



**Program Content**

- Phlebotomy
- Communication
- Legal and Ethical Responsibilities
- Administrative and Clinical Duties
- Medical Terminology
- Emergency Procedures Including CPR
- First Aid
- EKG
- Recording Vital Signs
- Office/Ambulatory Surgery
- Administering Medication
- Collecting Specimens
- Limited Laboratory Examinations
- Interpersonal Skills
- Health-Illness Concepts
- Safety and Security Procedures
- Anatomy and Physiology
- Computer Literacy
- Employability Skills
- Externship

**Program Length**

1300 hrs | Full Time 12 months

**Approximate Cost**

\$5,084

**Location**

West Campus

**Schedule**

- **Monday, Tuesday, Wednesday**  
8:30 am - 2:00 pm
- **Online Thursday & Friday**

**Enrollment of New Students**

- August

**Gainful Employment**

- For more information about this program, visit the link below.

**MEDICAL ASSISTING**



**Description of Program**

Medical Assisting skills include managing medical records utilizing electronic medical record software applications, an introduction to diagnosis and CPT codes, completing insurance forms, arranging hospital admissions, scheduling of appointments and handling billing and bookkeeping. Clinical skills taught are assisting the physician during patient examinations, recording vital signs, taking medical histories, performing basic laboratory tests, performing phlebotomy, EKG and administration of medication as directed by the physician. Medical Assistants may find employment in offices of physicians, outpatient care centers, general medical and surgical hospitals, and allied healthcare facilities. This is a blended course that meets Monday thru Wednesday in addition to interactive online instruction. There is additional laboratory time scheduled when applicable.

**Requirements for Admission**

- Orientation/Testing/Counselor
- High School Diploma or GED
- FDLE Background Screening Clearance
- Drug Screening Clearance
- Completed Physical/Immunizations
- Health/Accident Insurance
- Transportation

**Industry Certification & State Credential Exams**

Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study.

- Certified Clinical Medical Assistant (CCMA)
- Registered Medical Assistant (RMA)



# Welcome to Sheridan Technical College!

## ADMISSION AND REGISTRATION PROCEDURES

### 1. Attend Orientation

Program specific orientation is held Monday through Thursday. To register for orientation:

- **Main (Hollywood) Campus:** Report to Building 11, Office of Student Affairs no later than 8:30 a.m.
- **West (Pembroke Pines) Campus:** Report to the main office no later than 8:00 a.m.

### 2. Apply for Financial Assistance (OPTIONAL)

- If you require financial assistance please complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. Delays in completing the financial aid process may affect your ability to register on time.

### 3. Take the Test of Adult Basic Education (TABE)

- Students enrolled in a postsecondary program of 450 hours or more are required to take and pass a basic skills test in order to receive a vocational certificate at the time of program completion. The TABE test is approximately 2.5 hours and assesses students in the areas of reading, math and language. To register please bring \$15.00 and a valid picture ID. The test schedule and registration location is as follows:
- **Main (Hollywood) Campus:** M-TH report to Building 11, Office of Student Affairs no later than 9:00 a.m.  
(Report to Building 11 no later than 8:30 a.m. when also attending orientation)
- **West (Pembroke Pines) Campus:** T, W, F report to the main office no later than 8:00 a.m.

### 4. Counselor Interview

- You must meet with your program counselor/advisor to finalize the admissions process. Topics to be discussed include: TABE scores, TABE exemption, remediation, Florida residency for tuition purposes, etc. Test scores cannot be provided over the phone. There are no appointments required to meet with the program counselor/advisor. Please contact our offices to obtain counselor/advisor office hours.

### 5. Register for Class

- Registration is on a first come, first served basis. Prospective students can register upon receiving an acceptance letter. Registration is held throughout the year, so verify course availability and registration dates with the program counselor/advisor. Textbooks, uniforms, kits and all other required supplies must be purchased prior to the first day of class

#### **BASIC SKILLS EXEMPTION - You may be exempt from the TABE if you:**

- Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year there after, and earned a Florida standard high school diploma (official high school transcript required);
- Possess a college degree at the associate in applied science (AAS) level or higher from an accepted accredited college or university (official diploma or transcript required);
- Demonstrate readiness via the 2014 GED®, P.E.R.T, ACT, SAT, WBST and/or GAIN (official test results required);
- Active duty member of any branch of the United States Armed Services (paper order or ID card required);
- Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled (official test results required); or
- Enrolled in an apprenticeship program that is registered with FDOE.

## MEDICAL ASSISTING (H170515)

**Tuition/Registration** **\$4,204**

PAVE .....	\$3,640
Lab .....	\$325
Registration Fee .....	\$100
Student Activity Fee .....	\$10
Test Fee .....	\$15
Other Required Fees .....	\$114
(Liability Insurance/Drug Screening/FDLE Clearance)	

**Books/Supplies** **\$765**

#### Term: 1

BLS Health Providers  
ISBN: 9781616694074

HIPAA Training Handbook for Nursing  
ISBN: 9781615692316

Language of Medicine 11th Ed.+ Online Course  
ISBN: 9780323370912

MA Notes: Medical Assistant's Pocket Guide 3rd Edition  
ISBN: 9780803645615

Medical Assistant Bundle 12th Ed.  
ISBN: 9780323513845

Calculate With Confidence 6th Ed.  
ISBN: 9780323089319

Lab Coat

Navy Blue Top

White Pants

#### Term: 2

Medical Assistant Exam Review 4th Ed.  
ISBN: 9781451192568

**Industry Credentials** **\$130**

Certified Clinical Medical Assistant (CCMA)  
Registered Medical Assistant (RMA)

**Approximate Program Cost** **\$5,084**

*Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.*

STC\_Program Sheets Rev 10.2017

#### Sheridan Technical College & Technical High School – Thomas Monclivich, Director

Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director | Annette Johnson, Assistant Director | Jose Laverde, Assistant Director



Sheridan Technical College is able to provide more information about our graduation rates, the median debt of students who have completed the programs, and other important information. Please visit our website at <http://www.sheridantechnicalcollege.edu/gainful-employment-pages>.



Sheridan Technical College is accredited by the Commission of the Council on Occupational Education.  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Tel (770) 396-3898 • Fax (770) 396-3790  
[www.council.org](http://www.council.org)



Sheridan Technical College Practical Nursing Program is accredited through Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Tel (404) 975-5000 • Fax (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)



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