Fact Sheet for Medical Assisting

Program Ready Coursework:
- AHS 102 – Medical Terminology
- BIO 112 – Basic Anatomy and Physiology*
- ENG 101 – English Composition I
- MAT 155 – Contemporary Mathematics
- PSY 201 – General Psychology

*BIO 210 and BIO 211 will substitute for BIO 112, if the student successfully completes both BIO 210 and BIO 211 with a grade of “C” in each course. BIO 210 grade will be used to calculate program ready GPA.

Minimum GPA and Course Grade Requirements:
- Minimum of 2.5 in Program Ready Coursework
  - Program Ready GPA Calculator can be found at https://websrv.ptc.edu/program_ready_gpa_calc
- Minimum 2.0 Overall PTC GPA
- Minimum grade of C in all Program Ready and General Education Coursework

Program Location and Duration
- Greenwood Campus
- Three consecutive semesters (12 months), after program admission

Program Application Process:
- Acceptance into PTC's Medical Assisting program is competitive and limited to 20 students to begin fall semester.
- Students apply May 1 – 16
- See Program Application Work Sheet on the website for breakdown of points and Program Application Fact Sheet on details about how and when to apply

General Technology:
- See General Technology Fact Sheet on the website for more information on:
  - Associate in Applied Science with Electives in Medical Assisting
Degree: Health Care Certificate - Medical Assisting Track (HCMA)  
Recommended coursework to complete Health Care Certificate

### A. Required Course Information

<table>
<thead>
<tr>
<th>Course Abbreviation</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Basic Anatomy and Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>AHS 180</td>
<td>Health Careers Preparation</td>
<td>3.0</td>
</tr>
<tr>
<td>AHS 102</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Subtotal** 19.0

### Elective Course Information:

- **AHS 155** Special Topics in Health Care **OR** 3.0
- **AHS 163** Long Term Care 5.0 3.0-5.0

**Choose (3-7) credits from:**

- **AHS 170** Fundamentals of Disease 3.0
- **AHS 205** Ethics and Law for Allied Health Professionals 3.0
- **AHS 161** Introduction to Health Careers (college prep) 1.0
- **COL 103** College Skills (optional) 3.0 3.0-7.0

**Choose (3-9) credits from:**

- **SPC 205** Speech Communications 3.0
- **CPT 101** Introduction to Computers 3.0
- **PSY 203** Human Growth and Development 3.0
  - Elective Humanities/ Fine Arts 3.0

**Subtotal** 3.0-9.0

### C. Undefined Electives

**Total Credits** 28.0-40.0

*Updated: 6/27/2019*