



Medical Office Assistant Certificate



Fall 2020

August 2020 – May 2021

Course location is dependent upon COVID-19 guidelines.



Get on the fast track to good jobs in the rapidly growing health care industry. The health care industry's need for office staff has never been higher. At Monroe Community College, you can develop the skills to enter this dynamic field in just 10 months. Our Medical Office Assistant program has been developed in response to specific 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 in 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 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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