# MEDICAL ASSISTING
## Fall 2024 Entry
### Associate in Applied Science Degree - 68 Credit Hours
### Jamestown Campus

The Medical Assisting program has a selective admissions process with a limited enrollment of 35 students each fall. This packet will outline minimum criteria, program coursework, and the application/selection process. Before applying, it is recommended to review the Technical Standards and Essential Functions required for the program. Reading these standards carefully along with a realistic assessment of your own personality, interests, abilities, strengths, and weaknesses will ensure that you choose a program and career path that is a good fit for you.

*Please read the contents of this packet carefully and in its entirety, as some requirements are time sensitive.*

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## PROGRAM ADMISSION REQUIREMENTS

✓ **Complete the GTCC General Admission/Readmission Process (new and returning students).**
   - *Students currently enrolled at GTCC do not need to complete a new application for admission. These students will begin with the remaining steps and make sure the NC Residency is current.*
   - *See page 2 for details on this requirement.*
   - *It is **highly recommended** to have this step completed by June 28th.*

✓ **Complete the REQUIRED online Program Information Session by July 5th.**
   - *See page 3 for instructions for accessing the session.*
   - ***Sessions completed for previous admission cycles are NOT accepted.***

✓ **Demonstrate "college readiness" for English and Mathematics.**
   - *See page 3 to view options for meeting this requirement.*

✓ **Demonstrate BIOLOGY competency**
   - *See page 4 to view options for meeting this requirement.*

✓ **Submit the Fall 2024 Medical Assisting Program Application**
   - *Applications can be submitted **April 29th through July 12th**.*
   - *See page 4 for details on application submissions*

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Note: Meeting all criteria listed above does not guarantee acceptance to the program. However, all criteria must be met to apply and be considered for selection.

# PROGRAM CURRICULUM OUTLINE

| General Education Courses | | |
|---|---|---|
| *These courses may be taken prior to applying to the program to lighten the academic load and for possible award of ranking points.* | | |
| BIO 163 | Basic Anatomy & Physiology (must be completed 2014 or later) | 5 credits |
| ENG 111 | Writing & Inquiry | 3 credits |
| MAT 143 | Quantitative Literacy | 3 credits |
| PSY 150 | General Psychology | 3 credits |
| CIS 110 | Introduction to Computers (must be completed 2014 or later) | 3 credits |
| COM 231 | Public Speaking | 3 credits |
| Humanities/Fine Arts Elective | Select from: ART 111, **HUM 115\***, HUM 120, HUM 130, **or** MUS 110 **(HUM 115 is the preferred course for this program)**. | 3 credits |
| | **Total General Education Credits:** | **23 credits** |

| Medical Assisting Program Courses | | |
|---|---|---|
| *These courses are taken once accepted to the program.* | | |
| **Fall 2024** | | |
| MED 110 | Orientation to Medical Assisting | 1 credit |
| MED 114 | Professional Interaction in Health Care | 1 credit |
| MED 121 | Medical Terminology I | 3 credits |
| MED 130 | Administrative Office Procedures I | 2 credits |
| **Spring 2025** | | |
| MED 118 | Medical Law & Ethics | 2 credits |
| MED 122 | Medical Terminology II | 3 credits |
| MED 131 | Administrative Office Procedures II | 2 credits |
| MED 140 | Exam Room Procedures I | 5 credits |
| **Summer 2025** | | |
| MED courses are not taught in the summer. Students typically take ENG 111 and MAT 143 this term if not already completed. | | |
| **Fall 2025** | | |
| MED 150 | Laboratory Procedures I | 5 credits |
| MED 240 | Exam Room Procedures II | 5 credits |
| MED 270 | Symptomatology | 3 credits |
| MED 272 | Drug Therapy | 3 credits |
| **Spring 2026** | | |
| MED 260 | MED Clinical Practicum | 5 credits |
| MED 262 | Clinical Perspectives | 1 credit |
| MED 264 | Medical Assistant Overview | 2 credits |
| MED 276 | Patient Education | 2 credits |
| | **Total Program Course Credits:** | **45 credits** |
| | **TOTAL CREDITS REQUIRED FOR DEGREE:** | **68 credits** |

# LIMITED ENTRY ADMISSION PROCESS – GTCC HEALTH SCIENCES PROGRAMS
# MEET PROGRAM ADMISSION REQUIREMENTS

## Complete the GTCC General Admission Process (New and Returning Students)

- **New and returning GTCC students must complete the GTCC general admission, including the North Carolina Residency Determination Service (RDS).** To get started, visit https://www.gtcc.edu/admissions-and-aid/apply-now.php
  - **Returning students=** students previously admitted to GTCC and have not been enrolled in courses for more than 12 months

- **Submit your official transcripts to the GTCC Admissions Office by email at transcripts@gtcc.edu.** Once received, transcripts are evaluated by GTCC's Admissions staff. Approved transfer credits will be added to your academic record as appropriate. (*Note: it is the responsibility of the applicant to ensure that all official transcripts have been received by GTCC's Admissions Department. Please visit https://transcripts.gtcc.edu/ to verify that your transcripts have been received*).
  - **Please allow a minimum of TWO WEEKS for evaluation to occur.** This process takes longer near the beginning or end of a semester. Transfer credits from regionally accredited colleges/universities must appear on your GTCC Student Planning transcript in order to be considered for meeting program requirements.
- **Activate your GTCC Titan Account.** You should be able to do this within 48 hours of completing your GTCC Application.
- **Need help with this requirement?** For assistance with activating your GTCC Titan Account, you can contact Student Tech Support https://www.gtcc.edu/help-center/student-tech-support.php#, or 1-866-826-3748.

## Complete the Required Online Program Information Session by 5pm, July 5th

Information Sessions completed for previous application cycles are <u>not</u> acceptable for purposes of meeting this requirement!

This session will provide you with a detailed overview of the program, faculty and student expectations, class schedules and clinical requirements, the minimum program admission requirements, submitting your program application, and the selection and notification process for the incoming class.

- **You must have an activated Titan account to access the information session.**

- Enroll yourself in the Limited Entry Health Programs Information Sessions Canvas course and go **to the Home page** to complete the **Fall 2024 Medical Assisting module** (**Do Not Go To Assignments**).

- You must pass the all three modules with a score of 100% to receive credit for completing this task and to access the program application. **Access to the module will be removed at 5pm on July 5th**

## Demonstrate College Readiness for English AND Mathematics

You must be able to demonstrate that you have achieved the appropriate levels of college readiness in both subject areas. The chart below shows options for meeting these requirements.

| COLLEGE ENGLISH READINESS | COLLEGE MATHEMATICS READINESS |
|---|---|
| ❐ **Option 1:** You have completed or received transfer credit for ENG 111.<br><br>❐ **Option 2:** You have completed or received waiver credit for <u>all</u> of the following: DRE 096, DRE 097, DRE 098<br><br>❐ **Option 3:** You have completed or received waiver credit for ENG 002 with a minimum grade of **P2**<br><br>❐ **Option 4:** You have completed or received waiver credit for ENG 011<br><br>❐ **Option 5:** An earned Associate or Bachelor's degree from a regionally-accredited institution<br><br>❐ **Option 6:** Completion of placement test within the past 10 years and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions!</u><br><br>❐ **Option 7:** Graduate of a US high school within the last 10 years, with a GPA of 2.8 or higher | ❐ **Option 1:** You have completed or received transfer credit for <u>one</u> of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math).<br><br>❐ **Option 2:** You have completed or received waiver credit for <u>all</u> of the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050<br><br>❐ **Option 3:** You have completed or received waiver credit for MAT 003 with a minimum grade of P2<br><br>❐ **Option 4:** You have completed or received waiver credit for <u>one</u> of the following: MAT 043, MAT 052, or MAT 071<br><br>❐ **Option 5:** An earned Associate or Bachelor's degree from a regionally-accredited institution<br><br>❐ **Option 6:** Completion of placement test within the past 10 years and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions!</u><br><br>❐ **Option 7:** Graduate of a US high school within the last 10 years, with a GPA of 2.8 or higher |

***If you are unsure whether you meet either of these requirements, it is YOUR responsibility to speak with an Academic Advisor in the Student Success Center for clarification PRIOR TO submitting your Program Application.**

**Demonstrate Biology Competency**

This requirement can be met in one of the following ways:

- College-level BIO/lab course with a "C" or better, completed within 10 years of program start date (since 2014)
    - The course must be reflected on your transcript in **Student Planning**.
- High school-level BIO/lab course with a "C" or better, completed the <u>2020-21</u> school year or later
    - Your high school transcript must be on file in Admissions.

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## SUBMITTING YOUR PROGRAM APPLICATION

**Program Applications will be accepted from April 29, 2024, through July 12, 2024, at 5pm.**

Once you have completed all of the program admission requirements, it's time to submit your program application. This will be completed electronically through the *Health Programs Information Sessions* course in Canvas. Once you have completed all three modules and assessments with a score of 100% the link for the application can be accessed starting April 29, 2024.

- Only one submission will be permitted for each applicant
- If applicable, you will upload documentation of other ranking criteria
- It is critical that you check your **Student Planning** transcript to make sure all coursework is accounted for, including transfer credits. Ranking points will only be given for courses that are on record. It is your responsibility to ensure all official transcripts have been submitted to Admissions and processed for transfer credits.
- Incomplete and/or ineligible applications will not be moved forward
- **Applications will not be reviewed by the Limited Entry Programs Office until after the July 12th deadline. It is important to make sure all requirements are met BEFORE submitting your application.**

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## PROGRAM APPLICANT SELECTION AND NOTIFICATION PROCESS

**Ranking and Selection Process**

One to two weeks following the July 12th deadline, all application submissions will be screened by the Limited Entry Programs Office to confirm all minimum criteria have been met. All applicants will be notified via GTCC email if their submission will be moved forward to the Selection Committee for the final ranking review.

The next 2-3 weeks following the initial screening, the Health Sciences Review Committee (comprised of Health Sciences Program Directors and faculty, Dean of Health Sciences, and Limited Entry Programs Office Staff) will review all eligible applications.

**Applicants are ranked using a points system and will be selected based on the total points earned (see below).** Ties will be decided based on the following criteria: 1) The total points earned in the "General Education Courses" ranking section; 2) The GPA of the last school attended, and 3) The date of the Limited Entry Program Application for the program of interest.

### CALCULATION OF POINTS FOR RANKING AND SELECTION

*(NOTE: Courses that have received "Pass/Fail" or "Satisfactory/Unsatisfactory" grades will be considered equivalent to a "C".)*

| GENERAL EDUCATION COURSES REQUIRED FOR THE DEGREE | Points Awarded |
|---|---|
| BIO 163 - Basic Anatomy & Physiology (completed 2014 or later) | A = 8; B = 4 |
| ENG 111 - Writing & Inquiry | A = 4; B = 2 |
| MAT 143 - Quantitative Literacy (a higher-level MAT course may substitute) | A = 4; B = 2 |
| PSY 150 - General Psychology | A = 4; B = 2 |
| CIS 110 - Introduction to Computers (completed 2014 or later) | A = 4; B = 2 |

| | |
|---|---|
| COM 231 - Public Speaking | A = 4; B = 2 |
| Humanities/Fine Arts Elective<br>Select ONE from: ART 111, HUM 115, HUM 120, HUM 130, or MUS 110 | A = 4; B = 2 |
| HUM 115 is the preferred Humanities/Fine Arts elective for the program. Applicants with an "A" or "B" in this course will receive an additional ranking point | 1 |

| ADDITIONAL COURSES NOT REQUIRED FOR THE DEGREE | Points Awarded |
|---|---|
| BIO 168 **and** BIO 169 with grades of "B" or higher completed 2014 or later. Points for each course are averaged for final point score.<br>*No points awarded if BIO 163 is completed with a "B" or higher.* | A = 8; B = 4<br>(**A+A =8; A+B=6;<br>B+B=4**) |
| SOC 210 Introduction to Sociology with a "B" or better | 3 |
| ACA 122 with a "B" or better | 1 |

**AP (Advanced Placement) courses:** applicants who earned AP credit for general education courses may earn ranking points based on the following criteria: **AP score of 5 = grade of "A"    AP score of 4 = grade of "B"**

**College Board scores must have been submitted to the GTCC Admissions Office to earn AP course credit**. Advanced Placement credits for BIO and CHM courses must have been awarded within ten years of the program's start date (since 2014).

| OTHER RANKING CRITERIA | Points Awarded |
|---|---|
| **College-Level Programs: Points awarded for HIGHEST level completed – TRANSCRIPT MUST BE ON FILE IN ADMISSIONS!** | |
| Completion of a Master's Degree or higher in any field of study from a regionally-accredited institution | 6 |
| Completion of a Bachelor's Degree in any field of study from a regionally-accredited institution | 4 |
| Completion of an Associate's Degree in any field of study from a regionally-accredited institution | 3 |
| Completion of a Diploma in a **HEALTH-RELATED** field of study from a regionally accredited institution | 2 |
| **Current Health-Related Certification/Licensure** (up to two separate items may be submitted) -- **MUST UPLOAD TO APPLICATION**. | |
| Must be from an officially recognized regulatory body. May attach up to two separate CURRENT certifications/licensures for one point each and a **maximum total of two points. CPR/First Aid/BLS and Certificates of Completion are NOT accepted.** | 1-2 |

| TOTAL RANKING POINTS | Points Awarded |
|---|---|
| General Education Courses Required for the Degree | |
| Additional Courses Not Required for the Degree | |
| Other Ranking Criteria | |
| **TOTAL RANKING POINTS EARNED:** | |

## Notification Process

Results will be sent electronically to the applicant's GTCC email address approximately 4 weeks after the application deadline.
It is the applicant's responsibility to check this email account frequently to avoid missing important communications from GTCC.

- **Applicants offered a seat must accept or decline a program position by submitting an Intent to Enroll Form within 5 calendar days of the date on the acceptance letter.** Failure to respond within the stated timeframe will result in the position being offered to an alternate.  Once a student declines a program position, the decision may not be reversed.

- **Applicants have 7 business days from the date of the notification letter to contest the results of the selection process.** The request for review of the results must be submitted in writing to the Dean of Health Sciences, (Mr. David Frazee drfrazee@gtcc.edu). The Dean will render a decision within 7-10 business days of receipt of the written request. **The Dean's decision is final.**

## PROGRAM ORIENTATION, ADVISING/REGISTRATION, AND ENROLLMENT

Once a position in a program of study is accepted, the student will then communicate with the Program Director regarding all matters related to program orientation, advising/registration, and enrollment.

The student is required to attend all program orientations, meetings, or other events scheduled prior to the start of classes. Failure to attend these meetings without prior approval from the Program Director will result in removal from the health program. An alternate student will be selected to fill the vacant position, as directed by the Program Director.

The student must enroll in program classes prior to the first day of the semester. Failure to enroll without prior approval of the Program Director will result in removal from the health program.

A student who enrolls in first-semester classes for the program and withdraws from the program or is dropped from the program that semester must complete the entire program admission process if he/she wishes to apply for a future program entry.

*The GTCC Health Sciences Limited Entry Process is not to be regarded as a contract between GTCC and students. GTCC reserves the right to change any provisions or requirements with adequate notice and minimum disruption to students.*

## Important Notes to Health Science Program Applicants

Program faculty reserves the right to revise or change course requirements in accordance with applicable state laws, college requirements, accreditation standards, and/or at the discretion of the faculty. By accepting admission into the program, the students agree to at all times abide by the program requirements and procedures as set forth in the Student Handbook and the respective course syllabus issued at the beginning of each term for each course. The student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the program. Changes made after the Handbook's publication will be posted as an addendum.

Most programs require students to have a criminal background check, a drug screen, and an OIG review (Office of Inspector General) upon admission. Healthcare agencies that are utilized for clinical and/or internship experiences require this evaluation. If a student is denied agency access due to a positive check or screening, the students may not be able to complete the clinical education experiences, which will result in the inability to continue in the health science program. Screening may also be required after graduation by examination boards, state licensing boards, and employing agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

Students must achieve a GPA of 2.0 or better to graduate. Students who receive a grade of "D" in a general education course (other than BIO ) can graduate as long as their GPA is at least 2.0. However, a grade of "D" in a general education course will not transfer to another institution, nor will GTCC accept a grade of "D" for credit from another institution. Students must achieve a "C" or better in BIO and MED courses. Students who do not achieve a "C" or better in these courses will be suspended from the program.

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**GTCC's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Medical Assisting Education Review Board (MAERB)**
9355 113th Street N., #7709 ⬧ Seminole, FL 33775-7709
727-210-2350 ⬧ www.caahep.org

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**If You Have Questions about the Health Sciences Limited Entry Admission Process, Please Contact:**
**Limited Entry Programs Office**
140 Hassell Health Technologies Center, Jamestown Campus ⬧ (336) 334-4822, ext. 50439 ⬧ limitedentry@gtcc.edu