



Medical Assistant – North-West College

North-West College is a leader in allied health education, offering quality and affordable health care training programs. Since 1966, they have provided career-focused training in short-term programs for gainful employment. Their hands-on classes give students the practical job skills they need to succeed in the health care industry today. More than 50,000 students have graduated from North-West's programs to date, many of whom have gone on to raise the standard of excellence at health care organizations of all types. The Medical Assistant Program will be offered at three North-West campuses - West Covina, Riverside and Glendale.

Program Overview

Medical Assistants (MAs) are an important member of a patient-centered team. They complete administrative and clinical tasks in the offices of physicians, hospitals and other health care facilities. Their duties vary with the location, specialty and size of the practice. They spend time with patients to ensure they understand the doctor's instructions, draw and prepare samples for testing, administer injections, remove sutures, check vital signs, and in some practices, take X-rays. The ideal MA candidate is empathetic, a strong listener and oral communicator, calm under stress, detailed and organized. Most MAs work full-time days although some work evenings, nights and weekends. The work environment is typically fast-paced, highly professional, compassionate and team oriented.

Program Highlights –

- North-West College offers morning, afternoon, evening and hybrid courses. Coursework will be completed in 9 months in the following format:
 - Lectures are held via Zoom three times a week during a scheduled two-hour synchronous time session. Instructors are available for a two-hour block of time before and after the synchronous schedule for questions, tutoring, and additional support.
 - Daily asynchronous time is required for completion of assignments, discussion forums, and quizzes/exams.
- Lab hours are always completed in person in 4-hour blocks and will offer a chance for students to practice the skills they have learned during their coursework.
 - In some instances, a 6-hour Saturday lab may be available.
- Students are expected to spend ~20-25 hours/week on classroom material and review. Lab hours are in addition.

Number of Credits Earned

26 credits

North-West Colleges Admission Requirements

- High school diploma or equivalent. The equivalent to a high school diploma includes:
 - GED®, HiSET™, TASC™, or other approved high school equivalency certificate
 - Certificate of successful completion of the CA High School Proficiency Exam
 - Transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education.
- Applicants must be citizens, permanent residents, or eligible noncitizens of the United States. Documentation of eligibility status may be required.
- Reside in California
- Willingness to work with bodily fluids such as urine or blood
- Ability to stand for long periods of time
- Willing to commit 3-4 hours per day (estimated at 20-25 hours per week) of study time
- Computer and internet proficiency with home access to consistent, reliable high-speed internet and a reliable, working computer or laptop
- English fluency
- Reliable transportation to attend lab hours and externship
- Meet with a Financial Aid Advisor to complete the Free Application for Federal Student Aid (FAFSA) prior to completing the enrollment process
- Review the college catalog and all required programmatic, state, and federal disclosures
- Completion and passage of applicable Futuro Health jump start courses or completion and passage of applicable entrance assessments if directly admitted to the college by Futuro Health
- Applicants in the distance education programs will be required to take and pass the pre-enrollment computer skills assessment
- Complete an admissions interview and virtual or on campus tour of the college
- Complete all necessary paperwork for admission including completion of a College Enrollment Agreement

Foreign Students

Applicants indicating that they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, documentation from foreign countries must be translated and certified to be at least the equivalent of a U.S. high school diploma.

Foreign Transcripts

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the U.S. Department of Education) must be evaluated for



equivalence to coursework taken at a United States institution. North-West only accepts for consideration the evaluations of foreign coursework conducted by agencies approved by the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE), which charge applicants directly for these services. Listings of approved agencies can be found at:

- <https://www.ierf.org/>
- www.naces.org
- www.aice-eval.org

Enrollment Process

After completing the Futuro Health enrollment process, students will complete an online enrollment process with North-West College. In the week before classes begin, students will participate in a 4-6-hour orientation.

Tuition/Fees

Futuro Health is prepaying the cost of tuition, student supports, textbooks, course materials and exam costs for all students in 2020. However, the following fees do apply:

- Futuro Health Registration Fee: \$100 for the Medical Assistant Program
- Membership for education and training: \$20 per month
- Students will be required to complete the financial aid process, including filling out the Free Application for Federal Student Aid (FAFSA)

Computer/Skill Requirements

All students will need regular, home access to a computer and high-speed internet. Your computer will need at least a 2GHz processor or faster, 4 GB RAM or more, built-in or external speakers, USB 2.0 port or adaptor, a webcam supported operating system, Windows 7 or higher, or MacOS Sierra 10.12 or higher.

Mentoring & Tutoring Available

- North-West has success coaches to guide students along their educational journey.
- Students are encouraged to seek academic assistance through their instructor and/or the online education director.
- North-West provides advising to students on issues involving education and academics.
- North-West offers a full range of tutoring services at each campus, including study skills and program subject matter content.

Externship

Every student is required to complete an externship as part of their Medical Assistant training. Externships provide students with an opportunity to work closely with experienced



professionals in their chosen field. Under the supervision of a senior Medical Assistant, they will provide direct patient care, perform treatments, educate patients and assist the doctor with procedures, allowing them to practice and develop the skills necessary to work in the healthcare industry.

An externship allows students to apply what they learned in their Medical Assistant Program in real time. Externships typically occur in a clinic, hospital, or primary care office selected by the College.

The Medical Assistant Program externship is typically a 160+-hour commitment and is usually completed within one month. Because the externship is during the times when healthcare facilities are open and seeing patients, this is a full-time commitment (Monday-Friday, sometimes Saturday) for one month -- which means that it is very important that students discuss and pre-arrange with their employer ahead of time so that they can take the time off to do their externship.

Grading Information

- Students need to receive a “C” grade or higher to pass.
- Grading scale:
 - 90-100% = A
 - 80-89% = B
 - 70-79% = C
 - 60-69% = D
 - 0-59% = F

Important Contacts

Glendale: Alex Gallardo, Director of Admissions, AlexG@Success.edu

West Covina: Andrea Provencio, Director of Admissions, AndreaP@Success.edu

Riverside: Chris Lopez, Director of Admissions, ChrisL@Success.edu

Mailing Addresses

Glendale: 221 N. Brand Blvd., Glendale, Ca. 91203

West Covina: 2121 W. Garvey Ave, N, West Covina, Ca. 91790

Riverside: 4550 La Sierra, Riverside, Ca. 92505