



Health Sciences Career and Academic Pathways (CAPs)

Program Map: Certificate of Achievement for Administrative Medical Assistant

Total number of units: 36 units

Top Code/Academic Plan: 1208.00

Updated on September 2, 2021

Semester 1	Course Code	Course	Units	Notes	Advising Notes
Program Course	HTHTEK 133	Medical Terminology	3		
Program Course	ALD HTH 057	Computers in Health Occupations	1		
Program Course	HLTHOCC 054	Human Disease	4		
Program Course	HLTHOCC 040	Introduction to Medical Assisting	3		
Program Course	HLTHOCC 051	Medical Office Microcomputer Applications	1		
Program Course	HLTHOCC 052	Medical Office Procedures I	4		

Total Units 16

Interession	Course Code	Course	Units	Notes	Advising Notes
Program Course	HLTHOCC 061	Medical Insurance	3		
Program Course	HLTHOCC 055	Clinical Assisting Techniques I	4		

Total Units 7

Semester 2	Course Code	Course	Units	Notes	Advising Notes
Program Course	HLTHOCC 053	Medical Office Procedures II	4		
Program Course	HLTHOCC 056	Clinical Assisting Techniques II	4		
Program Course	HLTHOCC 059	Medical Assistant Practicum	2		
Program Course	HLTHOCC 060	Medical Assistant Clinical Internship	3		

Total Units 13

Degree Path and Requirements:

This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with [counselors](#). Students can apply for certificates as soon as the necessary courses are completed. Meet with a counselor and the financial aid office to ensure continued financial aid. Check with [financial aid](#) for eligibility.

Department Advising Notes:

Student must take the courses in sequence. This program is not designed for part-time students. All classes are 8-weeks long.

Program Description

A medical assistant interacts with doctors, nurses, technicians and patients. These professionals require specific technical knowledge and skills needed in the evolving healthcare field in clinics, hospitals, and physician offices, especially as new technology is introduced. Course content includes anatomy and physiology, medical coding, medical terminology, clinical procedures, medical office safety, patient intake, medical law and ethics, pharmacology, phlebotomy, laboratory and other therapeutic medical assisting procedures. Students acquire information on the various types of exams used in different healthcare environments and where medical assistants are assimilated into the process. In addition to the required didactic and laboratory instruction classes, general education courses are taken to help strengthen writing and mathematics skills. An internship with local medical facilities will provide students with the opportunity to gain hands-on experience reinforcing classroom content into real world applications.

Career and Transfer Opportunities

Sample of reported job titles: Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA). The median annual wage for medical assistants was \$33,610 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$24,790, and the highest 10 percent earned more than \$47,250.

In May 2018, the median annual wages for medical assistants in the top industries in which they worked were as follows:

Outpatient care centers \$35,600,
Hospitals; state, local, and private \$34,980,
Offices of physicians \$33,650,

Offices of chiropractors \$29,960.

Visit the [Transfer Center](#) for transfer information, which varies based on transfer college. Make an appointment with a [counselor](#). Students can visit [Career and Job Services](#) for career counseling and further exploration. For additional resources, students pursuing a certificate can visit the [American Job Center of California](#) on ELAC main campus.

Youtube Videos

[You Belong at East Los Angeles College](#)

Program Map

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

Prerequisite Course

A specific course that must be completed before advancing to the next course.

Check the online catalog at elac.edu for the latest and most accurate information.

Contact

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