



Unit of the Technical College System of Georgia - Equal Opportunity Institution

Medical Administrative Assistant Diploma

Campus Location:

North Metro

College Admission

Students seeking admission to the Medical Administrative Assistant (MAA) Program must be fully admitted to the college and enroll in the college's *Healthcare Assistant Certificate or Healthcare Science Certificate* to take pre-admission general education courses.

Students are required to complete all (or be in progress) six (6) pre-admission general education courses before entering the Medical Administrative Assistant Diploma program.

Pre-Admission General Education Courses

Complete the following classes with a grade of C or higher:

Subject	Course	Credits	Grade
ENGL 1010 OR ENGL 1101	Fundamentals of English OR Composition and Rhetoric	3 3	
PSYC 1010 OR PSYC 1101	Basic Psychology OR Introduction to Psychology	3 3	
MATH 1012 OR MATH 1111	Foundations of Math OR College Algebra	3 3	
ALHS 1011 OR BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L	Structure and Function of the Human Anatomy OR Anatomy & Physiology I Lecture Anatomy & Physiology II Lab Anatomy & Physiology II Lecture Anatomy & Physiology II Lab	5 3 1 3 1	
COMP 1000	Introduction to Computers	3	
ALHS 1090	Medical Terminology	2	

Academic Advisement:

Students should email a Health Sciences Advisor with questions about admission criteria or to schedule an advisement appointment.

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Marietta and North Metro Campuses

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Marietta and North Metro Campuses

Program Admission

Upon completion of all six (6) general education courses, students will complete an application for the desired semester start (fall or spring) and submit it to the **Health Sciences Office on the North Metro Campus** by the listed deadline date. This application is available on the MAA webpage.

Once received, course completion will be verified and the student's program will be changed to Medical Administrative Assistant. Students will receive an email from the HS Office indicating that their program has been changed.

All students accepted into the Medical Administrative Assistant program will be **required** to attend an Orientation Session. If you do not attend the Orientation, you will not be permitted to continue in the program. All students accepted into MAA program will be required to complete a background check and drug screen

Occupational Courses:

Students will complete the following courses with a grade of C or higher. Upon completion, students may petition for graduation to receive a Diploma in Medical Administrative Assistant.

Suggested course sequence:

Semester	Subject	Course	Credits
1 st	MAST 1060	Medical Office Procedures	4
1 st	MAST 1120	Human Pathological Conditions in the Medical Office	3
1 st	MAST 1010	Legal & Ethical Concerns of the Medical Office	2
1 st	MAST 1110	Administrative Practice Management	3
2 nd	MAST 1100	Medical Insurance Management	2
2 nd	MAST 2110	Medical Office Billing, Coding & Insurance	3
2 nd	MAST 2100	Electronic Medical Office Technology	2
3 rd	MAST 2150	Medical Administrative Assistant Seminar *All other MAST courses must be completed or in progress before enrolling in this course. *Co-requisite: MAST 2160	3
3 rd	MAST 2160	Medical Administrative Assistant Externship *All other MAST courses must be completed or in progress before enrolling in this course. *Co-requisite: MAST 2150	3

Note:

Not all courses may be available each semester.