



## MEDICAL ASSISTING FIVE SEMESTER DIPLOMA

**MAJOR CODE: MA22    REQUIRED CREDIT HOURS: 54    CIP Code: 51.0801**

**Location:** DeKalb

**Program Description:** The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

The Georgia Piedmont Technical College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), upon recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, Commission on Accreditation of Allied health Education Programs, 25400 US Highway 19 North, Ste 158, Clearwater, FL 33763

Course Number	Course	Credit Hours	Pre/Co-Requisite(s)
MAST 1010	Legal and Ethical Concerns/Medical Office	2	Program Admission Co-req: MAST1060, MAST1080, MAST1120
MAST 1030	Pharmacology in the Medical Office	4	Pre-req: MATH1010, MAST1060, MAST1080, MAST1120 Co-req: MAST1090
MAST 1060	Medical Office Procedures	4	Co-req: MAST 1010, MAST1080, MAST1120
MAST 1080	Medical Assisting Skills I	4	Program Admission, Co-req: MAST1060, MAST1080, MAST1120
MAST 1090	Medical Assisting Skills II	4	Pre-req: ALHS1011, ALHS1090 Co-req: MAST1010, MAST1060, MAST1080, MAST1120
MAST 1100	Medical Insurance Management	2	Pre-req: MAST1010, MAST1060, MAST1080, MAST1120 Co-req: MAST1030, MAST1090
MAST 1110	Administrative Practice Management	3	Pre-req: MAST1030, MAST 1090, MAST 1100 Co-req: MAST1170, MAST 1080
MAST 1120	Human Pathology Conditions in Medical Office	3	Program Admission for MA or HIMT, ALHS1011 or ALHS1090
MAST 1170	Medical Assisting Externship	6	Pre-req: MAST1030, MAST1090, MAST1100, MAST1110 Co-req: MAST1180, MAST 1110
MAST 1180	Medical Assisting Seminar	3	Pre-req: MAST1030, MAST1090, MAST1100, Co-req: MAST1170, MAST 1110
ALHS 1090	Medical Terminology	2	Program Admission
ALHS 1011	Structure and Function of the Human Body	5	Program Admission
MATH 1012	Foundations of Mathematics	3	Refer to Catalog
ENGL 1010	Fundamentals of English I	3	Refer to Catalog
PSYC 1010	Basic Psychology	3	Refer to Catalog
COMP 1000	Introduction to Computers	3	Refer to Catalog
<b>Total</b>		<b>54</b>	

**Notes**

- Course descriptions, and required pre/co-requisites are available in the college catalog, which can be found online at <https://www.gptc.edu/current-students/course-catalog/>.
- Changes to program requirements can be made and will be properly communicated to students.

### **Gainful Employment Information**

- Gainful employment information for this program can be found at:  
<https://www.gptc.edu/Medical%20Assisting/MedicalAssistingGE.html>

### **Additional Information**

- As set forth in its student catalog, Georgia Piedmont Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status(except in those special circumstances permitted or mandated by law). Contact Lisa Peters, the ADA Coordinator at 404-297-0522, ext. 1154, ADA504Coordinator@gptc.edu or at the main DeKalb campus, 495 N.Indian Creek Drive, Clarkston, GA 30021, Room A-170; or Dr. Debra Gordon, the Title IX Coordinator, at 404-297-9522, ext. 1176, TitleIXCoordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkson, GA 30021 Room A103 for assistance.
- For more information about our graduation rates and other important program information, please visit our website at: <http://www.gptc.edu/wp-content/uploads/2018/02/Placement-rate-by-program.pdf>
- Georgia Piedmont Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science degrees, diplomas and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Piedmont Technical College. The Commission should be contacted only if there is evidence that appears to support Georgia Piedmont Technical College's significant non-compliance with Commission requirements or standards. Inquiries related to normal and ongoing College operations such as admission requirements, financial aid, programs, etc., should be addressed directly to Georgia Piedmont Technical College and not to the Commission on Colleges.