

Program Name: **Medical Office Assistant Administrative**

Applicant Name: _____
 ID#: _____

All College Cumulative GPA

4.00-3.50 10 points 2.99-2.75 4 points
 3.49-3.25 8 points 2.74-2.50 2 points
 3.24-3.00 6 points 2.49-2.00 1 point

GPA Maximum Points = 10 _____

ACT Score of 20 or more

Documented completion of a Bachelor's or Associate's degree will earn a candidate 5 points in lieu of the ACT score of 20 + Study 101, PSY 114, PSY 104 or READ 115 with a "B" or better will earn 3 pts.

ACT Maximum Points = 5 _____

Grade Points Earned in Prerequisite Courses (most recent grade)

(courses that are required prior to application to the program)

	A	B	C
HLTH 121	8	4	1
One semester high school word processing or TYPE 120	8	4	1

Prereq. Maximum Points = 16 _____

Grade Points Earned in General Education Courses (most recent grade)

(courses that can be taken before entering the program)

	A	B	C
BIOL 106 or BIOL 140 or (BIOL 145 and BIOL 146 average)	8	4	1
ENGL 105 or ENGL 110	8	4	1

Gen. Ed. Maximum Points = 16 _____

Previous Health Degree or Certificate or Licensure in Health Disciplines

Certified Nursing Assistant (10 pts); All other Health Careers (5 pts).
 (A copy of your license or other documentation must accompany your application)

D/C/L Maximum Points = 10 _____

Work/Volunteer Experience in a Health Field

The work/volunteer form must accompany your application.

26+ months work experience	10 points
12-25 months work experience	8 points
6-11 months work experience	6 points
100 hrs - 5 months work experience	4 points
100+ documented volunteer hours in a health field	3 points
Completion of HEOCC 111 ('B' or better)	2 points

Note: Part-time work hours will be converted using a 40 hour week.

W/V Maximum Points = 10 _____

Previous Application

5 points will be awarded to students who submitted an application in the previous year and were qualified to enter the Medical Office Assistant program.

Previous Application Maximum Points = 5 _____

Office Use Only 05-30-09

Total Points = _____