

**Butte County Career Technical Education Center
Regional Occupational Program**



**PROGRAM INFORMATION SHEET
2019-2020**

MEDICAL ASSISTANT

Program Description

The Medical Assistant program prepares students for entry level employment in physicians' offices, clinics and other related health care facilities. Medical Assistants help physicians by performing tasks to assist in the treatment and examination of the patient. The Medical Assistant core curriculum includes: career orientation, medical terminology, body structure and function, law and ethics, emergency care, communications and interpersonal skills, community resources and job preparedness. The Medical Assistant clinical curriculum provides students with the technical knowledge required to work in the "back office." Program content includes medical/surgical asepsis, assisting with the physical examination, office surgery, electrocardiographs, administration of medications, basic laboratory skills, assisting with diagnostic and therapeutic procedures and specialized medical practice.

Program Objective

This program prepares students with the necessary knowledge, skills and experience for entry-level employment as a medical assistant in a doctor's office, medical clinic or health service agency and to sit for the California Certified Medical Assistant (CCMA) exam.

Schedule

Location: CTEC-ROP Adult Center, 2491 Carmichael Drive, Suite 200, Chico
Dates of class: September 19, 2019 – May 19, 2020
Schedule: Monday through Friday, 7:45 to 11:45 am
Schedule may vary during community classroom (clinical) training

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)

Estimated Cost

- Program Fee: **\$4,150** (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)

Application Process

Applications are available online at cte.bcoe.org
Applications accepted February 11, 2019 through May 3, 2019
Orientation notification made by May 9, 2019
Mandatory screening orientation and proficiency test by appointment on May 29, 2019
Interview notification made by May 31, 2019
Interviews by appointment on June 17-18, 2019
Acceptance notification made by June 20, 2019
Program fee is due August 5, 2019 by 4:30 p.m.

Revised 2/11/19

