

Medical Assistant

Program Information Sheet for 2021-2022

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 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.



This course is approved for federal financial aid.

Application Process: Apply online at cte.bcoe.org

Application acceptance window:	April 23rd - May 27th, 2021	Interview notification made by:	June 11th 2021
Orientation notification made by:	May 28th, 2021	Interviews by appointment on:	June 22nd / 23rd, 2021
Mandatory Screening Orientation:	June 7th, 2021	Acceptance notification made by:	June 25th, 2021
Proficiency test by appointment:	June 7th / 8th, 2021	Program Fee due by close of business:	July 28th, 2021



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

- August 11th, 2021-May 18th, 2022
- Community Classroom begins February 7th, 2022
- Days/Hours: Monday-Thursday 7:45am to 2:15pm; Fridays 7:45am-12:00pm (*schedule may vary during community classroom; class hours may change in the event of unforeseen circumstances*)



Estimated Cost

- Program Fee: **\$7,000** (includes registration, uniform, materials, CPR, 1st Aid, and supply kit)
- 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
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Our Mission: Deliver high quality career education and employment training that provides students the skills, knowledge and experience that leads to career success.

