



Healthcare Office Assistant (HFA1)—26 Credit Hours

Program Description:

The Healthcare Office Assistant certificate is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician's office, hospital, clinic, or other related area. Technical courses apply to the degree or diploma program in Business Healthcare Technology. Initial salaries are approximately \$25,000 per year. This certificate is eligible for State Aid only.

Contact:

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Website:

<https://www.westgatech.edu/program-explorer/business-accounting/business-technology/>

Pre-Certificate Requirements

Program Specific

- Learner Supplies—Access to a computer with reliable Internet Connection, MS Office 365/2021 programs: Word, Excel, Access, PowerPoint, Sway, Outlook
- GPA 2.0 higher

Set the Track, Start the Track, Stay on Track

Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester

| ✓ | Grade | Semester 1 | S | CR | Notes & Milestones |
|---|-------|--|-------------|-----------|---|
| | | ALHS 1011 Structure and Function of the Human Body | ALL | 5 | |
| | | ALHS 1090 Medical Terminology for Allied Health Sciences | ALL | 2 | |
| | | CISM 2201 Foundations of Computer Applications | ALL | 3 | |
| | | ENGL 1010 Fundamentals of English | ALL | 3 | |
| | | | | 13 | Program Semester Hours |
| ✓ | Grade | Semester 2 | S | CR | Notes and Milestones |
| | | BUSN 1015 Introduction to Healthcare Reimbursement | FA SP | 3 | Prerequisite: ALHS 1090 |
| | | BUSN 1460 Keyboarding and Document Formatting | FA SP | 4 | Prerequisite: CISM 2201(may be taken as a corequisite instead of a prerequisite) |
| | | MAST 1120 Human Diseases | ALL | 3 | Prerequisite: ALHS 1011; ALHS 1090 |
| | | | | 10 | Program Semester Hours |
| ✓ | Grade | Semester 3 | S | CR | Notes and Milestones |
| | | BUSN 2340 Healthcare Administrative Procedures | FA SP | 4 | Prerequisite: ALHS 1011; ALHS 1090; CISM 2201 Corequisite: BUSN 1460 |
| | | BUSN 2350 Electronic Health Records -OR- HIMT 1250 Health Record Content and Structure | FA SP FA | 3 2 | Prerequisite: ALHS 1011, ALHS 1090; CISM 2201 None |
| | | Total of 3 Credits: BUSN XXXX Any BUSN course | | 3 | List of BUSN course descriptions |
| | | | | 9 | Program Semester Hours |

Always check online <https://www.westgatech.edu/> and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.

Note: *If a course is full or unavailable when you to attempt to register, please select an available course from any term listed, given you have satisfied the required pre-requisite.*

Credit for BUSN 1015, 1190,1400, 1410, 1420, 1430, 1440, 2160, 2210, 2340, 2350, and 2375 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

Employment Opportunities: <https://www.westgatech.edu/student-life/career-services/>

Financial Aid by Program: <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

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