

Program Admission Requirements, p. 1

Associate in Arts OR Associate in Science Degree, p. 2

 Combined Administrative/Clinical Program, p. 2

Certificates of Achievement, p. 3

 Combined Administrative/Clinical Program, p. 3

 Administrative Certificate Option, p. 3

Recommended, but not required, classes, p. 4

Additional Program Information, p. 5

Certificates of Accomplishment, p. 5

 Emergency Medical Technician, p. 5

 Medical Insurance Billing, p. 5

 Phlebotomy, p. 5

Career Opportunities, p. 6

Program Mission and Outcomes, p. 6

Legend, p. 6

Students planning to **transfer** to a four-year college or university should refer to the ASSIST web site at www.assist.org and **consult a counselor** before beginning a program of study. Please call 562-938-4561 for the LAC, or 562-938-3920 for PCC to schedule a meeting with a counselor. Students may also wish to visit the Transfer Center on either campus.

- a) A qualifying score on the Reading section of the LBCC assessment test, **OR**
- b) Completion of READ 82 or 83 at LBCC with a grade of "C" or better.

MATHEMATICS:

- a) Qualification for entrance into Elementary Algebra (Math 110) by satisfactory performance on either Algebra Readiness or Elementary Algebra Diagnostic Tests taken in the LBCC Assessment Center within the past 5 years **OR**
- b) Successful completion of a math course at the level of Elementary Algebra (MATH 110, 220, or higher) **OR**
- c) Documentation from LBCC Counseling Office stating proficiency has been achieved.

Admissions Office and the School of Health and Science Advised of their current address and phone number and email.

7. ~~Not stating that they intend to be admitted to the program~~ attended an advisement session and received a letter in the mail.
8. If no reply is received by April/November after an application has been submitted, please call the Nursing and Allied Health office at 562-938-4166 at the following times: Monday through Friday 10:00am - 5:00pm.

Certificates of Achievement requirements continued from the previous page.

CLINICAL CERTIFICATE OPTION

A Clinical Medical Assistant assists the physician in caring for the patient in the medical office or clinic. The range of clinical duties include assisting with the physical exam, specialty exams, and minor surgery; sterilization; taking a health history; laboratory procedures; diagnostic tests; pharmacology; venipuncture; giv. a.c. stions; ahadolin vemurgg(c)-2.6 (y)10.6 ((s)10.7 (i)-0.7 (t)2 (a)13.3 (t)2 (i)-

Career Opportunities

The Medical Assistant Program is designed to educate the student for immediate employment providing assistance to the physician in caring for patients in the medical office or clinic. The wide range of clinical and business duties provides an interesting career for one who enjoys working with people. The program is designed to be completed in one academic year and includes either the administrative or clinical assisting courses or a combination of both. The program offers an Associate Arts/Science Degree in the Combined Certificate Program Option or a Certificate of Achievement in the Administrative or Clinical Certificate option. The department also offers Certificates of Accomplishment in Emergency Medical Technician, Medical Insurance Billing, or Phlebotomy.

This **Certificate of Achievement** will prepare students for an entry-level position in a variety of ambulatory settings. Each certificate is the foundation for specialized clinical practice.

This **Associate Degree** will prepare students for career advance

wr/C2_9.3 (c72r1981 T)2 227BD10<007