

## Medical Assisting

**Award Type:** Certificate of Achievement

The medical assisting program provides requisite knowledge and skills for the medical assistant in physician clinic and similar settings. The student must complete program application. Program eligibility depends on completion of program prerequisites, ENGL 101 (Freshman Comp: Exposition) and MATH 531 (Pre-Algebra), with a "C" or better. Upon program completion, the student is eligible to take the certifying examination by the California Certifying Board for Medical Assistants. The graduate and certified medical assistant can work as a medical assistant in physician clinics, urgent care, and similar settings.

**The graduate of the Certificate of Achievement in Medical Assisting will:**

- Develop communication skills necessary to effectively communicate with other health care team members, patients, and physicians.
- Demonstrate respect for the human dignity and the rights of all individuals with awareness of cultural differences.
- Utilize critical thinking and decision-making skills when providing clinical and administrative service in health settings.

## Program Requirements

**A total of 26.5 units is required for the certificate.**

### Fall Semester

Course Number	Course Title	Units
MA 305	Body Systems and Disease	5.0
	or	
MA 350	MA Fundamentals	2.0
MA 351	MA Clinical Procedures 1	3.0
MA 352	MA Administrative Procedures	4.0
	or	

### Spring Semester

Course Number	Course Title	Units
MA 353	MA Clinical Procedures 2	5.0
MA 355	MA Pharmacology	4.0
MA 356	MA Job Success Externship	3.5