

MEDICAL ASSISTANT

DEGREES, CERTIFICATES AND AWARDS

Certificate of Achievement

DESCRIPTION

The Medical Assistant program prepares people to work under the direction of physicians and registered nurses in medical offices and clinics. Students who complete the certificate in medical assistant will have the knowledge which will allow them to comprehend and communicate with medical professionals effectively and may provide enhanced employment opportunities in the field once they gain relevant job experience.

PROGRAM LEARNING OUTCOMES

1. Successfully complete front office/administrative externship with an employer assessment of student.
2. Successfully complete back office/clinical externship with an employer assessment of the student.
3. Successfully identify correct medical terminology used in patient care and procedures.

CERTIFICATE OF ACHIEVEMENT PROGRAM

The **Certificate of Achievement** program is designed for students with personal or occupational goals who wish early employment. To qualify for the Certificate, a student must satisfy the following requirements: (1) complete all courses listed for a particular certificate.; (2) achieve a "C" average (2.0 GPA) for all courses used to complete the certificate; and, (3) file a Certificate Application form with Admissions and Records by the appropriate deadline(s) identified on the application.

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that IVC offers a full array of financial aid programs – grants, work study, scholarships, and fee waivers (we do not participate in the federal loan programs). These programs are available to both full and part time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: www.imperial.edu/students/financial-aid-and-scholarships/

CAREER OPPORTUNITIES

- Medical Assistant

MEDICAL ASSISTANT

CERTIFICATE OF ACHIEVEMENT

MEDICAL ASSISTANT

Thirty (30.0) units required for the certificate.

ALL COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.

I. Required courses for the certificate (30.0 units)

AHP	100	Medical Terminology	3.0
BIOL	090	Anatomy and Physiology for Health Occupations	3.0
MA	071	Introduction to Medical Assisting and Practice	2.0
MA	073	Medical Assistant Administration	3.0
MA	075	Principles of Medical Billing, Insurance and Coding	3.0
MA	077	Medical Assistant Administrative Clinical	1.0
MA	081	Medication Mathematics and Pharmacology for Health Occupations	3.0
MA	083	Foundations of Medical Practice for Medical Assistants	5.0
MA	085	Exam Room and Special Procedures	3.0
MA	087	Medical Assistant Practicum and Review	4.0

Total Certificate Units

30.0