Bow Valley College

MEDICAL OFFICE ASSISTANT CERTIFICATE PROGRAM COURSE LIST — EFFECTIVE FALL 2021

All courses in the Medical Office Assistant Certificate (MOA) Program must be completed within three years of your start date.

Recommended Term:	Course Code:	Course Name: Click on the course name for more information.	Course Credit Weight: Full time is 9 credits or more Part-time is 8 credits or less.	Availability: Fall/ Winter/ Spring	Passing Grade Requirements:	Pre-requisites: A course that a student must pass before registering in a more advanced course.	Co-requisites: A course that a student must be registered in at the same time as another course or completed beforehand.	Completion Checklist:
1	HUCL1101	Role Concepts in Health Care	3 credits	F/W/S	D (50% or higher)			
	HUCL1201	Introduction to Health Care Fundamentals	3 credits	F/W/S	D (50% or higher)			
	HUCL1401	Medical Terminology I	3 credits	F/W/S	D (50% or higher)			
	MGMT1201	Business Communication	3 credits	F/W/S	D (50% or higher)			
	MGMT1302	Computer Applications (Formerly ADMN1104)	3 credits	F/W/S	D (50% or higher)			
2	HUCL1402	Medical Terminology II	3 credits	F/W/S	D (50% or higher)	HUCL1401		
	MOAS1201	Administrative Skills for the Medical Office	3 credits	F/W/S	D (50% or higher)	HUCL1401		
	MOAS1301	Financial Management for the Medical Office	3 credits	F/W/S	D (50% or higher)			
	MOAS1401	Clinical Skills for the Medical Office	3 credits	F/W/S	D (50% or higher)	HUCL1401		
	MOAS1501	Electronic Medical Office Management It is recommended that students take MOAS1501 concurrently with MOST1201 and MOAS1401.	3 credits	F/W/S	D (50% or higher)	HUCL1401		
Optional Work Experience								
3	ADMN9998	Employment Preparation	0 credits	F/W/S		Completion of 15 program credits		
	ADMN9999	Work Experience	0 credits	F/W/S		Please visit the Work Experience page		