



Medical Assistant Program Information

What is a Medical Assistant?

- ◆ An MA performs administrative and clinical tasks to keep offices of physicians, podiatrists, chiropractors and other health practitioners running smoothly. Duties vary from office to office, depending on the location and size of the practice and the practitioner's specialty.

First Steps

- ◆ Health Care Essentials 3 units
- ◆ Medical Terminology 3 units
- ◆ Interpersonal Communication 3 units
- ◆ Communication in Business and Industry 3 units

***All courses reflect first semester regardless of major!*

As of FALL 2014

Medical Office Professions Program

- ◆ CHOICE No. 1
Medical Assisting: CLINICAL
Certificate of Achievement
- ◆ CHOICE No. 2
Medical Assisting: ADMINISTRATIVE
Certificate of Achievement
- ◆ CHOICE No. 3
Medical Assisting: MEDICAL INSURANCE BILLING AND CODING
Certificate of Achievement
- ◆ CHOICE No. 4
MEDICAL ASSISTING
Associate in Science Degree
****SELECT A PROGRAM & BEGIN TAKING COURSES****

Program Information

- ◆ College charges \$46 a unit for residents, each class can range from 3-5 units. Financial aid available.
- ◆ Three to Four semesters in length, depending on program.
- ◆ Day and evening classes depending on class.
- ◆ Application to college are accepted online: <http://www.swccd.edu>
- ◆ Meet with a College Counselor and develop a Student Educational Plan (SEP).
- ◆ Medical Assistant (MA) class location will be held at the Higher Education Center at National City.
- ◆ *Associates Degree must complete GE's and graduation requirements.

Information subject to change without notice.

For more information, please contact: **Sany Ramirez**
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