



Medical Assisting Degree Option Spring 2014

Program Location

Austell Campus

College Admission

Students seeking admission to the Medical Assisting Program must be fully admitted to the college by summer semester 2013 and enroll in the college's Healthcare Science Certificate to take pre-admission courses. Students must also have all transfer credit entered into CTC's Banner System by **Tuesday, August 13, 2013**.

Students interested in receiving an Associate's Degree in Medical Assisting must meet the college level general education requirements. Students meeting the criteria for the Associate's Degree will have the opportunity to petition for graduation to receive an Associate of Applied Science in Medical Assisting upon completion of all the degree requirements. **All students, regardless of pre-admission courses, will be awarded a Diploma. *****

Admission into the program is competitive and based on the following admission criteria and deadlines.

Pre-admission General Education Courses

The overall GPA of the eight (8) pre-admission courses listed below must be **2.5 or higher**. Courses must be completed or transferred into CTC's Banner system by **Tuesday, August 13, 2013** to be considered for admission into the program. Students may only take a class twice. The higher of the two grades earned will be used to compute the **competitive GPA**.

Course	Course Title	Credit	Grade
ENGL 1101	Fundamentals of English I	3	
BIOL 2113	Anatomy and Physiology I	3	
BIOL 2113L	Anatomy and Physiology I Lab	1	
BIOL 2114	Anatomy and Physiology II	3	
BIOL 2114L	Anatomy and Physiology II Lab	1	
ALHS 1090	Medical Terminology	2	
ALHS 1040	Introduction to Health Care	3	
COMP 1000	Introduction to Computers	3	

Additional Coursework

Complete the following classes or have transfer credit entered into CTC's Banner system **by Wednesday, December 18th** with a C or higher:

Course	Course Title	Credit Hours	Grade
MATH 1111 or MATH 1101	College Algebra* or Math Modeling*	3	
PSYC 1101	Introduction to Psychology	3	
BUSN 1440	Document Production	4	

*Any math course higher than MATH 1111 or MATH 1101 will be accepted.

In addition, students pursuing the Associates Degree will be required to complete the following general education courses with a **C or higher** before petitioning for graduation***.

Course	Course Title	Credit Hours	Grade
Humanities Elective*		3	
Any General Education Elective**		3	

*Humanities Elective- Select one: ENGL 2130, HUMN 1101, ARTS 1101, MUSC 1101, THEA1101, ENGL2110

**See Health Sciences webpage or catalogue for general education elective offerings

***Upon graduating from the MA program, all students will receive a Diploma in Medical Assisting. Students must again petition for graduation to receive the Associate of Applied Science in Medical Assisting. This will be awarded the following semester if all coursework has been completed. Students must take at least one general education course under the AAS in Medical Assisting program of study.

HOBET

Take the Health Occupations Basic Entrance Test (HOBET) Version 5.0 by **Tuesday, August 13, 2013**.

Students must achieve a total composite score of **52 or higher** in order to be considered for the program. A HOBET score is valid for five years and CTC will use the highest score.

A student may take the HOBET **two (2) times in a calendar year** and **must wait a minimum of 30 calendar days** in between attempts. If a student has more than one recent HOBET score the college will consider the higher score for admission into the program.

The HOBET is a standardized test that measures the student's ability in math, reading, grammar and science. A study guide and practice test can be purchased at www.atalliedhealth.com.

Application Session

To apply to the program you **must attend** an Application Session during summer semester 2013 to complete a program application. The sessions will be held at the Austell Campus. Dates, times and room locations for the Application Sessions are posted the Medical Assisting webpage.

Final Class Selection

In the event that there are more qualified applicants than the cohort can accommodate, the students' results on the HOBET will be used to select students for admission into the program.

Completion of the application process and prerequisite courses does not guarantee a student a space in the Medical Assisting program. Admission is competitive and is based on the student's results of each component of the selection criteria.

Academic Advisement:

Students should email a Health Sciences Advisor with questions about admission criteria or to schedule an advisement appointment:

Jennifer Dawkins	Jennifer.Dawkins@chattahoocheetech.edu	North Metro
Courtney Green	Courtney.Green@chattahoocheetech.edu	Canton, Appalachian
Melissa Rimoldi	Melissa.Rimoldi@chattahoocheetech.edu	Marietta