



## Medical Assisting Certificate

Information and Application Packet 2023-2024

### Program Description

The medical assisting program is designed to prepare the student for entry-level employment as a medical assistant. “The curriculum is designed to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains” (Commission on Accreditation of Allied Health Education Programs). The program is designed to coordinate classroom and laboratory experience with practical experience in a healthcare facility such as the physician’s office. Medical assistants are multi-skilled allied health professionals who perform a wide range of roles in physicians’ offices, clinics, and other healthcare settings. They are proficient in a multitude of clinical and administrative tasks and are widely viewed by doctors as vital members of the healthcare delivery team.

- Classes are offered during the day with some courses offered in the evening on a limited basis. Most classes generally meet one or two days per week in Health Professions classrooms/laboratories.
- In addition to classroom and laboratory experience, the program includes an office practicum in a healthcare facility.
- Students who successfully complete all program courses qualify for a Certificate of Program Completion and are eligible to take the Certified Medical Assistant (CMA) examination conducted by the certifying board of the American Association of Medical Assistants.
- The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

### Application Requirements

*The Medical Assisting (MA) Program requires students to complete a specific list of requirements before being officially admitted into the program. Students are listed in a pre-program code while the application requirements are being met. The full program start date and implementation of program code may be dependent on space availability. Requirements are listed in the application (attached to the end of this packet). To be admitted to the program the student must complete the following:*

<b>1. Apply to Schoolcraft College</b>	Apply to Schoolcraft College on-line at <a href="http://schoolcraft.edu/apply">schoolcraft.edu/apply</a> .
<b>2. Transcripts</b>	It is recommended you request official undergraduate transcripts from <u>all</u> colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.
<b>3. Academic Advising and Assessment</b>	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should have placement scores (Computer Placement Test, ACT, or SAT) submitted prior to meeting with an academic advisor. Students with prior college-level work or a degree may be exempt from placement testing. The Computer Placement Test (CPT) is taken in the Testing Center. ACT or SAT scores must be less than three years old.  Contact the Academic Advising at 734-462-4429 to make an appointment.
<b>4. College Prerequisite Coursework</b>	Complete BIOL 105 or equivalent. Complete Basic Anatomy and Physiology with a grade of 2.0/C or better. Complete HIT 104 or equivalent. Complete Medical Terminology with a grade of 2.0/C or better.  NOTE: Prior to the start of MA 175 and MA 180 these additional courses must be complete with a 2.0 or higher: CIS 120, MA 115, MA 134, and MA 140.
<b>5. Apply to Medical Assisting Program</b>	Meet with an Academic Advisor to complete the Medical Assisting Restricted Enrollment Change Form.

## Open/Supporting Courses

Admission to the Medical Assisting Program is not necessary to register for the courses listed below. The following courses are open to all Schoolcraft students who have met the course prerequisite (see the [College Catalog](#)).

CIS	120	Software Applications
BIOL	105	Basic Human Anatomy and Physiology
HIT	104	Medical Terminology
HIT	114	Pharmacology for Health Professionals
MA	115	Phlebotomy
MA	134	Medical Insurance Coding
MA	140	Medical Office Procedures
MA	155	Medical Insurance Billing

## Estimate of Tuition and Fees

<b>Medical Assisting Certificate Certificate Program (35 credit hours)</b>			
	<u>Resident</u>	<u>Non-Resident</u>	<u>Out of State</u>
<b>Tuition:</b>	\$4,725.00	\$6,790.00	\$9,380.00
<b>Registration Fees:</b>	\$176.00	\$176.00	\$176.00
<b>Service Fees:</b>	\$315.00	\$315.00	\$315.00
<b>Instructional Equipment Fees:</b>	\$385.00	\$385.00	\$385.00
<b>Infrastructure Fees:</b>	\$315.00	\$315.00	\$315.00
<b>Course and Learning Management Fees:</b>	\$710.00	\$710.00	\$710.00
<b>Additional Expenses (Approximate):</b>	\$725.00	\$725.00	\$725.00
Hepatitis B Vaccine (\$150.00) Application Fee for Certification Exam (\$235.00 optional) Miscellaneous expenses for clinical affiliation (\$300.00) Liability Insurance (\$20 per fiscal year)			
<b>TOTAL</b>	<b>\$7,351.00</b>	<b>\$9,416.00</b>	<b>\$12,006.00</b>
The above figures are based on 2023-24 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 parts of Novi. All other students are Non-Residents or Out-of State. Estimate of textbooks not included.			

## Note

Requirements for admission to the Medical Assisting Certificate are subject to change at any time. Please contact the Admissions and Welcome Center for updates of any applicable changes:

Phone: (734) 462-4683

Fax: (734) 462-4552

E-mail: [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu)

Web: [www.schoolcraft.edu](http://www.schoolcraft.edu)

*It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subject to discrimination during any program or activity or in employment.*



## Medical Assisting Program

### Restricted Enrollment Application 2023-2024

*The Medical Assisting Program requires a Restricted Enrollment Program Change form to be completed with an advisor.*

**ASSESSMENT** *the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills. Assessment Test Scores are valid for up to three years.*

- has submitted SAT or ACT scores       is exempt from assessment scores  
 has taken the CPT or NGA

Minimum Scores:	CPT	NGA	ACT	SAT (March 2016)	Overall HS GPA
English/Writing	51 +	237	15 +	22+	1.8+
Reading	57 +	237	15 +	22+	1.8+
Math	60 +	AR=240 or QRAS=220	16 +	22+	1.8+

**PROFICIENCY**

- has met minimum **English** score or ⇒  has successfully completed ENG 050 or higher with a 2.0/C or better  
 has met minimum **reading** score or ⇒  has successfully completed COLLS 050 or higher with a 2.0/C or better  
 has met minimum **math** score or ⇒  has successfully completed MATH 045 or higher with a 2.0/C or better

**BIOL 105 or equivalent. Complete Basic Anatomy and Physiology with a grade of 2.0/C or better. Biology 236 or 237 and 238 or the equivalent to these courses will meet this requirement with a grade of 2.0/C or better.**

- has successfully completed BIOL 105 (2.0/C or better) or ⇒  has successfully completed \_\_\_\_\_ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**HIT 104 or equivalent. Complete Medical Terminology with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement with a grade of 2.0/C or better.**

- has successfully completed HIT 104 (2.0/C or better) or ⇒  has successfully completed \_\_\_\_\_ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**NOTE:**

**This Application will allow the student to register for MA 175 and MA 180.**

Final grades will be evaluated prior to the start of MA 175/MA 180 for these additional courses:

- Completion of CIS 120 with a minimum grade of 2.0.
- Completion of MA 115 with a minimum grade of 2.0.
- Completion of MA 134 with a minimum grade of 2.0.
- Completion of MA 140 with a minimum grade of 2.0.

(Continued on next page)

**The following additional items must be complete prior to the start of MA 196:**

**Coursework:**

- Completion of HIT 114 with a minimum grade of 2.0.
- Completion of MA 155 with a minimum grade of 2.0.
- Completion of MA 175 with a minimum grade of 2.0.
- Completion of MA 180 with a minimum grade of 2.0.
- NOTE: MA 175 and MA 180 are offered in the fall and winter semesters. These courses must be completed within six months of registering for MA 196 or they will have to be repeated.

**Background Check, Drug Screen, Physical and Immunizations** (Required forms may be obtained from the Health Professions Administrative Office):

- Criminal History Check Clearance. Generally, convictions or pleas of guilt to a felony will prevent you from sitting for the CMA (AAMA) Exam.
- Medical Clearance / Drug Screen. Physical and test expires after 12 months. Drug screens may need to be repeated throughout the program as required by clinical agencies. Marijuana use is prohibited.
- Maintain a cumulative grade point average at Schoolcraft College of 2.0 or better.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant. Those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Exposure to bloodborne pathogens and biological hazards
- Chemical and drug exposure

Therefore, it is important to have the following complete:

- Required Immunizations
  - Two **MMR** vaccinations (Measles, Mumps, Rubella) – one as a child – one as an adult or Titer showing immunity for ALL the above.
  - **Hepatitis B** vaccination or Titer – (series must be started prior to clinical) or a signed Vaccination Declination Form.
  - **Flu Shot** – must have annual vaccination.
  - **Tetanus/Diphtheria/Pertussis (TDAP)** – must have received a TDAP within the past 7 years.
  - **Two-step TB Test** – TB test expires after 12 months. The student's TB test cannot expire before the end of class and/or when clinical will be completed.
  - **Chicken Pox** – 2 Varicella vaccinations given 1 month apart and/or a laboratory Titer verifying immunity. NOTE: we are no longer accepting history of chicken pox as evidence of immunity.
  - **Covid-19 Vaccination** or other vaccinations as required by federal, state, or clinical agency guidelines. NOTE: Subject to permitted clinical site medical/religious exemptions.

## Medical Assisting Certificate: SAMPLE SCHEDULE OF COURSES

### Admission Prerequisites

Course #	Course Title	Credits
BIOL 105	Basic Human Anatomy and Physiology	4
HIT 104	Medical Terminology	4
	Total Credits: 8	

### First Year - Fall Semester

Course #	Course Title	Credits
MA 134	Medical Insurance Coding	3
MA 140	Medical Office Procedures	3
MA 115	Phlebotomy	3
CIS 120	Software Applications	3
	Total Credits: 12	

### First Year - Winter Semester

Course #	Course Title	Credits
MA 175*	Medical Laboratory Techniques	3
MA 180*	Medical Office Clinical Procedures	4
MA 155	Medical Insurance Billing	3
HIT 114	Pharmacology for Health Professionals	2
	Total Credits: 12	

### First Year - Spring Session

Course #	Course Title	Credits
MA 196*	Office Practicum	3
	Total Credits: 3	

### PROGRAM TOTAL 35 CREDITS

\*Courses open only to students who are officially admitted to the Medical Assisting Program.



## Restricted Enrollment Program Change Form

To be completed by an Academic Advisor, McDowell Center Room 105. Call 734-462-4429 to make an appointment.

**Please Print:**

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student Number: \_\_\_\_\_ or Social Security Number (last four digits) \_\_\_\_\_

Month and Day of Birth \_\_\_\_\_ / \_\_\_\_\_

Current Academic Program Name: \_\_\_\_\_

Current Academic Program Number: \_\_\_\_\_

New Academic Program Name: Medical Assisting

New Academic Program Number: 1YC.00026

**Semester to Take Effect:**

- |   |   |
|---|---|
| <input type="checkbox"/> Summer _____<br>(year) | <input type="checkbox"/> Fall _____<br>(year)   |
| <input type="checkbox"/> Winter _____<br>(year) | <input type="checkbox"/> Spring _____<br>(year) |

Return to:  
Schoolcraft College  
Records  
165 McDowell Center  
18600 Haggerty Road, Livonia, MI 48152  
Phone: 734-462-4677  
Email: [screcord@schoolcraft.edu](mailto:screcord@schoolcraft.edu)