



MIAMI LAKES EDUCATIONAL CENTER AND TECHNICAL COLLEGE

is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3790, www.council.org.

Our Vision, Mission and Core Values

VISION: The vision of Miami Lakes Educational Center and Technical College is to facilitate, promote and provide successful career training opportunities and high academic standards for secondary and postsecondary students designed to meet the challenges of an everchanging global economy.

CORE VALUES: Accountability, Citizenship, Flexibility, Integrity, Organizational and Personal Learning, Positive Atmosphere and Culture, Preparing Students, Professionalism, Pursuit of Excellence, Respect, and Valuing Stakeholders.

MISSION: The mission of Miami Lakes Educational Center and Technical College is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.



MEDICAL ASSISTING

PERFORM CLERICAL OR CLINICAL DUTIES IN A HOSPITAL, CLINIC OR A PHYSICIAN'S OFFICE

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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- TEACHING THE BASICS
- UPGRADING SKILLS
- IMPROVING PERFORMANCE
- PROVIDING NEW CAREER OPTIONS

MIAMI LAKES EDUCATIONAL CENTER AND 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.



305.557.1100
MIAMILAKES.EDU

M-DCPS does not discriminate on the basis of age, citizenship status, color, disability, ethnic or national origin, Family and Medical Leave Act (FMLA), gender, gender identity/stereotypes, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, retaliation, sex, sexual harassment, sexual orientation, and social and family background 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 District 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: crc@ddadeschools.net; Website: <http://hirdadeschools.net/civilrights>. The District also provides equal access to its facilities, as required by the Boy Scouts of America Equal Access Act.

MEDICAL ASSISTING

Program Objective

The objective of the Medical Assisting Program at Miami Lakes Educational Center and Technical College is to ensure job readiness by providing state-of-the-art theory and clinical training using competency-based curriculum.

Program Content

The program's educational goal is "to prepare competent entry level medical assistants in the cognitive (knowledge), psycho motor (skills), and affective (behavior) learning domains." "The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assistant Education Review Board (MAERB)."

Commission on Accreditation of Allied Health Education Programs 25400
U.S. Highway 19 North, Suite 158, Clearwater, FL 33763
(727) 210-2350 | www.caahep.org

Upon completion of the program, the student is eligible to take the national certification exam for CMA (Certified Medical Assistant) offered by the American Association of Medical Assistants or the RMA (Registered Medical Assistant) offered by the American Medical Technologists. 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

Completion Requirements

The entire program is 1800 hours, but students can earn a certificate upon completion of the following OCPs:

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

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, Reading, and Language on the TABE® test, or Industry Certification. Additional information can be provided by student services.

Students are expected to complete program competencies.

Employment Opportunities

- ▶ Medical offices and clinics
- ▶ HMO facilities
- ▶ Emergency departments and select specialty areas
- ▶ Walk-in treatment centers
- ▶ Cardiovascular labs
- ▶ Medical office administration
- ▶ Veterinary medicine

Salary

According to the Bureau of Labor Statistics the average earnings in 2023 for a Medical Assistant were **\$40,530** annually or **\$19.49** per hour.

Financial Aid

Financial aid is available to those who qualify. Applicants must have a high school diploma from an accredited High School, or its equivalent. To apply, complete the Free Application for Federal Student Aid, at www.fafsa.gov. Questions pertaining to this matter should be directed to the Financial Aid Office.

Program Cost

- ▶ In-state residents - \$2.56 per hour (Subject to change)
- ▶ Out of state resident - \$10.25 per hour (Subject to change)
- ▶ \$20.00 application fee per trimester
- ▶ Material fee - Varies by program
- ▶ Identification fee - \$5.00 per trimester
- ▶ Students must purchase books/kits and/or uniforms, if applicable

Program Hours

- ▶ Monday - Friday from 8:30 a.m. to 2:10 p.m.
- ▶ Monday - Friday from 4:30 p.m. to 10:15 p.m.