



Medical Assisting-Administrative Certificate of Achievement

This curriculum is designed to prepare the individual with front office skills for employment as an Administrative Medical Assistant in a physician's office, hospital, clinic, laboratory, pharmaceutical company, or health insurance company.

SUGGESTED PROGRAM COURSE SCHEDULE

SEMESTER 1 (Program Prerequisite)

8-9 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
BIOL 102^{^^} Essentials of Human Anatomy & Physiology	4		F, S	CRC Area IV
or BIOL 100^{^^} Intro to Concepts of Human A & P#	3		F(O), S, Su	
CISC 302^{^^} Computer Familiarization	2		F, S(O)	CRC Area III(b)
BUS 100^{^^} English for the Professional	3	ENGRD 110 & ENGWR 51 or ESLR 320 & ESLW 320 Advisory: BUSTEC 302 & 303	F, S	

Or BIOL 430 A&P (5 u) and BIOL 431 A&P (5 u)

SEMESTER 2 (Program Prerequisite)

9 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
MEDA 100^{^^} Intro to MEDA	1.5	Advisory: ENGRD 110 or ESLR 310	F, S	
MEDA 110 Medical Insurance Procedures	1.5	Co-Req: AH 110	S	
AH 110^{^^} Medical Language for Health Care Providers	3		F(O), S(O), Su(O)	
AH 120 Human Disease	3	Co or Pre-req: AH 110 and BIOL 100 or 102	F(O), S(O)	

[^]You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

^{^^}A Pre-requisite course for MEDA program

*(O) = online available (H) = hybrid available

Career Options/Outlook: Medical Assistants perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by a physician.

A sample of reported job titles:

Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA)

Projected job opening in California (2018-2028):

12,720

Projected growth:

Much faster than average (15% or higher)

Salary in California:

Median wage (2018): \$36,080/yr

Source:

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

*****Apply to MEDA Program by May 1*****

SEMESTER 3

3 UNITS

Course	Units	Pre-Reqs^	Semesters offered*	GE Area
MEDA 124 Administrative Medical Assisting	3	Acceptance to MEDA Program	F	

^You must have passed the prerequisite course(s) with a “C” or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

*(O) = online available (H) = hybrid available

Honors option:

The CRC Honors Program is designed specifically for academically accomplished students and for students with the potential for high achievement. Students who complete 15 units or more in honors-designated courses will earn special recognition as an Honors Scholar, a distinction that may entitle the student to guaranteed transfer and scholarship opportunities at select transfer colleges and universities.

Transfer notes:

Please meet with a counselor for specific transfer course evaluation or transferring to a specific 4-year institution.

Enrollment Process

Eligible students are selected for the program according to the following steps:

- Only students who meet the pre-enrollment requirements will be considered for the program.
- Selection will be based on a random selection process, should the number of qualified applicants exceed available spaces in the program.
- Accepted applicants will be notified by the Program Director by July 1.