

Genesee Community College

927: Medical Office Assistant Certificate Requirements Table

FALL 2018 to CURRENT

ITEM	REQUIREMENT	CREDITS	SEMESTER
1	PROGRAM REQUIREMENTS	30	As Listed
1a	OFT101 Keyboarding	3	1st
1b	OFT102 Intermediate Keyboarding	3	2nd
1c	OFT150 Introduction to Health Insurance	3	1st
1d	OFT116 Medical Terminology	3	1st
1e	OFT135 Medical Forms & Billing	3	1st
1f	OFT210 Medical Transcription	3	2nd
1g	OFT244 Medical Office Systems	3	2nd
1h	BIO102 Human Biology	3	1st
1i	BUS217 Cooperative Education	3	2nd
1j	CIS116 Microcomputer Applications	3	2nd
2	TOTAL CREDITS REQUIRED TO COMPLETE CERTIFICATE	30	Upon Completion
2a	Semester 1 Total Credits	15	1st
2b	Semester 2 Total Credits	15	2nd
3	GENERAL CURRICULUM INFORMATION	0	N/A
3a	Proficiency Requirements: As outlined in Procedure 321-Placement and Proficiency Requirements (see GCC Placement and Proficiency Guide for details), all students are required to demonstrate proficiency in reading, math, and writing skills prior to earning a college degree or certificate from Genesee Community College.	0	Prior to Completion
3b	Credit for Prior Learning: Credit is available in this program for any student having previous experience in keyboarding. Examinations are given at least once a year in keyboarding.	0	If Appropriate
3c	Minimum QPI: 2.00	0	Prior to Completion