

# Clinical & Administrative Medical Assisting

Care for others in a rewarding medical career



SJVC's Clinical and Administrative Medical Assisting (CAMA) program trains students in both administrative and clinical medical procedures for medical offices and specialty clinics.

## Students Learn

- Patient care
- Medical office procedures
- Laboratory skills
- Administrative practices

The program includes an externship which allows students to further their studies in a real-world medical environment. This hands-on clinical training enhances the learning experience and allows students to develop work history while completing their studies.

## Professional Certifications

Graduates earn an Associate of Science degree and are eligible to sit for the Registered Medical Assistant (RMA) exam, offered by American Medical Technologists/Allied Health (AMT), and the National Certified Medical Assistant (NCMA) exam, offered by the National Center for Competency testing (NCCT). 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
- Perform office accounting, bookkeeping & billing
- Process insurance claims
- Assist the physician with procedures
- Clean & sterilize equipment

## Admission Requirements

Admission to the CAMA 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
AMA 23	Medical Office Management	3.0
AMA 33	Medical Insurance	3.0
AMA 203	Medical Office Management Computer Applications	2.0
CL 110	Computer Literacy and Applications for Healthcare Professionals	2.0
CMA 31	Medical Laboratory Procedures 1	2.0
CMA 41	Medical Laboratory Procedures 2	2.0
CMA 42	Medical Office Simulations and Professional Development 2	3.0
CMA 201	Medical Assisting Applications 1	2.0
CMA 202	Medical Assisting Applications 2	2.0
ENG 121	Composition and Reading - Part A	3.0
ENG 122	Composition and Reading - Part B	3.0
HTH 101	Anatomy and Physiology for the Health Professions 1	3.0
HTH 102	Anatomy and Physiology for the Health Professions 2	3.0
HTH 103	Human Relations and Health Care	3.0
HTH 500	Externship or Clinical Rotations	4.0
MCA 101	Clinical Applications 1	2.0
MCA 102	Clinical Applications 2	2.0
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>62.0</b>

Classes for this program are offered in the morning, afternoon and evening Monday through Thursday.

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: Class times subject to change based on seat availability.

**Bakersfield Campus**  
201 New Stine Road  
866.483.1797

Consumer Information	
Occupations*	
Medical Assistant (31-9092.00) <sup>†</sup>	
On-time Completion Rate**	61%
Graduate Placement Rate	58%
Tuition and Fees	\$29,750
Graduate Median Loan Debt	
Title IV HEA Loans	\$19,065
Private Loans	\$0
Institutional Loans	\$0

*Statistics for graduate cohort of July 2010 - June 2011*

\*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 60-week period.

The CAMA program is offered in:

MODESTO  
FRESNO  
VISALIA  
BAKERSFIELD  
HESPERIA  
TEMECULA

Other SJVC Campus locations:

RANCHO CORDOVA  
HANFORD  
RANCHO CUCAMONGA

*Program availability varies by campus*

