



## BUTLER COUNTY COMMUNITY COLLEGE

MEDICAL ASSISTANT PROGRAM COVER PAGE – MAIN CAMPUS

AUGUST 2022

Thank you for applying to the BC3 Medical Assistant (MA) Program for the Fall 2022 class! To be considered for admission into the Medical Assistant Program, a complete application packet must be submitted by **Friday, July 15, 2022**.

Successful completion of this program may potentially lead to professional licensure. Licensure may be global or state-specific. This program meets requirements for the state of Pennsylvania. Requirements for other states may vary:

<http://bc3.edu/professional-licensure>

### **A complete application packet will consist of:**

1. BC3 Application for Admission (even if previously completed) and MA Application
2. \$25.00 one-time, non-refundable application fee. Current and returning students **do not** pay the application fee.
3. Official high school transcript (required) & GED/HiSET test scores (if applicable) if not sent previously.
4. Official college transcript from institutions attended other than BC3 (if applicable) if not sent previously.

If you have additional questions, feel free to call the Admissions Office at 724-284-8501 or email [admissions@bc3.edu](mailto:admissions@bc3.edu).

**Only complete application packets will be considered for admission. It is the student's responsibility to submit all required documentation and confirm its receipt. Application packets may be dropped off in person to the Admissions Office during business hours or mailed to the following address:**

Butler County Community College  
Attn: Admissions Office  
P.O. Box 1203  
Butler, PA 16003-1203

# Application for Admission

Please complete the following information as accurately as possible. This information is required for admission.

BC3 USE ONLY

ID \_\_\_\_\_

TEST SESSION \_\_\_\_\_

Student ID# (if known): \_\_\_\_\_

Your Social Security number is required for financial aid eligibility, scholarships, veterans benefits, and IRS tax reporting purposes. To protect your privacy, it will not be used as your student identification number. You will be given a BC3 student ID number for identification.

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name : \_\_\_\_\_  
Last First Middle

List any previous last names: \_\_\_\_\_ Chosen first name: \_\_\_\_\_  
Please attach proof of name change.

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County of Residence: \_\_\_\_\_

I acknowledge that I have lived in the state of Pennsylvania for the past 12 months

Home Phone Number: ( ) \_\_\_\_\_ Cell Phone Number: ( ) \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

In order to better serve our student population, we ask that you consider providing the following information. Your decision to answer these questions will in no way effect your admission status. All statistical data reported to state and federal agencies will not include personal identifiers.

Do you consider yourself to be Hispanic / Latino/a/x?  YES  NO  I prefer not to answer

In addition, select one or more of the following racial categories to describe yourself:

American Indian / Alaskan Native  Asian  Black / African American  Native Hawaiian / Other Pacific Islander  White  I prefer not to answer

Personal E-mail Address \_\_\_\_\_

Be sure to activate your MyBC3 e-mail account. Once accepted as a BC3 student, the College will communicate with you through your student e-mail address.

Program code for which you are applying: 054/212  
(See codes on page 4)

Program of Study: Medical Assistant

What is your intended term of enrollment?  
(Please circle one)  
FALL (August) SPRING (January) SUMMER (May/June)  
2021 2022 2022  
**2022** 2023 2023  
2023

If you selected General Studies (100A), designate your specific area of interest:  
 General  
 Undecided  
 Science and Technology  
 Pre-Massage Therapy  
 Pre-Medical Assistant

What is your college experience?  
 I took one or more courses for credit while still in high school.  
 I am new to college. I've never taken college courses for credit.  
 I previously submitted an application to BC3, but did not enroll.  
 I was previously enrolled at BC3 and took one or more credit courses.  
 I am/was enrolled at another college or university and want to transfer to enroll as a BC3 student.  
 I am currently enrolled at another college or university and want to take BC3 credits as a guest student.

What is your educational goal?  
Take courses or earn a degree at BC3 and...  
 Start a career  
 Transfer to another college or university  
 Earn credits while enrolled at another college or university  
 Get a jump start on college while still in high school  
 Uncertain

If you selected Health Care Science (210), designate your specific area of interest:  
 Pre-Physical Therapist Assistant  
 Pre-Practical Nursing  
 Pre-Registered Nursing

Do you need to take placement tests? (Check all that apply)  
Students may be exempt from placement testing upon review of the following information:  
 English course at BC3 or another college passed with a grade "C" or higher  
 Math course at BC3 or another college passed with a grade "C" or higher  
 AP English Language & Composition – Exam Score: \_\_\_\_\_  
 AP Math Statistics or Calculus AB/BC – Exam Score: \_\_\_\_\_  
 ACT English Score \_\_\_\_\_  SAT EBRW Score \_\_\_\_\_  
 ACT Math Score \_\_\_\_\_  SAT Math Score \_\_\_\_\_

How many credit hours do you intend to take?  
 Full Time - 12+ credits  
 Part Time - 1-11 credits

Where do you intend to take the majority of your classes?  
 **BC3 Main Campus (Butler)**  
 BC3 @ Armstrong (Ford City)  
 BC3 @ Brockway (Brockway)  
 BC3 @ Cranberry (Cranberry Township)  
 **BC3 @ Lawrence Crossing (New Castle)**  
 BC3 @ LindenPointe (Hermitage)  
 Online (Internet)

Are you a U.S. citizen? YES / NO Circle One If no, please complete :  I am a permanent resident  
Permanent resident card #: \_\_\_\_\_

Are you or have you ever been a service member of the United States military? YES / NO Circle One  Other type of VISA: \_\_\_\_\_  
 Country of citizenship: \_\_\_\_\_  
\*Must produce documents for photocopy

Will you be a high school graduate before starting at BC3? YES / NO Circle One High School Graduation Year: \_\_\_\_\_ If you did not or will not graduate from high school, did you obtain a GED or HiSET High School Equivalency Diploma? YES / NO Circle One

Name of high school: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

List all colleges, business or technical schools attended:

Name of School * Please include <i>College in High School</i> institutions.	
1.	3.
2.	4.

Why did you choose BC3? (Pick one)  Academic programs  Close to home  Day care  
 Affordability  Convenient schedule  Undecided major

How do you plan to fund your education? (Check all that apply)  EZ Payment Plan  Financial Aid  Scholarships  Self-Pay

Do you have an interest in competitive student athletics (NJCAA)? YES / NO Circle One

If Yes, check all that apply:

Baseball (Men's)  Basketball (Men's and Women's)  Golf (Men's and Women's)  Softball (Women's)  Volleyball (Women's)

I understand that BC3 reserves the right to use photographs and video taken in the classroom and/or on campus for educational and promotional purposes of BC3 and its programs.

I certify that the above information is true and correct to the best of my knowledge.

Your Signature : \_\_\_\_\_ Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### Nondiscrimination Policy

Butler County Community College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, use of a service animal due to disability, age, sex, sexual orientation, gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

The College shall ensure (1) that it does not discriminate against an employee or applicant for employment or another person because of race, color, religious creed, ancestry, national origin, handicap or disability, use of a service animal due to disability, age, sex, sexual orientation, or gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; (2) that it does not subject students to unlawful discrimination in the admission process, take any action, direct or indirect, to segregate students in a classroom or course, or subject students to different or separate treatment in, nor restrict the enjoyment by a student of, a service, facility, activity or program at the College on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, use of a service animal due to disability, age, sex, sexual orientation, or gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; and (3) that it does not discriminate in the employment of administrators on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, use of a service animal due to disability, age, sex, sexual orientation, or gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law and that its governance structure includes diverse membership broadly representative of the public interest as may be required by law or regulation.

There shall be no retaliation against any applicant, employee, or student for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint. Any applicant, employee, or student reporting sexual or other harassment or discrimination will also be protected from reprisals or retaliation by the College, any supervisors, and/or co-workers as a result of such complaint(s).

The College is committed to be in compliance with the Pennsylvania Human Relations Act (43 P. S. §§ 951-962.2) and the Pennsylvania Fair Educational Opportunities Act (24 P. S. § 5001-5009). Employment and educational opportunities at Butler County Community College are available to all as required by Title VI, Title VII, Title IX, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA), and Article XX-J of the Pennsylvania Public School Code, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational Opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations.

For information regarding equal education and employment opportunity including services, activities and facilities that are usable and accessible to disabled persons, contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at 107 College Drive, Butler, PA 16002. If an applicant, employee, or student is physically or mentally disabled, he/she may request accommodations, academic adjustments, or auxiliary aids or services. Information on the College's services for disabled students may be obtained from the Coordinator of Access and Disability Resources at Ext. 8327. Employees or applicants should contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer at Ext. 8353 for more information.

For information regarding the College's Complaint Procedure, visit our website at <https://bc3.edu/directory/human-resources/pdf/Civil-Rights-and-Sexual-Misconduct.pdf> or contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at Ext. 8353 or in writing at the above address.

#### BC3 USE ONLY

RE-ADMIT : \_\_\_\_\_

NEW : \_\_\_\_\_ \$25 APP. FEE : \_\_\_\_\_

# 2022-2023 MEDICAL ASSISTANT PROGRAM APPLICATION

## *Institutions Attended: Official Transcript Requirement*

ALL official transcripts are required for your Medical Assistant application to be reviewed (except your BC3 transcript). Students who have taken the GED/HiSET exam are required to submit a copy of their test scores as well and take 12+ college-level credits to establish a new GPA.

Name of High School	Dates Attended	Currently Enrolled (yes/no)
1.		
2.		

Name of Colleges Attended (Please list all colleges currently or previously attended including BC3)	Dates Attended	Currently Enrolled (yes/no)
1.		
2.		
3.		
4.		

## *GPA Requirement*

Applicants to the Medical Assistant program must have a 2.50 cumulative GPA minimum from high school or college of most recent attendance if 12+ college credits (non-developmental/preparatory) were completed there. They must also have a “C” or better in all Medical Assistant certificate or associate degree coursework for acceptance and continuation in the program. **Developmental and preparatory courses are not factored into a student’s Medical Assistant GPA.**

**Please check the box below if this statement is true.**

Yes, I have a 2.50 cumulative GPA

**Review the curriculums and indicate which you are interested in at this time. Check one box.**

Medical Assistant, Certificate of Achievement – 38 credits providing the ability to become a Certified Medical Assistant

Medical Assistant, A.A.S. – 64 credits adding two additional semesters of general education and related coursework.

## *Application Verification*

By signing below, I understand it is my responsibility to submit all official transcripts from high school as well as official college/university transcripts (if applicable) for institutions attended aside from BC3. I will communicate with the BC3 Admissions Office as necessary regarding my application. I also attest that the information provided is accurate and completed to the best of my ability.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Medical Assistant @ BC3

Certificate

Associate in Applied Science

**Program Director:** Mrs. Alyssa Dietz  
[alyssa.dietz@bc3.edu](mailto:alyssa.dietz@bc3.edu)  
724-287-8711 Ext. 8478

We are pleased that you are interested in the Medical Assistant Program at Butler County Community College (BC3)! Enclosed is the information you will need to complete the application. The Medical Assistant Program has achieved accreditation by the Commission on Accreditation of Allied Health Programs ([www.caahep.org](http://www.caahep.org)) upon recommendation of the Medical Assisting Education Review Board (MAERB) to assure validity for its graduates.

Applications for the Fall 2022 class will be reviewed as soon as possible based upon the date of application and on a space available basis. There are 20 seats at the Main Campus in Butler, PA and 12 seats at BC3 @ Lawrence Crossing in New Castle, PA each year.

The MA Admissions Committee assumes the responsibility to review the data of all applicants and has the right to select the best-qualified individuals.

Butler County Community College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, use of a service animal due to disability, age, sex, sexual orientation, gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

### **Requirements to apply:**

- High School diploma from an accredited secondary school program or successful completion of the GED/HiSET exam. High school seniors may apply.
- 2.50 GPA from high school or most recent college experience if 12+ college-level credits are completed by the time of application review.
- “C” or better in ENGL 061: Developmental Integrated Reading and Writing; ENGL 062: Preparatory Integrated Reading and Writing, ENGL 029/030: Developmental or Preparatory Reading; ENGL 034/ENGL 035: Developmental or Preparatory English; ENGL101 + ENGL 031: College Writing + Reading, Writing, and Reasoning based on placement test scores for enrollment in the certificate and AAS program ***if needed.***
- “C” or better in MATH 090: Developmental Algebra or MATH 091: Prep Algebra based on placement test scores for enrollment in the A.A.S. program only ***if needed.***
- Applicants must have a “C” or better in all Medical Assistant Program courses for acceptance and continuation in the program
- Beginning with the administration of the January 2001 Certification Examination, those convicted of a felony are not eligible to sit for the examination unless the National Certifying Board grants a waiver

### **Upon Acceptance:**

- Student must provide proof of health insurance coverage and secure malpractice liability insurance.
- Have a satisfactory physical examination including tuberculin skin test, and proof of immunizations.
- Successful completion of the American Heart Association BLS CPR for the Healthcare Professional and American Red Cross Standard First Aid Certification
- Assume all responsibilities for transportation to and from clinical facilities to which they are assigned for their MA externship
- The externship experience must be supervised and students will not receive remuneration for the externship

### **Upon Completion:**

- This program prepares graduates to be multi-skilled practitioners who are qualified to perform both administrative and clinical skills in the ambulatory healthcare setting
- Students who pass the National Certification Examination will be a Certified Medical Assistant (CMA)
- The statistics for the 2019 Job Placement Report show that 100% of BC3 MA graduates had a positive placement and 100% CMA (AAMA) exam passage rate

**Butler County Community College**  
Curriculum Planner

**MEDICAL ASSISTANT, No. 054**  
Certificate of Achievement

This program prepares graduates to be multi-skilled practitioners who are qualified to perform both administrative and clinical skills in the ambulatory healthcare setting. With an emphasis on the back-office skills, this curriculum includes medical assisting courses in medical office operations and management, insurance and coding procedures, medical law and ethics, anatomy and physiology, and clinical skills. The program requires an externship experience in a selected healthcare environment. A graduate of this program seeks employment as a Medical Receptionist or a Medical Assistant.

Successful completion of this program may potentially lead to professional licensure/certification. Licensure/certification may be global, national, or state-specific. This program meets requirements for the State of Pennsylvania. Requirements for other states may vary.

Prerequisites are a GPA of 2.5 or better in either high school or college; Students must earn a “C” or better in all courses in the curriculum in order to graduate.

**Courses listed in the first semester will be scheduled for the fall; second semester courses will be scheduled in the spring.**

**Program – Minimum 38 Credits**

**First Semester**

Human Biology	BIOL 116	4
Medical Terminology	AHEA 280	3
Medical Law & Ethics	AHEA 110	3
*Coding I	AHEA 218	3
Clinical Medical Assisting I	MAST 131	<u>4</u>
		17

**Second Semester**

*Introduction to Pharmacology	MAST 133	2
*Insurance & Reimbursement Methods	AHEA 127	3
*Medical Office Procedures	AHEA 140	4
*Medical Laboratory Procedures	MAST 120	4
*Clinical Medical Assisting II	MAST 132	<u>4</u>
		17

**Summer**

*Medical Assistant Externship	MAST 271	4
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The student is encouraged to use the curriculum planner to keep track of courses taken and those still needed. In some cases one or more courses will be taken in a different order than indicated on the planner, but prerequisites must be observed.

Butler County Community College  
Curriculum Planner

**MEDICAL ASSISTANT, No. 212**  
Associate in Applied Science Degree

This program builds upon the skills acquired through the completion of the Certificate of Achievement in Medical Assisting. The student will complete additional courses related to administrative and clinical procedures, as well as institutional degree requirements to obtain his/her Associate of Applied Science Degree in Medical Assisting. This program prepares graduates as multi-skilled practitioners who are qualified to perform both administrative and clinical skills in the ambulatory healthcare setting. A graduate of this program may seek employment as a Medical Assistant, medical office manager, medical records or coding clerk, medical laboratory technician, or other related occupations in the ambulatory healthcare setting.

Successful completion of this program may potentially lead to professional licensure/certification. Licensure/certification may be global, national, or state-specific. This program meets requirements for the State of Pennsylvania. Requirements for other states may vary.

Prerequisites are a GPA of 2.5 or better in either high school or college. Students must earn a “C” or better in all courses in the curriculum to graduate.

**Courses listed in the first/third semester will be scheduled in the fall; second/fourth semester courses will be scheduled in the spring.**

**Program – Minimum 64 Credits**

<b>First Semester</b>				
Human Biology	BIOL 116	4		
Medical Terminology	AHEA 280	3		
Medical Law & Ethics	AHEA 110	3		MEDICAL ASSISTANT
*Coding I	AHEA 218	3		
Clinical Medical Assisting I	MAST 131	<u>4</u>		
		17		CERTIFICATE OF ACHIEVEMENT
<b>Second Semester</b>				
*Introduction to Pharmacology	MAST 133	2		
*Insurance & Reimbursement Methods	AHEA 127	3		NO. 054
*Medical Office Procedures	AHEA 140	4		
*Medical Laboratory Procedures	MAST 120	4		
*Clinical Medical Assisting II	MAST 132	<u>4</u>		
		17		
<b>Summer</b>				
*Medical Assistant Externship	MAST 271	4		
<b>Third Semester</b>				
*College Writing	ENGL 101	3		
*Business Mathematics	BUSN 121 or	3		
*or Intermediate Algebra	MATH 100			
*Principles of Management	BUSN 123	3		
or *Electronic Health Records	AHEA 126			
Principles of Nutrition	FSVC 140	<u>3</u>		
		12		
<b>Fourth Semester</b>				
*Coding II	AHEA 219	3		
Speech	COMM 201	3		
*Study of the Disease Process	AHEA 220	3		
General Psychology	PSYC 201	3		
Physical Wellness	PHED 125	<u>2</u>		
		14		

\*Indicates course has a prerequisite.

The student is encouraged to use the curriculum planner to keep track of courses taken and those still needed. In some cases one or more courses will be taken in a different order than indicated on the planner, but prerequisites must be observed.