

Health Sciences Program Admissions Guide

Medical Assistant Program

Program: Medical Assistant

Credential(s) Awarded: Fundamentals of Medical Assisting Certificate, Advanced Medical Assisting Certificate, Medical Assisting Diploma.

Program Webpage: <https://www.chattahoocheetech.edu/health-sciences/medical-assistant.html>

Program Location: 2 Locations: Marietta Campus, Appalachian Campus

Admissions Format: Open enrollment, fixed sequence. Courses have limited seats and are filled on a first come, first served basis. The program does not maintain a waiting list.

Students must complete the Fundamentals of Medical Assisting Certificate before enrolling in the Advanced Certificate. Students must enroll in all MAST courses at once for a given term, and cannot combine coursework between campuses.

Please note: the Medical Assistant Program includes a clinical experience in the first semester for course MAST 1130. Clinical courses have additional expenses and requirements; see [Requirements for Clinical Education](#) for more information.

Course Schedule: Medical Assisting Program schedule is full-time, Monday – Friday. Classes primarily in person with some hybrid/online portions.

Fundamentals of Medical Assisting Certificate: 1 semester, 18 credits.

Advanced Medical Assisting Certificate: 1 semester, 16 credits.

Diploma Length: Total 3 semesters, 48 credits.

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Steps to Enroll in the Medical Assistant Program

Step 1: Apply to Chattahoochee Tech and be accepted.

Go to the [College Admissions webpage](#) to apply.

Student 900# and email address is required to register for courses.

Step 2: Enroll in the Health Sciences Program courses.

Watch the Required Program Information Video before enrolling in Medical Assisting Courses.

No application is required for this program.

Student must be 18 years or older at time of program enrollment.

Follow the [College Academic Calendar](#) for enrollment dates and deadlines.

For assistance, contact the program [Academic Advisor](#) or email

Program Director, Marietta Campus: Dr. Jane Maitho, CCMA(NHA), MD
jane.maitho@chattahoocheetech.edu

Program Director, Appalachian Campus: Sonja Caspari, CMA (AAMA), BHA
scaspari@chattahoocheetech.edu

General Admissions: Health Sciences Admission at
HealthSciences.Admission@chattahoocheetech.edu

Medical Assisting Course Sequence

Courses are offered on two different campuses. Students must complete the Fundamentals of Medical Assisting Certificate before enrolling in the Advanced Certificate.

Students must enroll in all MAST courses at once for a given term. All courses must be taken on the same campus, including online courses.

Completion of the Advanced Certificate or Diploma is recommended to increase job opportunities, however students are not required to continue in the program after each certificate, and are not required to complete the Diploma.

Appalachian Campus

Term 1 - Fall		Credits
MAST 1061	Front Office and Legal Implications	6
MAST 1080	Medical Assisting Skills I	4
MAST 1112	Insurance and Claims Management	5
MAST 1120	Human Diseases	3
Fundamentals of MA Certificate Awarded		18
Term 2 - Spring		Credits
MAST 1030	Pharmacology in the Medical Office	4
MAST 1090	Medical Assisting Skills II	4
MAST 1130	Medical Assisting Externship & Seminar	8
Advanced Medical Assisting Certificate Awarded		16
Term 3 - Summer		Credits
General Core Course Area I: ENGL 1010 Fundamentals of English I or ENGL 1101 Composition and Rhetoric		3
General Core Course Area II: PSYC 1010 Basic Psychology or PSYC 1101 Introductory Psychology		3
General Core Course Area III: MATH 1012 Foundations of Mathematics or MATH 1111 College Algebra		3
COMP 1000 Introduction to Computer Literacy Exemption Testing may be available.		3
ALHS 1090 Medical Terminology for Allied Health Sciences		2
Medical Assisting Diploma Courses		14
		Credits
Total Credits Required for Diploma:		48

Marietta Campus

Term 1 - Spring		Credits
MAST 1061	Front Office and Legal Implications	6
MAST 1080	Medical Assisting Skills I	4
MAST 1112	Insurance and Claims Management	5
MAST 1120	Human Diseases	3
Fundamentals of MA Certificate Awarded		18
Term 2 - Summer		Credits
General Core Course Area I: ENGL 1010 Fundamentals of English I or ENGL 1101 Composition and Rhetoric		3
General Core Course Area II: PSYC 1010 Basic Psychology or PSYC 1101 Introductory Psychology		3
General Core Course Area III: MATH 1012 Foundations of Mathematics or MATH 1111 College Algebra		3
COMP 1000 Introduction to Computer Literacy Exemption Testing may be available.		3
ALHS 1090 Medical Terminology for Allied Health Sciences		2
Medical Assisting Diploma Courses		14
Term 3 – Fall		Credits
MAST 1030	Pharmacology in the Medical Office	4
MAST 1090	Medical Assisting Skills II	4
MAST 1130	Medical Assisting Externship & Seminar	8
Advanced Medical Assisting Certificate Awarded		16
		Credits
Total Credits Required for Diploma:		48

General Education Courses

General Education are listed in the recommended sequences. General Education courses may alternatively be completed in other terms, including before MAST courses.

Requirements for Clinical Education

The Medical Assistant Program includes a clinical experience in the first semester for course MAST 1130.

Students will receive communication via Chatt Tech student email from program faculty prior to the start of the semester. Students must respond to faculty communication and complete all requirements for clinical experiences prior to the deadlines provided. Not completing requirements by the deadlines may result in being unenrolled from Medical Assistant coursework or being unable to progress in the program of study.

Requirements include background check, drug screen, vaccinations, and CPR certification. Total estimated cost for these items is \$500 in addition to college tuition and fees.

Immunizations

Chattahoochee Technical College does not require vaccinations as criteria for admission and enrollment of students; however, immunizations are required for college health programs by our clinical partners. Students may not complete clinical rotations without meeting clinical site immunization requirements. All required vaccinations must be complete prior to starting clinical practice. Students completing internships or practicums in other majors must adhere to all job site vaccination guidelines. Clinical and job site requirements can and do change without notice or input from the College.

Program Completion

After successful completion of either the Advanced Medical Assisting Certificate or Diploma, students will be eligible to take a certification exam to earn Certified Clinical Medical Assistant (CCMA) credentials through the National Healthcareer Association (NHA).

Students are required to attempt the certification exam as part of the Advanced Medical Assisting Certificate. Certification exams are separate from college courses with distinct fees and registration.

Course Transfer Policy

The program does accept transfer credit for General Core courses taken at another institution. The program does not accept transfer credit for MAST Courses taken at another institution.