

# 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 with AAMA for the CMA exam, AMT for the RMA exam, NHA for the CCMA exam, NCCT for the NCMA exam, and with AMCA for the CMAC exam.

### 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

#### First-time Freshman:

- High school diploma or equivalent
- Demonstrate college readiness by meeting one of the following standards:
  - Minimum ACT composite score of 18
  - Minimum SAT combined score of 1030 (950 if prior to March 2016)
  - ACCUPLACER Next Generation score: minimum 250 in Reading (to schedule a testing appointment, please call 330-363-6347)

#### Transfer Student:

- Completion of six (6) college credits with a minimum grade of C (2.0)
- ACCUPLACER Next Generation score: minimum 250 in Reading (to schedule a testing appointment, please call 330-363-6347)

### 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) and submit official high school and college transcripts. Final acceptance is subject to completion of a two-step TB (tuberculosis) test.

### Program Curriculum

BIO 102	Introduction to Human Biology	3
MAS 108	Clinical Medical Assisting	4
MAS 108C	Clinical Medical Assisting Lab	0
MAS 110	Medical Office Administration	2
MAS 111	Professional Communication for Medical Assisting	3
MAS 113	Medical Office Finance	3
MAS 116	Medical Assistant Practicum	3
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		18 credit hours



330-363-6347  
[aultmancollege.edu](http://aultmancollege.edu)