

Program Information Sheet for 2024-2025

Program Description

- This 34-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 Assistant, 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 a front office Administrative Medical Assistant and a back office 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.
- Students will also have the opportunity to earn 3 credits (units) in ALH 104 (Medical Terminology) and 3 credits (units) in ALH 6 (The Critical Six Soft Skills in the Professional Healthcare Environment) from Butte College during the program.



This course is approved for federal financial aid.

Application Process: Apply online at cte.bcoe.org

Application acceptance window:	May 20th - June 13th, 2024		
Program Dates:	September 9, 2024 - May 5, 2025	Interviews by appointment on:	July 25, 2024
Orientation notification made by:	June 25, 2024	Acceptance notification made by:	July 30, 2024
Mandatory orientation by appointment:	July 9, 2024	Program Fee due by close of business:	August 6, 2024
Interview notification by:	July 16, 2024	Apply online at:	CTE.bcoe.org



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

- Program Dates: Monday, September 9th, 2024 - Monday, May 5th, 2025
- In-class instruction: September 9th - October 11th, 2024, Monday-Friday 8:15am - 2:45pm
- Community Classroom begins October 14th, 2024; in-class instruction on Wednesdays
- Winter Break: December 23rd, 2024 - January 3rd, 2025
- Spring Break: March 17th - 21st, 2025



Estimated Cost

- Program Fee: **\$8,100** (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 | [CTE.bcoe.org](https://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.

