



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

Medical Assisting Diploma & Degree

Spring Semester 2020

Program Location:
Marietta Campus

MA Program Admission:

Students seeking admission to the Medical Assisting (MA) Program must be fully admitted to the college for Summer Semester 2019. To take pre-admission courses, students should enroll in the college's *Healthcare Assistant Certificate, Healthcare Science Certificate or Interdisciplinary Studies-Health Track*.

The MA program has a competitive admission process. The selection criteria consist of Admission Points with a total value of **140 points**. See the MA Admission Points Criteria sheet for additional information.

Transfer Students / Transfer Credit:

If you are a transfer student, you must be fully admitted to Chattahoochee Technical College by Summer Semester 2019. The College's document deadline for Spring Semester 2019 is **Friday, May 10, 2019**.

If you are transferring college credit into Chattahoochee Technical College, official transcripts must be received by the college's document deadline, **Friday, May 10, 2019**.

Required Pre-Admission Course Work:

Complete the following pre-admission courses by **Monday, August 5, 2019**.

Course	Course Name	Credit	Grade
ENGL 1101 or ENGL 1010	Composition and Rhetoric or Fundamentals of English	3	
BIOL 2113	Anatomy and Physiology I	3	
BIOL 2113L	Anatomy and Physiology I Lab	1	
BIOL 2114	Anatomy and Physiology II	3	
BIOL 2114L or ALHS 1011	Anatomy and Physiology II Lab or Structure and Function of the Human Anatomy	1 5	
ALHS 1090	Medical Terminology	2	
MATH 1111 or MATH 1012	College Algebra Foundations of Math	3	

Additional Required Courses:

The following pre-admission courses must be completed or transferred into CTC's Banner system by **Friday, December 13, 2019** with a grade of "C" or higher:

Course	Course Name	Credit	Grade
PSYC 1101 or PSYC 1010	Introduction to Psychology Basic Psychology	3	
COMP 1000	Introduction to Computers	3	

Students pursuing the Associates Degree in Medical Assisting will be required to complete the following courses with a "C" or higher before petitioning for graduation.

Course	Course Name	Credit	Grade
Humanities Elective *		3	
Any General Education Elective		3	

**Humanities Elective- Select one: ENGL 2130, HUMN 1101, ARTS 1101, MUSC 1101, THEA 1101, ENGL 2110
See Health Sciences webpage or catalogue for general education elective offerings*

Upon graduating from the MA program, all students will receive a Diploma in Medical Assisting. Students must again petition for graduation to receive the Associate of Applied Science in Medical Assisting. Students must take at least one general education course under the AAS in Medical Assisting program of study.

Course Attempts and Point Calculations:

Students are allowed two attempts in the Anatomy and Physiology I and Anatomy and Physiology II and/or ALHS 1011 Structure and Function of the Human Body courses that will be awarded as admission points. Should a student attempt these classes more than twice, only the first two attempts will be considered when calculating admission points.

Application Session:

All students must attend an Application Session and complete a Program Application. Program applications are only given out at the Application Sessions. A schedule of the Medical Assisting sessions will be available at the beginning of Summer Semester 2019 and posted on the MA webpage. Late arrivals will not be permitted to enter the session.

Final Class Selection:

Final class selection is based upon the total number of admission points. The students with the highest point value will be accepted into the program.

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
Montreal Thomas	Montreal.Thomas@chattahoocheetech.edu	Marietta
Sarah Aitken	Sarah.Aitken@chattahoocheetech.edu	North Metro, Appalachian
Jeniffer Brennan	Jeniffer.Brennan@chattahoocheetech.edu	North Metro

Accreditation Information:

Chattahoochee Technical College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP is located at 25400 U.S. Highway 19 North Suite 158, Clearwater, FL. 33763. For more information, please visit the [CAAHEP Webpage](http://www.caahep.org)¹ or call 727-210-2350.

¹ www.caahep.org