

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 |