

# MEDICAL ASSISTING

The program prepares individuals to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, administration of medications, and first aid under the supervision of a physician.

## CERTIFICATES:

### ADMINISTRATIVE/CLINICAL MEDICAL ASSISTING

22 units

**Enrollment:** Open

**Time to completion:**

Typically 2 semesters, if beginning in fall

**Estimated Costs:**

Tuition at \$46 per unit = \$1012

Books and materials = \$1000

Fees: \$18 - \$85

**TOTAL ESTIMATED COST: \$2097**

### MEDICAL TRANSCRIPTION

26 units

**Enrollment:** Open

**Time to completion:**

Typically 3 - 4 semesters, if beginning in fall

**Estimated Costs:**

Tuition at \$46 per unit = \$1196

Books and materials = \$1200

Fees: \$18 - \$85

**TOTAL ESTIMATED COST: \$2481**

## ASSOCIATE OF SCIENCE DEGREE

Students may obtain an Associate of Science in Administrative/Clinical Medical Assisting or Medical Transcription upon completion of degree requirements, including general education and other requirements as described in the college catalog.

### MEDICAL ASSISTING REQUIRED COURSES

<b>MDA-1A</b>	3 UNITS	<b>Medical Terminology</b>
<b>MDA-1B</b>	3 UNITS	<b>Medical Terminology</b>
<b>MDA-54</b>	5 UNITS	<b>Clinical Medical Assisting and Pharmacology</b>
<b>MDA-59</b>	5 UNITS	<b>Medical Office Procedures</b>
<b>ELECTIVES</b>	6 UNITS	<b>Choose from list below:</b>
CIS-1A OR	3 UNITS	Introduction to Computer Information Systems
CAT/CIS-3		Computer Applications Using Windows
CAT/CIS-50	3 UNITS	Keyboarding and Document Processing
CAT/CIS-80	3 UNITS	Word Processing: Microsoft Word for Windows

### MEDICAL TRANSCRIPTION REQUIRED COURSES

<b>AMY-10</b>	3 UNITS	<b>Survey of Human Anatomy and Physiology</b>
<b>MDA-1A</b>	3 UNITS	<b>Medical Terminology</b>
<b>MDA-1B</b>	5 UNITS	<b>Medical Terminology</b>
<b>MDA-58A</b>	5 UNITS	<b>Medical Transcription</b>
<b>CAT-30</b>	3 UNITS	<b>Business English</b>
<b>ELECTIVES</b>	6 UNITS	<b>Choose from list below:</b>
MDA-58A	3 UNITS	Advanced Medical Transcription
MDA-60	2 UNITS	Survey of Human Diseases
MDA-61	2 UNITS	Pharmacology for Medical Office Personnel
CAT/CIS-3	3 UNITS	Computer Applications Using Windows
CAT/CIS-50	3 UNITS	Keyboarding and Document Processing
CAT/CIS-80	3 UNITS	Word Processing: Microsoft Word for Windows

Contact (951) 571-6227 for more information