



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

## Medical Assisting Diploma & Degree

### Fall Semester 2021

Program Location:  
Appalachian Campus

#### MA Program Admission:

Students seeking admission to the Medical Assisting (MA) Program must be fully admitted to the college for Spring Semester 2021. 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.

All students must have a CTC GPA of **2.0** or higher to be considered for program admission. If a student has all transfer credit, and does not have a CTC GPA, this requirement does not apply.

#### Transfer Students / Transfer Credit:

If you are a transfer student, you must be fully admitted to Chattahoochee Technical College by Spring Semester 2021. The College's document deadline for Spring Semester 2021 is **Friday, November 20, 2020**.

If you are transferring college credit into Chattahoochee Technical College, official transcripts must be received by the college's document deadline, **Friday, November 20, 2020**.

#### Required Pre-Admission Course Work:

Complete the following pre-admission courses by **Tuesday, May 11, 2021**.

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

### Additional Required Courses:

The following pre-admission courses must be completed or transferred into CTC's Banner system by **Tuesday, August 3, 2021** with a grade of "C" or higher:

Course	Course Name	Credit	Grade
<b>PSYC 1101</b> or <b>PSYC 1010</b>	Introduction to Psychology or Basic Psychology	3	
<b>COMP 1000</b>	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
<b>Humanities Elective</b>	*	3	
<b>Any General Education Elective</b>	**	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. A third attempt in these courses will not exclude a student from applying to the program. A student's third attempt will not receive admission points towards competitive application.

### Application Session:

All students must attend a Virtual 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 Spring Semester 2021 and posted on the Medical Assisting webpage. Late arrivals will not be permitted to enter the session. For more information on the Virtual Application Process, select the Health Sciences Virtual Application Sessions Q & A found the Medical Assisting webpage.

### 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:

Advisor	Advisor Email	Location
Sarah Aitken	<a href="mailto:Sarah.Aitken@ChattahoocheeTech.edu">Sarah.Aitken@ChattahoocheeTech.edu</a>	North Metro, Appalachian
Montreal Thomas	<a href="mailto:Montreal.Thomas@ChattahoocheeTech.edu">Montreal.Thomas@ChattahoocheeTech.edu</a>	North Metro
Kayla White	<a href="mailto:Kayla.White@ChattahoocheeTech.edu">Kayla.White@ChattahoocheeTech.edu</a>	Marietta
Amy Lyle	<a href="mailto:Amy.Lyle@ChattahoocheeTech.edu">Amy.Lyle@ChattahoocheeTech.edu</a>	Marietta, Paulding

**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](#) or call 727-210-2350.