



Oakwood Campus | 2990 Landrum Education Drive | Oakwood, GA 30566  
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October 24, 2017

Dr. Belle Wheelan  
Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, GA 30033

Dear Dr. Wheelan:

Please be informed that Lanier Technical College plans to begin offering a Medical Administrative Assistant technical certificate of credit program at each of its five campuses, beginning January 2018.

The new program is a repackaging of existing curriculum: all eight courses in this 24-semester credit hour certificate program are currently offered within the college's Medical Assisting diploma program; the curricula for the proposed certificate and the Medical Assisting diploma are enclosed for your review. Depending on enrollment, the college may need to hire one or two additional adjunct instructors. Aside from this, no additional instructional resources or services will be required to deliver the proposed program.

Please respond with a letter indicating the Commission's judgment regarding LTC offering this program expansion.

Should you have any questions, please contact our Accreditation Liaison, Dr. Joanne Tolleson, at [jtolleso@laniertech.edu](mailto:jtolleso@laniertech.edu) or (678) 341-6640.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Ray Perren".

D. Ray Perren, D.S.L.  
President

km

Enclosure (2)

cc: Dr. Joanne Tolleson

# Medical Administrative Assistant Certificate Program MH71

Updated: 10/16/17  
Effective Term: 201814

## Curriculum

### Program-Specific Core – Total of 24 Hours

- ENGL 1010 *Fundamentals of English I* (3)
- ALHS 1011 *Structure/Function Human Body* (5)
- COMP 1000 *Introduction to Computers* (3)
- ALHS 1090 *Medical Terminology* (2)
- MAST 1010 *Legal/Ethic Concerns/Med Off* (2)\*
- MAST 1060 *Medical Office Procedures* (4)\*
- MAST 1100 *Medical Insurance Mgmt* (2)\*
- MAST 1110 *Administrative Practice Mgmt* (3)\*

### Total: 24 Hours

\*Core, ALHS, and COMP courses must be completed with a minimum GPA of 2.5 before beginning MAST coursework.

### Program Description

The Medical Administrative Assistant will work in the front office of a physician's office, clinic or other out-patient facilities greeting patients, answering the telephone, making appointments, and gathering information from patients for patient files. In addition, these individuals should possess good interpersonal and customer service skills - being courteous, professional, and helpful - are critical for this job. Being an active listener often is a key quality needed that requires the ability to listen patiently to the points being made, to wait to speak until others have finished, and to ask appropriate questions when necessary. In addition, the ability to relay information accurately to others is important.

### Program Specific Information

Students are accepted every semester based on course and space availability.

Core, ALHS, and COMP courses must be completed with a minimum GPA of 2.5 before beginning MAST courses.

MAST courses are only offered as daytime classes.

Students must complete ALL MAST COURSES with a grade of C or higher in order to graduate.

### Program Length & Availability

3 Semesters

Campus Availability: Oakwood, Forsyth, Barrow, Dawson, Jackson

### Admissions Requirements

- Must be 17 years of age.
- High school diploma or GED is required prior to admission.  
(*Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.*)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

### Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.

Contact a Financial Aid Counselor for eligibility requirements and application materials.

[Click here to jump back to Curriculum](#)

# Medical Assisting Diploma Program MA22

Updated: 9/30/2015  
Effective Term: 201614

[Click here to jump to Program Description,  
Admissions Requirements, and Financial Aid.](#)

## Curriculum

### Basic Skills – Total of 9 Hours

- ENGL 1010 *Fundamentals of English I* (3)
- PSYC 1010 *Basic Psychology* (3)
- MATH 1012 *Foundations of Mathematics* (3)

### Program-Specific Core – Total of 45 Hours

- ALHS 1011 *Structure/Function Human Body* (5)
- COMP 1000 *Introduction to Computers* (3)
- ALHS 1090 *Medical Terminology* (2)
- MAST 1010 *Legal/Ethic Concerns/Med Off* (2)\*
- MAST 1030 *Pharmacology/Med Office* (4)\*
- MAST 1060 *Medical Office Procedures* (4)\*
- MAST 1080 *Medical Assisting Skills I* (4)\*
- MAST 1090 *Medical Assisting Skills II* (4)\*
- MAST 1100 *Medical Insurance Mgmt* (2)\*
- MAST 1110 *Administrative Practice Mgmt* (3)\*
- MAST 1120 *Human Diseases* (3)\*
- MAST 1170 *Medical Assisting Externship* (6)\*
- MAST 1180 *Medical Assisting Seminar* (3)\*

### Total: 54 Hours

\*Core, ALHS, and COMP courses must be completed with a minimum GPA of 2.5 before beginning MAST coursework.

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website:  
<http://www.laniertech.edu/GE.aspx>

# Medical Assisting

## Diploma Program

### MA22

#### Program Description

The Medical Assisting program prepares students for employment in a variety of positions in a medical office. 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.

#### Program Specific Information

Students are accepted every semester based on course and space availability.

Medical Assisting is a full-time, day classes-only program.

Core, ALHS, and COMP courses must be completed with a minimum GPA of 2.5 before beginning MAST courses.

Students must complete ALL MAST COURSES with a grade of C or higher in order to graduate.

All courses must be completed prior to enrolling in MAST 1170 *Medical Assisting Externship*.

#### Program Accreditation:

The Lanier Technical College Medical Assisting programs at the Oakwood, Forsyth, and Winder-Barrow Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (CRB-AAMAE). CAAHEP, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350. Lanier Technical College does not accept credit for experiential learning.

#### Additional Admissions Requirements

Criminal background checks and drug screens are required for participation in clinical experiences.

#### Program Length & Availability

5 Semesters

Campus Availability: Oakwood, Forsyth, Barrow

#### Admissions Requirements

- Must be 17 years of age.
- High school diploma or GED is required prior to admission.  
*(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)*
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

#### Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.

Contact a Financial Aid Counselor for eligibility requirements and application materials.

[Click here to jump back to Curriculum](#)

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