

Genesee Community College
 927–Medical Office Assistant–Certificate
 SEMESTER COURSE PLANNING WORKSHEET
 2009-2010

Suggested First Semester	Credits	Suggested Second Semester	Credits
OFT101	3	OFT102	3
OFT116	3	OFT210	3
OFT135	3	OFT244	3
BIO102	3	BUS217	3
BUS106	3	CIS116*	3
Total	15	Total	15

**NOTE: If a student has no prior or very limited computer experience upon entering this program, it is recommended that they take CIS102, Intro to Computers, during their first semester.*

General Curriculum Information

English (by placement): Students who do not satisfactorily complete the writing exam must register for ENG091 and/or ENG100.

Mathematics (by placement): Mathematics placement is based on the ACT, ASSET, or COMPASS placement test.

Reading Proficiency Requirement: All students will be required to demonstrate proficiency in reading through testing prior to earning a degree or certificate. Students who do not meet the required standard will be expected to begin remediation immediately.

Advanced Placement Credits: Advanced placement credit is available in this program for any student having previous experience in keyboarding. Examinations are given at least once a year in keyboarding.

Prerequisite Requirements: The above listing of courses need not be taken in this order. The only restriction on course sequence is that the prerequisite requirements as listed with the course description in the catalog must be followed. Please consult the current catalog or an advisor to clarify any questions you may have concerning this.

927	Degree Requirements for Medical Office Assistant	CERT
2009-2010		
1	BUSINESS	30
	OFT101 Keyboarding	3
	OFT102 Intermediate Keyboarding	3
	OFT116 Medical Terminology	3
	OFT135 Medical Forms & Billing	3
	OFT210 Medical Transcription	3
	OFT244 Medical Office Systems	3
	BIO102 Human Biology	3
	BUS106 Business Communications	3
	BUS217 Co-op Education	3
	CIS116 Microcomputer Applications	3
	TOTAL	30
	Reading & Math Proficiency Required	
	Minimum QPI: 2.00	

Revised: 5/30/00, 4/24/01, 4/27/01, 4/30/01, 5/10/02, 2/26/04, 2/26/07, 1/26/09