



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

Medical Administrative Assistant Diploma

Program Location:
North Metro Campus

MAA Program 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, Healthcare Science Certificate or Interdisciplinary Studies-Health Track* 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.

Required Pre-Admission Courses:

Complete the following pre-admission courses with a grade of C or higher:

| Course | Course Name | Credit | Grade |
|--|---|-----------------------|-------|
| ENGL 1010 or ENGL 1101 | Fundamentals of English or Composition and Rhetoric | 3 | |
| MATH 1012 or MATH 1111 or MATH 1103 | Fundamentals of Math or College Algebra or Quantitative and Reasoning | 3 | |
| PSYC 1010 or PSYC 1101 | Basic Psychology or Introduction to Psychology | 3 | |
| ALHS 1011 or BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L | Structure and Function of the Human Anatomy or Anatomy and Physiology I Anatomy and Physiology I Lab Anatomy and Physiology II Anatomy and Physiology II Lab | 5 3 1 3 1 | |
| COMP 1000 | Introduction to Computers | 3 | |
| ALHS 1090 | Medical Terminology | 2 | |

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 Diseases | 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 | ALHS 1140 | Health Care Communication | 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.

Academic Advisement:

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

| | | |
|-------------------------|--|--------------------------|
| Kayla White | Kayla.White@chattahoocheetech.edu | Marietta |
| Amy Lyle | Amy.Lyle@chattahoocheetech.edu | Marietta, Paulding |
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