

**Medical Assisting
Certificate of Achievement (39 Credits)
For Students Seeking Admission to the Fall 2023 Program**

The Limited Entry Office will be responsible for managing the application process and the selection of students will be performed by an admissions committee. Qualified applicants must:

- Complete a Health Programs Orientation, meet with a Health Programs Advisor within 2 years of application deadline, and complete a Limited Entry Workshop within 2 years of application deadline (<https://www.csn.edu/health-programs-advising>)
- Have a high school diploma/transcript or GED transcript NOTE: International (non-US) diploma or transcript must be in English showing a graduation date and/or completion. If in a language other than English, the diploma or transcript must be evaluated through a NACES member organization (<https://www.naces.org/members>)
- Have a minimum cumulative GPA of 2.0 or better for program prerequisites

Applicants will be ranked and selected using a point system through which points will be awarded. Please see attached Selection Criteria sheet.

PROGRAM PREREQUISITE COURSES: These are courses that must be completed before a student is considered eligible for entry into the Program. FOR SELECTION PURPOSES, PREREQUISITE COURSES FOR LIMITED ENTRY PROGRAMS MAY BE ATTEMPTED THREE TIMES. ALL ATTEMPTS INCLUDING WITHDRAWALS, AUDITS AND GRADES WILL BE COUNTED. THE HIGHEST GRADE WILL BE USED FOR THE GPA CALCULATION.

Course	Title	Cr	Gen Ed Req.	Tech Prep	Min. Grade
COT 127B	Microsoft Office for Offices	3	Computing	No	C
ENG 100, 101, 110, 113	Composition I	3	English	No	C
HIT 118B	Language of Medicine	3	Technical Emphasis	No	C
MA 104B*	Introduction to Medical Assisting	<u>2</u>	Technical Emphasis	No	C
Total		11 Cr			

*Prerequisites or corequisites: ENG 100/101/110/113, COT 127B, and HIT 118B

IMPORTANT POINTS TO REMEMBER:

§Selection Occurs: Twice a year

§Program Begins: Fall 2023

§Application Deadline: **June 1, 2023**

-Applications must be received on or before the application deadline date. Late applications will not be accepted.

-Proof of completion of all program prerequisites must be in the Limited Entry Office by this date.

§Maximum number of students admitted:

- West Charleston Campus: 15
- Henderson Campus: 10

§Limited Entry Application Fee: **\$20 per application**

PROGRAM COURSES: Program courses are subject to revision and will not impact program admission.

<i>1st Semester</i>	<i>2nd Semester</i>	<i>3rd Semester</i>
MA 106B...4 cr The Body in Health and Disease	HIT 102B.....2 cr Coding for Medical Offices (Lec/Lab)	MA 130B...3 cr Clinical Externship
MA 107B...5 cr Medical Assistant Techniques I	MA 110B...5 cr Medical Assistant Techniques II	MA 131B...1 cr Externship Seminar
CLS 130B...2 cr Laboratory Procedures for Medical Assistants	MA 120B...3 cr Medical Office Management	MA 195B...2 cr Application of Medical Assisting Concepts
CLS 131B...1 cr Applied Laboratory Procedures for Medical Assistants		
Total..... 12 cr	Total..... 10 cr	Total..... 6 cr
		Total In-Program Course Credits: 28