



Medical Assistant Program

Fall 2019 (Day)

Spring 2020 (Day and Evening)

The demand for Certified and Registered Medical Assistants exists with excellent placement, salary and benefits. Century College's Medical Assistant Program prepares you to become a multi-skilled professional who assists in patient care management. The program will help you to develop the critical skills needed to perform clinical, laboratory and administrative duties in clinics, hospitals, urgent care facilities and other health care agencies. You will also participate in a non-paid clinical externship under the direct supervision of a physician. Upon graduation, you are eligible to take the National Certification Exam of the American Association of Medical Assistants (AAMA).

To be successful as a Medical Assistant you must like working with people, enjoy doing a variety of duties, be able to multi-task, work in a fast environment and have excellent verbal and written communication skills. Personal qualities needed to succeed include, but are not limited to: punctuality, dependability, organization and ability to work as a team member.

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assistant Education Review Board (MAERB).

Application

- a) Complete the Century College Application including the \$20 application fee (if you are a new student).
Please note: Applicants to the Medical Assisting program must be admitted into Century College to be eligible for admission to the Medical Assisting program. All applicants must be in good standing with Century College to be eligible to enroll in the program.
- b) Applicants are required to have an official final high school transcript or GED transcript on file with the college prior to the application deadline. Students who have graduated from a high school outside of the United States must have their transcripts submitted through WES-World Education Services (www.wes.org) prior to the application deadline
- c) Complete the Century College Medical Assistant Program Application
- d) Complete the ACCUPLACER Course Placement Testing: see step 2 for placement requirements
- e) Meet all application requirements by the application deadline: see step 3 for required courses
- f) Complete the Century College Medical Assistant Program Applicant Checklist

Please submit all required documentation prior to the application deadline.

Deadline for Application

<u>Term</u>	<u>Deadline</u>
Fall Semester 2018	June 1, 2018
Spring Semester 2019	August 31, 2018

All applicants must have all required courses completed prior to the application deadline to be considered for the program. We reserve the right to conditionally admit students based on coursework currently in-progress (as indicated on college transcripts) with the understanding the courses will be completed successfully by the start of the semester they are admitted. We reserve the right to extend the application deadline if we are unable to fill the class with fully-eligible applicants by the application deadline.

Once the class size limit has been reached, all other qualified applicants will be placed on an alternate list and asked to resubmit an application for the next available start.

Please be aware that this program has a limited enrollment. If accepted, you will be asked to return an acceptance agreement to reserve your place in the class. Applicants not submitting their acceptance agreement form before the deadline will forfeit their place in the program.

All applicants will be notified by mail of their status in the program 4-6 weeks after the application deadline. You must maintain a current address with the Admissions Advisor, Star Poindexter, via e-mail: star.poindexter@century.edu, failure to do so may result in forfeiture of your place in the class.

Complete the Century College ACCUPLACER Course Placement Testing (if needed)

Your ACCUPLACER scores must meet the following minimums:

1. Reading course placement score of 78 or higher (college level)
 - OR completion of ENGL 0950 with a grade of C or higher
 - OR completion of RDNG 0940 with a grade of C or higher and qualifying English Placement Exam
 - OR completion of RDNG 0950 with a grade of C or higher and ENGL 0090 with a grade of C or higher
 - OR completion of ESOL 0051 with a grade of C or higher and ESOL 0052 with a grade of C or higher.
2. Arithmetic course placement score of 64 or higher or elementary algebra course placement score of 76 or higher
 - OR course placement score/ACT score placement into MATH 0070 or above
 - OR completion of MATH 0010 (previously) or MATH 0015 (previously) or MATH 0030 or MATH 0060 with a grade of C or higher.
 - We strongly encourage students who score below 64 to meet with an advisor or counselor to discuss their review and course options PRIOR to Math course placement retesting or registering for a Math course. Contact the Advising, Counseling and Career Center at 651.779.3285, West 2410.
 - Mathematics ACCUPLACER scores are valid for four (4) semesters from test date, excluding summer session (per ACCUPLACER Course Placement Policy). Students with test scores older than four semesters must retake the Mathematics ACCUPLACER exam.
 - If your scores place you below required levels you will need to complete the developmental coursework indicated by your course placement test before you are eligible to apply. You must earn a grade of C or better in all required developmental courses.

ACCUPLACER Course Placement testing should be taken at least two weeks prior to the application deadline, all testing must be completed by the application deadline. Please visit the Testing Center web page (<https://www.century.edu/admissions/testing-center>) for the ACCUPLACER schedule. Please keep in mind that the tests may only be taken **twice** in a twelve-month period, important: there is a \$10 retest fee required for a second test. Additional accommodations may be provided through the Access Center; call 651/779-3354 to see if you qualify for services. **Students must know their Century College student ID number and bring a current photo ID to the testing center.**

Application requirements

The following Century College courses or exact transfer equivalents must be successfully completed by the application deadline:

- BIOL 1024 Human Biology **or** BIOL 2031 and BIOL 2032
 - HLTH 1001 Medical Terminology, with a grade of C or higher
 - CAPL 1010 Introduction to Software Applications, with a grade of C or higher
- or**
- CSCI 1020 Introduction to Personal Computers and Information Systems, with a grade of C or higher (Applicants for the **Day Program** may take CAPL or CSCI along with their first semester courses, although it is preferred to be completed in advance.)

The following courses should be completed as soon as possible, and must be completed prior to completion of MEDA 1002 and 1012:

- COMM 1031 Interpersonal Communication **or** COMM 1051 Intercultural Communication
- ENGL 1020 OR 1021 English Composition, with a grade of C or higher
- PSYC 1020 General Psychology **or** PSYC 1041 Developmental Psychology **or** PSYC 1030 Psychology of Adjustment

NOTE: Applicants to the Spring semester evening program must have completed all general courses to be eligible for selection.

Students must also have a 2.0 Minnesota Transfer Curriculum (MnTC) GPA to earn the Medical Assistant Diploma.

Applicants are required to have an official copy of their final high school transcripts or GED transcript on file with the college prior to the application deadline. Students who have graduated from a high school outside of the United States must have their transcripts submitted through WES-World Education Services (www.wes.org) prior to the application deadline.

Any Request for Exemption to Admission Requirements/Appeal Selection Decision petitions must be approved by the program director, Michelle Blesi, prior to the application deadline. Please see an advisor for assistance with requests or petitions.

Official transcripts from non-Minnesota State institutions must be mailed directly to Century College and postmarked by the deadline date. For information regarding transcripts please contact the DARS/Transfer Office at 651/779-3908 or dars@century.edu

After admission: attend the program orientation

Attendance at the program's Student Orientation is mandatory for all students (new and returning) accepted into the Medical Assistant program. Failure to attend will result in your being dropped from the program roster and an alternate will be awarded your seat.

In the event you are admitted to the program, Century College will send a letter to inform you as to the date and time of the Medical Assisting program's New Student Orientation.

<u>General Education/ MnTC Requirements:</u>	<u>13 credits</u>	<u>Career/Occupational Requirements</u>	<u>5 credits</u>
Goal 1 Communication:	7 credits		
_____ ENGL 1020 Composition I OR	4	_____ HLTH 1001 Medical Terminology	2
_____ ENGL 1021 Composition I	4		
Select one of these COMM courses	3	Select one of the following computer courses:	3
_____ COMM 1031 Interpersonal Communication (Goal 7)		_____ CAPL 1010 Intro to Software Applications OR	
_____ COMM 1051 Intercultural Communication (Goal 8)		_____ CSCI 1020 Intro to Personal Computers and Information Systems	
Goals 3 or 4 Sciences/Math/Logical Reasoning: 3 credits		(Applicants for the Day Program may take CAPL or CSCI along with their first semester courses, although it is preferred to be completed in advance.)	
_____ BIOL 1024 Human Biology*	3		
*Students may also use BIOL 2031 <i>and</i> BIOL 2032 to meet program (Recommended if pursuing Nursing)			
Goal 5 History/Social/Behavioral Sciences: 3/4 credits			
Select <u>one</u> of these PSYC courses			
_____ PSYC 1020 General Psychology	4		
_____ PSYC 1030 Psychology of Adjustment	3		
_____ PSYC 1041 Developmental Psychology	3*/4		
*PSYC 1041 was 3 credits until Spring 2014.			

NOTE 1: CPR certification at the Health Care Provider or Professional Rescuer Level (EMS 1010 or equivalent) must be completed prior to the completion of MEDA 1001 Lab Techniques 1.

NOTE 2: All General and Career/Occupational requirements must be completed prior to MEDA 1780 Clinical Externship.

Schedule of Medical Assistant Courses

Fall 2019 DAY Start:

<u>Fall Semester</u> (August-December)	<u>Spring Semester</u> (January-May)	<u>Summer Semester</u> (May-August)
MEDA 1001 – Lab Techniques I (5 cr) ** MEDA 1011 – Clinical Assisting I (5 cr) MEDA 1020 – Admin. Procedures (4 cr) + MEDA 1030 – Pharmacology for Medical Assistants (3 cr) + (may be completed during the spring)	MEDA 1002 – Lab Techniques II (5 cr) MEDA 1012 – Clinical Assisting II (5 cr)	MEDA 1780 – Clinical Externship (6 cr) (300 hours) All other program courses and general education courses must be completed prior to externship

+ If not previously completed

** CPR Certification (Health Care provider—American Heart Association or Professional Rescuer—American Red Cross) must be completed **prior** to the completion of MEDA 1001 Lab Techniques 1.

Spring 2020 DAY Start:

<u>Spring Semester</u> (January-May)	<u>Fall Semester</u> (August-December)	<u>Spring Session</u> (January-March)
MEDA 1001 – Lab Techniques I (5 cr) ** MEDA 1011 – Clinical Assisting I (5 cr) MEDA 1020 – Admin. Procedures (4 cr) + MEDA 1030 – Pharmacology for Medical Assistants (3 cr) + (may be completed during summer or fall)	MEDA 1002 – Lab Techniques II (5 cr) MEDA 1012 – Clinical Assisting II (5 cr)	MEDA 1780 – Clinical Externship (6 cr) (300 hours) All other program courses and general education courses must be completed prior to externship

+ If not previously completed

** CPR Certification (Health Care provider—American Heart Association or Professional Rescuer—American Red Cross) must be completed **prior** to the completion of MEDA 1001 Lab Techniques 1.

Spring Evening 2020 Start:

<u>Spring Semester</u> (January-May)	<u>Summer Semester</u> (May-August)	<u>Fall Session</u> (August-December)
MEDA 1001 – Lab Techniques I (5 cr) ** MEDA 1011 – Clinical Assisting I (5 cr) MEDA 1020 – Admin. Procedures (4 cr) + MEDA 1030 – Pharmacology for Medical Assistants (3 cr) + (may be completed during the summer)	MEDA 1002 – Lab Techniques II (5 cr) MEDA 1012 – Clinical Assisting II (5 cr)	MEDA 1780 – Clinical Externship (6 cr) (300 hours) All other program courses and general education courses must be completed prior to externship

+ If not previously completed

** CPR Certification (Health Care provider—American Heart Association or Professional Rescuer—American Red Cross) must be completed **prior** to the completion of MEDA 1001 Lab Techniques 1.

Human Services Background Study

Minnesota Law requires any individual having contact with patients to complete a Human Services background study prior to starting the service learning project in MEDA 1011. An individual may be disqualified from having patient contact and would not be permitted to participate in the clinical externship. Contact the Minnesota Department of Human Services with any questions.

Social Security Notice:

Many colleges/universities, including Century College, use Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about system programs through data matches with other state agencies.

Data Privacy Notice:

The college is asking you to provide information that includes private and/or confidential information under state and federal law. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: (1) to other schools in which you seek to enroll, or are enrolled, if you are first notified of the release; (2) to federal, state and local officials for purposes of program compliance, audit or evaluation; (3) as appropriate in connection with your application for, or receipt of, financial aid; (4) to your parents, if your parents claim you as a dependent student for tax purposes; (5) if the information is sought with a subpoena, to an organization engaged educational research or accrediting agency. Minnesota State Colleges and Universities abide by the provision of Title IX and other federal and state laws forbidding discrimination on the bases of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity.

Immunization information:

Vaccination for Hepatitis B, MMR, Varicella, Tdap will be required prior to the start of MEDA 1012. A Mantoux Test is also required before clinical externship, specifics will be discussed at orientation. An annual Flu shot is also recommended and required at certain externship sites. Consult instructor regarding required tests or immunizations.

CPR requirement:

Students must be currently certified in CPR for the Health Care Provider-American Heart Association **or** Professional Rescuer—American Red Cross **prior** to the completion of MEDA 1001 Lab Techniques 1 in the Medical Assisting program.

Policy information:

A copy of the program's policy on hazardous materials, bloodborne and infectious diseases will be distributed at New Student Orientation.

You are encouraged to make a copy of this application.

SEND COMPLETED APPLICATIONS TO:

Century College Admissions Office

3300 Century Ave N
White Bear Lake, MN 55110

Application questions can be directed to *Star Poindexter* at star.poindexter@century.edu



This is a type-able form. You can type and print this page. However, you will not be able to save it unless you have the full version of Acrobat on your pc, or a freeware PDF print driver utility such as CutePDF which can be downloaded at <http://www.cutepdf.com>.

MEDICAL ASSISTANT PROGRAM APPLICATION

Completion of this application provides the information necessary to be considered for full admission to the Century College Medical Assistant program. THIS APPLICATION IS NOT A SUBSTITUTE FOR THE CENTURY COLLEGE APPLICATION FORM.

This application is for:			
Fall Semester	_____ (year)	DAY _____	
Spring Semester	_____ (year)	DAY _____	EVENING _____ (Indicate Preference)

Are you participating in an apprenticeship program? Which program: _____ HealthPartners _____ Fairview
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Name (Last, First, Middle)			
Century College Student ID # (required):		Social Security # (optional)	
Address	City	State	Zip Code
Home Phone	Cell Phone	e-mail address	

The following Century College courses or exact transfer equivalent must be completed by the application deadline. Please indicate the name of the course, where it was taken, the semester and grade.

COURSE	INSTITUTION	SEMESTER	GRADE
BIOL 1024 Human Biology or BIOL 2031 and BIOL 2032			
HLTH 1001 Medical Terminology, with a grade of C or higher			
CAPL 1010 Introduction to Software Applications, with a grade of C or higher OR CSCI 1020 Introduction to Personal Computers and Information Systems, with a grade of C or higher			

Applicants applying for the EVENING program must ALSO complete the following Century College courses or exact transfer equivalent prior to the application deadline. Please indicate the name of the course, where it was taken, the semester and grade.

COMM 1031 Interpersonal Communication or COMM 1051 Intercultural Communication			
ENGL 1021 English Composition, with a grade of C or higher			
PSYC 1020 General Psychology or PSYC 1041 Developmental Psychology or PSYC 1030 Psychology of Adjustment			

For your application to be processed, the following is required, if applicable:

1. Admission: Applicants to the Century College Medical Assistant program must first be admitted to Century College. If you have not previously attended Century College, please submit a Century College application with the \$20 application fee. (The \$20 application fee is only required for NEW Century College applications.) **This application is not a substitute for the Century College Application form.** NOTE: Applicants to Century College must be in good academic and financial standing at all previously attended Minnesota State institutions or college admission may be denied.

I am a current or former Century College student

Century College application has been submitted

2. High School Education: Applicants are required to have an **official copy** of their final high school transcripts or GED transcript on file with the college prior to the application deadline.

High Schools or GED *	State	Town or City	Graduation date

Official transcript has been requested

NOTE: Students who have graduated from a high school outside of the United States must have their transcripts submitted through WES-World Education Services (www.wes.org) prior to the application deadline.

3. College Education: Applicants must supply official transcripts for all post-secondary institutions at which they previously enrolled (even if no credit or clock hours were earned), and official transcripts for all post-secondary credits (including military, CLEP, and advanced placement). Credits earned must be from a Regionally Accredited institution(s). If you have attended a Minnesota State college or university, ask the DARS/Transfer Services Office (DARS@century.edu) to pull an E-transcript. Send official copies of all other non-Minnesota State institutions transcripts if not already done. Official copies of non-Minnesota State transcripts should be sent to **Century College** DARS/Transfer Services Office. All transcripts must be processed (printed) by the application deadline date.

Institution Name	Last Term Attended	Institution Name	Last Term Attended

All official transcripts have been requested

NOTE: International college credits must be evaluated by World Education Services, Educational Credential Evaluators ECE or other international evaluator.
 If you are an International Student did you apply for a World Education Services or ECE Educational Credential Evaluators transcript evaluation? **YES** _____ **NO** _____ **Not Applicable** _____

4. ACCUPLACER Course Placement Testing: Course placement scores are required to determine program readiness. Placement requirements are: Reading placement at college level and Math 0030 (Century College course). (Exemption to the Reading and Math assessment will be given in accordance with college policy. Please contact the Assessment Office at 651/779-3352 for details).

ACCUPLACER Course Placement Testing for placement in Reading and Math has been completed at Century College or submitted from another institution?

All developmental coursework for Reading and/or Math indicated by assessments has been completed. (All developmental coursework must be completed with a grade of C or better to qualify).

5. Have you filed a Century College Academic Petition or Request for Exception to Admission Requirements form?

YES _____ NO _____

Misrepresentation of application information is grounds for canceling application. I certify the information I have provided on this application form and all other admission application materials are complete, accurate and true to the best of my knowledge.

SIGNATURE REQUIRED: _____ **Date:** _____

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.

Century College is a member of the Minnesota State system. We are an affirmative action, equal opportunity employer and educator. This application can be made available in alternative formats for people with disabilities by calling 651.779.3354 (voice) or through the Minnesota Relay Service at 1.800.627.3529.