



## Medical Assisting Diploma (MA22)

### Program Description:

The Medical Assisting diploma program prepares students for employment in a variety of positions in today's medical offices. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting.

Be sure to review the [General Competitive Selection Procedures](#)<sup>1</sup> and [Competitive Selection Program Statistics](#).<sup>2</sup>

### Contact:

Prior to Competitive Selection:

[Advising@westgatech.edu](mailto:Advising@westgatech.edu)

**Melanie Strain, Program Director**

[Melanie.strain@westgatech.edu](mailto:Melanie.strain@westgatech.edu)

### Website:

<https://www.westgatech.edu/program-explorer/nursing-allied-health-sciences/medical-assisting/>

### Campus:

Murphy Campus

### Pre-Medical Assisting Admission Requirements

Competitive GPA must be at least a 2.5 in the Courses Required for Competitive Selection (100% of the process)

### Set the Track, Start the Track, Stay on Track

*Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer*

Prerequisite courses may rotate among the following locations: Carroll, Coweta, Douglas, LaGrange and Online

✓	Grade	Courses Required for Competitive Selection	S	CR	Notes & Milestones
Prerequisites must be passed with a "C" or higher					
The 3 courses are used to calculate your competitive GPA. Minimum GPA= 2.5					
All 3 courses must be completed with a "C" or higher and before the Application Deadline.					
		ENGL 1010 Fundamentals of English I	ALL	3	Substitution ENGL 1101
		MATH 1012 Foundations of Mathematics	ALL	3	Substitution MATH 1101, MATH 1103, MATH 1111, MATH 1113 or MATH 1131
		*ALHS 1090 Medical Terminology for Allied Health Sciences	ALL	2	

**\*ALHS 1090 must be completed within 7 years of the program/cohort start date.**

✓	Grade	Courses Required before the MA Cohort (The following courses must be completed before starting the MA program)	S	CR	Notes & Milestones
Prerequisites must be passed with a "C" or higher					
		PSYC 1010 Basic Psychology	ALL	3	Substitution PSYC 1101
		COMP 1000 Introduction to Computers	ALL	3	Substitution CISM 2201

Always check online <https://www.westgatech.edu/> and meet with your Advising Coach to ensure you are viewing the latest and most accurate information.

### Competitive Selection Deadlines

- The Medical Assisting program will admit once each year at the Murphy Campus.
- Application opens for submission on April 1<sup>st</sup> and closes on the deadline June 1<sup>st</sup> with a Fall semester cohort start date.

<sup>1</sup> <https://westgatech.smartcatalogiq.com/2023-2024/student-catalog/admissions/health-sciences-and-nursing-programs-general-procedures/>

<sup>2</sup> <https://www.westgatech.edu/admissions/getting-started/competitive-selection-process/>

## Competitive Selection Requirements

- Must attend Mandatory Information session with Advising Coach. ([advising@westgatech.edu](mailto:advising@westgatech.edu))
- Must be admitted to the college in good academic standing and regular status.
- Non-Georgia residents will be considered in the competitive selection process on a space available basis.
- Must complete the three (3) required courses with a minimum grade of “C” or higher and have at least a 2.5 competitive GPA (100% of the process).
  - ENGL 1010, MATH 1012, and ALHS 1090 are used to calculate the competitive GPA.
  - ALHS courses must be completed within seven (7) years of the program cohort start date.
- After acceptance into the Medical Assisting program a current CPR certification through the American Heart Association for Healthcare Providers-BLS (Basic Life Support) is required. The card will be reviewed by the program director. Online CPR certification will not be accepted.

## Possible Bonus Points: (Maximum 2 Points)

- One (1) point for shadowing at a medical office for a minimum of four (4) hours.
  - **Shadowing** is defined as “following a physician, nurse practitioner, registered nurse, practical nurse, office/practice manager, certified medical assistant or registered medical assistant, in a medical office.”
    - Submit an employer letter on company letterhead, including dates and times of shadowing experience, the job title, and a brief description of the duties of the staff member shadowed.
- Two (2) points for current state Certified Nursing Assistant Certification (CNA) or Registered Phlebotomy Technician (RPT) through the American Medical Technologists (AMT).
  - A copy of the certification must be attached to the Competitive Selection File Review Request Form.
    - *If the certification was obtained more than five (5) years ago, documentation of a minimum of one (1) year employment as a CNA or RPT within the last five (5) years must be provided.*
    - Submit an employed letter on company letterhead, including dates of employment, job title, and a brief description of duties.

## Competitive Selection Process

1. Must attend Mandatory Information session with WGTC Advising Coach. ([advising@westgatech.edu](mailto:advising@westgatech.edu))
2. Gather all supporting documentation and save electronically.
3. Complete [Competitive Selection File Review Request Form](#) and attach all supporting documents electronically that is required for your program on or before the deadline. (direct questions related to the form to [admissions@westgatech.edu](mailto:admissions@westgatech.edu))
4. Monitor student email and review competitive selection scoring sheet (this does not indicate acceptance or denial).
5. Allow 4-6 weeks from the program deadline date to receive acceptance or denial letter from the Admissions Office.
  - If accepted, respond to secure your seat in the program by the given deadline.
  - If denied, meet with an Advising Coach to determine next steps. Students not selected into the program cohort must submit a new Competitive Selection File Review Request Form and required documentation to be included in the next selection process for the same program or the selection process for another program.

## Right on Track Worksheet

**Campus and Deadline:** Murphy Campus- June 1<sup>st</sup> deadline for Fall cohort start

**Write the classes you need to take each semester:**

(Circle the appropriate semester and add year)

Starting Semester (Fall/Spring/Summer 202\_)

2<sup>nd</sup> Semester (Fall/Spring/Summer 202\_)

3<sup>rd</sup> Semester (Fall/Spring/Summer 202\_)

4<sup>th</sup> Semester (Fall/Spring/Summer 202\_)

5<sup>th</sup> Semester (Fall/Spring/Summer 202\_)

6<sup>th</sup> Semester (Fall/Spring/Summer 202\_)

**Check off the class once you have it accounted for on the left side:**

*\*Must complete the required 3 courses by the end of Spring Semester*

- ENGL 1010
- MATH 1012
- ALHS 1090

GPA must be at least a 2.5 in these 3 courses

**Calculate your Competitive GPA: \_\_\_\_\_**

- Use A, B, C, only, no D's or (+), or (-)
- GPA Calculator: <https://gpacalculator.net/college-gpa-calculator/>

**Courses required before Cohort starts:**

*\*Finish before the Fall Semester*

- PSYC 1010
- COMP 1000

Medical Assisting Curriculum (3 Semesters)			
Semester 1	S	CR	Notes and Milestones
			Prerequisites must be passed with a "C" or higher
MAST 1061 Front Office and Legal Implications	FA	6	Prerequisite MATH 1012, Hybrid
MAST 1080 Medical Assisting Skills I	FA	4	Traditional
MAST 1120 Human Diseases	FA	3	Online <i>*May complete before acceptance into the MA cohort. Offered every semester.</i>
Semester 2	S	CR	Notes and Milestones
			Prerequisites must be passed with a "C" or higher
MAST 1112 Insurance and Claims Management	SP	5	Hybrid
MAST 1090 Medical Assisting Skills II	SP	4	Traditional
MAST 1030 Pharmacology in the Medical Office	SP	4	Hybrid
Semester 3	S	CR	Notes and Milestones
			Prerequisites must be passed with a "C" or higher
MAST 1130 Medical Assistant Externship & Seminar	SU	8	<i>Monday, Tuesday, &amp; Thursdays 8am-5pm at Site Wednesday morning for Seminar</i>
		<b>34</b>	<b>Total Hours</b>

**Employment Opportunities:** <https://www.westgatech.edu/student-life/career-services/>

**Financial Aid by Program:** <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

As set forth in its student catalog, West Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, Assistant Vice President of Student Affairs 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Director, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, [Student504@westgatech.edu](mailto:Student504@westgatech.edu). Employees: Teresa Jiles, Assistant Director of Human Resources, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, [wgtcHR@westgatech.edu](mailto:wgtcHR@westgatech.edu).