

# 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 healthcare 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) examination offered by California Certifying Board of Medical Assistants (CCBMA), National Certified Medical Assistant (NCMA) exam, offered by the National Center for Competency Testing (NCCT) or the Certified Clinical Medical Assistant (CCMA) exam, offered by the National Healthcareer Association (NHA). CAMA graduates earn an Associate of Science degree and are eligible to sit for the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT), California Certified Medical Assistant (CCMA) examination offered by California Certifying Board of Medical Assistants (CCBMA) or National Certified Medical Assistant (NCMA) exam, offered by the National Center for Competency Testing (NCCT) or the Certified Clinical Medical Assistant (CCMA) exam, offered by the National Healthcareer Association (NHA).

## Career Information

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

- Take medical histories & vital signs
- Clean & sterilize equipment
- Perform office accounting, bookkeeping & billing\*

\*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
COMP 101	Computer Literacy and Applications for the Professional	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.

Visit [sjvc.edu](http://sjvc.edu) for more information on other program offerings and campus locations.

**Visalia Campus**  
8344 West Mineral King, Visalia, CA 93291  
559.651.2500

Consumer Information		
	Certificate	A.S. Degree
Program Length	30 weeks	60 weeks
Tuition and Fees	\$15,900	\$30,175
Estimated Textbook Cost	\$125	\$150
<i>Data for Graduates on all SJVC Campuses between 7/1/14 and 6/30/15</i>		
Graduate Median Loan Debt		
Title IV HEA Loans	\$9,500	\$20,000
Private Loans	\$0	\$190
Institutional Loans	\$0	\$0
On-Time Completion Rate	60%	54%
<i>Graduate Placement Rate</i>		
Because of the change in the California Bureau of Private Postsecondary Education's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.		
Occupations for Graduate Placement <sup>1</sup>		
Medical and Clinical Laboratory Technicians (29-2012.00) Medical Assistants (31-9092.00) Medical Records and Health Information Technicians (29-2071.00) Medical Secretaries (43-6013.00)		

<sup>1</sup>Visit <http://www.onetcodeconnector.org> and enter the reference number for complete details

#### Institutional Accreditation

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)

#### 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 (California Education Code, Title 3, Division 10, Part 59, Chapter 8) and Title 5, Division 7.5 – Private Postsecondary Education of the California Code of Regulations.