



Sheridan Technical College  
& Technical High School  
[www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu)

*Hello Career!*

20/21

**Main Campus** 5400 Sheridan Street • Hollywood, FL 33021 • Tel: 754.321.5400  
**West Campus** 20251 Stirling Road • Pembroke Pines, FL 33332 • Tel: 754.321.3900  
**High School Campus** 3775 S.W. 16th Street • Fort Lauderdale, FL 33312 • Tel: 754.321.7450

## MEDICAL ASSISTING

### Schedule

- **Monday - Friday**  
7:00 am - 1:30 pm  
Hybrid

### Enrollment of New Students

- August 2021

### 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

\$5,199

### Location

**Main** Campus

Orientation is held at the STC Main Campus

📍 5400 Sheridan Street  
Hollywood, FL 33021

☎ Tel: 754.321.5400

🌐 [SheridanTechnicalCollege.edu](http://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)



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# 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

HealthCenter21

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

Medical Assistant Bundle 14th Edition  
ISBN: 9780323823210

#### Term 2:

Medical Assistant Exam Review 4th Ed.  
ISBN: 9781284242508

Uniform- Lab Coat

Uniform Top- Navy Blue  
Uniform Bottom- White

*\*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 2.2021



Sheridan Technical College  
is accredited by  
the Commission of the Council on Occupational Education.  
7840 Rosewell Road, Building 300, Suite 525  
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.  
3390 Peachtree Road, NE Suite 1400  
Atlanta, GA 30326  
Tel (404) 975-5000 • Fax (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)



Sheridan Technical College & Technical High School – Thomas Moncilovich, Director  
Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director  
Annette Johnson, Assistant Director | Fareed Khan, 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](http://www.BrowardSchools.com)

SCAN for more info on  
Sheridan Technical College

