Thank you for applying to the BC3 Medical Assistant (MA) Program for the Fall 2019 class! To be considered for admission into the Medical Assistant Program, a complete application packet must be submitted by **Friday, July 12th, 2019**.

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](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)
4. Official college transcripts from institutions attended other than BC3 (if applicable)

If you have additional questions, feel free to call Sean Carroll, Director of BC3 @ Lawrence Crossing at 724-287-8711 Ext. 7006 or email sean.carroll@bc3.edu.

**Only complete application packets will be considered for admission. It is the student’s responsibility to submit all required documentation and their confirm receipt. Application packets may be dropped off in person to BC3 @ Lawrence Crossing during business hours or mailed to the following address:**

BC3 @ Lawrence Crossing  
Attn: Sean Carroll, Director  
2849 W State Street  
New Castle, PA 16101
Student ID# (if known): ____________________________
Social Security Number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
Name: _________________________________________
Last First Middle
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: / /

In order to gather information required by state and federal agencies, we are requesting that you provide the following information. Your answer to these questions will in no way affect your admission status. Further, this information will be held confidential and used only for statistical purposes.

Do you consider yourself to be Hispanic / Latino? YES / NO

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

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
Program of Study: 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 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.

Do you need to take placement tests? (Check all that apply) Students are required to complete placement testing, however, may be exempt based on the following:
☐ 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 passed with a “3” or higher
☐ AP Math Statistics or Calculus AB/BC – exam passed with a “3” or higher
☐ ACT English Score _______ ☐ SAT EBRW Score _______
☐ ACT Math Score _______ ☐ SAT Math Score _______

What is your intended term of enrollment? (Please circle one)
FALL (August) SPRING (January) SUMMER (May)
2018 2019 2019
2019 2020 2020
What is your BC3 educational goal? (Select only one)
☐ Complete associate degree with the intent to transfer to another college
☐ Take courses at BC3 with the intent to transfer to another college
☐ Complete associate degree with the intent to seek employment
☐ Complete workplace certificate / certificate
☐ Attend BC3 as a guest student while enrolled concurrently at another college
☐ Uncertain

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

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)

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

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.
The College shall take affirmative action to ensure (1) that it does not discriminate against an employee or applicant because of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; and (2) that it does not discriminate in the employment of administrators on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, 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 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, age, sex, sexual orientation, or gender identity or expression, 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.

Butler County Community College is committed to 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, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations. 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 coworkers 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, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations. 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 coworkers as a result of such complaint(s).

The College shall take affirmative action to ensure (1) that it does not discriminate against an employee or applicant because of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; and (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, age, sex, sexual orientation, or gender identity or expression, 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, age, sex, sexual orientation, or gender identity or expression, 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, age, sex, sexual orientation, or gender identity or expression, 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, age, sex, sexual orientation, or gender identity or expression, 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, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.
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 are required to submit a copy of their test scores as well and take 12+ college level credits to establish a 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 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 in to 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 a 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 @ Lawrence Crossing 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: ___________________________
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) upon recommendation of the Medical Assisting Education Review Board (MAERB) to assure validity for its graduates.

Applications for the fall 2019 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, age, sex, sexual orientation, gender identity or expression, 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 completed by the time of application review.
- “C” or better in 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 associate degree program if needed.
- “C” or better in MATH 090 – Developmental Algebra based on placement test scores for enrollment in the associate degree program if needed.
- Applicants must have a “C” or better in all Medical Assistant Program courses for acceptance and continuation in this selective 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.
- Have a satisfactory physical examination including tuberculin skin test, and proof of immunizations.
- Secure malpractice liability insurance (paid with tuition)
- Complete the Basic Life Support (BLS) for Healthcare Providers 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 2017 Job Placement Report show that 78.65% of BC3 graduates had a positive placement.
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.

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 115 4
- Medical Terminology AHEA 280 3
- Medical Law & Ethics AHEA 110 3
- *Coding I AHEA 218 3
- Clinical Medical Assisting I MAST 131 4
  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 4
  17

Summer
- *Medical Assistant Externship MAST 271 4

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.
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.

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Biology</td>
<td>BIOL 115</td>
<td>4</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>AHEA 280</td>
<td>3</td>
</tr>
<tr>
<td>Medical Law &amp; Ethics</td>
<td>AHEA 110</td>
<td>3</td>
</tr>
<tr>
<td>*Coding I</td>
<td>AHEA 218</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Medical Assisting I</td>
<td>MAST 131</td>
<td>4</td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>*Introduction to Pharmacology</td>
<td>MAST 133</td>
<td>2</td>
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<tr>
<td>*Insurance &amp; Reimbursement Methods</td>
<td>AHEA 127</td>
<td>3</td>
</tr>
<tr>
<td>*Medical Office Procedures</td>
<td>AHEA 140</td>
<td>4</td>
</tr>
<tr>
<td>*Medical Laboratory Procedures</td>
<td>MAST 120</td>
<td>4</td>
</tr>
<tr>
<td>*Clinical Medical Assisting II</td>
<td>MAST 132</td>
<td>4</td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Medical Assistant Externship</td>
<td>MAST 271</td>
<td>4</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
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<tr>
<td>*College Writing</td>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>*Business Mathematics</td>
<td>BUSN 121 or MATH 100</td>
<td>3</td>
</tr>
<tr>
<td>*or Intermediate Algebra</td>
<td>MATH 100</td>
<td></td>
</tr>
<tr>
<td>*Accounting for Managers</td>
<td>ACCT 110 or AHEA 126</td>
<td>3</td>
</tr>
<tr>
<td>or *Electronic Health Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Nutrition</td>
<td>FSVC 140</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Coding II</td>
<td>AHEA 219</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>COMM 201</td>
<td>3</td>
</tr>
<tr>
<td>*Study of the Disease Process</td>
<td>AHEA 220</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSYC 201</td>
<td>3</td>
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<tr>
<td>Physical Wellness</td>
<td>PHED 125</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

*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.