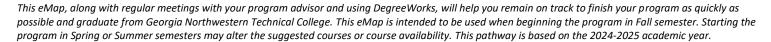
Medical Front Office Assistant (MF21) Certificate eMap





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

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

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.