Medical Assisting Advising Guide

Portland Community College Cascade Campus – Allied Health

- Applications for the FALL 2018 program at the Cascade Campus accepted April 16 – June 22, 2018;
- Applications for the SPRING 2019 program at Willow Creek accepted October 22 – December 13, 2018
- See http://pcc.edu/programs/ma for program and application information
- For additional information contact Admissions: Amanda Gallo 971-722-5667 or healthca@pcc.edu

PREREQUISITE COURSES (MUST BE COMPLETED WITH A ‘C’ OR ‘P’ OR BETTER BY CLOSE OF APPLICATION PERIOD)

- WR 121 – English Composition
- MP 111 – Medical Terminology
- MTH 60 or MTH 58 – Introductory Algebra – 1st term or Math Literacy (Contact admissions if you have questions about which to take.)
- BI 121 – Introduction to Anatomy and Physiology – 1st term (or Bl 231-232)
- Recommended - A class such as CAS 133 – Basic Computer Skills and/or CAS 121- Computer Keyboarding (students required to type 45 WPM during the 1st term of program)

ADDITIONAL PROGRAM REQUIREMENTS RECOMMENDED TO TAKE PRIOR TO ENTRY INTO THE PROGRAM

- BI 122 – Introduction to Human Anatomy and Physiology II (or Bl 231-233)
- MP 135 – Pharmacology for Allied Health
- MP 140 – Intro to Health Law and Ethics
- Human Relations elective – Options: PSY 101, 201A, 202A, 215 or SOC 204 or – check with admissions

POINT SYSTEM USED FOR ADMISSION TO THE MEDICAL ASSISTING PROGRAM

<table>
<thead>
<tr>
<th>PREREQUISITE COURSEWORK</th>
<th>Points: A=6; B=4; C or P =2 Total Possible = 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>WR 121 – English Composition</td>
<td></td>
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<tr>
<td>MP 111 – Medical Terminology</td>
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<tr>
<td>BI 121 – Intro to Anatomy and Physiology (or highest grade out of BI 121 &amp; 122)</td>
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<tr>
<td>MTH 60 or MTH 58– Introduction to Algebra – 1st term or Math Literacy (or best grade in a higher math class)</td>
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ESSAY QUESTIONS: 200 – 400 words each

- Essay Question 1 – Why are you interested in Medical Assisting?
- Essay Question 2 – What role do you imagine diversity plays in the MA field? What experience do you have treating people equitably and respecting all people?

GRADING RUBRIC - ESSAYS

<table>
<thead>
<tr>
<th>Points</th>
<th>Essay 1</th>
<th>Essay 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Good sentence structure, spelling &amp; grammar, full length &amp; a well thought out reason for wanting to enter the MA program</td>
<td>Good sentence structure, spelling, grammar &amp; full length &amp; thoroughly understands the role diversity plays in the MA field; has extensive experience being inclusive &amp; equitable</td>
</tr>
<tr>
<td>3</td>
<td>Some grammatical, sentence structure or spelling errors, acceptable length &amp; has a good reason for pursuing the MA program</td>
<td>Some grammatical, sentence structure or spelling errors, acceptable length &amp;/or has an acceptable level of understanding of the role diversity plays in the MA field; some experience being inclusive &amp; equitable</td>
</tr>
<tr>
<td>1</td>
<td>Poorly written essay, unacceptable length and/or doesn’t have a good reason stated for pursuing the program</td>
<td>Poorly written essay, unacceptable length &amp;/or has limited understanding of the role of diversity in the field &amp; has little or no experience being inclusive &amp; equitable</td>
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</table>
SUPPLEMENTAL QUESTIONS – PROGRAM AND VOLUNTEER EXPERIENCE

Question 1 – Health field related experience
Question 2 – Experience working with computer software (MS office, etc.)
Question 3 – Experience working with customer or public service
Question 4 – Community volunteer experience

GRADING RUBRIC - QUESTIONS

<table>
<thead>
<tr>
<th>Points</th>
<th>Questions 1 &amp; 4</th>
<th>Questions 2 &amp; 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Has more than 100 hours of verifiable, high-quality experience that directly pertains to the question. Experience has been completed within the past 5 years</td>
<td>Has verifiable, high-quality experience that directly pertains to the question. Experience has been completed within the past 5 years</td>
</tr>
<tr>
<td>3</td>
<td>Has between 50 - 100 hours of verifiable experience that directly pertains to the question or the experience is 100+ hours but not deemed to be of high-quality. Experience completed within the past 5 yrs</td>
<td>Has verifiable, average-quality experience that directly pertains to the question. Experience has been completed within the past 5 years</td>
</tr>
<tr>
<td>1-2</td>
<td>Has some, but less than 50 hours of verifiable high or average-quality experience that directly pertains to the question or experience is more than 5 years old</td>
<td>Has verifiable, poor-quality experience that directly pertains to the question or experience is more than 5 years old</td>
</tr>
<tr>
<td>0</td>
<td>Is not filled out or the experience listed does not pertain to the question or is not verifiable</td>
<td>Is not filled out or the experience listed does not pertain to the question or is not verifiable</td>
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RECOMMENDATION FORMS

Recommendation Form 1
Recommendation Form 2

PRIOR APPLICATIONS

Applied for MA for Fall 2016 or later. Term ___________ Year ______________

WHAT IS NEEDED FOR THE APPLICATION

☐ Apply to Portland Community College
☐ Complete all prerequisite coursework with a “C” or better.
  a. You may apply if you are concurrently enrolled in prerequisites during the application period but your application will not be considered complete until all prerequisite course grades are recorded and completion is established.
  b. If your prerequisites are being completed at a school other than PCC, you are responsible for getting a new transcript sent for review within a week of the grade being posted.
☐ Review rubrics used to rate essays and supplemental questions here
☐ Complete the Medical Assisting Program application
☐ Obtain unofficial transcripts from previous schools. Official Transcripts are required if accepted to program
☐ Plan in place to pay for school. If applying for federal financial aid (www.fafsa.ed.gov) please note it can take up to three months to receive an award if eligible.

For a copy of the Medical Assisting Program Application or for additional information, please go the Medical Assisting website http://pcc.edu/programs/ma or contact Admissions Coordinator Amanda Gallo at healthca@pcc.edu or 971-722-5667