



**MEDICAL FRONT OFFICE ASSISTANT
TWO SEMESTER TECHNICAL CERTIFICATE OF CREDIT**

MAJOR CODE: MF21

REQUIRED CREDIT HOURS: 22

CIP Code:51.0801

Program Description: The Medical Front Office Assistant Certificate 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.

Number	Course Name	Credit Hours	Prerequisites/Corequisites
Technical Courses			
ALHS 1090	Medical Terminology /Allied Health Sciences	2	Pre-req: Program Admission
BUSN 1440	Document Production	4	Pre-req: BUSN1100, The ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors
BUSN 2340	Healthcare Administrative Procedures	4	Pre-req: ALHS1011, ALHS1090, BUSH1440, COMP1000
BUSN XXX3	BUSN Elective (3 Credits)	3	
BUSN XXX3	BUSN Elective (3 Credits)	3	
COMP 1000	Introduction to Computer Literacy	3	Pre-req: READ0097 or equivalent test score
General Studies Courses			
ENGL 1010	Fundamentals of English I	3	Pre-req: (ENGL0097 or Appropriate Placement Test Score), (READ0097 or Appropriate Placement Test Score)

BUSN Electives: BUSN1100, BUSN1180, BUSN1230, BUSN1250, BUSN1310, BUSN1320, BUSN1330, BUSN1340, BUSN2170, BUSN2220, BUSN2230, BUSN2240, BUSN2250

NOTES: Course descriptions are available in the college catalog which can be found online at <https://www.gptc.edu/catalog>. The curriculum is subject to modification to meet changing conditions.

Estimated Costs

Cost Item	#	Cost
Total Credits (\$89/credit) and Course Fees	22	\$2,043
Semester Fees (\$378/semester)	2	\$756
Books and Materials		\$969
Total Estimated Cost		\$3,768

NOTES: Credit cost assumes 15 or less credits per semester and both the credit cost and fees can change over time (see <http://www.gptc.edu/index.html> for latest tuition rate and fees). Books and materials are priced at current rates for new books from the college bookstore.

Gainful Employment Information: No gainful employment information available for this program.

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 <https://www.gptc.edu/gainfulemployment>.

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.