



ChattTech

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

Medical Assisting Diploma & Degree

Spring Semester 2024

Program Location:

Marietta Campus

MA Program Admission:

Students seeking admission to the Medical Assisting (MA) Program must be fully admitted to the college. 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 Summer Semester 2023. The College's document deadline for Summer Semester 2023 is **Friday, May 12, 2023**.

If you are transferring college credit into Chattahoochee Technical College, official transcripts must be received by the college's document deadline, **Friday, May 12, 2023**.

Required Pre-Admission Course Work:

Complete the following pre-admission courses by **Monday, December 11, 2023**.

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	Anatomy and Physiology II Lab or	1	
ALHS 1011	Structure and Function of the Human Anatomy	5	
ALHS 1090	Medical Terminology	2	
MATH 1111 or MATH 1012	College Algebra or Foundations of Math	3	

Additional Required Courses:

Option 1: The following pre-admission courses must be completed or transferred into CTC's Banner system by **Monday, December 11, 2023**, with a grade of "C" or higher:

Option 2:

Students may complete during the 1st Semester of the Medical Assisting Program in addition to their four occupational Medical Assisting coursework.

*It is highly recommended to complete these courses prior to starting the MA Program

Course	Course Name	Credit	Grade
PSYC 1101 or PSYC 1010	Introduction to Psychology or 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, MUSC 2040, 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.

MAST Course Transfer Policy

A student who is enrolled in one of the following MAST courses at Chattahoochee Technical College and successfully completes the course with a grade of 'C' or higher will not be required to repeat these courses once accepted into the Medical Assisting Program.

According to the CAAHEP accreditation, students may be required to demonstrate in the Affective, Psychomotor, and Cognitive domains prior to going on externship.

- MAST 1010 – Legal and Ethical Concerns in the Medical Office
- MAST 1060 – Medical Office Procedures
- MAST 1100 – Medical Insurance Management
- MAST 1110 – Administrative Practice Management
- MAST 1120 – Human Diseases

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.

Application/Information Session:

All students must attend an Application/Information Session and complete a Program Application. Program applications are only given out at the Application/Information Sessions. A schedule of the Medical Assisting sessions will be available at the beginning of Summer Semester 2023 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. For a list of Health Sciences Advisor visit the [Office of Advisement](#) webpage.

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 9355 - 113th St. N, #7709, Seminole, FL 33775. For more information, please visit the [CAAHEP Webpage](#) or call 727-210-2350.