



MEDICAL ASSISTING

Schedule

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

Enrollment of New Students

- August 18, 2021
- August 2022 (TBD)

Orientation

- Monday - see back page for details

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

\$5,353

Location

Main Campus

5400 Sheridan Street
Hollywood, FL 33021

Tel: 754.321.5400

SheridanTechnicalCollege.edu



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
- High School Diploma/GED (preferred)
- 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)



Stay Connected



Welcome to Sheridan Technical College!

General admissions and registration procedures are as follows:

Our Admissions and Financial Aid Process is now online!

The first step is to register for a program orientation. Please visit www.sheridantechnicalcollege.com/getting-started for the complete admissions process.

Florida Residency for Tuition Purposes

A "Florida resident for tuition purposes" is a person who has, or a dependent person whose parent, legal guardian, or spouse has established and maintained legal residence in Florida for at least twelve months prior to the first day of the term. Those considered non-Florida residents pay tuition at a higher rate. Applicants must complete the Florida Residency Affidavit for Tuition Purposes form and submit two required supporting documents.

Florida Statute 1009.26(12)(a) affords students who attended a Florida secondary school for three consecutive years before graduation—regardless of immigration status (undocumented students)—the opportunity to pursue higher education at in-state tuition rates, should they apply for admission within 24 months after graduation. An official Florida high school transcript is required as evidence of attendance and graduation.

Basic Skills

Programs 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. If the program is less than 450 hours, not basic skills test is required.

You may be exempt from testing 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 on the 2014 GED® (**official transcript required**);
- Demonstrate readiness on the ACCUPLACER, PERT, ACT or SAT (**official test results required. Valid up to 2 years prior to the start of program**);
- 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 FLDOE.

MEDICAL ASSISTING (H170515)

Tuition/Registration **\$4,230**

PAVE	\$3,640
Lab	\$333
Registration Fee	\$100
Student Activity Fee	\$20
Test Fee	\$15
Other Required Fees	\$122

Books/Supplies **\$993**

Term: 1
HealthCenter21

Language of Medicine 12th Ed.+ Online Course
ISBN: 9780323551489

Medical Assistant Bundle 14th Edition
ISBN: 9780323823210

Calculate with Confidence 7th Edition
ISBN: 9780323396837

Uniform Top- Navy Blue
Uniform Bottom- White
Uniform- Lab Coat

Term 2:
Medical Assistant Exam Review 4th Edition
ISBN: 9781284209204

**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 **\$5,353**

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 9.2021



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



Sheridan Technical College
Practical Nursing Program is accredited through
Accreditation Commission for Education in Nursing, Inc.
Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road, NE Suite 1400
Atlanta, GA 30326
Tel (404) 975-5000 • Fax (404) 975-5020
www.acenursing.org



Sheridan Technical College & Technical High School – Thomas Monclovich, Director
Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director
Fareed Khan, Assistant Director | Jose Laverde, Jr., Assistant Director

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SCAN for more info on
Sheridan Technical College

