



## Medical Assistant Program – Unitek College

Founded in 2002, Unitek College is an accredited, private institution that combines unique academic and technical specialties to provide a superior education in the areas of healthcare and nursing. Unitek College offers seven convenient facilities in California with campuses in Fremont, San Jose, Hayward, Concord, South San Francisco, Sacramento, and Bakersfield. Unitek also has a campus in Reno, Nevada.

Unitek College is one of California and Nevada’s reputable healthcare and nursing colleges. At Unitek, students will find programs designed to meet their goals and produce competent healthcare professionals. Convenience, location, hands-on training, and various externships are some of the many reasons why students choose Unitek.

Unitek graduates are equipped with sought-after skills and are prepared to excel in many of the fastest-growing careers in healthcare. Additionally, Unitek gives their students access to a career services team that helps prepare them for a competitive job market. This expert team offers resume, cover letter, and job search strategies to better assist graduates.

Whether this is a student’s first-time pursuing career training education, or they’re interested in changing career paths, Unitek maintains a host of exceptional programs for aspiring healthcare professionals.

### Program Overview

Unitek College offers a hybrid-online MA training program that equips students with the necessary skills and experience to excel as a Medical Assistant. The curriculum emphasizes both administrative and clinical skills and includes extensive instruction in medical terminology, medical office procedures, medical and clinical procedures, basic anatomy and physiology, and special duties common in the field. Students learn through a combination of virtual instruction, hands-on lab exercises, and supervised externship hours.

After receiving Medical Assistant training through Unitek, students will be prepared for employment in the healthcare field. Demand for Medical Assistants is expected to grow 23 percent from 2018 to 2028, which is much faster than the average for all occupations. According to the Bureau of Labor Statistics, as the baby-boomer population ages, demand for preventive medical services will increase. In response, doctors will hire more assistants to perform routine administrative and clinical duties, allowing the doctors to see more patients.

### Program Highlights

- Program length: 9 months
- Program Location: Unitek College has locations in San Francisco and San Jose

South San Francisco Campus: 257 Longford Drive #5, South San Francisco, CA 94080

San Jose Campus: 6800 Santa Teresa Blvd, Ste. 200, San Jose, CA 95119

- Program Structure:

Program coursework is broken down into 8 modules, each module taking **20 days** to complete. The coursework for this program is mostly asynchronous (self-paced), however students are encouraged to

attend a **live lecture once a week**. Lectures will be recorded for students who are not able to attend due to an extraordinary circumstance. Please notify the instructor prior to the live lecture session if for some reason you cannot attend.

**For each module there will be an in-person lab requirement.** Per each module there are two 4 hour and 15 min lab sessions. One on the 4<sup>th</sup> day and one on the 19<sup>th</sup> day of the 20-day period, from 2pm-6pm at your assigned campus.

It should be noted that there will be ample flexibility to complete lab requirements if a student is unable to attend their assigned lab time or want more hands-on practice. Students will also have an opportunity to attend additional in-person labs sessions during the first and third week of a module for additional practice.

Note: Due to COVID-19, Unitek has changed the lab schedule to take place in-person on Thursday or Friday and will work with students directly to select their lab day. It's important to understand that the lab schedule is always subject to change, as the school is required to adhere to changing COVID-19 policies.

- Students are expected to commit 20 hours per week studying
- Externship: 165-hours. 160-hour clinical externship, 5-hour career prep with advisor.

All students attending the medical assistant program will work with an externship coordinator (EC). The EC will begin the externship application process in the 5th module of the 8-module program. The EC will locate sites that both match the skillset of each student and satisfy the requirements of the course.

Externship site placements are assigned within the last seven days of the last didactic module (module 7). All students must be assigned to an externship site within 14 days following the last didactic module.

- Immunizations

Students must provide proof of the following immunizations by the end of the 3rd successfully completed module of the program:

- One Step PPD (TB)\*; within 6 months of externship
- 2 x MMR (measles, mumps & rubella)
- 2 x Varicella (chickenpox)
- 3 x Hepatitis B; Student must have the first two doses before beginning the externship course.

### **Number of Hours**

760 hours, including externship

### **Unitek College Admission Requirements**

- 18 years of age or older
- High school diploma or GED equivalent
- Two official High School transcripts will be required before being accepted into the program. Foreign transcripts accepted.
- Ability to work in the US
- Reside in California
- Ability to lift and move a minimum of 20 pounds
- Willingness to work with bodily fluids such as urine or blood
- Ability to stand for long periods of time

- Willing to commit to study commitments and in-person requirements.
- Computer or laptop proficiency with home access to consistent, reliable high-speed internet. Unitek College provides each student with a chrome book.
- English fluency
- Reliable transportation to attend lab hours and externship
- Up to date immunizations
- Negative drug screen and cleared background check – no felony convictions (These are administered during the program.)

### **Enrollment Process**

After completing the Futuro Health enrollment process, students will complete the following enrollment steps required by Unitek College:

- Admissions interview (virtual)
  - To determine student goals and academic needs
- Submit proof of high school education or equivalent
- Entrance assessment test(s)
  - Wonderlic, must score 12 or higher (can be retaken)
  - Computer literacy test
- Admissions application
- Enrollment agreement
- Financing arrangements and, if applicable

### **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

### **Computer/Skill Requirements**

All students will need regular, home access to a computer or laptop 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. Tablets are not acceptable.

### **Clinical Externship**

Every student is required to complete a clinical externship as part of their Medical Assistant. Externships provide students with an opportunity to apply their skills firsthand, working directly with patients alongside experienced professionals in their chosen field. Under supervision, they will provide direct patient care, take vital signs and document medical history, room patients and assist with procedures. 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 facility selected by their education provider.

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.

### **Campus Resources**

Tutoring is provided to all students based on need. Students that need additional assistance are encouraged to connect with their course instructor to schedule tutoring sessions. After school tutoring is available on campus for students in the college's pre-licensure programs. Tutoring for other programs may also be available at certain campuses, and students may request such services from their Instructor. It is the tutor's responsibility to answer questions and clarify information students receive during lecture, using the provided textbooks as resources as well as any handouts provided by the Instructor. Tutoring does not replace lecture, and tutors are responsible for tutoring to the lesson plan objectives since they will not have access to the exam. Tutoring is offered both virtually and on-ground.

Active students are offered a confidential and free program that provides professional assistance and valuable resources to help resolve issues that interfere with success during their school tenure. The College contracted WellConnect for students to utilize telephone or face-to-face counseling and coaching for challenges such as balancing school, work and life; relationship and parenting concerns; stress and anxiety; legal and financial concerns. This is a free service available to all active students 24 hours a day, 7 days a week to help them resolve issues that may be interfering with their progress of success in school. The program is paid for by the school so students can receive free counseling services. Relevant coping skills such as career development, personal & financial skills, budgeting, housing, or transportation are topics that WellConnect handles with particular emphasis on counseling, housing, childcare, financial advice/assistance, legal assistance, transportation & health care.

Other Resources: Unitek College provides each student with a Chrome Book