



# Medical Office Assistant Certificate



## Fall 2019

**Dates:** August 2019 – May 2020

**Location:**

Monroe Community College, Downtown Campus  
321 State Street  
Rochester, NY 14608

Get on the fast track to good jobs in the rapidly growing health care industry. The need for office staff has never been higher, and at Monroe Community College you can develop the necessary skills to enter this dynamic field, in just one year! Our Medical Office Assistant program has been developed in response to specific area employer needs.

### Program Highlights

- This career has grown by 5% over the last 2 years, and is expected to grow by 11% over the next 10 years (*according to Labor Market Data*).
- Great entry into the growing health care field.
- Job placement assistance available.
- Scholarships and Financial Aid available to those who qualify.
- Vast career opportunities within an in-demand industry.
- Past graduates of this program have an outstanding record of job placement and career success.
- Convenient schedule and location.

### Requirements

Candidates must meet the following criteria, prior to acceptance into the program:

- Complete the FAFSA application.
- High School Diploma or GED.
- Take the Accuplacer Math and English placement assessment.

### Courses of Study Include

- Professional Grammar & Communications
- Human Biology
- Medical Terminology
- Medical Office Procedures and more



**FOR MORE INFORMATION CONTACT:**

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