

## 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](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 is 4-5 days a week, in person, during the day. Clinicals may be nights and weekends.

### 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 Worksheet** on the website for breakdown of points.

Degree: **Health Care Certificate - Medical Assisting Track (HCMA)**  
Recommended coursework to complete Health Care Certificate

		Credit Hours
<b>A. Required Course Information</b>		
Course		
Abbreviation		
ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 155	Contemporary Mathematics	3.0
BIO 112	Basic Anatomy and Physiology	4.0
AHS 180	Health Careers Preparation	3.0
AHS 102	Medical Terminology	3.0
	Subtotal	19.0
<b>B. Elective Course Information:</b>		
AHS 155	Special Topics in Health Care <b>OR</b>	3.0
AHS 163	Long Term Care	5.0    3.0-5.0
<b>Choose (3-7) credits from:</b>		
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
<b>Choose (3-9) credits from:</b>		
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
<b>C. Undefined Electives</b>		
	Total	28.0-
	Credits	40.0