



METROPOLITAN ADULT EDUCATION PROGRAM MEDICAL ASSISTANT

The objective of the Medical Assisting program is to provide students with the skills and knowledge that will enable them to qualify for entry-level positions in the health care field.

Our training is based on 9 units, called Modules. The modules incorporate the skills for both front and back office. Each module contains theory, clinical lab, computer key boarding, and insurance coding.

The modules are independent of each other; students may start the program by enrolling at any module and continuing in the program until they complete the 9-module system (600 hours). Students are also required to complete externship training (160 hours).

The length of the program cannot be more than 13 months. Student can repeat 4 modules one time and the cost of a retake is \$100 per module. Students are required to purchase professional liability insurance.

The cost of the program is \$1250 plus a \$ 250 material fee.

Prerequisites: Students are required to take a qualifying placement test and score at least an 8th grade equivalent in reading. Students must have a high school diploma or General Education Development (GED) certificate by the time they complete the program.)Students may be enrolled simultaneously in Medical Assisting and High School diploma or GED class.) Students must have a negative TB test result within the last 3 months and proof of current immunizations including MMR, Hep B, Chicken pox, Td and a Complete Physical Exam, and may be required to complete fingerprinting and a background check in order to pursue their externship in some locations. Students will have to cover the costs for these items.

Program Calendar

DATES			MORNING	AFTERNOON		
			8:30 AM – 11:45 AM	12:30 PM – 3:45 PM		
08/15/11	09/16/11		Mod C	Mod D	72 Hours	24 Days
09/19/11	10/21/11		Mod D	Mod E	75 "	25 "
10/24/10	11/30/11		Mod E	Mod F	75 "	25 "
12/01/11	01/20/12		Mod F	Mod G	75 "	25 "
01/23/12	03/02/12		Mod G	Mod H	75 "	25 "
03/05/12	04/06/12		Mod H	Mod A	75 "	25 "
04/16/12	05/18/12		Mod A	Mod B	75 "	25 "
05/21/12	06/28/12		Mod B	Mod C	78 "	26 "

TOTAL CLASS	600 hours	40 weeks
EXTERNSHIP	160 hours	4 weeks
TOTAL PROGRAM	760 Hours	44 weeks