

Our school can assist students in applying for WIOA grants, develop payment plans, and offer discounts or school scholarships.

Approved / Registered Programs

- ✔ Accounting / Bookkeeping
- ✔ Administrative Medical Technician
- ✔ Administrative Technician / Customer Service
- ✔ Computer Programming
- ✔ Electronic Engineering Technician
- ✔ Microsoft Office Assistant
(*Computer Applications*)
- ✔ Network Engineering
- ✔ PC Specialist / A+
- ✔ Web Development

Lifetime Technical Support

We provide free lifetime technical support on any subjects you studied. You can also retake any courses at no charge to you as long as the course is still offered at KIAcademy.

State License

Knowledge Innovations Academy is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). The institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act (CEC) of 2009 and Division 7.5 of Title 5 of the California Code of Regulations. CEC is governed by the Bureau for Private Postsecondary Education. Information about the Bureau can be found at www.bppe.ca.gov.

Knowledge Innovations Academy is approved to accept participants from federal and state unemployment programs such as company tuition reimbursement, NOVA, TAA, Workers' Compensation, Workforce Innovation and Opportunity Act (WIOA) and Employment Development Department (EDD).

Contact Us

Tel: (408) 239-5520
Email: KIAinfo@acwp.org
www.KIAcademyUSA.org

Knowledge Innovations Academy

2268 Quimby Rd. # E, San Jose, CA 95122

MEDICAL ASSISTANT PROGRAM



(408) 239-5520

(Au Lac Institute)

Program Description

This full program prepares medical assistant students to perform patient administrative and clinical skills for both front and back office roles in a variety of healthcare settings.

Students perform procedures including administering medications, educating patients, filling out insurance forms, answering phones, scheduling patients, setting up, cleaning, and maintaining clinical equipment.

Total hours: 740 hours

General Program Outline

- Administrative Medical Assistant
- Clinical Medical Assistant
- EKG
- Ultrasound Technician
- Homecare
- Externship
- Career Training

KIAcademy Guarantees

- Real-world, hands-on training
- Externship placement program



Medical Assistant

8- Month Program

Total tuition: \$9,575

Schedule

Lecture and Lab Course

Monday - Thursday (~20 hours / week)

Monday: 11:30am - 4:30pm

Tuesday - Thursday: 9:00am - 2:00pm

Externship

Externship: 100 hours - 160 hours



Our innovative teaching format makes learning easier and more efficient.

Administrative & Clinical Medical Assistant - Employment & Education

Upon successful completion of the Administrative and Clinical Medical Assistant program, you will have the skills necessary to gain employment in a number of capacities, including positions in physician offices, clinics, chiropractors offices, and outpatient facilities.

The Occupational Outlook Handbook states that employment of medical assistants is expected to grow 30 percent from 2012 to 2022, much faster than the average of all occupations.