

Business Healthcare Technology (BHT2)

Diploma 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 eMap is based on the 2026-2027 academic year.



1 st 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
MATH 1011 OR MATH 1012	Business Math OR Foundations of Math	3	☐
BUSN 1440 OR BUSN 1460	Document Production OR Keyboarding and Document Formatting (Prerequisite for 1460 is COMP 1000)	4	☐
BUSN 2340	Healthcare Administrative Procedures (COMP 1000; BUSN 1010 only OR must have completed both of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011) Corequisite: BUSN 1440	4	☐
PSYC 1010	Basic Psychology	3	☐

PSYC 1010 is the recommended course. Additional courses may be available to meet this requirement. See Course Catalog for more info.

The Program Advisor for BHT2 is Gina Stephens, gstephens@gntc.edu

Additional information for the Business Healthcare Technology Diploma and program requirements can be found at [GNTC 2026-2027 Catalog](#).

3 rd set of suggested courses			
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Georgia Northwestern Technical College is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

Georgia Northwestern Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees.

Course		Hours	Completed
BUSN 1015	Introduction to Healthcare Reimbursement (Prerequisite: BUSN 1010 only or one of BUSN 2300 or ALHS 10190)	3	☐
BUSN 2190	Business Document Proofreading and Editing (Prerequisite: ENGL 1005 or 1101/ Corequisite: BUSN 1440)	3	☐
BUSN 2350	Electronic Health Records COMP 1000; BUSN 1010 only OR must have completed both of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011	3	☐
BUSN xxxx	Occupational Guided Elective (see advisor)	3	☐

4 th set of suggested courses			
Course		Hours	Completed
BUSN 2375	Healthcare Coding (Prerequisite: BUSN 1010 only OR one of BUSN 2300 or ALHS 1090 and COMP 1000)	3	☐
ACCT 1100	Financial Accounting I	4	☐
BUSN xxxx	Occupational Elective (see advisor)	3	☐
BUSN xxxx	Occupational Guided Elective (see advisor)	3	☐

BUSN 2350 and ACCT 1100 are the recommended courses. Additional courses may be available to meet these requirements. See Course catalog for more info.

Total Credit Hours: 46 Minimum Credit Hours Required for Graduation

Business Healthcare Technology Diploma Planning Notes:

- Classes for this program are offered at all GNTC campuses (schedules may vary) and can also be completed 100% online.
- If Learning Support Courses are needed, the timeframe for completion will be longer.
- Occupation Guided Electives – a total of 7 credit hours are required for program.
- Availability of coding courses varies per semester. Reach out to an advisor for assistance.
- By completing this Diploma, with the courses listed on this eMap, students will also meet the requirements for the Healthcare Office Assistant (HFA1) Certificate AND Healthcare Billing and Reimbursement Assistant (HBA1) Certificate.