The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents. Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum. Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.
MOA Electives:
- BUS 110: Introduction to Business
- HBI 110: Issues and Trends in Healthcare Business Informatics
- MKT 223: Customer Service
- OST 280: Electronic Health Records
- WBL 111M: Work-Based Learning

Communications Course Pick List:
- COM 110: Introduction to Communication
- COM 120: Intro to Interpersonal Communication
- COM 231: Public Speaking
- ENG 114: Prof Research and Reporting

Humanities/Fine Arts Course Pick List:
- ART 111: Art Appreciation
- HUM 110: Technology and Society
- HUM 115: Critical Thinking
- HUM 230: Leadership Development
- MUS 110: Music Appreciation
- PHI 230: Introduction to Logic
- PHI 240: Introduction to Ethics

Social/Behavioral Sciences Course Pick List:
- ECO 151: Survey of Economics
- ECO 251: Principles of Microeconomics
- ECO 252: Principles of Macroeconomics
- POL 120: American Government
- PSY 118: Interpersonal Psychology
- PSY 150: General Psychology
- SOC 210: Introduction to Sociology

Natural Sciences/Mathematics Course Pick List:
- MAT 110: Math Measurement and Literacy
- MAT 121: Algebra/Trig I
- MAT 143: Quantitative Literacy
- MAT 152: Statistical Methods
- MAT 171: Precalculus Algebra