

**MEDICAL ASSISTING  
CERTIFICATE PROGRAM**

**Radcliff Administrative  
Office**

**734-462-4770**

Updated 09/17/15

# **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 2015.**

# 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 and Welcome Center at 734-462-4683 or [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu) to learn how to get the process started.**

# 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](http://www.aama-ntl.org)**

**Medical Assistants: [www.certmedassistants.com](http://www.certmedassistants.com)**



**Medical Assistant Jobs:**

**[www.medicalassistantjobs.com](http://www.medicalassistantjobs.com)**

# Estimate of Tuition and Fees

	Resident	Non-Resident
Tuition	\$ 3,360.00	\$ 4,865.00
Registration Fees	168.00	168.00
Service Fees	210.00	210.00
Instructional/ Equipment Fees:	280.00	280.00
Infrastructure Fees:	210.00	210.00
Course Fees:	801.00	801.00
Total	\$ 5,029.00	\$ 6,534.00

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

The above figures are based on 2015/2016 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**

**734-462-4765**

**mrader@schoolcraft.edu**

**Counseling Department**

**734-462-4429**

**Admissions and Welcome Center**

**734-462-4683**

*Medical Assisting*