



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 / 43 weeks

Approximate Cost

\$5,199

Location

Main Campus

Schedule

- **Monday - Friday**
7:30 am - 2:00 pm

Enrollment of New Students

- August 14, 2019
- August 2020 - TBD

Orientation

- **Monday** - see back page for details

MEDICAL ASSISTING



Description of Program

The Medical Assisting program prepares students for employment as a medical assistant in a variety of healthcare facilities (i.e., physicians' offices, outpatient care centers, hospitals and allied healthcare facilities). Medical assistants complete administrative and clinical tasks such as assisting physicians during patient examinations, managing medical records, scheduling appointments, completing insurance forms, arranging hospital admissions, billing, and answering phones. The content includes but is not limited to: recording vital signs, CPR, taking patient medical histories, performing laboratory tests, EKGs, phlebotomy and administration of medication. In addition, students will participate in a 200 hour externship. The curriculum integration of theory and practice prepares students to take the Certified Clinical Medical Assistant (CCMA) and Registered Medical Assistant (RMA) examinations.

Requirements for Admission

- Orientation/Testing/Counselor - see back page for details
- 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!

General admissions and registration procedures are as follows:

1. Attend Orientation

A one hour program specific orientation is held Monday through Thursday. Please note, children are not permitted in orientation or testing due to the consideration of all participants, sensitive nature of topics discussed, safety concerns, limited seating and test security. Please refer to the front page for the scheduled orientation day. To register for orientation bring a **valid photo ID** and report to:

- **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 computer-based test assesses students in the areas of reading, math and language and takes approximately 4.5 to 6 hours. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the Exceptional Education Specialist. A \$15.00 test fee and valid state or government issued picture ID is required. Please contact the Office of Student Affairs (Main Campus: 754.321.5400 or West Campus: 754.321.3900) for test registration procedures and test schedule.

4. Counselor Interview

An interview with the program counselor/advisor is required to finalize the admissions process. Test scores cannot be provided over the phone. No appointment is necessary; however, please call to confirm the counselor's availability prior to arrival.

5. Register for Class

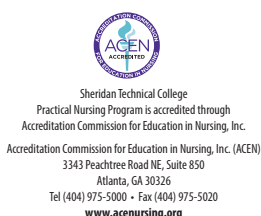
Registration is on a first come, first served basis and is complete once payment is processed. Prospective students can register upon receiving an acceptance letter. Registration is ongoing, so verify course availability and registration dates with the program counselor/advisor. Textbooks, uniforms, kits and all other required supplies must be purchased prior to the first day of class. The Registration Office schedule is as follows:

- **Main (Hollywood) Campus:** Report to Building 12, M-TH 7:30 a.m. - 8:00 p.m. & F 7:30 a.m. - 4:30 p.m.
- **West (Pembroke Pines) Campus:** Report to the registration window, M-F 7:30 a.m. - 3:00 p.m.

Basic Skills Exemption/Exit Criteria

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 thereafter, 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®, ACCUPLACER, PERT, ACT, SAT (**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

\$4,222

PAVE	\$3,640
Lab	\$325
Registration Fee	\$100
Student Activity Fee	\$20
Test Fee	\$15
Other Required Fees	\$122

Books/Supplies

\$847

Term: 1

BLS Health Providers
ISBN: 9781616694074

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

Medical Assistant Workbook 13th Edition
ISBN: 9780323429474

Medical Assistant Bundle 13th Ed.
ISBN: 9780323513845

Calculate With Confidence 7th Ed.
ISBN: 9780323396837

Medical Assistant Exam Review 4th Ed.
ISBN: 9781451192568

HealthCenter21

Uniform- Lab Coat

Uniform Scrubs- Burgundy

Headphone/Microphone

USB Flash Drive 8 GB

**See the bookstore for the most updated book/supply list.*

Industry Credentials

\$130

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

Approximate Program Cost

\$5,199

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 9.2019

Sheridan Technical College & Technical High School – Thomas Moncilovich, Director

Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director | Perry M. Egelsky, Assistant Director
Annette Johnson, Assistant Director | Jose Laverde, Jr., Assistant Director



The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. www.BrowardSchools.com