



Created by: Academic Advising
2022 to 2023 Academic Year

The information included in this list is subject to change

MEDICAL OFFICE ASSISTANT CERTIFICATE PROGRAM COURSE LIST

EFFECTIVE FALL 2022

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:	Course Credit	Availability:	Passing Grade	Pre-requisites:	Co-requisites:	Completion Checklist:
		Click on the course name for more information.	Weight: Full time is 9 credits or more Part-time is 8 credits or less.	Fall/ Winter/ Spring	Requirements:	A course that a student must pass before registering in a more advanced course.	A course that a student must be registered in at the same time as another course or completed beforehand.	
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	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 Health Care	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	Health Information Systems	3 credits	F/W/S	D (50% or higher)	HUCL1401		
Optional Work Experience								
3	ADMN9998	Employment Preparation	0 credits	F/W/S	Pass or Fail	Completion of 15 program credits		
	ADMN9999	Work Experience	0 credits	F/W/S	Pass or Fail	ADMN9998, MGMT1201 and: -Completion of the field placement application process -Completion and passing grades in all required program courses -Minimum overall GPA of 2.60 -Commitment (attendance, punctuality, professionalism), as determined jointly by Program Chair, Instructors, and Career Advisor -Learner has been successfully placed with an approved host		