



Medical Assisting Program 2021 Application Packet

The goal of the medical assisting program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Medical Assisting program is a 21-month curriculum designed to prepare individuals to perform the duties of a medical assistant who functions in a acute care clinical setting or physician's office in the areas of medical office administration, clinical lab procedures, and examining room assisting. Upon completion of the program the graduate will be awarded an Associate of Applied Science degree.

The NICC Medical Assistant AAS program is accredited by the Commission on Accreditation of Allied Health Education programs (www.caahepg.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Enrollment is limited to 20 students per year and not every student who applies is admitted. A potential applicant who has not completed ENGL 1301 or ENGL 2311 prior to application must be eligible to enroll.

Prerequisite courses include BCIS 1305 Business Computer Application, MDCA 1313 Medical Terminology, MDCA 1205 Medical Law and Ethics. These courses must be completed with a minimum of a "C" prior to semester of entrance.

Submission of a completed application packet to the Medical Assisting program director: The application period is February 1, 2023 through April 30, 2023.

Attend a Medical Assisting Information Session (not required but highly suggested)

Schedule a face to face interview with Medical Assisting Faculty after submission of application packet.

Applicants must meet college admission requirements in the Northeast Texas Community College District as outlined in the college catalog. Applicants must have earned either a high school diploma or General Education Development (GED) certificate. For specific information, please refer to the college catalog found on the Northeast Texas Community College website at

Interviews will be scheduled after May 1, 2024. Notification letters or email are sent no later than May 30th. Complete application packets may be presented in person during Health Sciences Program office hours or postmarked during those filing periods.

NOTE: In the event that the last day of a filing period falls on a holiday or a Sunday when the campus is closed or when the post office does not postmark mail, complete application packets may be presented to the Director of Medical Assisting office in person by noon on the next regular business day.

When submitting your application by mail, address your envelope containing complete application materials to

**Dr. Tawny Nix
Medical Assisting Program Director
Northeast Texas Community College
P.O. Box 1307
Mc. Pleasant, TX 75466 1307**

When submitting your application in person, bring your envelope containing complete application materials to

**Northeast Texas Community College
Dr. Tawny Nix
Medical Assisting Program Director
University and Health Sciences Building**

Students pursuing a Health Sciences program who are either new to the college experience and/or need assistance with registration for prerequisite courses, TSI issues, placement testing etc., should consult an academic advisor in the College Career Center.

NICC's Medical Assisting program does not accept credit for experiential learning as credit for any Medical Assisting program courses

**MEDICAL ASSISTANT
(Associate of Applied Science)**

Prerequisites	Credits
BCIS 1305 Business Computer Application	3
MCA 1205 Medical Law and Ethics	2
MCA 1313 Medical Terminology	3
Total Credits	8

FIRST YEAR

First Semester	Credits
ENGL 1301 English Composition I or	
ENG 2311 Technical & Business Writing*	3
MCA 1421 Administrative Procedures	4
PSYC 2301 Intro to Psychology	3
MCA 1313 Medical Insurance	3
Total Credits	13

Second Semester

MCA 1317 Procedures in a Clinical Setting I	3
MCA 1302 Human Diseases/Pathophysiology	3
MATH 1312 Intro Statistics* or	3
MATH 1314 College Algebra or	
MATH 1324 Finite Math	
MCA 1309 Anatomy and Physiology for MA	3
MCA 1313 Pharmacology & Admin of Meds	3
Total Credits	15

Summer Semester

MCA 1360 Clinical Medical/Clinical Assistant	3
Total Credits	3

SECOND YEAR

First Semester (2nd Year)

MCA 1417 Procedures in a Clinical Setting II	4
MCA 1361 Clinical Medical/Clinical Assistant	3
MCA 1313 Pharmacology & Admin of Meds	3
Language, Philosophy and Culture Elective	3
Total Credits	13

Second Semester

MCA 1254 MA Credentialing Exam Review	2
PSYC 2314 Human Growth & Development	3
MCA 1362 Clinical Medical/Clinical Assistant	3
Total Credits	8

GRAND TOTAL 60

A minimum grade of 'C' is required in all courses

*Preferred course

General Information

CRIMINAL BACKGROUND CHECK:

The criminal background check reviews a person's criminal history prior to the date of his or her first clinical rotation. The following histories will disqualify an individual from consideration for a clinical rotation.

Felony convictions;

Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse);

Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances;

Registered sex offenders

- 6 Students who have been convicted of a felony may not be eligible to sit for the CMA exam. Contact the American Association of Medical Assistants at 1-800-228-2262 for more information.**
- 7 Students who are applying for Veteran Administration benefits through the financial aid office should request an "Educational Plan" from the Northeast Texas Community College Admissions Office.**

Financial Aid

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MEDICAL ASSISTING APPLICATION CHECKLIST



PROGRAM ADMSSION APPLICATION FORM

Application for: Fall 2024

Social Security No _____ Date _____

Print Name in Full _____
Last Name First Name Middle

Other Names Used (Maider) _____

Telephone Number _____ Email Address _____

Present Address _____
Number & Street (or R.R.) City State Zip

If you are a currently a registered student with NICC, Student ID Number: _____

Did you or will you graduate from high school?

YES
NO

If not graduated, have you completed a GED?

YES
NO Atte

Below give information concerning college, university or other schools attended

Name of School	City & State	Date Attended	Reason for Leaving

If you have ever attended a school of medical assisting please provide the following

Name of School	City & State	Date Attended	Reason for Leaving

Name _____

Point Calculation for Medical Assisting

Items for Consideration	Student Level/Grade/Score	Points Awarded
TSI Assessment (or equivalent)		
Math—		
Reading—		
Writing—		
COURSE WORK		
Medical Terminology (MDCA 1313) 5		
Medical Law and Ethics (MDCA 1305) 5		
BOS (BOS 1305)		
(1 point for each semester hour up to 15 semester hrs from the following list) English, Humanities, Math, Intro to Psychology, Human Growth & Development		
GPA: GPA = 3.5–4.0 GPA = 3.0		

Face to Face In 3 1305 e