



Future Intended Program: Medical Assisting (MA22)

Advisor Prior to Competition: advising@westgatech.edu

Program Director, Melanie Strain: melanie.strain@westgatech.edu

Pre-Medical Assisting Admission Requirements

Program Specifics

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

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

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

✓	Grade	Courses Required for Competitive Selection	S	CR	Notes & Milestones
		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	

All 3 Courses above must be completed with a "C" or higher and before the Application Deadline.

The 3 courses are used to calculate your competitive GPA. Minimum GPA= 2.5.

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

✓	Grade	Courses Required before the MA Cohort (Must complete before the MA program starts)	S	CR	Notes & Milestones
		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.

Admission Criteria for Medical Assisting (MA22)

Admission to West Georgia Technical College's Health Sciences and Nursing degree programs are based on a competitive selection process. There are minimum requirements for admission to individual Health Sciences and Nursing programs, and meeting minimum requirements does not guarantee admission to the program.

Non-Georgia residents shall be enrolled on a space-available basis and shall not displace any student desiring to enroll who is a resident of the state. This applies to programs with limited seating, such as competitive selection Health Sciences and Nursing programs and programs that have a waiting list. Please refer to the [In-State Residency section¹](#) of

¹<https://westgatech.smartcatalogiq.com/2023-2024/student-catalog/admissions/admissions-requirements-for-applicants/>

the catalog for more information regarding residency status. Learn more about [Health Sciences²](#) and [Nursing³](#) programs. Be sure to review the [General Competitive Selection⁴ Procedures](#) and [Competitive Selection Program Statistics⁵](#).

Competitive Selection Deadlines

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

Competitive Selection Requirements

- Must attend Mandatory Information session with Advising Coach.
- 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:

- 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.

² <https://www.westgatech.edu/program-explorer/health-services/>

³ <https://www.westgatech.edu/program-explorer/nursing/>

⁴ <https://westgatech.smartcatalogiq.com/2023-2024/student-catalog/admissions/health-sciences-and-nursing-programs-general-procedures/>

⁵ <https://www.westgatech.edu/wp-content/uploads/Competitive-Selection-Statistical-Data-2023-1.pdf>

Right on Track Playbook Worksheet-At a Glance



1. **Select Campus and Deadline:** Murphy Campus- June 1st deadline for Fall cohort start
 - *Must complete the required 3 courses by the end of Spring Semester*

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

(Circle the appropriate semester and add the year)

Starting Semester (Fall/Spring/Summer 202__)

2nd Semester (Fall/Spring/Summer 202__)

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

- **ENGL 1010** (3 credit hrs) [or ENGL 1101]
- **MATH 1012** (3 credit hrs) [or MATH 1111 or higher]
- **ALHS 1090** (2 credit hrs) **Medical Terminology**

GPA must be *at least* a 2.5 in these 4 courses
(100% of what the evaluator considers)

Calculate your Competitive GPA:

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

*Current Competitive GPA= _____

Courses required before the cohort starts:

(Complete no later than the summer you compete)

- **PSYC 1010** (3 credit hrs)
- **COMP 1000** (3 credit hrs)

3. **Do you have your CPR certifications? Yes or No**

CPR certified (American Heart Association for Healthcare Provider BLS)

4. **Are you going for any bonus points? Yes or No**

Competitive Selection Process

1. Must attend Mandatory Information session with WGTC Advising Coach.
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)
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.

Medical Assisting Program Curriculum (3 Consecutive Semesters)

Program Director, Melanie Strain: melanie.strain@westgatech.edu

Semester	Course Number	Course Name	Credit Hours	Notes and Milestones
1 st (Fall)	MAST 1061	Front Office and Legal Implications	6	Hybrid
	MAST 1080	Medical Assisting Skills I	4	Traditional
	*MAST 1120	Human Diseases	3	Online <i>*May complete before acceptance into the MA cohort. Offered every semester.</i>
2 nd (Spring)	MAST 1112	Insurance and Claims Management	5	Hybrid
	MAST 1090	Medical Assisting Skills II	4	Traditional
	MAST 1030	Pharmacology in the Medical Office	4	Hybrid
3 rd (Summer) <i>*10 weeks</i>	MAST 1130	Medical Assistant Externship & Seminar	8	<i>Monday, Tuesday, & Thursdays 8am-5pm at Site Wednesday morning for Seminar</i>
Total Hours			34	

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, Dean of Students 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, Student504@westgatech.edu, Employees: Teresa Jiles, Human Resources Manager, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, wgtchr@westgatech.edu.