

MEDICAL ASSISTING AND TRANSCRIPTION

Program Description

This 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. This includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical/diagnostic examination, testing, and treatment procedures.

Campus MOV

Award Type AS, S

Career Opportunities

- Medical Aide
- Medical Assistant
- Medical Records Technician
- Medical Secretary
- Medical Transcriptionist
- Pharmacy Aide

Wages

	Annual	Hourly
Medical Assistant	\$29,656	\$15.45
Medical Records Technician	\$32,831	\$17.09
Medical Secretary	\$30,130	\$15.69
Medical Transcriptionist	\$40,157	\$20.91
Pharmacy Aide	\$22,149	\$11.54

Contact Information

Moreno Valley – (951) 571-6227

ADMINISTRATIVE/CLINICAL MEDICAL AS718/CE718

ASSISTING

Certificate Program

Required Courses (22 units)		Units
MDA-1A	Medical Terminology IA	3
MDA-1B	Medical Terminology IB	3
MDA-54	Clinical Medical Assisting and Pharmacology	5
MDA-59	Medical Office Procedures	5
Electives	(Choose from list below)	6

Electives (6 Units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CAT/CIS-3	Computer Applications Using Windows	3
CAT-50	Keyboarding and Document Processing	3
CAT/CIS-84	WordPerfect for Windows	3

Associate in Science Degree

The Associate in Science degree in Administrative/ Clinical Medical Assisting will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

MEDICAL TRANSCRIPTION AS701/CE701

Certificate Program

Required Courses (26 units)		Units
AMY-10	Survey of Human Anatomy and Physiology	3
MDA-1A	Medical Terminology IA	3
MDA-1B	Medical Terminology IB	3
MDA-58A	Medical Transcription	5
CAT-30	Business English	3
Electives	(Choose from list below)	9

Electives (9 Units)		Units
CAT/CIS-3	Computer Applications Using Windows	3
MDA-58B	Advanced Medical Transcription	3
MDA-60	Survey of Human Diseases	2
MDA-61	Pharmacology for Medical Office Personnel	2
CAT-50	Keyboarding & Document Processing	3
CAT/CIS-84	Word Processing: WordPerfect for Windows	3

Associate in Science Degree

The Associate in Science Degree in Medical Assisting/Medical Transcription will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

