



METROPOLITAN ADULT EDUCATION PROGRAM MEDICAL ASSISTANT

The objective of the Medical Assisting Program is to provide students with the skills and knowledge that will enable them to qualify for entry-level positions in the health care field.

Our training is based on 8 units, called modules, and an externship. The modules incorporate the skills for both front and back office. Each module contains theory, clinical lab, computer key boarding, and insurance coding.

The modules are independent from each other; students may start the program by enrolling at the beginning of any module and may continue in the program until they complete the 8-module system (582 hours). Students are required to complete externship training (160 hours).

The cost of the program is \$750 with an additional \$100 materials fee. The length of the program cannot be more than 13 months. Students can repeat 4 modules one time and the fee for a retake is \$100 per repeated module. Students are required to purchase professional liability insurance.

Prerequisite: Students are required to take a qualifying placement test and score at an 8th grade equivalent reading level. Students must have a high school diploma or General Education Development (GED) certificate. Students may be enrolled simultaneously in the Medical Assistant program and High School Diploma or GED class, but must complete all of the requirements prior to the completion of the Medical Assistant program. Students must have TB test results within the last 3 months and proof of current immunizations including MMR, Hepatitis B, Chicken Pox, Td and complete physical exam. Fingerprinting and background checks may be required in order to pursue their externship. Students are responsible for all related fees.

Program Calendar

DATES			MORNING	AFTERNOON		
			8:30 AM – 11:45 AM	12:30 PM – 3:45 PM		
08/24/09	09/25/09		Mod C	Mod D	72 Hours	24 Days
09/28/09	10/30/09		Mod D	Mod E	75 "	25 "
11/02/09	12/04/09		Mod E	Mod F	66 "	22 "
12/07/09	01/22/10		Mod F	Mod G	72 "	24 "
01/25/10	03/05/10		Mod G	Mod H	75 "	25 "
03/08/10	04/09/10		Mod H	Mod A	75 "	25 "
04/19/10	05/21/10		Mod A	Mod B	75 "	25 "
05/24/10	06/25/10		Mod B	Mod C	72 "	24 "

TOTAL CLASS	582 hours	39 weeks
EXTERNSHIP	160 hours	4 weeks
TOTAL PROGRAM	742 Hours	43 weeks