



Medical Assisting

Program Content: The content includes, but is not limited to, communication and interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, safety and security procedures, medical terminology, anatomy and physiology, and employability skills. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry: planning, management, finance, medical office reception, electronic medical records, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Admissions: **Apply to MTC** at <https://manateetech.edu/apply-now/>. Submit your application to access your "To Do List."
Attend a Program Information Session. Call 941.752.8100 to hear a list of dates and times for current program offerings.
Complete your "To-Do List" at <https://www.MTCdashboard.net>.
The deadline for your completed "To-Do List" is 4 weeks prior to the class start date.
Note: The Basic Skills Assessment must be taken within 6 weeks of your admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here:
<https://www.manateetech.edu/quick-docs/>

Length of Program: **Full-Time:** 1300 hours – approximately 11 months to complete, 200 hours clinical
Full-Time Eve/Hybrid: 463 hours on campus, 637 hours online & 200 hours clinical

Dual Enrollment: No

Industry Certification: Program graduates are prepared to earn AAMA Certified Medical Assistant (CMA), Certified EKG Technician (CET), and Certified Phlebotomy Technician certifications.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100

Start Date: August, January

Start Time:

Day:	Monday – Friday	8:00 a.m. – 3:00 p.m.
Eve (on campus):	Tuesday – Thursday	6:00 p.m. – 10:00 p.m.
Eve (online):	Monday – Saturday	TBD

For More Information: Contact Amy Gates: 941.752.8100 x 2032, [Email](#)

Program #H170515	CIP# 0351080102
Estimated Tuition, Lab, and Fees (<i>includes administrative fee</i>)	\$5425.00
Additional Fees Due Prior to Pre-Admittance	
Application Fee	\$30.00
Physical Exam & Immunizations	Price Varies
Background Check (<i>All for Life</i>)	\$58.00
Bookstore	
Textbook Estimate	\$406.00
Patches (two patches must be purchased)	\$10.00
Additional Required Items (Outside Vendor)	
Uniforms – Navy Blue	Price Varies
Watch with a Second Hand	Price Varies
Index Cards – 200 quantity	Price Varies
Flash Drive – 8GB or Higher	Price Varies
<i>Estimated Tuition, Lab & Fees</i>	\$5929.00

Financial aid available depending on student's eligibility

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: <http://manateetech.edu/current-students/bookstore/>

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for Non-Florida residents.

The School Board does not discriminate on the basis of race, color, ethnicity, religion, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), ancestry, genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities. It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations. The Superintendent shall appoint a compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquires or complaints are dealt with promptly in accordance with law. S/He shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained negotiated agreements dealing with hiring and promotion will contain a statement of nondiscrimination similar to that in the Board's statement above.

941.752.8100

ManateeTech.edu