



Name: \_\_\_\_\_

ID: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Contact: \_\_\_\_\_

**Major Requirements: 20 units**

**A grade of "C" or better is required in the following courses**

CERTIFICATE OF ACHIEVEMENT (F.2121.CA)	C-ID	Units	Completed	In Progress	Planned
*MA 1, Legal & Ethical Concepts		2			
*MA 2, Pharmacology		3			
*MA 4, Office Lab Procedures		3			
*MA 5, Diagnostic and Therapeutic Procedures		3			
*MA 6A, Clinical Training		3			
*MA 6B, Advanced Training		3			
*MA 19, Work Experience (Cooperative) Occupational		3			

*\*Upon completion of these courses, students will be eligible to take the California Medical Assistant Certification Examination.*

### PROGRAM DESCRIPTION:

This curriculum is designed for the student who desires employment and advancement in the medical facility assisting the physician with the diagnosis and treatment of the patient. Medical Assisting is an entry level career in the medical field.

### Admission Policy:

There are no restrictions as to age, race, sex or marital status. In order to qualify for admission to the program, the applicant must have met all of the following conditions:

Graduated from high school or complete the General Educational Development (GED) test with an average score of 45.

Completed Math 260D or test score that would qualify the student to place out of or above Math 260D.

Have no physical impairment that would preclude the performance of all Medical Assistant-Clinician duties.

### NOTES:

- All courses in the major must be completed with a "C" grade or better.
- In addition to the program requirements, the *Associate Degree* requires the completion of the General Associate Degree requirements – basic competencies, physical education/dance, and lifetime physical and mental wellness – and General Education requirements for a total of 60 semester units minimum with a 2.0 or better GPA.
- Some of the above courses may have prerequisites. See the catalog or schedule of classes.
- The Medical Assisting Students and faculty work together to secure work experience sites for on-the-job-training.
- Student must be enrolled in at least one other FCC course while completing MA 19 during the fall or spring semester.
- For more information, students should attend or view online a Nursing & Allied Health Information Session and talk to an Allied Health Counselor. Call the Allied Health, Physical Education, & Athletics Division office, at (559) 244-2604, for more information.

## FURTHER INFORMATION FOR MEDICAL ASSISTANT-CLINICIAN

- A Medical Assistant-Clinician MA-C assists the physician in examining and treating patients. The MA-C is usually a "back office" job as opposed to the "front office" Medical Assistant- Administrative person who performs the receptionist, clerical, and billing functions.
- Upon successful completion of the Medical Assisting-Clinician program with an AS degree or certificate option students are eligible to apply for the California Medical Assisting Certification Examination and Registered Medical Assisting (RMA) examination.
- Enrollment into the Medical Assisting Program courses is first come first serve. Students may register into the MA courses on WebAdvisor.
- Prior to passing the California Medical Assistant Certification Exam: about \$13.00 per hour; After passing: salary varies depending on health care facilities.
- For further information, please refer to the following:
  - a. Research the Dictionary of Occupational Titles (D.O.T. 079.364-010 and -014, 079.367-010 and 079.374-018),
  - b. Research the Employment Development Department Labor Market Information Division at [www.labormarketinfo.edd.ca.gov/](http://www.labormarketinfo.edd.ca.gov/)
  - c. For additional information, please visit the American Association of medical Assistants website at [www.AAMA-NTL.org](http://www.AAMA-NTL.org)

Medical Assisting Program Two Semester and Three Semester options. *Classes are scheduled face-to-face and online:*

Semester 1
MA 1
MA 2
MA 4 (1 <sup>st</sup> nine week)
MA5 (2 <sup>nd</sup> nine weeks)
MA 6A (1 <sup>st</sup> nine week)
MA 6B (2 <sup>nd</sup> nine weeks)
Semester 2
MA 19- Students must be enrolled in at least one other FCC course
HIT 10

Semester 1
HIT 10
MA 1
MA 2
Semester 2
MA 4 (1 <sup>st</sup> nine week)
MA 5 (2 <sup>nd</sup> nine weeks)
MA 6A (1 <sup>st</sup> nine week)
MA 6B (2 <sup>nd</sup> nine weeks)
Courses scheduled in cohorts MWF 8:30-4:30pm or TTH 8:30-4:30pm
Semester 3
MA 19 - Students must be enrolled in at least one other FCC course.