



San Jose City College

Enter your institution 6-digit OPEID:

0128200

PROGRAM NAME & LENGTH: **Medical Assistant: Administrative - 18 Months**

Enter Department of Education 6-digit CIP for program (Ex: 11.0101) and click on "Search CIP":

51.0801

CIP Program description:

This program prepares the student for employment as an administrative (front office) medical assistant in a physician's office or clinic. This program is designed to prepare the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage medical records, and insurance billing. The externship in the front office of a physician's office will provide the student with the administrative experience necessary to enter the workforce.

Prior to, or after finishing the major classes, the student may complete the General Education requirements for the A.S. Degree. A grade of "C" or better is required in each major course. An advanced course in the major must be taken at San Jose City College.

CAREERS IN:

Medical Office
Medical Clinic
Hospitals

Enter the name of the program, if different than the CIP program description provided above:

[REDACTED]

Select the level for this program: Certificate

Enter the program length in months: **18**

RELATED OCCUPATIONS:

COST:

Enter the total tuition and required fees for the entire program completed in normal time:

1470

Enter the total estimated costs for books and supplies for the entire program:

3312

Enter the total annual room and board charges for living on campus:

Check here if your institution does not offer on-campus living

Enter the URL for program cost information available on your institution's website under Sec. 668.43(a):

DEBT AT PROGRAM COMPLETION:

Enter the number of students completing the program between July 1, 2009 and June 30, 2010:

0

Of the **XXX** *[pre-populated from the response above]* completers reported above, enter the number completing with any student loan debt: *[The percentage of students completing the program with debt will be calculated using this field and the field above]*

For all students (both borrowers and non-borrowers) completing the program between July 1, 2009 and June 30, 2010, enter the median cumulative debt for each of the following:

Federal student loan debt: **0**

Private loan debt: **n/a**

Institutional financing plan debt: **n/a**

PROGRAM COMPLETION IN NORMAL TIME:

Enter the normal time in months to complete program as published in your institution catalog:

24

Of the **XXX** *[pre-populated from response to the first question in the debt at program completion section]* students completing the program between July 1, 2009 and June 30, 2010, enter the number who completed the program within the normal time reported above:

n/a

JOB PLACEMENT:

Enter the job placement rate for program completers:

n/a %

For the job placement rate reported above, enter the following information to be included in the template as context for the job placement rate.