

*School of Health Sciences*

# Future Intended Program: Medical Assisting

*Advisor Prior to Competition:* [advising@westgatech.edu](mailto:advising@westgatech.edu)

*Program Director:* [robyn.knott@westgatech.edu](mailto:robyn.knott@westgatech.edu)

Complete	Courses Required for Competitive Selection (credits)	Course Name	Pre-requisite	Notes
<input type="checkbox"/>	ALHS 1011 (5)	Structure and Function of the Human Body	Regular status	ALHS courses must be completed within seven years of the program start date. Substitution: BIOL 2113/2113L and BIOL 2114/2114L (averaged together)
<input type="checkbox"/>	ALHS 1090 (2)	Medical Terminology for Allied Health Sciences	None	ALHS courses must be completed within seven years of the program start date
<input type="checkbox"/>	ENGL 1010 (3)	Fundamentals of English I	Program Admission	Substitution: ENGL 1101
<input type="checkbox"/>	MATH 1012 (3)	Foundations of Mathematics	Diploma program admission level math competency	Substitution: MATH 1101, MATH 1103, MATH 1111, MATH 1113, or MATH 1131
Complete	Courses Required before MA Cohort start (credits)	Course Name	Pre-requisite	Notes
<input type="checkbox"/>	PSYC 1010 (3)	Basic Psychology	Program Admission	Substitution: PSYC 1101
<input type="checkbox"/>	COMP 1000 (3)	Introduction to Computer Literacy	None	CISM 2201 may be used

## Deadlines

- The MA program will admit once each year at the Murphy Campus.
- The deadline to apply is **June 1** with a Fall Semester cohort start date.

## Competitive Selection Requirements

- 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 four required courses and labs (see above) with a minimum grade of C or higher.
  - ALHS courses must be completed within seven years of the program cohort start date.
- Competitive GPA must be a minimum of 2.5 (100% of the process).
  - Include the four required courses (see above) to calculate your competitive GPA (ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012).
- Must possess a current CPR Certification through the American Heart Association for the Healthcare Provider.
  - Online CPR certification will not be accepted.

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**Possible Bonus Points (maximum 2):**

- 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.”
  - If the student is requesting a bonus point, an employer letter of verification is required to be attached to the Competitive Selection File Review Request form.
    - The letter must be on company letterhead and include the dates and time of the shadowing experience, the job title, and a brief description of the duties of the staff member being 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 or licensure was obtained more than five (5) years ago, documentation of a minimum of one (1) year employment as a CNA or Phlebotomy Technician within the last five (5) years must be provided.
    - An employer letter of verification must be submitted on company letterhead and include the dates of employment, job title, and a brief description of duties.

**Competitive Selection Process:**

1. Gather all supporting documentation including **copies** of current CPR card and save electronically.
2. Submit the [Competitive Selection File Review Form](#)<sup>1</sup> and attach all supporting documents electronically on or before the deadline (direct questions related to the form to [admissions@westgatech.edu](mailto:admissions@westgatech.edu)).
3. Monitor student email and review competitive selection scoring sheet (this does not indicate acceptance or denial).
4. 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 Advisement to determine next steps.

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, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

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<sup>1</sup> <https://form.jotform.com/200435129379052>