

Schoolof CAREEREDUCATION Connected to the World of Work



Sallie Mae Loans 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	12 weeks	360	\$3,850
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	12 weeks	360	\$3,850

*Program fee DOES NOT include enrollment prerequisites, program requirements, testing fees, 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 facility.

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 an accelerated version of the Medical Clinical Administrative Professional Course designed to train and prepare students for entry-level employment as a Medical Assistant to a doctor and/or medical staff within a clinic or healthcare center. Topics of instruction include communication skills, ethics, confidentiality, 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 with recognition and proper response to common medical office emergencies.**

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 hours included in program.
- Fingerprinting and background check may be required.

Included in the Cost of ProgramFees:

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