

City College of San Francisco
John Adams Center
1860 Hayes St.
San Francisco, CA 94117

www.ccsf.edu

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, and assist the physician, as well as manage the financial and administrative areas of the office or clinic.

5 STEPS COLLEGE ADMISSION PROCEDURES

1. Apply for Admission Go to [Admissions & Registration](#) or call 415239-3285.
f NEW CREDIT STUDENTS Fill out a CCSF [Credit](#) application at [Credit Admission](#)
or call 415239-3285
f RETURNING STUDENTS Have attended CCSF before as a credit student, but have not
enrolled in courses for 2 consecutive semesters (Spring & Fall) or more, reapply (update
your personal information) at [Credit Admissions](#) Go to step 3. If you have only been away
for one semester, you are considered [Continuing Student](#)
2. Attend an orientation for the health program of interest. After orientation if there are no
questions about registration, tuition & fees, financial aid, or other student services go to
step 5.
3. Meet with a CCSF Counselor (Counselors available at John Adams Center Zoom counseling
appointments, call 415561-1925.)
4. Complete the Assessment: Go to [Assessment Center](#) or call 415239-3751.
FOR PLACEMENT PROCEDURES FOR NATIVE ENGLISH AND MATH
OR FOR ENGLISH AS SECOND LANGUAGE PLACEMENT
5. Register for Classes: Go to [Online Schedule](#)

s] •] [Virtual Help Counters](#) } ☎ 415-300-3000 for CCSF remote service

PAYING FOR COLLEGE

COSTS: ~ • μ i š š } Z v P Á] š Z } μ š % ☎ [Tuition & Fees Office](#) } ☎ 415-300-3522
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