



## Medical Assisting Program Admission Requirements

This program uses a competitive admissions process. The deadline to apply to the Fall 2021 Medical Assisting program is May 15, 2021.

All students interested in applying to the Medical Assisting program must be fully admitted to the College. Students must also have all transfer credit(s) entered into STC's Banner System by May 15, 2021. Admission into the program is competitive and based on the following admission criteria and deadlines. Meeting the minimum requirements for admission will not guarantee acceptance to the Medical Assisting program.

Students must complete the Health Care Assistant Technical Certificate of Credit (TCC)\*\* with one of the following specializations to be considered for admission into the Medical Assisting diploma program: Medical Front Office, Phlebotomy, Nurse Aide, Patient Care Technician, Central Sterile Processing or Basic Dental Assisting or designated Certificate.

Students who have completed the EMT Basic certificate and the Medical Coding/Insurance Data Entry Specialist are also eligible to apply.

### REQUIRED CLASSES for the HCA TCC\*

ENGL 1010 – Fundamentals of English	3 Credit Hours
MATH 1012 - Foundations of Math	3 Credit Hours
PSYC 1010 – Basic Psychology	3 Credit Hours
ALHS 1011 – Structure and Function of the Human Body	5 Credit Hours
ALHS 1090 – Medical Terminology	2 Credit Hours
COMP 1000 – Introduction to Computer Literacy	3 Credit Hours
ALHS 1040 – Introduction to Health Care	3 Credit Hours

*\*Higher level courses may be substituted where applicable*

A minimum GPA of 2.5 is required for entry into the Medical Assisting program. The six (6) courses used to calculate the Grade Point Average (GPA) are:

ENGL 1010 Fundamentals of English	<b>OR</b>	ENGL 1101 Composition and Rhetoric
MATH 1012 Foundations of Math	<b>OR</b>	MATH 1103/MATH 1111 or higher
PSYC 1010 Basic Psychology	<b>OR</b>	PSYC 1101 Introductory Psychology
ALHS 1011 Anatomy and Physiology	<b>OR</b>	BIOL 2113/ BIOL 2113L and BIOL 2114/ BIOL 2114L
COMP 1000 Introduction to Microcomputers		
ALHS 1090 Medical Terminology		

When a course is taken more than once, the highest grade earned will be used to calculate the GPA. Transfer credits will be included in the GPA calculation where applicable.

Applications are accepted online on the Medical Assisting webpage from April 1<sup>st</sup> through May 15<sup>th</sup> for Fall Semester start of the Medical Assisting diploma program.



## Medical Assisting Program Admission Requirements

Students must have completed/transferred the following six (6) required courses: ENGL 1010, MATH 1012, PSYC 1010, COMP 1000, ALHS 1011 and ALHS 1090 (or equivalents as noted above) by the end of Spring Semester 2021.

The TCC must be completed prior to the Start of the Fall 2021 MA program.

The online application closes on May 15, 2021.

The final cohort selection is based upon the highest GPA. The students with the highest grade point average will be accepted into the program.

In the event that there are not enough qualified applicants, all remaining applications will be reviewed at the end of the summer semester. Applicants who meet the minimum requirements (GPA and required courses completed) will be considered for a seat in the MA program.

\*\*Students who have completed the **Health Care Science Technical Certificate of Credit (TCC)** with a specialization in Surgical Technology or Dental Hygiene are required to complete the 6 courses or the equivalents needed to apply to the Medical Assisting program.

### **NOTE:**

1. All students must pay a \$25.00 application fee to the college bookstore in person or by phone in order for their application to be processed. The one-time fee of \$25.00 covers all health sciences applications for entry into a Fall 2021 semester program.
2. Students may be required to successfully pass a criminal background check and drug screen analysis before placement in clinical settings.
3. Student Residential Criteria for Competitive Admissions Programs: The following residential criteria is established for admission into the programs that admit students on competitive basis.
  - A. In accordance with TCSG Procedure 6.6.1p Student Tuition and Fees, Out of State Students shall be enrolled in the College on a space available basis and shall not displace any Georgia Student desiring to enroll in the College.
  - B. Military-affiliated students who are deemed eligible for HOPE grant or scholarship per Georgia Student Finance Commission regulations will not be considered out of state students for purposes of competitive program admission.
  - C. Out of State students who apply for competitive admissions programs shall be considered for admission on a space available basis. They shall not displace any student with a Georgia domicile who meets minimum requirements for admission to the program.



## Medical Assisting Program Admission Requirements

- D. Non-Citizen students who apply for competitive admissions programs shall be considered for admission on a space available basis. They shall not displace any student with a Georgia domicile, Eligible Non-Citizen or Out-of-State student who meets minimum requirements for admission to the program.

### Health Care Assistant Specializations and Stand-Alone Certificate Options

#### Medical Front Office Specialization Courses

BUSN 1440 – Document Productions	4 credit hours
BUSN 2340 – Medical Administrative Procedures	4 credit hours

#### Phlebotomy Specialization Courses

PHLT 1030 – Introduction to Venipuncture	3 credit hours
PHLT 1050 – Clinical Practice	5 credit hours

#### Nurse Aide Specialization Courses

ALHS 1060 – Diet and Nutrition	2 credit hours
NAST 1100 – Nurse Aide Fundamentals	6 credit hours

#### Patient Care Technician Specialization Courses

ALHS 1060 – Diet and Nutrition	2 credit hours
NAST 1100 – Nurse Aide Fundamentals	6 credit hours
PCTA 1100 - Skills Patient Care Technician*	6 credit hours
*Must be a Certified Nurse Assistant	

#### Dental Assisting Specialization Courses

DENA 1050 – Dental Microbiology	2 credit hours
DENA 1080 – Dental Biology	5 credit hours
DENA 1340 – Dental Assisting I	6 credit hours

### Stand-Alone Certificate Options

#### Medical Coding/Insurance Data Entry

BUSN 1440 – Document Production	4 credit hours
MAST 1120 – Human Pathological Conditions	3 credit hours
BUSN 1015 – Introduction to Medical Insurance	4 credit hours
BUSN 2370 – Medical Office Coding, Insurance, and Billing	3 credit hours



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### Central Sterile Processing Technician

CSSP 1010 – Central Sterile Supply Process	5 credit hours
CSSP 1020 – Central Sterile Supply Practicum	6 credit hours
CSSP 1022 - Central Sterile Practicum II	5 credit hours

### Emergency Medical Technician Basic Certificate

EMSP 1110 – Introduction to EMT Professions	3 credit hours
EMSP 1120 – EMT Assessment/Airway Management	3 credit hours
EMSP 1130 – Medical Emergencies for the EMT	3 credit hours
EMSP 1140 – Special Patient Populations	3 credit hours
EMSP 1150 – Shock and Trauma for the EMT	3 credit hours
EMSP 1160 – Clinical/Practical Apps for the EMT	1 credit hours

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