

COLLEGE OF THE ALBEMARLE

2025

MEDICAL OFFICE ADMINISTRATION

ADMISSION FACT SHEET

EACH APPLICANT MUST PROVIDE CORRECT CONTACT INFORMATION
TO THE ADMISSIONS DEPARTMENT

Health Sciences Admission policies set forth requirements that must be met for admission. However, these policies do not create and should not be regarded as an irrevocable contract between COA and students/applicants. Satisfaction of these requirements does not guarantee admission. COA reserves at all times (1) the ultimate decision on admitting students; (2) the sole right to interpret its admission policies; (3) the right to change, amend, or eliminate any provisions or requirements at any time. COA will endeavor to minimize inconvenience that changes to its policies may create.

COLLEGE OF THE ALBEMARLE
PO BOX 2327
1208 NORTH ROAD STREET
ELIZABETH CITY, NC 27906-2327
(252) 335-0821 EXT. 2304 (ADMISSIONS OFFICE)

MEDICAL OFFICE ADMINISTRATION FACT SHEET

The admission process outlined in this fact sheet was developed by the Medical Office Administration faculty and is to be implemented by the admissions department and the Medical Office Administration faculty/staff, with oversight and final discretion by the Program Coordinator and faculty. Student may enter the MOA program curriculum in either fall, spring or summer semesters, once admission to the program is completed.

PHASE I: PRE-ADMISSION REQUIREMENTS

Applicants seeking admission into the Medical Office Administration program must complete the following steps in order to be considered for acceptance in the Medical Office Administration program.

- _____A. **Complete and submit a COA Application for Admission** to the Admissions Office, Elizabeth City Campus.
- _____B. **Bring or send an official high school transcript and all official post-secondary transcripts**, if applicable, to the Admissions Office.
- _____C. **Attendance at a Health Sciences & Wellness Programs (HSWP) Orientation Session is highly recommended**, for a review of the admission process. Check with the admission department or the Health Sciences Admission Coordinator for scheduled dates and times. On-line orientation can be viewed at:
<http://newalbemarle.mediasite.mcnc.org/mcnc/Play/b70d20c908fc4b8dba0fdc9320c6dc241d>
- _____D. **Achieve minimum English, Math, and Reading competencies.**
Minimum English, Reading, and Math competencies must be met and may be accomplished by a variety of measures, including previous placement test scores, standardized test scores, and/or previous developmental coursework.
To qualify for the MOA program, the student must meet all the pre-requisites for ENG 111 (without a co-requisite requirement.)
To qualify for the MOA program, the student must meet all the pre-requisites for MAT 143(without a co-requisite requirement.)
Note: The course listed is the *expected level of minimal competency* and may not be a required course within the program itself. Students should meet with an academic advisor if they do not meet this requirement and need guidance on course selection.
- _____E. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record (most recent transcript with 12 accredited credit hours or more). If the transcript of record is not the COA transcript and the student has taken courses at COA, then the COA transcript must also show a 2.0 minimum cumulative grade point average (regardless of the number of hours). If the most recent 12-hour transcript of record is the high school transcript, the **unweighted GPA** will be used. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.
- _____F. **Applicants must have completed one unit of biology in high school that counts as at least 1 full credit** on the transcript - or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.
- _____G. **Read and review the MOA Handbook.** The handbook is available online at the college

website: <https://www.albemarle.edu/programs-classes/credit/programs-of-study/medical-office-administration/>, or from the HSWP Admissions & Advising Director (Owens Center, Office 107, ext. 2304).

_____H. **Sign all required forms related to admission to the program located at the back of the MOA Handbook**

REQUIREMENTS A, B, C, D, E, F, G and H must be met in entirety before applicants may move forward in the application process. Once students have met criteria A-H completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements and to complete an application for admission. Once the validation and application forms are received the student will receive an email from the HSWP Admissions & Advising Director (Owens Center, Office 107, ext. 2304), who will confirm their form has been received.

PHASE II:

_____ I. Students will be able to register for courses in the program of study.

OTHER IMPORTANT INFORMATION RELATED TO THE MOA PROGRAM ADMISSION PROCESS

Depending on the options selected, some MOA students may have to meet additional requirements prior to entering some courses or internships. Therefore, these items are not required for admission to the program, but this is to notify applicants that they may be required to provide additional information or certifications, at their expense, during the MOA program including:

- A. **Documentation of current American Heart Association BLS (CPR) if required by any agencies or internships.**
- B. **Some internships sites may require an original (no fax or scanned copies allowed), completed and signed COA Health Care Examination Form indicating physical and emotional health and record of immunizations.**
- C. **A criminal background check and/or drug testing may be required** by some sites prior to participation in any internship or observer components of this program. Progress toward graduation may be limited by any inability to complete these portions of the program. Students with certain misdemeanor or felony convictions may have limited internship and employment opportunities.
- D. **Other information or requirements may be required** at the discretion of clinics and agencies prior to providing access or internships to MOA students.

**ASSOCIATE DEGREE
MEDICAL OFFICE ADMINISTRATION CURRICULUM SCHEMA**

SEMESTER/COURSES	SHC			
Semester –1st Fall	Class	Lab	Clinical	Credits
MED 110 Orientation to Medical Assisting	1	0	0	1
BIO 163 Basic Anatomy and Physiology (or 168&169*)	4	2	0	5
ENG 111 Writing and Inquiry	3	0	0	3
MED 121 Medical Terminology I	3	0	0	3
MED 130 Admin Office Procedures I	1	2	0	2
MED 131 Admin Office Procedures II	1	2	0	2
	TOTAL CREDITS			16
Semester – 1 st Spring				
ENG 112 Writing/Research in the Disciplines	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
CIS 111 Basic PC Literacy (or CIS 110*)	1	2	0	2
MED 118 Medical Law and Ethics	1	2	0	2
OST 248 Diagnostic Coding	2	2	0	3
OST 164 Office Editing	3	0	3	3
	TOTAL CREDITS			16
Semester – 2 nd Fall	Class	Lab	Clinical	Credits
OST 148 Medical Insurance and Billing	3	0	0	3
BUS 151 People Skills	3	0	0	3
CTS 115 Info Sys Business Concepts	3	0	0	3
MAT 143 Quantitative Literacy	2	2	0	3
OST 136 Word Processing	2	2	0	3
OST 247 Procedure Coding	2	2	0	3
	TOTAL CREDITS			18
Semester – 2 nd Spring	Class	Lab	Clinical/Work	Credit
OST 249 Med Coding Certification Prep	2	3	0	3
Humanities/Fine Arts Elective (PHI140 or HUM115 recommended)	3	3	0	3
BUS137 Principles of Management	3	0	0	3
CTS 130 Spreadsheet				3
OR	CTS	CTS	WBL	or
WBL 111 Work Based Learning	2	2	10	1
PSY 150 General Psychology	3	0	0	3
	TOTAL CREDITS			14-16
GRAND TOTAL				64-66

**Suggested courses/options for those interested in college transfer.*

**DIPLOMA
MEDICAL OFFICE ADMINISTRATION CURRICULUM SCHEMA**

SEMESTER/COURSES		SHC			
		Class	Lab	Clinical	Credits
Semester –Fall					
MED 110	Orientation to Medical Assisting	1	0	0	1
CIS 111	Basic PC Literacy (or CIS 110*)	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 130	Admin Office Procedures I	1	2	0	2
MED 131	Admin Office Procedures II	1	2	0	2
OST 148	Medical Insurance and Billing	3	3	0	3
TOTAL CREDITS					16
Semester – Spring					
BIO 163	Basic Anatomy and Physiology (or 168&169*)	4	2	0	5
MED 122	Medical Terminology II	3	0	0	3
MED 118	Medical Law and Ethics	1	2	0	2
CTS 115	Info Sys Business Concepts	3	0	0	3
OST 164	Office Editing	3	0	0	3
TOTAL CREDITS					16
Semester – Summer					
BUS 151	People Skills	3	0	0	3
PSY 150	General Psychology	3	0	0	3
TOTAL CREDITS					6
GRAND TOTAL					38

**Suggested courses/options for those interested in college transfer.*

**PATIENT REPRESENTATIVE CERTIFICATE
MEDICAL OFFICE ADMINISTRATION CURRICULUM SCHEMA**

SEMESTER/COURSES		SHC			
		Class	Lab	Clinical	Credits
Semester –Fall					
CIS 111	Basic PC Literacy (or CIS 110*)	1	2	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Admin Office Procedures I	1	2	0	2
BUS 151	People Skills	3	0	0	3
TOTAL CREDITS					10
Semester – Spring					
MED 122	Medical Terminology II	3	0	0	3
MED 118	Medical Law and Ethics	1	2	0	2
OST 164	Office Editing	3	0	0	3
TOTAL CREDITS					8
GRAND TOTAL					18

**Suggested courses/options for those interested in college transfer.*