

Medical Office Technology

Health Care Secretary-Certificate



PROGRAM DESCRIPTION:



This program will prepare graduates to perform clerical and administrative duties in a medical office and in a hospital setting. Duties may include routine typing, operation of computer software, preparing and maintaining medical records, scheduling appointments, and related tasks.

Graduates from this program will have the necessary skills to work in a variety of settings, including medical clinics, doctors' offices, and hospitals.

Programs of Study

- Automotive
- Building Construction
- Business Management-Career Option
- Business Management-Transfer Option
- Business Management-Small Business
- Career Studies
- Computer Science-Coding Option
- Computer Science-Database Mgmt Option
- Computer Science-Help Desk Option
- Computer Science-Networking Option
- Criminal Justice
- Culinary Arts
- Diesel, Truck & Heavy Equipment
- Digital Graphic Design
- Early Childhood Education
- Education-Career & Technical Ed
- Education-Elementary Ed
- Education-Secondary Ed
- Electrical and Automation
- Electricians Technology
- Emergency Medical Services
- Fine Woodworking & Cabinet Making
- Fire Science
- Hospitality and Tourism Management
- Human Services
- Liberal Studies
- Medical Assistant
- Medical Office-Coding Option
- Medical Office-Health Care Secretary
- Medical Radiography
- Nursing
- Plumbing
- Refrigeration, Air Conditioning & Heating
- Restaurant & Food Service Management
- Surgical Technology
- Trade & Technical Occupations
- Welding

Admissions Office—EMCC

354 Hogan Rd, Bangor, ME 04401

Phone: 207-974-4680

Toll-Free: 800-286-9357 (in Maine)

FAX: 207-974-4683

Email: admissions@emcc.edu

www.emcc.edu

FIRST SEMESTER

BCA 101 Document Processing/Formatting	2
BCA 115 Introduction to Computer Applications	3
BMT 113 Medical Terminology I	3
BMT 121 Medical Law and Ethics	3
BMT 207 Electronic Medical Record	1
BUA 105 Business Communications	3
Restricted	
Elective Math (100 level or higher)	3

CREDITS

SECOND SEMESTER

BCA 116 Database Management	3
BIO 127 Anatomy & Physiology I w/ Lab	4
BMT 114 Medical Terminology II	3
BMT 261 Health Unit Coordinator	3
ENG 101 College Composition	3
TOTAL CERTIFICATE CREDITS	34

CREDITS

PREREQUISITES: High school level Algebra 1 and English Composition required.

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