

Medical Office Administrative Assistant Certificate

DIVISION OF HEALTH SCIENCES

Fall Semester Start; Evenings

This program is designed to prepare the students for administrative assistant career opportunities in a variety of health care settings, including medical clinics, physician practices, hospital-based practices or units, or in health-related businesses. This is a hands-on training course in administrative procedures and computer usage specific to a medical facility or business. It is appropriate for entry-level job candidates, as well as for those wishing to make a career change.

ADMISSION REQUIREMENTS

High School diploma or equivalent, or Associate Degree or higher

For more information about the costs of this program and employment opportunities after completion, please visit our gainful employment page:

<http://www.massbay.edu/gainfulemployment/>

| COURSE | COURSE TITLE | CREDITS |
|-------------------|--------------------------------------|--------------|
| <i>Semester 1</i> | | |
| HL 103 | Medical Terminology | 3 |
| MO 101 | Medical Office Procedures I | 5 |
| EN 100* | College Writing | 4 |
| | credits: | 12 |
| <i>Semester 2</i> | | |
| MO 110 | Medical Office Procedures II | 5 |
| MO 120 | Medical Office Insurance and Billing | 4 |
| | Humanities Elective | 3 |
| | or | |
| | Social Science Elective | 3 |
| | credits: | 12 |
| | Total Credits: | 23/24 |

PROGRAM FOOTNOTES

Humanities Electives: Art, Communication, English (EN 103 or higher), Film, Foreign Language, Humanities, Literature, Music, Oral Communication, Philosophy, Photography, Sign Language, Theater Arts

Social Science Electives: Anthropology, Economics, Geography, Government, History, LA 200 Media and the Law, LA230 Law and Society, Psychology, Sociology

*EN 101 or higher may be substituted for this requirement.

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