

## 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

	Course Title	Semester Credit Hours
AOT 105	Keyboarding	3
AOT 134	Office Communications	3
AOT 165	Information Processing Software	3
AOT 239	Computerized Office Accounting	3
HIM 103	Intro to Health Info & 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
AOT 220	Medical Office Administrative Procedures	4
	<b>TOTAL</b>	<b>13</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>40</b>

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