

# MEDICAL ASSISTANT CERTIFICATE OF ACHIEVEMENT

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State Control Number: 20543  
 Program Code: ALDH.MEAS.CA  
 Program Length: 10 months  
 Approved for Federal Financial Aid: Yes

This certificate prepares students for an entry-level position in a physician's office, clinic, or medical records. It is designed to prepare students to work effectively in a physician's office, medical records or business office of a clinic or a hospital. Upon completion of the required courses, the student will demonstrate proficiency in both front and back office procedures.

Code	Title	Units
<b>Required Courses</b>		
Complete all of the following with a C or better		
ALDH 80	Pharmacology	3.0
ALDH 81	Medical Insurance	3.0
ALDH 82	Medical Office Procedures	4.0
ALDH 82C	Medical Office Procedures - Clinical	5.0
ALDH 139	Medical Terminology	3.0
BET 104	Beginning Word Processing/Typing For½windows Abc	3.0
PSYC 110	Developmental Psychology	3.0
<b>Total Units</b>		<b>24</b>