



Monroe Community College

STATE UNIVERSITY OF NEW YORK

Inspiring every day.



SCHOOL OF APPLIED SCIENCES & TECHNOLOGIES

Medical Office Assistant Certificate

GET ON THE FAST TRACK TO GOOD JOBS IN THE RAPIDLY GROWING HEALTH CARE INDUSTRY. The health care industry's need for office staff has never been higher. At Monroe Community College, you can develop the skills to enter this dynamic field in just one year. Our Medical Office Assistant program has been developed in response to specific employer needs. So you'll learn specialized health care record-keeping procedures and use the same state-of-the-art computer systems found in today's health care industry. Past graduates of this program have an outstanding record of job placement and career success.

PROGRAM DESCRIPTION

This one-year program will provide you with a strong foundation for the medical office environment. You'll develop skills in word processing and transcription, and the ability to communicate effectively with patients as well as other health care professionals. The program includes introductory courses in biology, medical terminology, drugs, and emergency care.

A STRONG START—ACADEMICALLY AND FINANCIALLY!

MCC's low tuition plus financial aid opportunities help make a high-quality education affordable. You could qualify for federal grants, workforce grants, scholarships, and more. Visit www.monroecc.edu/go/finaid or call 585.292.2050.

APPLY TODAY!

To learn more about MCC, visit us on the web at www.monroecc.edu. Apply today at admissions.monroecc.edu or contact the Admissions Office at 585.292.2200 to schedule a visit.

WHERE WILL YOU GO?

Start your career with employers like these:

- Strong Health
- Jewish Senior Life
- Private Medical and Dental Clinics
- Med-Scribe, Inc.
- Unity Health System

Your job title could be:

- Medical Administrative Assistant
- Medical Records and Health Information Technician
- Dental Office Administrative Assistant
- Medical Record Coder

"This program gave me the skills to work in any medical office setting."

– Julie, MCC Class of 2013



GET THE LATEST ON CAREERS IN OUR AREA, INCLUDING EMPLOYMENT PROJECTIONS, EARNINGS, AND JOB OPENINGS AT CAREERCOACH.MONROECC.EDU

CURRICULUM OVERVIEW

OFFICE TECHNOLOGY: MEDICAL OFFICE ASSISTANT CERTIFICATE

Distribution Requirements	Credit Hours
FIRST SEMESTER: 17 Credit Hours	
OFT 111 Intermediate Word+	3
OFT 141 Professional Grammar and Communications	4
HIM 104 Medical Terminology	3
MTH 130 Modern Business Mathematics	3
BIO 133 Human Biology	3
HED 101 Cardiopulmonary Resuscitation and Care	1
Total	17
SECOND SEMESTER: 15 Credit Hours	
OFT 112 Advanced Word I	3
HED 115 Death and Dying OR HED 209 Drugs and Behavior	3
OFT 267 Medical Office Documentation	3
OFT 268 Medical Office Procedures	3
OFT 173 Microsoft Multimedia Communications	3
Total	15
TOTAL CREDITS	32

+ If background allows (25 wpm for 5 minutes). Otherwise must take OFT 110 before OFT 111.