

MEDICAL OFFICE ASSISTANT AND UNIT CLERK CERTIFICATE PROGRAM COURSE LIST						
List is effective September 3, 2024 to August 22, 2025. Learners follow the Program Course List in place at the start of their program.						
The Medical Office Assistant and Unit Clerk (MOA) certificate program must be completed within 3 years						
IMPORTANT INFORMATION ABOUT THIS PROGRAM						
Course availability and program requirements are determined by the Chiu School of Business.						
Not all course modes are available for all courses or programs, and not all courses are available each term. Learners should follow up on their individual program areas, or their MyBVC for information for courses delivery types and availability.						
The program requirements that were in effect on the date that the learner began their program are those that need to be fulfilled in order to graduate.						
Term availability listed is only for the 2024/2025 Academic Year.						
Maximum class capacity is determined by the department offering the course.						
Pre-requisites are courses that must be completed before taking a more advanced course.						
Learners may attempt a course a maximum of 3 times. This includes withdrawing from a course.						
IMPORTANT WORK INTEGRATED LEARNING GRADING INFORMATION						
A minimum C+ grade (67% or higher) in HUCL1601, MGMT1201, MOAS1201 is required for the MOAS1999 placement*						
*MOAS1997/1998/1999 All require the completion of 30 Medical Office Assistant and Unit Clerk Certificate program course credits AND a minimum GPA of 2.0						
Term	Course	Credits	Availability	Passing grade	Pre-requisite	Checklist (for learner use)
1	HUCL1201 Introduction to Health Care Fundamentals	3	Fall/Winter/Spring	D (50% or higher)		
	HUCL1401 Medical Terminology	3	Fall/Winter/Spring	D (50% or higher)		
1 or 2	HUCL1101 Role Concepts in Health Care	3	Fall/Winter/Spring	D (50% or higher)		
	MOAS1301 Financial Management for the Medical Office	3	Fall/Winter/Spring	D (50% or higher)		
	MGMT1302 Computer Applications	3	Fall/Winter/Spring	D (50% or higher)		
	MGMT1201 Business Communication	3	Fall/Winter/Spring	D (50% or higher)*		
	HUCL1301 Fundamentals of Medical Orders	3	Fall/Winter/Spring	D (50% or higher)	HUCL1401	
	MOAS1401 Clinical Skills for the Medical Office	3	Fall/Winter/Spring	D (50% or higher)	HUCL1201, HUCL1401	
	HUCL1601 Unit Coordinating Skills	3	Fall/Winter/Spring	D (50% or higher)*	HUCL1201, HUCL1401	
	MOAS1201 Administrative Skills for Health Care	3	Fall/Winter/Spring	D (50% or higher)*	HUCL1201, HUCL1401	
Work Integrated Learning: Choose 1 of the following options						
2	MOAS1997 Medical Office Assistant and Unit Clerk Applied Research and Capstone Project	3	Winter/Spring	Pass or Fail	Completion of 30 credits from the MOA program. A minimum GPA of 2.0	
	MOAS1998 Medical Office Assistant and Unit Clerk Service Learning	3	Winter/Spring	Pass or Fail	Completion of 30 credits from the MOA program. A minimum GPA of 2.0	
	MOAS1999 Field Placement for Medical Office Assistants and Unit Clerks	3	Winter/Spring	Pass or Fail	Completion of 30 credits from the MOA program. A minimum GPA of 2.0. Minimum C+ grade in MGMT1201*, HUCL1601*, MOAS1201*.	
TOTAL CREDITS		33	A full time course load is 9 credits or more. A part time course load is 8 credits or less.			