



# 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.**

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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.



### Clinical Skills

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

## Hands-On Training

### Administrative Skills

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

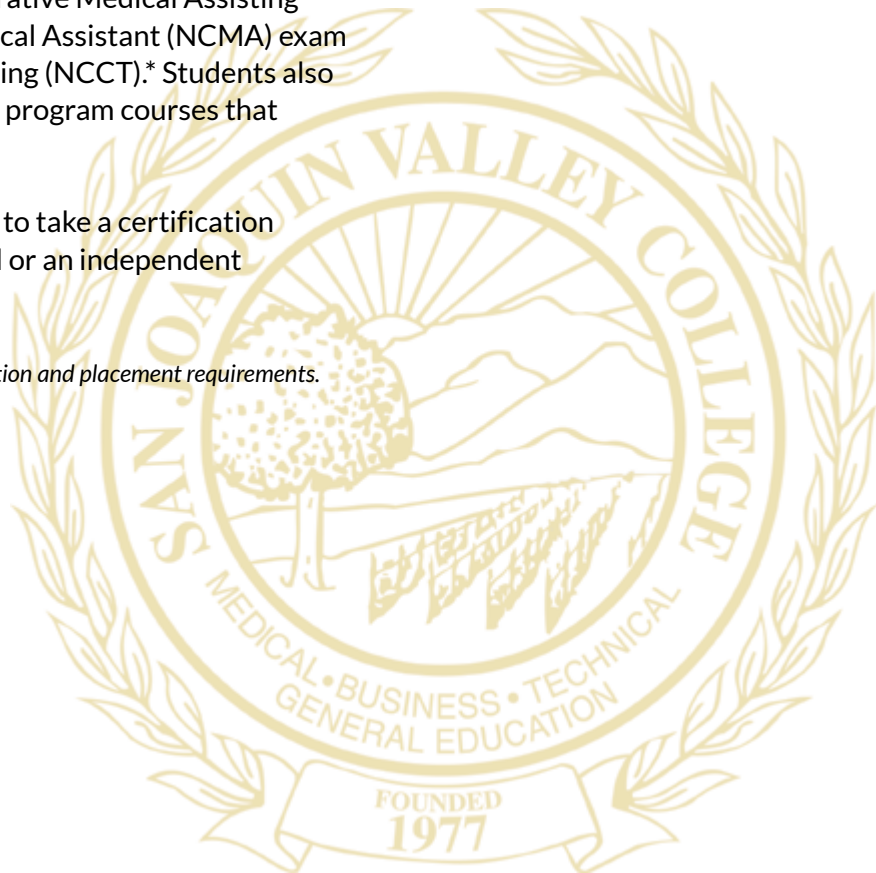


## Credential and Professional Certifications

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 National Certified Medical Assistant (NCMA) exam offered by the National Center for Competency Testing (NCCT)\*. Students also prepare for and take certification exams within their program courses that include HIPAA, CPR, and First Aid.

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

*\*Graduates may qualify for other certifications depending upon location and placement requirements.*



## Career Opportunities

Medical Assistants work in medical offices, clinics, or hospitals, and perform the following job duties:

- Assist the doctor
- Take medical histories & vital signs
- Clean & sterilize equipment
- Perform office accounting, bookkeeping & billing

Graduates may find work in the following jobs:

- Certified Medical Assistant (CMA)\*\*
- Clinical Laboratory Technician
- Medical Records & Health Information Technician
- 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.

Source: Occupational Information Network (O\*Net) [www.onetonline.org](http://www.onetonline.org)



## 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.

Students will be required to complete all health screening and immunization requirements of the extern site prior to beginning externship hours. The College will pay for the cost of required screenings and immunizations.



## Course Listing\*

### Core Course Requirements

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
MAP 510	Certification Prep	1.0
GRS 100	Graduate Readiness Seminar	2.0
<b>Certificate Total</b>		<b>36.0</b>

### General Education Requirements

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
<b>A.S. Degree Total</b>		<b>60.0</b>

\*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.

\*\*The MAP 90 Capstone & Externship course applies to Online students only (MAP 510 and GRS 100 applies to on-ground students)

## Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, 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

<b>ATASCADERO</b> 805.470.7130	<b>FRESNO</b> 559.448.8282	<b>HESPERIA</b> 760.948.1947	<b>MODESTO</b> 209.542.8800	<b>RANCHO CORDOVA</b> 916.638.7582	<b>TEMECULA</b> 951.296.6015
<b>BAKERSFIELD</b> 661.834.0126	<b>FRESNO - TRADES EDUCATION CENTER</b> 559.453.0123	<b>LANCASTER</b> 661.974.8282	<b>ONTARIO</b> 909.948.7582	<b>RANCHO MIRAGE</b> 442.305.7701	<b>VISALIA</b> 559.651.25002
<b>DELANO</b> 661.778.1145	<b>HANFORD</b> 559.584.8840	<b>MADERA</b> 559.302.2155	<b>PORTERVILLE</b> 559.853.4114	<b>SANTA MARIA</b> 805.608.3104	

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