

Career Pathways

Entry Level Positions

- Medical Secretary
- Receptionists
- Information Clerks
- Home Health Aides
- Medical Assistants
- Insurance Claims Clerks

Technical Positions

- Medical & Clinical Laboratory Technicians
- Medical Records & Health Information Technicians
- Emergency Medical Technicians
- Paramedic
- Medical Equipment Preparers
- Licensed Practical & Licensed Vocational Nurses

Professional Positions

- Physician Assistants
- Registered Nurses
- Medical & Health Services Managers
- Nurse Practitioners

MCOE ROP Training Programs

Automotive Technology
Construction Technology
Culinary Essentials
Foundations in Early Education
Medical Office Administration
Professional Truck Driving

Regional Occupational Program

632 W. 13th Street
Merced, CA 95341
Phone: (209) 381-6684

Wolfe Educational Center

Kristine Lindsey, Instructor
732 W. 13th Street, Room W-1
Merced, CA 95341
klindsey@mcoe.org
(209) 381-4578

Premiere Cinemas Shopping Center Extension Campus

Brenda Lima, Instructor
265 Mercey Springs Road, Suite A & B
Los Banos, CA 93635
balima@mcoe.org
(209) 827-6183

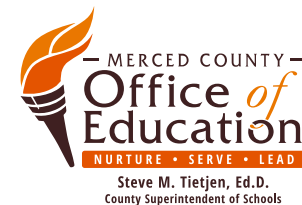
For additional information,
scan QR code



www.mcoe.org/ROP

Merced County ROP does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated groups.

Medical Assisting



Steve M. Tietjen, Ed.D.
County Superintendent of Schools

Program Description

The Medical Assisting Program is designed to prepare students for entry-level positions in the medical field. This program includes CPR and Basic Life Support certification. All students complete an Employment Portfolio and hands on training at a local medical facility or office. Front office training includes written & oral communication, office management, appointment scheduling, and basic computer applications training. Clinical training includes anatomy & physiology, patient assessment, clinical venipuncture, and medication administration as directed by a physician.

Admission Requirements

- All students must be at least 18 years of age
- Recommended 8th grade reading and math levels
- Possession of a High School Diploma, Equivalency Diploma or GED
- Documentation of flu vaccine or exemption status (during flu season only)
- Potential students should be aware that some local medical facilities require background checks and drug screens prior to internship and/or employment

Key Instructional Methods Include:

- Direct instruction via lectures
- Classroom discussions
- Cooperative learning
- Community classroom training
- Self paced

Program Highlights

Program Instruction

- Career Development
- Computer Skills
- Customer Service Skills
- Employability Portfolio
- Medical Terminology
- Medical Front Office clerical
- Medical Back Office clerical
- Leadership/problem-solving skills
- Teamwork



The Structure of the Program Includes:

- Open Entry-Open Exit (monthly)
- 26 week program-32 hours per week (832 hours total)
- Placement as an intern at a local medical office
- Cost of Program: \$5,860. Grant Funding available for qualifying students.

What is Merced County ROP?

ROP stands for Regional Occupational Program. ROP provides occupational training programs directly related to a student's career interest area.

Mission Statement

The mission of the Merced County Office of Education Regional Occupational Program is to prepare adult students with relevant, high quality career training to secure sustainable employment and advancement.

ROP Goals

- Develop technical, and interpersonal skills
- Secure successful employment
- Upgrade academic and employment skills
- Enter advanced career-technical training
- Pursue college related courses

