SPRING SEMESTER
JANUARY 16 – MAY 23, 2018
MEDICAL ASSISTING

The Medical Assisting Program provides students with both clinical and administrative training. Students who complete their training satisfactorily are prepared to hold positions as a medical assistant, medical receptionist, or office manager in an outpatient clinic, medical office, or health center. Students learn to draw blood, give injections, take electrocardiograms, assist the physician, perform laboratory tests and diagnostic studies, as well as manage the financial and administrative areas of the office or clinic.

PREREQUISITES:
Successful completion of English 86 or 88A or higher placement OR successful completion of ESL 150 or placement into ESL 160.

Recommended: Placement into Math 40 or higher or successful completion of Math E or Bus G, H, J.

PROGRAM REQUIREMENTS:
1. 18 years of age minimum

Upon Acceptance:
2. Physical exam, negative TB test of chest x-ray, and proof of immunization
3. Name tag for work experience
4. Valid CPR card

Degree:
The Medical Assisting Program offers an Associate Degree or a Certificate of Achievement. It is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756, (727) 210-2354, on recommendation of the Medical Assisting Education Review Board (MAERB). Students are eligible to sit for the American Association of Medical Assistants’ Certification Exam upon graduation.

For an informational packet, please call (415) 561-1900 or visit our web site at www.ccsf.edu. For questions regarding the Medical Assisting, please contact Dory Rincon at (415) 561-1821 or email drincon@ccsf.edu

TUITION: (subject to change without prior notice) Free City Program https://www.ccsf.edu/freecity
$46 per semester unit for California residents
$234 per unit for non-residents +$7 per unit for capital outlay fee + $46 per unit for enrollment fee
$17 Student Health Benefit Fee for ALL students
Additional material fee for selected classes

FINANCIAL AID:
To receive information about financial aid, call the financial aid counselor at Phelan Campus (415) 452-5207 and request an appointment or contact the financial aid counselor Winnie Yiu at John Adams Center, 1860 Hayes Street, Room 142, (415) 267-6565.

It is the policy of the CCSF to provide all persons with equal employment and educational opportunities regardless of race, color, religion, sex, national origin, sexual orientation, marital status, age or handicap.

APPLICATION AND ENROLLMENT PROCEDURES ON REVERSE SIDE
ENROLLMENT PROCEDURES

Enrollment procedures for students applying to the Medical Assisting/Medical Administrative Assistant Programs consist of the following steps:

1. CCSF CREDIT APPLICATION
2. CCSF CREDIT PLACEMENT TEST
3. ORIENTATION AND COUNSELING
4. REGISTRATION

CCSF ADMISSION APPLICATION

All students who are new to City College of San Francisco must complete and file an application with the Office of Admissions and Records in person or by mail to: City College of San Francisco, 50 Phelan Ave., Room E107, San Francisco, CA 94112, or can be done also online: https://www.ccsf.edu

CREDIT PLACEMENT TEST(S)

All students who are new to City College of San Francisco must take a placement test in English/Math or ESL/Math. You must present a photo I.D. (driver’s license, passport, etc.) at the time you take the test.

Please arrive 10 minutes before the schedule in order to be seated. Seating is limited to 30.

<table>
<thead>
<tr>
<th>Native English / Math / Algebra</th>
<th>English as Second Language (ESL) / Math / Algebra</th>
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</thead>
<tbody>
<tr>
<td>Wednesday October 11, 2017</td>
<td>Wednesday October 11, 2017</td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>8:30 a.m.</td>
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<tr>
<td>Thursday October 19, 2017</td>
<td>Thursday October 19, 2017</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td>3:30 p.m.</td>
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You may print out your test results online at https://www.ccsf.edu/w4 or clicking under “Student Services” tab, go to “Student Records” after your CCSF admissions application has been processed. You are encouraged to attend a CCSF orientation to have your results and class registration explained. Feel free to call 415-561-1835 to speak with a Counselor at John Adams Center. Testing Office at Ocean Campus 415-239-3128.

Exemptions to the City College Placement Test(s) are as follows:

1. Interested in a class without math and/or English prerequisites. Check “Exemption from Matriculation” box in credit application
2. Already have an associate degree or higher from a U.S. accredited school.
3. Completed a college-level math and/or English 1A equivalent course.

To apply for this waiver, take a copy of your transcript to the Ocean Campus (50 Phelan Ave.), Admissions and Records, Conlan Hall, Room 107 OR provide a copy of your unofficial transcript to the John Adams Center, Student Services, Room 143 or Ocean Campus, Matriculation Office, Conlan Hall, Room 204.

For future credit placement testing dates (English, English as Second Language, and Math) go to www.ccsf.edu and type in the Search Box “Take a Placement Test”. Future testing dates, times, and locations will be listed a month at a time.

ORIENTATION AND COUNSELING

All applicants must attend an orientation. You must bring ONE of the following documents with you:

1. Copy of your CCSF Placement Test results or test waiver
2. Copy of your CCSF transcript
3. Copy of your college transcript or diploma indicating an award of an Associate of Arts or Associate of Science degree or higher

Orientation is held at the John Adams Center, 1860 Hayes Street on the following date:

<table>
<thead>
<tr>
<th>Orientation Date</th>
<th>Time &amp; Room</th>
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<tr>
<td>Thursday, December 7, 2017</td>
<td>4:00 p.m., 3rd Floor, Room 303</td>
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To be followed by general counseling

Orientation lasts approximately 2 hours and 30 minutes. Due to limited space, we cannot allow visitors or children.

MA: 8/7/2017, DR/pk