

927: Medical Office Assistant Certificate Requirements Table

FALL 2024 to CURRENT

ITEM	REQUIREMENT	CREDITS	SEMESTER
1 – PROGRAM REQUIREMENTS	MET BY	30	As Listed
1.01 - Program Requirement	BIO 102 Human Biology	3	1
1.02 - Program Requirement	OFT 101 Keyboarding	3	1
1.03 - Program Requirement	OFT 150 Introduction to Health Insurance	3	1
1.04 - Program Requirement	OFT 116 Medical Terminology	3	1
1.05 - Program Requirement	OFT 135 Medical Forms & Billing	3	1
1.06 - Program Requirement	BUS 217 Cooperative Education	3	2
1.07 - Program Requirement	CIS 117 Fundamentals of Business Computing	3	2
1.08 - Program Requirement	OFT 102 Intermediate Keyboarding	3	2
1.09 - Program Requirement	OFT 210 Medical Transcription	3	2
1.10 - Program Requirement	OFT 244 Medical Office Systems	3	2
2 - SEMESTER	TOTAL CREDITS REQUIRED FOR DEGREE	30	Upon Completion
2.01 - Semester 1	Semester 1 Total Credits	15	1
2.02 - Semester 2	Semester 2 Total Credits	15	2
3 - INFORMATIONAL NOTES	GENERAL CURRICULUM INFORMATION	0	As Appropriate
3.01 - Proficiency Requirements	As outlined in Procedure 321- Placement and Proficiency Requirements (click to 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
3.02 - GPA Requirement	GPA of 2.0 Required for graduation	0	Upon Completion