

# Clinical Medical Assisting

Care for others in a rewarding medical career



SJVC's Clinical Medical Assisting (CMA) program offers extensive back office training to provide support to physicians and direct patient care. Training includes a balance of classroom instruction with laboratory experience to create the best opportunity for student understanding and performance.

## Students Learn

- Patient care
- Medical office procedures
- Laboratory skills
- CPR & first aid

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 a work history while completing their studies.

## Professional Certifications

Graduates earn a Certificate of Completion or 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:

- Obtain medical histories & take vital signs
- Assist the physician with procedures
- Clean & sterilize equipment
- Change bandages & remove sutures

## Admission Requirements

Admission to the CMA 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
CMA 105	Clinical Applications 1	3.0
CMA 120	Medical Assisting Procedures 1	5.0
CMA 150	Clinical Applications 2	2.0
CMA 160	Medical Assisting Procedures 2	5.0
CMA 170	Medical Office Applications and Communication	5.0
ECON 1	Economics	3.0
ENG 121	Composition and Reading - Part A	3.0
ENG 122	Composition and Reading - Part B	3.0
HEA 10	Health and Wellness	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 500	180 hour Externship and Professional Experience	4.0
MGT 104	Office Supervision and Organization	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
SPC 1A	Introduction to Public Speaking	3.0
<b>A.S. Degree Completion Total</b>		<b>66.0</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.*

**Rancho Cucamonga Campus**  
10641 Church Street  
866.483.1797

Consumer Information	
Occupations*	
Medical Assistant (31-9092.00) <sup>†</sup>	
On-time Completion Rate**	
Certificate	68%
A.S. Degree	61%
Graduate Placement Rate	
Certificate	41%
A.S. Degree	58%
Tuition and Fees	
Certificate	\$16,650
A.S. Degree	\$31,950
Graduate Median Loan Debt	
Certificate	
Title IV HEA Loans	\$9,500
Private Loans	\$0
Institutional Loans	\$0
A.S. Degree	
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 period (30 weeks-Certificate, 60 weeks-AS Degree).

The CMA program is offered in:

MODESTO  
FRESNO  
VISALIA  
HANFORD  
HESPERIA  
RANCHO CUCAMONGA  
TEMECULA

Other SJVC Campus locations:

RANCHO CORDOVA  
BAKERSFIELD

*Program availability varies by campus*

