



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	

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.

Academic Advisement:

Students should email a Health Sciences Advisor with questions about admission criteria or to schedule an advisement appointment. For a list of Health Sciences Advisor visit the [Office of Advisement](#) webpage.

Program Director:

Ms. Deborah Bryant, MS Ed/PSY, CMA
Deborah.Bryant@chattahoocheetech.edu