

**MEDICAL ASSISTANT PROGRAM ADMISSION PROCESS FALL 2010**

- 1) Register for admission to the college
- 2) Declare Medical Assistant Program interest; (*students are not considered to be in the Medical Assistant Program certificate completion rotation until they have met all course requirements to enter the **Fall semester clinical courses: ALH 230 and ALH 235 as below***)
- 3) Meet Accuplacer (or other course placement determined by the college) basic math and English criteria:
  - a) COM 063 Reading for College or placement in COM 111 Business/Technical Communications or higher on Accuplacer Placement Test
  - b) COM 073 Essentials of College Writing or placement in COM 111 Business/Technical Communications or higher on Accuplacer Placement Test
  - c) Placement in NSM 052 Pre-Algebra or higher on Accuplacer Placement Test  
**OR meet** Corresponding ACT/SAT scores
- 4) If course placement criteria not met, student may enroll in appropriate remedial course/s to bring skill level up to criteria
- 5) Complete course prerequisites: (minimum GPA of 2.5 required-with no grade lower than 2.0)
  - a) **ALH 218** Medical Terminology
  - b) **NSA 101** Introduction to Anatomy and Physiology or NSA 105 Principles of Anatomy and Physiology
- 6) Complete required non-clinical courses (may be taken concurrently with course prerequisites) (**minimum GPA of 2.5 required-with no grade lower than 2.0**)
  - a) **ALH 232** Administrative I (**must be taken in classroom**)
  - b) **ALH 233** Administrative II (**must be taken in classroom**)
  - c) **BIP 222** Advanced Keyboarding - Medical
  - d) **COM 110** Interpersonal Communications
  - e) **COM 111** Business/Technical Communications
- 7) (**Fall semester**)- Student declares **Medical Assistant Program for certificate completion** and **meets all prior GPA criteria**  
(**minimum of 2.5 GPA required for program entry, minimum GPA of 2.5 must be maintained at each entry level, no grade can be lower than 2.0**)  
**Clinical courses must each be passed with a minimum of 2.5 (80%) and special professional behavioral grading criteria must be met**

**Program capped for entry at this point at 20 students**

- a) **ALH 230** Medical Office Laboratory Procedures
- b) **ALH 235** Medical Assistant Clinical I
- c) May take **ALH 250** Medical Law and Ethics concurrently (*this course may be taken along with prerequisites or other non-clinical courses*)

- 8) **(Winter semester)-Student meets all prior GPA criteria** (minimum of 2.5 required for program completion-no grade can be lower than 2.0)

**Clinical courses must each be passed with a minimum of 2.5 (80%) and special behavioral grading criteria must be met**

- a) **ALH 236** Medical Assistant Clinical II
- b) **ALH 205** Pharmacology (*must be taken in classroom*)
- c) **ALH 222** Disease Conditions (*must be taken in classroom*)

- 9) **(Summer semester)-Student meets all prior GPA criteria**

**AN OVERALL GPA OF 2.5 with instructor recommendations required for externship placement – no grade can be lower than 2.0**

- a) Complete Externship Preparations
- b) Complete **ALH 238** Medical Assistant Externship (*minimum of 2.5 required for course completion*)
- c) Must take **ALH 290** Medical Assistant Exam Review concurrently (*minimum of 2.5 required for course completion and completion of the **National Medical Assisting Certification Exam** is a course requirement*)