



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 considered program ready. Students may directly enroll in the college's *Medical Administrative Assistant Diploma program of study* to complete the general education core and occupational courses. All students enrolled in the MAA program will be required to complete a background check and drug screen to participate in the externship requirement for this program.

Suggested Course Sequence:

The Medical Administrative Assistant (MAA) is not a cohort program, and students may take courses as the schedule permits. Below is a suggested course sequence, please note that any class that is unavailable in the desired semester, students will add that course to the following semester. All courses must be completed with a grade of "C" or higher.

Note:

Not all MAST courses may be available each semester.

Semester	Course	Course Name	Credit	Grade
1 st	ENGL 1010	Fundamentals of English	3	
1 st	MAST 1060	Medical Office Procedures	4	
1 st	MATH 1012 or MATH 1111 or MATH 1103	Foundations of Mathematics or College Algebra or Quantitative and Reasoning	3	
1 st	PSYC 1010 or PSYC 1101	Basic Psychology or Introduction to Psychology	3	
2 nd	ALHS 1011 OR BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L	Structure and Function of the Human Body Anatomy and Physiology I Anatomy and Physiology I Lab Anatomy and Physiology II Anatomy and Physiology II Lab	5 3 1 3 1	
2 nd	ALHS 1090	Medical Terminology	2	
2 nd	COMP 1000	Introduction to Computers	3	

Semester	Course	Course Name	Credit	Grade
2 nd	MAST 1010	Legal and Ethical Concerns in the Medical Office	2	
3 rd	ALHS 1140	Health Care Communication	3	
3 rd	MAST 1100	Medical Insurance Management	2	
3 rd	MAST 1120	Human Diseases	3	
3 rd	MAST 2100	Electronic Medical Office Technology	2	
4 th	MAST 1110	Administrative Practice Management	3	
4 th	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	
4 th	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	

Academic Advisement:

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

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