

Front Office Specialist

Foundational Learning

The foundational learning programs include:

- Digital Literacy
- English Language
- High School Diploma
- Nursing Start College Prep



Front Office Specialist

- The Medical Office Assistant is a certificate program. Upon completion, learners are prepared to take the Medical Administrative Assistant Certification (CMAA) exam.

Academic Options:

Kennesaw State University

- Modality: Hybrid
- Program Length: 3 mo

Southern Crescent Tech

- Modality: In-person
- Program Length: 6 mo

Front Office Specialists seeking a clinical role often select these pathways as their next step.

Certified Medical Assistant

- The Medical Assistant is a certificate or diploma program and requires passing the Certified Medical Assistant national exam. Upon completion.

Academic Options:

Kennesaw State University

- Type: Certificate
- Modality: Hybrid
- Program Length: 12-14 mo

Chattahoochee Tech

- Type: Diploma
- Modality: In-person
- Program Length: 12-18 mo

Licensed Practical Nurse

- The Licensed Practical Nurse is a diploma program and requires passing the NCLEX-PN exam upon completion.

Academic Options:

Augusta Tech

- Program Length: 18-24 mo

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- Program Length: 18-24 mo

Chattahoochee Tech

- Program Length: 18-24 mo

Southern Crescent Tech

- Program Length: 24 mo

West Georgia Tech

- Program Length: 12-18 mo

Modality: All academic options are in-person.