



SOUTH DADE 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

OUR VISION, MISSION AND CORE VALUES

MISSION: Our mission is to guide and prepare learners in attaining their highest academic goals and competency levels to qualify them for initial employment and/or career advancement.

VISION: We are committed to providing quality educational programs and services for adult learners.

CORE VALUES:

- ◆ Commitment
- ◆ Excellence
- ◆ Honesty
- ◆ Professionalism
- ◆ Integrity
- ◆ Respect

REFUND POLICY: Students are eligible for Postsecondary Career/Technical Education refunds within 5 days of the beginning of the class start date or registration date, whichever is later.

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Ms. Perla Tabares Hantman, <i>Chair</i>	Dr. Lubby Navarro
Dr. Steve Gallon III, <i>Vice-Chair</i>	Dr. Marta Pérez
Ms. Lucia Bæz-Geller	Ms. Mari Tere Rojas
Dr. Dorothy Bendross-Mindingall	Ms. Luisa Santos
Ms. Christi Fraga	

Dr. Jose L. Dotres, Superintendent of Schools

THE SCHOOL BOARD POLICY FOR ANTI-DISCRIMINATION

M-DCPS does not discriminate on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identity, social and family background, linguistic preference, pregnancy, citizenship status, FMLA or any other basis prohibited by law in its educational programs, services, activities, admissions or in its hiring and employment practices. Please refer to School Board Policies 1362, 1362.02, 3362, 3362.02, 4362, 4362.02, 5517 and 5517.02 for more information. For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Assistant Secretary for Civil Rights and/or: Executive Director/ Title IX Coordinator, Office of Civil Rights Compliance, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580; E-mail: cr@dadeschools.net; Website: <http://hrdadeschools.net/civilrights>. The District also provides equal access to its facilities, as required by the Boy Scouts of America Equal Access Act.

MEDICAL ASSISTING



- UPGRADING SKILLS
- IMPROVING PERFORMANCE
- PROVIDING NEW CAREER OPTIONS

SOUTH DADE TECHNICAL COLLEGE



We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

305.247.7839
southdadetech.edu

MEDICAL ASSISTING

➤ ABOUT OUR PROGRAM

Our program is designed to prepare students for employment as medical assistants by providing state-of-the-art theory and clinical training using competency-based curriculum. The content includes, but is not limited to the following:

- ▶ Communication, interpersonal, employability skills
- ▶ Legal and ethical responsibilities
- ▶ Health-illness concepts
- ▶ Administrative and clinical duties
- ▶ Emergency preparedness and procedures including CPR and first aid
- ▶ Safety and Infection Control
- ▶ Medical terminology
- ▶ Anatomy and physiology

Classroom and laboratory activities follow a competency-based format where students establish their own learning pace based on their individual learning style. This allows for flexibility based on life-long experience and basic skills level achievement. When students have completed instruction and clinical practice in the classroom, they are placed in a medical office or appropriate clinical working environment for practicum experience.

➤ ADMISSION REQUIREMENTS

- ▶ 16 years of age or older and not currently enrolled in any K-12 program
- ▶ Occupational Interest
- ▶ Background Check and Drug Testing may be required for externship

➤ PROGRAM STRUCTURE

This program consists of 1300 hours and is a planned sequence of instruction consisting of 5 Occupational Completion Points (OCPs):

OCP	COURSE	HOURS
A	Basic Healthcare Worker	90
B	Introduction to Medical Assisting	250
B	Medical Office Procedures	75
C	Phlebotomist, Medical Assisting	75
D	EKG Aide, Medical Assisting	75
E	Clinical Assisting	230
	Pharmacology for Medical Assisting	90
	Laboratory Procedures	125
	Administrative Office Procedures	90
	Practicum Experience	200

➤ FULL PROGRAM COMPLETION:

- ▶ Completion of all program competencies
- ▶ Minimum basic-skills TABE® test: Math 10, Reading 10, Language 10; or
- ▶ National certification exam for RMA (Registered Medical Assistant)

➤ EMPLOYMENT OPPORTUNITIES

- ▶ Medical offices and clinics
- ▶ Urgent care centers
- ▶ Ambulatory centers

➤ SALARY

According to the 2020 Bureau of Labor Statistics, the median pay for medical assistants was \$35,850 annually or \$17.23 per hour.

➤ FINANCIAL AID

Financial Aid is available for those who qualify. To apply, complete the Free Application for Federal Student Aid at www.studentaid.gov. Visit the financial aid office for more information.

➤ PROGRAM HOURS

Monday-Friday from 8:00 a.m. – 2:00 p.m.

➤ GAINFUL EMPLOYMENT DISCLOSURE

The Medical Assisting program is designed to be completed in:	52 weeks
Program cost if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting but may have changed.	In-state: \$3,983.00 $1,300 \text{ hours} \times \$2.56 = \$3,328.00$ Out-of-state: \$13,980.00 $1,300 \text{ hours} \times \$10.25 = \$13,325.00$
<i>Fees \$35.00 x 4 terms = \$140 Insurance \$15 Books and supplies = \$500</i>	
Of the students who completed this program within normal time, the typical graduate leaves with \$ 0 of debt.	
The following States do not have licensure requirements for this profession: Florida	

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>