

DEGREES & CERTIFICATES

ADMINISTRATIVE MEDICAL ASSISTANT CERTIFICATE OF ACHIEVEMENT (CA)

About the Program

The Certificate of Achievement in Administrative Medical Assistant provides students with the required knowledge to work in healthcare providers' offices such as physicians' offices, ancillary healthcare providers such as physical therapy, laboratory, radiology, and a wide variety of other supportive healthcare agencies. Courses in this comprehensive program provide a broad foundation of computer skills, healthcare terminology, and medical office skills designed to acquaint students with the roles and responsibilities related to the healthcare field, medical office procedures, healthcare finance and insurance issues, and actual practice in the healthcare arena.

Program Goals and Objectives

The Certificate of Achievement in Administrative Medical Assistant provides students with the required knowledge to work in healthcare providers' offices such as physicians' offices, ancillary healthcare providers such as physical therapy, laboratory, radiology, and a wide variety of other supportive healthcare agencies.

Career Opportunities

Jobs include working in a physicians office, clinical laboratory, hospital admissions and records, urgent care centers, surgical clinics, physical therapy clinics, radiology centers, and medical billing practices.

Program Outcomes

- Upon completion of the Certificate of Achievement in Administrative Medical Assistant, students are able to demonstrate an understanding of basic anatomy, physiology, and disease processes of the human body as it relates to patient medical history.
- Upon completion of the Certificate of Achievement in Administrative Medical Assistant, students are able to describe the characteristics and personal qualities that are important for an Administrative Medical Assistant and the importance of ethics, customer service and teamwork in the workplace.

Learning and Career Pathway Maps

[View LPC Program Map](#)

Required Core: (15.5 Units)

BIO 20 Contemporary Human Biology.....	3
BIO 55 Orientation to Health Care.....	2
CIS 43 Professional Communications or	3
CNT 43 Professional Communications or	3
CS 43 Professional Communications.....	3
CIS 75 Office Technology/Communications.....	1
CIS 79 Medical Office Procedures.....	3
EMS 62 Basic Medical Terminology.....	3
EMS 70 CPR for Health Care Providers.....	5

List A: Select One (2-4 Units)

CIS 8 Essential Computing Skills.....	2
CIS 55 Integrating Office Applications.....	4

List B: Select One (3 Units)

WRKX 94 Occupational Work Experience/Internship.....	1 - 8
WRKX 95 General Work Experience.....	1 - 6