

Medical Front Office Specialist (MJ71)

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.



1st set of suggested courses

Course		Hours	Completed
MAST 1060	Medical Office Procedures	4	<input type="checkbox"/>
MAST 1010	Legal and Ethical Concerns in the Medical Office	2	<input type="checkbox"/>
ALHS 1011	Structure and Function of the Human Body	5	<input type="checkbox"/>
ALHS 1090	Medical Terminology for Allied Health Sciences	2	<input type="checkbox"/>

2nd set of suggested courses

Course		Hours	Completed
MAST 1120	Human Diseases (Pre-Requisite: ALHS 1011 & ALHS 1090)	3	<input type="checkbox"/>
MAST 1100	Medical Insurance Management	2	<input type="checkbox"/>
MAST 1110	Administrative Practice Management	3	<input type="checkbox"/>

Total Credit Hours: 21 Minimum Credit Hours Required for Graduation

Medical Front Office Specialist Certificate Planning Notes:

- Courses for this program are offered at the Floyd County Campus or can be completed 100% Online. To fully complete the program online it is suggested that the 1st set of courses be taken in the Fall and 2nd set of courses in the Spring, to coincide with online course availability.
- During Spring semester, MAST 1060 is only offered in-person on the Floyd County Campus.
- MAST 1010 and MAST 1060 are offered in Fall & Spring semesters only
- MAST 1100 is offered in Spring and Summer semesters only
- MAST 1110 is offered in the Fall and Spring semesters only

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