

Continuing Education



**\*WIOA**

**Approved**

**Program Starts 10/13**

**Medical Office Assistant**

***Complete this program in 6 weeks!*** Start your career in Allied Health by becoming a Medical Office Assistant. A Medical Office Assistant is an administrative professional who provides support functions within a variety of health care settings. This introductory program will prepare you for an entry level administrative position in a medical office, hospital or long-term care facility. You will not only learn basic medical office skills, but also be exposed to MediSoft, the electronic medical records software used by many of the area’s medical practices. Divided into three sections, this 135-hour program will cover relevant topics related to keyboarding/ word processing, business communications (written, oral and electronic), and medical terminology/ records management. Students who successfully complete this program will have the opportunity to receive up to 6 college credits which can be applied toward an MCC Associates degree or certificate in the medical office field. MCC is on the CTfastrak route.

Required texts: Essentials of Business Communication 10th Edition, (ISBN 978-1285858913) available at MCC Bookstore for approximately $221.75; Text/Keyboard Pro Online Access Pkg, 19th Ed. (ISBN 978-1285576329) available at MCC Bookstore for approximately $163.00; Medical Terminology: A Short Course, (ISBN 978-1455758304) available at MCC Bookstore for approximately $48.95; and Medical Office Procedures, 8th Ed, (ISBN 978-0077862039) available at MCC Bookstore for approximately $212.

**Registration Guidelines**

*Have you earned college credit?*

**IF YES**: Bring a photo ID and a copy of your transcript and proceed directly to the Registrar’s Office to sign up.

**IF NO**: You must take a reading comprehension test at no cost. The test is given every Monday and Wednesday between the hours of 1-3PM (except holidays). No appointment is necessary. To take the comprehensive test, go to the Continuing Education Division office in the Learning Resource Center (LRC) Room B105 and ask for Doreen Forbes-Rogers (860.512.2817) or Mick Pigott (860.512.2815). Please bring a photo ID and your high school diploma or GED with you.

**\*THIS IS WIOA APPROVED!** The Workforce Innovation and Opportunity Act (WIOA) will help many individuals obtain new job skills and training to make them more employable. If you meet the eligibility requirements and funding is available, WIOA may help pay for your tuition, books, and other fees for this program. For more information visit <https://www.ctdol.state.ct.us/wia/TownListing.htm> or contact a CT Works office 860-522-1111.

***CRN #31635 -*** *27 sessions: Monday through Friday. Starts 10/13 – 11/23. 9 a.m. – 2:30 p.m.*

***(MCC Bldg. LRC B144 and B211)*** *(does not meet on 11/11, 11/17, and 11/19)* ***Fee: $1550***

**For more information:** Call 860-512-2815 or visit us at [*www.manchestercc.edu/ce*](http://www.manchestercc.edu/ce)