

**Certificate****MEDICAL ADMINISTRATIVE ASSISTANT**

This certificate program provides training in medical office skills with a special emphasis on medical applications. Graduates gain an understanding of medical office processes and terminology, in addition to keyboarding, word processing, basic insurance coding, and billing.

**CURRICULUM SEQUENCE****First Semester - Fall**

AOT 105	Keyboarding	3
AOT 134	Office Communications	3
AOT 165	Information Processing Software	3
AOT 239	Computerized Office Accounting	3
or		
ACC 101	Accounting Principles I	
HIM 103	Introduction to Health Information Coding	3
	<b>TOTAL</b>	<b>15</b>

**Second Semester - Spring**

AOT 110	Document Formatting	3
AHS 102	Medical Terminology	3
or		
AOT 234	Administration Office Communications	
ENG 155	Communications I	3
HIM 105	Medical Office Communication Practice	3
	<b>TOTAL</b>	<b>12</b>

**Third Semester - Summer**

AOT 180	Customer Service	3
AOT 210	Document Production	3
AOT 261	Office Spreadsheet Applications	3
HIM 266	Computers in Healthcare	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>39</b>

For more information about gainful employment, visit: <https://www.hgtc.edu/righttoknow>.