

Clinical Office Assistant (CA91) 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 2026-2027 academic year.



Please note: The Clinical Office Assistant Certificate is open to Harbin Clinic BOT students currently. Contact the Program Advisor for more information.

1 st set of suggested courses			
Course		Hours	Completed
MAST 1030	Pharmacology in the Medical Office	4	☐
MAST 1080	Medical Assisting Skills I Prerequisite: ALHS 1011; ALHS 1090	4	☐
MAST 1090	Medical Assisting Skills II Prerequisite: MAST 1080	4	☐
MAST 1120	Human Diseases	3	☐
MAST 1170	Medical Assisting Externship	4	☐

Total Credit Hours: 19 Minimum Credit Hours Required to Complete Certificate

Clinical Office Assistant Certificate Planning Notes:

- Courses for this Certificate are offered at the Floyd County Campus.
- Students interested in the Clinical Office Assistant Certificate program must meet at least one of the following requirements to be admitted:
 - 1) Be currently employed as a Back-Office Tech in a medical office.
 - 2) Have completed MATH 1012, ALHS 1011, and ALHS 1090.
- The program advisors for CA91 are Jennifer Stephenson jstephenson@gntc.edu and Tracey Mercado tmercado@gntc.edu.

Additional information for the Clinical Office Assistant Certificate and program requirements can be found at [GNTC 2026-2027 Catalog](#).