

Medical Front Office Assistant Certificate Program MF21

Updated: 11/16/2016
Effective Term: 201714

Curriculum

Program-Specific Core – Total of 16 Hours

ENGL 1010 *Fundamentals of English I* (3)
COMP 1000 *Introduction to Computers* (3)
BUSN 1440 *Document Production* (4)
BUSN 2340 *Healthcare Admin Procedures* (4)
ALHS 1090 *Medical Terminology* (2)

Specific Occupational-Related Electives – Total of 7 Hours

ALHS 1011 *Structure/Function-Human Body* (5)
Choose a minimum of 2 Hours

Occupational-Related Electives

ALHS 1040 *Introduction to Health Care* (3)
ALHS 1054 *Spanish for Allied Health Workers* (3)
MAST 1100 *Medical Insurance Mgmt* (2)
MAST 1110 *Administrative Practice Mgmt* (3)

Total: 23 Hours

Program Description

The Medical Front Office Assistant certificate of credit is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician's office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in office technology.

Program Specific Information

Students are accepted every semester based on course and space availability.
Students must complete ALL COURSES with a grade of C or higher in order to graduate.

Program Length & Availability

2 Semesters
Campus Availability: Oakwood, Forsyth, Jackson, Barrow, Dawson, Online

Admissions Requirements

- Must be 16 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.

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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>