

Medical Front Office Assistant (MF21)

Certificate eMap

This eMap, along with regular meetings with your program advisor and using DegreeWorks, will help you remain on track to finish your program as quickly as possible and graduate from Georgia Northwestern Technical College. This eMap is intended to be used when beginning the program in Fall semester. Starting the program in Spring or Summer semesters may alter the suggested courses or course availability. This pathway is based on the 2024-2025 academic year.



1 st set of suggested courses			
Course		Hours	Completed
ALHS 1090	Medical Terminology for Allied Health Sciences	2	<input type="checkbox"/>
OR	OR		
BUSN 2300	Medical Terminology		
COMP 1000	Introduction to Computer Literacy	3	<input type="checkbox"/>
ENGL 1005	Applied Technical Communications	3	<input type="checkbox"/>
BUSN 1440	Document Production	4	<input type="checkbox"/>

2 nd set of suggested courses			
Course		Hours	Completed
BUSN 2340	Healthcare Administrative Procedures	4	<input type="checkbox"/>
XXXX xxxx	Specific Occupational-Guided Elective (Recommended course: BUSN 2310, Anatomy and Terminology for the Medical Administrative Assistant)	3	<input type="checkbox"/>
XXXX xxxx	Specific Occupational-Guided Elective (Recommended course: BUSN 1015, Introduction to Healthcare Reimbursement)	3	<input type="checkbox"/>

Total Credit Hours: 22 Minimum Credit Hours Required to Complete Certificate

Medical Front Office Assistant Certificate Planning Notes:

- Classes for this program are offered at all GNTC campuses (schedules may vary) and can be completed 100% online.

Additional information for the Medical Front Office Assistant Certificate and program requirements can be found at [GNTC 2024-2025 Catalog](#).