

MEDA 100 Introduction to Medical Assisting

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Duties and responsibilities of a medical assistant, medical administrative assistant, and billing specialist in a physician's office, clinic, hospital or other medical facility. Emphasizes desirable personality traits and human relationships as well as medical ethics, specialties in the medical field, and office maintenance. *Letter Grade Only. Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Prerequisites: Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

Transfer Credit: CSU

