

# MEDICAL ASSISTING

## CERTIFICATE

### About the Program

The Medical Assisting Certificate Program uses a combination of classroom work, lab sessions and “on-the-job” training to educate students in the necessary front and back office skills to become medical assistants. Students will learn how to record patient information, schedule appointments, assist physicians with examinations, and give patient injections and medications. The program is accredited by American Medical Technologies (AMT) and National Healthcareer Association (NHA).

### The Aultman Advantage

Our college’s location on the Aultman Hospital campus immerses you in a health care environment and provides unique networking opportunities for careers following graduation. MA students have access to practicums at Aultman’s various locations and gain valuable experience working with patients from a variety of social and economic backgrounds.

### Admission Requirements

- High school diploma or equivalent
- Demonstrate college readiness by meeting one of the following standards:
  - ❑ Minimum ACT composite score of 20
  - ❑ Minimum SAT combined score of 1030 (950 if prior to March 2016)
  - ❑ ACCUPLACER Next Generation scores: minimum 250 in Reading and minimum 263 in Quantitative Reasoning, Algebra, and Statistics
  - ❑ Completion of a 100-level college math course and a 100-level college writing course with a minimum grade of B (3.0) from a regionally accredited institution within the past three years from the date of application

### Application Process

The Medical Assisting Program admits students in fall semester. Interested students will need to submit a completed application online at [aultmancollege.edu](http://aultmancollege.edu), pay a \$45 application fee, and submit official high school and college transcripts. Final acceptance is subject to completion of a two-step TB (tuberculosis) test.

### Program Curriculum

MAS 105	Introduction to Medical Assisting	1
MAS 107	Clinical Medical Assisting	3
MAS 109	Medical Office Administration	3
BIO 102	Introduction to Human Biology	3
MAS 111	Professional Communication for Medical Assisting	3
MAS 113	Medical Office Finance	3
MAS 115	Medical Assistant Practicum	2
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		<b>18 credit hours</b>



330-363-6347

[aultmancollege.edu](http://aultmancollege.edu)