



2023-2024 Academic Year

# Medical Office Assistant

## Certificate of Proficiency

Health Professions Division

609.570.3383 [admiss@mccc.edu](mailto:admiss@mccc.edu)

The Certificate of Proficiency in **Medical Office Assistant** prepares students to enter or transition into health professions careers including but not limited to medical assistant (depends on the setting), medical biller, medical coder, and medical office assistant. Graduates are prepared for employment in medical settings of all sizes to help others and support the distribution of health information, and to pursue further education.

This two-semester (or less) credit program is ideal for those seeking to immediately enter the healthcare field. Students who complete this certificate can consider taking the Certified Medical Administrative Assistant (CMAA) and Certified Professional Coder (CPC) exams.

### PROGRAM OUTCOMES

Successful graduates of this program will be able to understand and apply concepts learned in:

- Anatomy and physiology
- Oral and written communication
- Microsoft applications
- Medical terminology
- Medical ethics
- Medical office procedures
- Medical billing and coding

Every effort is made to keep current with the constant changes in government and insurance regulations in order to ensure that program content reflects up-to-date requirements and procedures.

Paid internships may be available exclusively for Medical Office Assistant majors. Depending on the healthcare employer, future tuition toward degrees may be partially reimbursed. Medical Office Assistant students who meet One-Stop Career Center qualifications may receive up to \$4000 in financial support toward completing this certificate.

Admission to the program requires a high school diploma or its equivalent. MCCC may accept and award some credits earned from other accredited schools and the MCCC Center for Continuing Studies toward this credit certificate. At least 15 credits must be completed at MCCC. Visit the [program website](#) for details.

# CERTIFICATE CURRICULUM

2023-2024 Academic Year

MED.OA.CERT  
CIP 510716

Credit-bearing certificate programs can serve as gateways to earning an associate degree. Students are encouraged to consult the program coordinator, an academic advisor or Success Coach to explore such opportunities.

Code	Course (lecture/lab hours)	Credits
<a href="#"><u>BIO 103</u></a>	Anatomy and Physiology I (3/3)	4
<a href="#"><u>CSH 100</u></a>	College Success for Health Professions (1/1) <i>Some exemptions apply. Consult program coordinator for details.</i>	2
<a href="#"><u>ENG 101</u></a>	English Composition I (3/0)	3
<a href="#"><u>MAT 125</u></a>	Elementary Statistics I (3/0)	3
<a href="#"><u>PSY 101</u></a>	Introduction to Psychology (3/0)	3
<a href="#"><u>CMN 111</u></a>	Speech: Human Communication (3/0)	3
<a href="#"><u>HPE 113</u></a>	Medical Terminology (3/0)	3
<a href="#"><u>IST 101</u></a>	Computer Concepts with Applications (2/2)	3
<a href="#"><u>MOA 101</u></a>	Medical Ethics and Office Procedures (3/0) <i>Offered every Fall and Spring on both campuses. Credits for MOA 101 and 103 can alternatively be earned through Center for Continuing Studies classes. Consult program coordinator for details.</i>	3
<a href="#"><u>MOA 103</u></a>	Medical Billing and Coding Procedures (3/0) <i>Offered every Fall and Spring on both campuses. Credits for MOA 101 and 103 can alternatively be earned through Center for Continuing Studies classes. Consult program coordinator for details.</i>	3
		<b>30</b>

**NOTE:** Students must earn a minimum grade of C in HPE 113 and all MOA courses.