

Healthcare Office Assistant (HFA1)

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 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. Next semester the student will need to take MAST 1120 to complete the BUSN 1010 requirements. If students want a full-time schedule, add COMP 1000 and/or ENGL 1005/1010.

2 nd set of suggested courses			
Course		Hours	Completed
BUSN 2340	Healthcare Administrative Procedures (Prerequisite: 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 1011Corequisite: BUSN 1440)	4	☐
BUSN 1440 OR BUSN 1460	Document Production OR Keyboarding and Document Formatting (Prerequisite for BUSN 1460 is COMP 1000)	4	☐

BUSN 2340 and BUSN 2350 fulfill part of the Guided Electives requirement for this certificate. Please see your advisor for additional course options.

3 rd set of suggested courses			
Course		Hours	Completed
BUSN 1015	Introduction to Healthcare Reimbursement (Prerequisite: BUSN 1010 only or one of BUSN 2300 or ALHS 1090)	3	☐
BUSN 2350	Electronic Health Records (Prerequisite: 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 1015 fulfills part of the Guided Electives requirement for this certificate. Please see your advisor for additional course options.

Total Credit Hours: 26 Minimum Credit Hours Required for Graduation

Healthcare Office Assistant Certificate Planning Notes:

- Classes for this program are offered at all GNTC campuses (schedules may vary) and can be completed 100% online.
- If Learning Support Courses are needed, the timeframe for completion will be longer.
- The Program Advisor for HFA1 is Gina Stephens, gstephens@gntc.edu

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