
Medical Assistant Program

900 Hours/36 Weeks Day or 60 Weeks Night * * Weeks to complete the program do not include scheduled breaks

Sample Occupations: CIP 51.0801 Medical/Clinical Assistant DOT 079.362-010 Medical Assistant
A list of other occupations is available in the Placement office

Program Purpose/Description:

This program will equip the student with the skills required of a medical assistant to function as a member of a health care team. It consists of 10 three-week modules in class plus an externship, for a total of 900 hours and 36 weeks during the day and 10 five-week modules plus an externship for a total of 900 hours and 60 weeks during the evening.

	<u>COURSE</u>	<u>Hours</u>
M224	Minor Office Surgery	30
M201	Medical Assistant Roles and Issues	15
M239	Medical Billing & Finances	30
MCJ201	Computers & Job Search	45
M246	Medical Office Reception	30
M205	Medical Office Emergencies/CPR	15
M232	Specialty Procedures	60
M237	Medical Records	15
MH201	Habits That Make You Successful	15
M221	Exam Room Procedures	45
MCS201	Customer Service	15
M235	Laboratory Procedures	60
M218	Blood Collection in Healthcare	75
M260	Pharmacology I	75
M261	Pharmacology II	75
MER225	Electronic Health Records	75
MAC100	Medical Assisting Capstone	75
M256	Externship	<u>150</u>
	Total Program	900 Hours

Program Costs:	Tuition	\$15,082.00	
	Registration Fee	250.00	(Non-Refundable)
	Book Costs	652.00	(Books are not returnable)
	STRF*	<u>40.00</u>	(Non-Refundable \$2.50 per thousand)
	Total	\$16,024.00	

For information on graduation rates, median debt of graduates completing this program and other important information, visit

My signature below certifies that I have read and fully understand the above outline of fees and courses. Furthermore, I understand that the school has the right to change course schedules and titles without prior notice.

Student Signature

Date

(Revised 10/3/11)

PROGRAM RATE SHEET Cambridge Junior College

***Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. The school’s breach or anticipatory breach of the agreement for the closure of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

My signature below certifies that I have read and understood the policies on this page.

Student Signature

Date