPERIA) 760.948.1947
MODESTO (SALIDA) 209.543.8800	VISALIA 559.651.2500

Program availability varies by campus location. Please see the catalog for details.

*Sessions and degree offerings vary by campus. Speak to an Admissions Representative for more details.

Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

READY TO ENROLL? GET STARTED HERE:

www.sjvc.edu/program/medical-assisting/

sjvc.edu 



Train for a rewarding career as a

Medical Assistant



SJVC's Clinical Medical Assisting (CMA) and Clinical and Administrative Medical Assisting (CAMA) programs prepare graduates to work as Medical Assistants in medical offices, hospitals and specialty clinics.

Medical Assistants can be the first person a patient meets upon entering a medical office and can provide care and comfort. They also help schedule appointments, take vital signs and assist the doctor while keeping the office running smoothly.

The CMA and CAMA programs include an externship which allows students to further their studies in a medical environment. This clinical training enhances learning by providing a real-world work experience where students can put their newly found skills into practice.



Your trusted source for hands-on training.

SJVC excels at in-person, hands-on learning in high tech laboratory environments that will enable you to transition to a career with real-world experience.



Administrative Skills*

- Schedule appointments
- Maintain patient records
- Medical office management
- Process insurance forms

Clinical Skills*

- Take and record vital signs
- Prepare patients for exams
- Change dressings & remove sutures
- Draw blood /venipuncture

*See college catalog for complete student learning outcomes for this program.



At SJVC, we value:
Integrity
Family
Professionalism
Communication
Diversity
Success

Credential and Professional Certifications

Graduates earn a Certificate of Completion in Clinical Medical Assisting or Associate of Science degree in Clinical and Administrative Medical Assisting and are eligible to sit for the American Medical Technologists – Registered Medical Assistant Certification exam and the National Healthcareer Association – Certified Clinical Medical Assistant (CCMA) exam. Students also prepare for and take certification exams within their program courses that include HIPAA and CPR; Online Division students also earn certification in First Aid. The College

does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Students residing outside California are encouraged to take a certification examination recognized by their state medical board or an independent certification organization.

Admissions Requirements

- 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 school work outside of scheduled class hours.

See the SJVC College Catalog for additional information on institutional admission requirements.

Career Opportunities

Most medical assistants work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities*, and typically perform the following job duties:**

- Help physicians examine and treat patients
- Take medical histories & vital signs
- Clean & sterilize equipment
- Collect blood or other laboratory specimens

Graduates may find work in the following jobs:

- Certified Medical Assistant (CMA)
- Clinical Medical Assistant
- Doctor's Assistant
- Medical Secretary

SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

*<https://www.bls.gov/ooh/healthcare/medical-assistants.htm#tab-1>

**<https://www.onetonline.org/link/summary/31-9092.00>



GET MORE INFO ON ENROLLMENT:
www.sjvc.edu/program/medical-assisting/

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