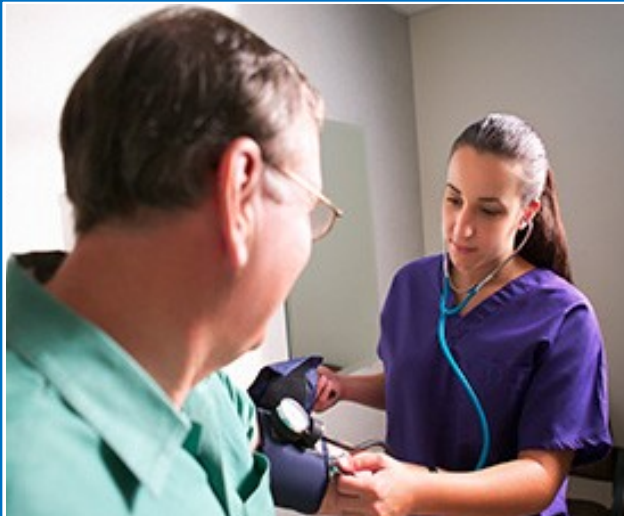


LARE Institute
A National Healthcareer Association Approved Testing Site



GET STARTED!

Contact
Mary Javier
978-685-2151
Ext. 6710

APPLY TODAY!



Medical Assisting Program! & Business Technology Program!

L A R E
INSTITUTE

NOW AVAILABLE!
 Grants to qualifying Students

WOW
 MAGICAL

Medical Assisting Program: 625 Hrs (25 weeks)

Students will learn:

- Patient charting
- Vital Signs
- Standard Precautions
- Infection Control
- Preparing patients for examination
- Positions/Sequence
- Eye and Ear Assessments and Procedures
- Medication Calculation and Administration
- Basic Pharmacology
- Electrocardiography
- Phlebotomy
- Hematology
- Laboratory Specimens
- CPR/First Aid
- Medical Terminology
- Medical Law and Ethics
- HIPPA Laws and Regulations

Upon passing certification exams, Students can earn the following National Healthcareer Association certifications:

- Clinical MA (CCMA)
- Phlebotomy Technician (CPT)
- Electrocardiogram (CET)

The conclusion of the program is an externship in a medical environment; either a local doctor's office, hospital, or urgent care where we have affiliation agreements. Graduates of this program may find entry level positions as MAs, Clinical MAs, Health Assistants or other job options in the hospital, doctor office or laboratory.

Business Technology Program: 600 Hrs (24 weeks)

Students will learn:

- Windows File Management
- General Office Procedures
- Email
- Internet
- Windows Operating System
- Customer Service
- Formatting Documents
- Spreadsheets
- Bookkeeping

Upon passing certification exams, Students can earn the following certifications:

- Microsoft Word 2019
- Microsoft Excel 2019
- Customer Service
- QuickBooks

Graduates of this program may find entry level positions as Customer Service Representatives, Administrative Assistants, Office Assistants, Support Staff persons, Administrative Clerks, or other job options in various office and/or company environments.

CERTIFICATES AWARDED UPON SUCCESSFUL COMPLETION!

LARE Institute (*Accessible by Public Transportation*)
 6 Campanelli Drive, Andover, MA 01810 Telephone: 978-685-2151 ext. 6710

This project is funded 100% with Federal WIOA Adult Grant Funds from USDOL