

**MEDICAL OFFICE ASSISTANT AND UNIT CLERK CERTIFICATE PROGRAM COURSE LIST**

List is effective September 5, 2023 to August 23, 2024. 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

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 2023/2024 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.

**WORK INTEGRATED LEARNING**

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	C+ (67% or higher) is required for MOAS1999		
2	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	C+ (67% or higher) is required for MOAS1999	HUCL1201, HUCL1401	
	MOAS1201 Administrative Skills for Health Care	3	Fall/Winter/Spring		HUCL1201, HUCL1401	
<b>Work Integrated Learning: Choose 1 of the following options</b>						
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		
	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.**

The maximum course load for Fall or Winter semester is five (5) courses. Taking less than five courses for Fall or Winter term will take longer to complete the program. If taking condensed courses in the Spring/Summer term, the recommended maximum course load is two (2) condensed courses plus one (1) full-term (Spring/Summer) course. Students may elect to register in any combination as long as no more than two (2) condensed spring or summer courses are taken at the same time. Note: Students can maintain full time status with at least three courses.