

MEDICAL ASSISTING
ONE-YEAR CERTIFICATE
PROGRAM

**Radcliff Administrative
Office**

734-462-4770

Updated 08/24/11

Medical Assisting

Schoolcraft College's Medical Assisting certificate prepares you to handle both the care giving and administrative aspects of this demanding field.

What Does a Medical Assistant Do?

He/she may perform administrative duties such as scheduling appointments, maintaining records, and billing and/or care giving duties that include taking vital signs, drawing blood, and administering therapies.

Where Could I Find a Job?

Assistants are employed in doctors' offices, nursing homes, medical laboratories, and hospitals.

Employment Outlook

- ◎ **Employment opportunities for the Medical Assistant is expected to grow much faster than the average for all occupations through the year 2012.**

Job Titles and Median Salaries

- **Medical Assistant**
\$23,940 (Michigan)



How Do I Get Started?

Medical Assistant students must be officially admitted to the program.

This program requires a special admissions process. Please contact the Admissions Office at 734-462-4426 or admissions@schoolcraft.edu to complete an application.

Sample Schedule of Courses:

Admission Prerequisites

○	BIOL 105	Basic Human Anatomy & Physiology	4
○	HIT 104	Medical Terminology	4

Fall Semester

○	MA 134	Medical Insurance Coding	3
○	MA 140	Medical Office Procedures	3
○	MA 110	Phlebotomy	4
○	CIS 120	Software Applications	3

Winter Semester

○	MA 174	Medical Laboratory Techniques	4
○	MA 180	Medical Office Clinical Procedures	4
○	MA 155	Medical Insurance Billing	3

Spring Session

○	MA 195	Office Practicum	3
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PROGRAM TOTAL 35 CREDITS

Homework / Studies

- **Traditional**

2 hrs for each hour of classroom time

Location

Schoolcraft College – Radcliff

1751 Radcliff Street

Garden City, MI 48135

Related Web Sites

American Association of Medical Assistants:

www.aama-ntl.org

Medical Assistants: www.certmedassistants.com



Medical Assistant Jobs:

www.medicalassistantjobs.com

Estimate of Tuition and Fees

	Resident	Non-Resident
Tuition	\$ 2,940.00	\$ 4,305.00
Registration Fees	160.00	160.00
Service Fees	40.00	40.00
Instructional/ Equipment Fees:	140.00	140.00
Course Fees:	510.00	510.00
Total	\$ 3,790.00	\$ 5,155.00

*Estimation of tuition and fees does not include the cost of textbooks

The above figures are based on 2011/2012 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or part of Novi. All other students are Non-Residents.

Skills Needed

- ▶ **Good speaking, writing, and listening skills are important as well as a sincere desire to help both the medical professionals you work with and your patients. The ability to multi-task is also a plus.**

Who can help?

◎ **Your Support Team**

- **Instructors**
- **Program Coordinator**
- **Schoolcraft Staff**
- **Friends, family, mentors**

Rewards

- ① Knowledge

- ① National Certification

After completing the program, you will be eligible to sit for the Certified Medical Assistant (CMA) examination associated with the American Association of Medical Assistants.



For more information on the Medical Assistant Program, please contact:

Mary Donahue-Rader

734-462-4400, ext. 6057

mrader@schoolcraft.edu

Counseling Department

734-462-4429

Admissions

734-462-4426

Medical Assisting