



## Future Intended Program: Medical Assisting (MA22)

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### 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	<b>Substitution:</b> ENGL 1101
		MATH 1012 Foundations of Mathematics	ALL	3	<b>Substitution:</b> MATH 1101, MATH 1103, MATH 1111, MATH 1113 or MATH 1131
		*ALHS 1090 Medical Terminology for Allied Health Sciences	ALL	2	
		*ALHS 1011 Structure and Function of the Human Body	ALL	5	<b>Substitution:</b> BIOL 2113/BIOL 2113L and BIOL 2114/BIOL 2114L (averaged together)

**All 4 Courses above must be completed with a "C" or higher and before the Application Deadline.**

**The 4 courses are used to calculate your competitive GPA. Minimum GPA= 2.5.**

**\*ALHS and BIOL courses 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	<b>Substitution:</b> PSYC 1101
		COMP 1000 Introduction to Computers	ALL	3	<b>Substitution:</b> 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 diploma and degree programs is 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 section](#)<sup>1</sup> of the catalog for more information regarding residency status. Learn more about [Health Sciences](#)<sup>2</sup> and [Nursing](#)<sup>3</sup> programs. Be sure to review the [General Competitive Selection](#)<sup>4</sup> [Procedures](#) and [Competitive Selection Program Statistics](#)<sup>5</sup>.

### Competitive Selection Deadlines

- The Medical Assisting program will admit once each year at the Murphy Campus.
- The deadline to apply is June 1<sup>st</sup> for 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 five (5) required courses and labs 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, ALHS 1090, and ALHS 1011 are used to calculate the competitive GPA.
  - ALHS courses must be completed within seven (7) years of the program cohort start date.
- Must possess a current CPR certification through the American Heart Association for Healthcare Providers- BLS (Basic Life Support).
  - A copy of current CPR certification must be attached to the Competitive Selection File Review Request Form.
  - 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.

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

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

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

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

<sup>5</sup><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 1<sup>st</sup> deadline for Fall cohort start
  - o Must complete the required 5 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\_\_)

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

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

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

5<sup>th</sup> Semester – if needed – (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**
- **ALHS 1011** (5 credit hrs) **Structure and Function of the Human Body** [or the average of BIOL 2113, 2114 with labs]

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 including copies of current CPR card 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.

<b>Medical Assisting Program Curriculum (3 Consecutive Semesters)</b>				
Program Director, Melanie Strain: <a href="mailto:melanie.strain@westgatech.edu">melanie.strain@westgatech.edu</a>				
Semester	Course Number	Course Name	Credit Hours	Notes and Milestones
1 <sup>st</sup> (Fall)	MAST 1030	Pharmacology in the Medical Office	4	Hybrid
	MAST 1060	Medical Office Procedures	4	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 <sup>nd</sup> (Spring)	MAST 1010	Legal and Ethical Concerns in the Medical Office	2	Hybrid
	MAST 1090	Medical Assisting Skills II	4	Traditional
	MAST 1100	Medical Insurance Management	2	Hybrid
	MAST 1110	Administrative Practice Management	3	Online
3 <sup>rd</sup> (Summer) <i>*10 weeks</i>	MAST 1170	Medical Assistant Externship	4	<i>Monday, Tuesday, &amp; Thursdays 8am-5pm at Site</i>
	MAST 1180	Medical Assistant Seminar	4	Hybrid <i>Wednesday mornings</i>
<b>Total Hours</b>			<b>34</b>	

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) Coordinator, Dean of Students, 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182. ADA (Section 504) Coordinator for Students: Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, for Employees: Human Resources Manager, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182.