

# Medical Assistant Program (0021)

## APPLICATION PLANNING GUIDE

Selection of qualified applicants for the Medical Assistant Program will be based upon a numerical ranking procedure, using COMPASS scores, computer literacy assessment/college computer course grades and percentage of those general education courses required for graduation with an AAS completed prior to admission with a grade of "B" or better. The program capacity is 28 at the Belleville campus and 24 at the Granite City campus. There are no waiting lists carried over from semester to semester; applications are made two times/year.

**Applications for Spring 2009** admission into the Medical Assistant program **are available from May 1, 2008 thru August 1, 2008 and for Fall 2009 from February 1, 2009 thru May 25, 2009.** This planning guide can help applicants develop a plan of readiness for this application period. Further information about program requirements and expectations should be reviewed in the College Catalog and/or at [www.swic.edu](http://www.swic.edu)

The COMPASS test is required prior to enrolling in any MA program pre-fixed courses. Schedule the COMPASS test as soon as possible to determine if developmental coursework is required for your enrollment in this program. Students must be eligible for ENG 101 and MATH 94 to enroll in MA courses and many of the general education courses in the AAS degree. The COMPASS assesses your proficiency in math, reading & writing, which is necessary to successfully complete the program. Sample questions are available at [www.act.org/compass/sample/index.html](http://www.act.org/compass/sample/index.html) and additional Math questions are available on the Success Center website at [www.swic.edu/successcenter/info.jsp](http://www.swic.edu/successcenter/info.jsp)

### **Section A – Prerequisites to Application - PRIORITY**

**For Spring 2009 admission, it is MANDATORY to have completed all the pre-requisite course(s)/computer literacy testing by the end of the Summer 2008 semester – unless the application period has been extended.**

**For Fall 2009 admission, it is MANDATORY to have completed all the pre-requisite course(s)/computer literacy testing by the end of the Spring 2009 semester – unless the application period has been extended.**

#### **How POINTS are assigned on the application to Pre-requisite courses:**

1. Students must demonstrate competency in Computer literacy – they can accomplish this through completion of either (1) OAT 146 OR (2) OAT 130 and OAT 131 and OAT 132 or (3) the Computer Literacy test.

#### **Suggestions for completing this requirement and increasing points earned in Pre-requisites Section:**

##### **For Spring 2009 Admission:**

- Schedule the Computer literacy test no later than April/May; this allows you the summer semester to enroll in OAT courses if needed. Contact the Testing Center to schedule an appointment; at Belleville Campus (618)235-2700, ext 5551, at Sam Wolf Granite City Campus call (618)235-2700, ext 6664. For questions about the test itself contact the program coordinator, Cheryl Hutchison at (618) 235-2700, ext 5332.
- If you scored low on the Computer literacy test, use the Summer 2008 semester to complete OAT 146 or enroll in the OAT 130/171, 131, and 132 combination.
- The higher the grade earned in these pre-req courses, the more points are generated on the application.

##### **For Fall 2009 Admission:**

- Schedule the Computer literacy test no later than June/July; this allows you the fall semester to enroll in OAT courses if needed. Contact the Testing Center to schedule an appointment; at Belleville Campus (618)235-2700, ext 5551, at Sam Wolf Granite City Campus call (618)235-2700, ext 6664. For questions about the test itself contact the program coordinator, Cheryl Hutchison at (618) 235-2700, ext 5332.
- If you scored low on the Computer literacy test, use the Fall 2008 and/or Spring 2009 semester(s) to complete OAT 146 or enroll in the OAT 130/171, 131, and 132 combination.
- The higher the grade earned in these pre-req courses, the more points are generated on the application.

## Section A – Prerequisites to Application - Continued

- 2 Document the most recent grade(s) for each course. If you are currently enrolled, enter “CE” for “grade” and estimate the points you will earn. Use the Points Key to calculate points for completion of either (1) OAT 146 OR (2) OAT 130 and OAT 131 and OAT 132 or (3) the Computer Literacy test score.

Points Key					
If you completed OAT 146 with the listed grade:	Your points will be:	OR If you completed OAT 130/171, OAT 131 & OAT 132 with the listed grade combinations:	Your points will be:	OR If you completed the Computer Literacy test with the listed score:	Your points will be:
A	4.00	A/A/A	4.00	90-100%	4.00
		Any combo of: 2 A's & 1 B	3.75		
		Any combo of: 2 A's & 1 C or 2 B's & 1 A	3.50		
		B/B/B or A/B/C	3.25	80-89%	3.25
B	3.00	Any combo of: 2 Bs & 1 C or 2 Cs and 1 A	3.00		
		Any combo of: 2 Cs & 1 B	2.75		
C	2.50	C/C/C	2.50	75-79%	2.50

	<u>Institution</u> <u>Course Taken</u>	<u>Semester/Year</u> <u>Completed</u>	<u>Grade(s)</u> <u>Earned</u>	<u>Points</u> <u>(use key)</u>
OAT 146	_____	_____	_____	_____/4 pt. max

OR	OR
OAT 130/171 _____	_____
AND	<b>Course Combination</b>
OAT 131 _____	<b>Points: ____/4 pt max</b>
AND	
OAT 132 _____	_____
OR	OR

Computer Literacy Test \_\_\_\_\_ /4 pt. max

**Total Points Section A:** \_\_\_\_\_/4 pt. max

## Section B – General Education Coursework

**It is not required to complete the listed general education courses prior to applying to the MA program.**

Students are eligible to earn additional points for having completed, prior to the application deadlines, the listed general education courses required for completion of the AAS in Medical Assistant.

### Suggestions for increasing points earned in the General Education Section:

#### For Spring 2009 Admission:

- You need to complete the COMPASS test much earlier to earn points in this section. By June 2008, it may be too late to earn points in this section unless the application period is extended. Complete the COMPASS test no later than July 2008. If the application period is extended, students will have the Fall 2008 semester to get developmental coursework and/or general education course(s) completed. (Points are not earned for developmental coursework, although completion of developmental courses will help prepare you for the reading, writing, and math skills needed to complete the MA certificate/degree.)
- If developmental coursework is not required, consider enrolling in BIOL 105 in the Fall 2009 semester (if the deadline is extended) to earn an additional point on your application. Remember, a grade of "B" or better is required for courses completed to earn points in this section.

#### For Fall 2009 Admission:

- Schedule the COMPASS test no later than June/July 2008 – this will allow time, if needed, to get developmental courses in ENG or MATH completed in the Fall 2008 and Spring 2009 semesters. (Points are not earned for developmental coursework, although completion of these courses will help prepare you for the reading, writing, and math skills needed to complete the MA certificate/degree.)
- If developmental coursework is not required, consider enrolling in BIOL 105 in the Fall 2009 semester to earn an additional point on your application, and a second class in the Spring 2009 semester. Remember, a grade of "B" or better is required for courses to earn points in this section.

### How POINTS are assigned on the application to General Education Coursework section:

- Record the semester, year and grade for each course you have completed (**the 10-year restriction does not apply**). Please Note: Courses with grades of "D" will not meet graduation requirements. If you are currently enrolled, enter "CE" for "grade" and estimate the credit hours you'll earn toward points.

	Credit Hours	Semester <u>Taken</u>	Year <u>Completed</u>	Grade <u>Earned</u>	Check box <u>for "B" or better grade</u>
BIOL 105	4	_____	_____	_____	<input type="checkbox"/>
ACCT 105 or ACCT 110	3	_____	_____	_____	<input type="checkbox"/>
ENG 101	3	_____	_____	_____	<input type="checkbox"/>
PSYC 151	3	_____	_____	_____	<input type="checkbox"/>
SPCH 151 or SPCH 155	3	_____	_____	_____	<input type="checkbox"/>
MGMT 213	3	_____	_____	_____	<input type="checkbox"/>
MGMT 214	3	_____	_____	_____	<input type="checkbox"/>
Suggested Elective*	3	_____	_____	_____	<input type="checkbox"/>
Human Relations Elective**	<u>3</u>	_____	_____	_____	<input type="checkbox"/>
TOTAL	28				

\*Approved subject areas listed in catalog. \*\*Courses are listed in catalog on AAS degree requirement page.

- Add the number of credit hours you've completed **with a grade of "B" or better**. Use the chart below to determine your points for Section B.

≥ 4 hours = 1 point  
 ≥ 7 hours = 2 points

≥ 10 hours = 3 points  
 = 15 hours = 4 points

**Total Points Section B:** \_\_\_\_\_ /4 pt. max

## **Section C - Final Ranking Score: (Total of Sections A + B)**

\_\_\_\_\_ /8 pts. max

Meeting the application deadlines is important in being successful in this process. Read all correspondence from the admissions office – they send notification if something is missing from your application file.

### **Reminder of deadlines & required supporting documentation:**

#### **For Spring 2009 Admission:**

##### **By August 1, 2008:**

- Application on file for Spring 2009 admission

##### **By September 1, 2008:**

- GED verification, High School and/or College transcripts  
COMPASS Assessment score placing you in ENG 101 & MATH 94
- Computer Literacy test results – only if Computer coursework of OAT 146 OR [OAT 130/171 & OAT 131 & OAT 132] are not completed.

#### **For Fall 2009 Admission:**

##### **By May 25, 2009:**

- Application on file for Fall 2009 admission

##### **By June 15, 2009:**

- GED verification, High School and/or College transcripts  
COMPASS Assessment score placing you in ENG 101 & MATH 94
- Computer Literacy test results – only if Computer coursework of OAT 146 OR [OAT 130/171 & OAT 131 & OAT 132] are not completed.

## **Quick Overview**

<b>If currently in High School:</b>	<b>If High School graduate:</b>
<ol style="list-style-type: none"> <li>1. Complete courses in word processing spreadsheets, and database management prior to senior year of high school to prepare for the computer literacy test.</li> <li>2. It is also recommended to have completed in high school: Algebra and English to be prepared for the reading, writing and math required in the program.</li> <li>3. In March/April of 2009 - Senior year, take the COMPASS test.               <ol style="list-style-type: none"> <li>a. If you test into ENG 101 and MATH 094, complete and submit MA application by May 25, 2009 for Fall 2009 admission.</li> <li>b. <i>If you test into development ENG or MATH, enroll in developmental courses in the Summer 2009 semester. (Apply for Spring 2010 admission by deadline of August 1, 2009).</i></li> </ol> </li> <li>4. In March/April of 2009, Senior year, take the Computer Literacy exam.               <ol style="list-style-type: none"> <li>a. If you score a 75% or better, complete and submit MA application by May 25, 2009 for Fall 2009 admission.</li> <li>b. <i>If you score lower than a 75% on the computer literacy exam, enroll in required OAT courses and apply for Spring 2010 admission by deadline of August 1, 2009.</i></li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Schedule and complete COMPASS test.</li> <li>2. COMPASS assessment indicates developmental courses required: <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If required, complete developmental course(s) in ENG and/or MATH.</i></li> <li>3. Schedule &amp; complete the required OAT pre-requisite courses or schedule Computer Literacy exam.</li> <li>4. When the above are completed, it is advised you check on the application status of the program. <i>If the above is completed by May, it is recommended you apply for a Fall admission into the program. If the above is completed July, it is recommended you apply for a Spring admission.</i></li> </ol>

Medical Assistant students are required to submit to background check and drug testing prior to clinical experience courses. Refer to college catalog for more information.

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