

# Medical Assistant

## Program Information Sheet for 2023-2024

### Program Description

This 36-week program prepares students with the necessary manipulative skills, technical knowledge and experience for entry-level employment as an Administrative Medical Assistant and a Clinical Medical Assistant in a doctor's office, medical clinic or health care agency.

Through a combination of lecture, laboratory and clinical experience, students will receive skills training in the following: health care systems, ethics and law for the Medical Assistants, necessary skills to interact with patients and families, introduction to anatomy and physiology, introduction to computer literacy, telephone techniques, medical records management, introduction to medical coding and medical insurance, infection control, assisting with the physical examination, assisting with minor office surgeries, performing EKGs, pharmacology and administration of medications, basic laboratory skills, assisting with diagnostic and therapeutic procedures, specialized medical practices and Basic Life Support certificate and First Aid. This program also provides students with the technical knowledge required to work in the "front and back office." Each student will also participate in non-paid clinical training through our "community classroom," which includes instruction in a medical office working side by side with an Administrative Medical Assistant and a Clinical Medical Assistant.

### Program Objectives

Students successfully completing this program are eligible to sit for the California Certifying Board of Medical Assistants exam in Administration and Clinical areas.

### Application Process: Apply online at [cte.bcoe.org](http://cte.bcoe.org)

Application acceptance window:	March 10th, 2023 - April 19th, 2023		
Program Dates:	August 17, 2023 - May 22, 2024	Interviews by appointment on:	June 7, 2023
Orientation notification made by:	May 3, 2023	Acceptance notification made by:	June 14, 2023
Mandatory orientation by appointment:	May 17, 2023	Program Fee due by close of business:	July 12, 2023
Interview notification by:	May 24, 2023	Apply online at:	CTE.bcoe.org



This course is approved for federal financial aid.



### Location

Butte County CTE/ROP  
2491 Carmichael Drive, Suite 200, Chico CA



### Prerequisites

- High school diploma or equivalent
- At least 18 years of age
- Ability to read and write at a 10th grade level and perform math at an 8th grade level
- **TB clearance** – two tests required: 1st test prior to the first day of class, 2nd test assigned by the instructor after classes begin
- **Hepatitis B immunization** (verification of first immunization or completed series prior to first day of class)



### Schedule

- Thursday, August 17, 2023 - Wednesday, May 22, 2024
- Community Classroom begins February 12, 2024
- Days/Hours: Monday-Thursday 7:30AM - 2PM; Fridays 7:30AM - 11:45AM (schedule may vary during community classroom)
- Fall Break: November 20, 2023 - November 24, 2023
- Winter Break: December 25, 2023 - January 5, 2024
- Spring Break: March 11, 2024 - March 15, 2024



### Estimated Cost

- Program Fee: **\$7,140** (includes registration, uniform, materials, CPR, 1st Aid, and supplies)
- Variable Expenses: up to \$770 (TB clearance, Hepatitis B, Influenza immunizations, shoes, study materials and state exam)
- This course is approved for federal financial aid.

### Contact us!

Butte County CTE/ROP  
2491 Carmichael Drive, Suite 100, Chico CA 95928  
(530) 879-7462 | Email: [CTE@bcoe.org](mailto:CTE@bcoe.org) | [CTE.bcoe.org](http://CTE.bcoe.org)



*Our Mission: Deliver high quality career education and employment training that provides students the skills, knowledge and experience that leads to career success.*