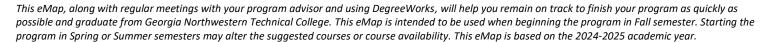
Healthcare Office Assistant (HFA1) Certificate eMap





1st set of suggested courses					
Course		Hours	Completed		
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6			
ENGL 1005	Applied Technical Communication	3			
COMP 1000	Introduction to Computer Literacy	3			

Students must start with BUSN 1010 or the alternate option, BUSN 2300 and BUSN 2310. All students starting C term or summer semester should be enrolled in BUSN 2300 and 2310. If students want a full-time schedule, add COMP 1000 and/or ENGL 1005/1010.

2 nd set of suggested courses					
Course		Hours	Completed		
BUSN 1015	Introduction to Healthcare Reimbursement (Prerequisite: BUSN 1010 only or one of the BUSN 2300 or ALHS 1090)	3			
BUSN 1440	Document Production	4			

BUSN 1015 fulfills part of the Guided Electives requirement for this certificate. Please see your advisor for additional course options.

3 rd set of suggested courses				
Course		Hours	Completed	
BUSN 2340	Medical Administrative Office Procedures (Prerequisite: BUSN 1010 only OR one of BUSN 2300 or ALHS 1090 and COMP 1000)	4		
BUSN 2350	Electronic Health Records (Prerequisite: BUSN 1010 only OR one of BUSN 2300 or ALHS 1090 and COMP 1000/ Corequisite: BUSN 1440)	3		

BUSN 2340 and BUSN 2350 fulfill part of the Guided Electives requirement for this certificate. Please see your advisor for additional course options.

Total Credit Hours: 26 Minimum Credit Hours Required for Graduation

Healthcare Office Assistant Certificate Planning Notes:

- Classes for this program are offered at all GNTC campuses (schedules may vary) and can be completed 100% online.
- If Learning Support Courses are needed, the timeframe for completion will be longer.

Additional information for the Healthcare Office Assistant Certificate and program requirements can be found at GNTC 2024-2025 Catalog.