



# Medical Assisting, Administrative Certificate

This curriculum prepares 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.

**Total Units: 20-21**

## First Year

### Semester 1-Program Pre-Req

**8-9 Units**

COURSE	UNITS	PRE-REQS <sup>A</sup>	SEMESTERS OFFERED*
<b>BUS 100</b> <sup>Z</sup> English for the Professional	3	ESLR 320 & ESLR 320; Advisory BUSTEC 302 & 303	F, S
<b>BIOL 102</b> <sup>1</sup> <sup>Z</sup> Essentials of Human Anatomy and Physiology <b>or</b>	4		F, S
<b>BIOL 100</b> <sup>1</sup> <sup>Z</sup> Introduction to Concepts of Human Anatomy and Physiology	3		F(O), S, Su
<b>CISC 302</b> <sup>Z</sup> Computer Familiarization	2		F, S(O)

<sup>Z</sup> At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

<sup>1</sup> or BIOL 430 (5 units) and BIOL 431 (5 units).

### Semester 2-Program Pre-req

**9 Units**

COURSE	UNITS	PRE-REQS <sup>A</sup>	SEMESTERS OFFERED*
<b>MEDA 100</b> <sup>Z</sup> Introduction to Medical Assisting	1.5	Advisory: ENGRD 110	F, S
<b>MEDA 110</b> Medical Insurance Procedures	1.5	Co-req: AH 110	S
<b>AH 311</b> <sup>1</sup> <sup>Z</sup> Medical Language for Health-Care Providers	3		F(O), S(O), Su(O)
<b>AH 120</b> <sup>Z</sup> Human Disease	3	Co or pre-req: AH 110 & BIOL 100 or 102	F(O), S(O)

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## 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 openings in California (2020-2030):

14,000

### Projected growth in California (2020-2030):

20% growth

### Median Salary in California (2021):

Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

<sup>1</sup> Formerly Ah 110.

## Year 2 - Apply to MEDA Program by May 1

### Semester 3

3 Units

COURSE	UNITS	PRE-REQS <sup>^</sup>	SEMESTERS OFFERED <sup>*</sup>
<b>MEDA 124</b> <sup>Z</sup> Administrative Medical Assisting	3	Acceptance to MEDA Program	F

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<sup>^</sup>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.

<sup>\*</sup>(O) = online available (P) = partially online

\$38,780/yr

### Source:

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

### About this program map:

This program map represents one possible pathway to complete the program. Please see a counselor to create an education plan customized to meet your needs. This map is not a guarantee of course

availability or financial aid applicability.

### 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.

### 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.

## **Zero Textbook Costs (ZTC):**

The Zero Textbook Costs designation and logo are added to any course that provides free access to all required instructional materials. These are typically shared with students through Canvas. Courses that are designated as ZTC may still require students to purchase supplemental materials such as lab coats, a calculator, art supplies, etc. See full definitions and searching tips on the [Zero Textbook Costs page](#) of the college website.

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