

COLLEGE OF
MARIN



Medical Assisting



This program develops the basic entry-level skills necessary for employment in a clinical or medical office environment. In a rapidly growing profession, medical assistants work directly with physicians and other health care personnel as team members to provide patient services. Medical assistants perform a variety of clinical, laboratory, and administrative functions in physicians' offices, medical clinics, laboratories, and hospital departments.

Job Opportunities

WHAT JOBS ARE AVAILABLE IN THIS FIELD?	HOW MUCH DO THEY EARN?	HOW MANY PEOPLE CURRENTLY WORK IN THIS POSITION IN THE AREA?	HOW MANY NEW JOBS WILL OPEN BY 2022 IN THE AREA?	GROWTH INDICATOR
Medical Assistant*	\$40,560	5,665	377	▲ Strong

Medical Assistants perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Medical Secretary*	\$44,428	4,796	386	▲ Strong
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Medical Secretaries perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, regulations compliance, managing medical records, elaborating reports, and managing correspondence.

To explore these professions in more detail or find out about other growing professions, visit onetonline.org. The College of Marin Career and Technical Education department can be contacted at (415) 457-8811 x8200 for more information about this and other Workforce and Career Technical Education programs.

*Labor data and potential median income sourced from Economic Modeling Specialists International (www.economicmodeling.com) and includes the North Bay Region and San Francisco County. For more information about graduation rates, median debt of students who have completed the program, and other important information, visit our website at www1.marin.edu/gainful-employment

Program

CERTIFICATE PROGRAM LENGTH	ESTIMATED TUITION AND FEES*	ESTIMATED BOOKS AND SUPPLIES*
Administrative (A) 2 Semesters, 20 units	\$920	\$500
Clinical (C) 2 Semesters, 26 units	\$1,196	\$800
Administrative and Clinical (AC) 2 semesters, 32 units	\$1,472	\$1,100

*These expenses may not reflect your actual cost to attend College of Marin. For information about opportunities for financial aid, please contact Enrollment Services at (415) 457-8811 Ext. 8822 or via email admissions@marin.edu

Projected course rotation (Fall Start)

CLASS TITLE	COMPLETED	COURSE #	COURSE UNITS	SEMESTER OFFERED	DAYS OFFERED	TIME OF CLASS	REQUIRED FOR CERTIFICATE OR ASSOCIATE DEGREE ¹
SEMESTER 1			(16)				
Introduction to Medical Assisting Careers	<input type="checkbox"/>	MEDA 160	2	Fall, Spring	M or R	Afternoon	AC, C, A
Administrative Medical Office Procedures	<input type="checkbox"/>	MEDA 161	2	Fall	W	Evening	AC, A
Medical Financial Procedures	<input type="checkbox"/>	MEDA 162	1.5	Fall	T	Morning	AC, A
The Electronic Health Record	<input type="checkbox"/>	MEDA 164	2	Fall	T	Morning	AC, C, A
The Electronic Health Record Lab	<input type="checkbox"/>	MEDA 164L	0.5	Fall	T	Afternoon	AC, C, A
Medical Terminology I	<input type="checkbox"/>	MEDA 165	2	Fall, Spring	M or W	Morning	AC, C, A
Clinical Procedures	<input type="checkbox"/>	MEDA 170	2	Fall	M	Afternoon	AC, C
Clinical Procedures Lab	<input type="checkbox"/>	MEDA 170L	1	Fall	M, WR	Afternoon, Evening	AC, C
Understanding Human Diseases	<input type="checkbox"/>	MEDA 172	3	Fall	F	Afternoon	AC, C
SEMESTER 2			(13)				
Medical Office Computers - MediSoft	<input type="checkbox"/>	MEDA 163	2	Spring	T	Morning	AC, A
Medical Office Computers - MediSoft Lab	<input type="checkbox"/>	MEDA 163L	0.5	Spring	T	Afternoon	AC, A
Medical Terminology II	<input type="checkbox"/>	MEDA 166	2	Fall, Spring	T	Afternoon	AC, C, A
Medical Laboratory Procedures	<input type="checkbox"/>	MEDA 171	2.5	Spring	M	Evening	AC, C
Medical Laboratory Procedures Lab	<input type="checkbox"/>	MEDA 171L	1.5	Spring	TW	Afternoon, Evening	AC, C
Pharmacology for Medical Assistants	<input type="checkbox"/>	MEDA 173	2	Fall, Spring	W	Morning	AC, C
Medical Assisting Externship	<input type="checkbox"/>	MEDA 174L(A,B,C)	2.5	Spring	RF	Afternoon, Evening	AC, C, A
ELECTIVES - THREE UNITS REQUIRED			(3)				
Computer Keyboarding	<input type="checkbox"/>	BOS 120	1	Fall, Spring	T, S	Afternoon, Morning	AC, C, A
Introduction to Computer Information Systems	<input type="checkbox"/>	CIS 110	3	Fall, Spring	M-R	Morning, Evening	AC, C, A
Introduction to Personal Computers and Operating Systems	<input type="checkbox"/>	CIS 101	1.5	Spring	M, S	Morning	AC, C, A
Introduction to Database Design and Programming	<input type="checkbox"/>	CIS 117	1.5	Fall	R	Evening	AC, C, A
Introduction to Spreadsheet Design	<input type="checkbox"/>	CIS 118	1.5	Fall, Spring	W, T	Morning, Afternoon, Evening	AC, C, A
Windows OS for PC Users	<input type="checkbox"/>	CIS 126	1.5	Fall, Spring	S	Morning	AC, C, A
Medical Office Computers - MediSoft	<input type="checkbox"/>	MEDA 163	2	Spring	T	Morning	C only
Medical Office Computers - MediSoft Lab	<input type="checkbox"/>	MEDA 163L	.5	Spring	T	Afternoon	C only

¹Associates Degree requires the completion of additional general education coursework. Please refer to the College of Marin Course Catalog or consult your counselor for requirements.

For assistance with creating your educational plan and choosing the program that is right for you, stop in and see your counselor. To schedule an appointment, call the counseling office at (415) 485-9432.