



Medical Clinical Administrative Professional

Federal Financial Aid available for those who qualify.

LOCATION	TIME	DAYS	TERM	CLOCKHOURS	FEE*
School of Career Education Main Campus, 2100 E. Alessandro Blvd., Riverside, CA 92508	8:00 a.m. – 4:30 p.m.	T-F	24 weeks	720	\$11,800
Don F. Kenny Regional Learning Center, Branch Campus, 47-336 Oasis Street, Indio, CA 92201	8:00 a.m. – 4:30 p.m.	T-F	24 weeks	720	\$11,800

**Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program require or required materials.*

**Schedules and fees are subject to change without notice. Taking this course does not guarantee a job.*

Where would I work?

- Physician’s office.
- Medical and surgical hospital.
- Outpatient care center.
- Health practitioner office.
- County public health office.

MEDIAN 2020 WAGES*		
	Hourly	Annually
California	\$18.64	\$38,772
Inland Empire	\$16.38	\$34,075

*Data based upon Occupation Employment Statistics (OES) Survey Results for Medical Assistants in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Course Description:

This course is designed to train and prepare students for entry-level employment as an assistant to the doctor in an office, clinic or healthcare center. Topics include communication skills, ethics, confidentiality, and anatomy, vital signs, assisting with patient exams, pharmacology, and administration of medication to include injections and venipuncture, medical terminology, metrics, EKG, and advanced charting. Students will meet California state requirements for administering injections, drawing blood, performing capillary blood collection, preparation and testing to obtain AHA BLS Healthcare Provider CPR certification and AED certification with recognition and proper response to common medical office emergencies. Students are prepared to complete the National Center for Competency Testing (NCCT), National Certified Medical Test Plan and National Certified Medical Assistant (NCMA).

Admission Requirements:

- Official high school or equivalent transcript.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social security card or right to work documentation.

Program Requirements:

- Maintain a minimum 76% grade-point average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Internship included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees:

- Textbooks.
- Two uniform sets and one lab coat.
- American Heart Association Basic Life Support (BLS) CPR training and card.
- NCCT Medical Assistant-NCMA exam.