



Medical Assisting Certificate of Achievement

The CRC Medical Assisting Program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion of the Certificate in Medical Assisting, students may take the CMA (AAMA) certification exam administered by the American Assoc. of Medical Assistants.

SUGGESTED PROGRAM COURSE SCHEDULE

Program Prerequisite

11-13 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
AH 110^{^^} Medical Language for Health Care Providers	3		F(O), S(O), Su(O)	
BIOL 102^{^^} Essentials of Human Anatomy & Physiology or BIOL 100^{^^} Intro to Concepts of Human A & P#	4 3		F, S F(O), S, Su	CRC Area IV
ENGWR 101^{^^} College Writing Or ENGWR 300 College Composition	4 3	ENGWR 101	Check Class Schedule for Offering F,S, Su	None CRC Area II(a)
CISC 302^{^^} Computer Familiarization	2		F, S(O)	CRC Area III(b)

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

SEMESTER 2

4.5 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
MEDA 100^{^^} Intro to MEDA	1.5	Advisory: ENGRD 110 or ESLR 310	F, S	
PSYC 300 Gen Principles	3	Advisory ENGRD 310, ENGWR 300	F(O), S(O), Su(O)	CRC Area V(b)

[^]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

9 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
MEDA 124 Administrative Medical Assisting	3	Acceptance to MEDA Program	F	
MEDA 105 General Medical Assisting	3		F	
FCS 324 Human Development: A Life Span or PSYC 371* Life Span Developmental Psychology	3	*PSYC 371 is a pre-req to MEDA 140	F(O), S(O), Su F(O)	CRC Area III(b) CRC Area V(b)

SEMESTER 4

13 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
AH 120 Human Disease	3	Co or Pre-req: AH 110 and BIOL 100 or 102	F(O), S(O)	
AH 124 Pharmacology for the Health Care Professional	2		F(O), S(O)	
MEDA 230 Clinical Procedures	5	MEDA 124; Coreq: AH 120 & 124	S	
COMM 325 Intercultural Communication Or ANTH 313 Intro to Cultural Anthropology: Medical Focus	3	Advisory: ENGWR 110 Eligible for ENGWR 300	F, S S(O), Su	CRC Area VI

SEMESTER 5

3 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
MEDA 140 Medical Assisting Practicum#	3	COMM 325, MEDA 230, PSYC 300 & PSYC 371	F, S, Su	

Student will be required to perform a background and drug clearance screening, show proof of vaccination.

[^]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.
- Students will be required to perform a background and drug clearance or immunity to the following: measles, rubella, rubeola, varicella, TDaP, and possible influenza. Placement in a clinical location will be contingent upon the results of this screening.