

# A.S./Certificate: Medical Assistant Degree 24-25



## ABOUT THIS MAJOR

Medical assistants are multiskilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting

directly influences the public's health and well-being and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The associate in science in Medical Office Assisting students who complete the degree in medical office assisting may have enhanced employment opportunities in the field. They may have priority for positions in physicians' offices, including office manager, case manager and trainer. For more information, visit the [Health and Safety Sciences](#) division.

### TO EARN A DEGREE A STUDENT MUST COMPLETE THE FOLLOWING:

- [1] Completion of 60-semester units
- [2] Completion of General Education Requirements
- [3] Minimum grade point average of 2.0
- [4] A C or better in all courses required for the major

**Residency:** Minimum of 12 units completed at AVC with a minimum of 9 of those units completed from the certificate/major. (credit earned by examination will not be included in these 12 units) Title 5, Section 54000: <http://ccr.oal.ca.gov>

**\*To earn Certificate only:** only the major courses, seen below, are required and a must earn a minimum grade point average of 2.0

### A.S. Medical Assistant [Total Units 47]

Required Courses (47 units)	
ENGL101 - College Composition	3
COMM101 - Introduction to Public Speaking	3
BIOL100 - Elementary Human Anatomy and Physiology	3
NF100 - Nutrition	3
MOA101 - Beginning Medical Terminology	3
MOA102 - Advanced Medical Terminology	3
MOA110 - Beginning Medical Office Assisting	4
MOA111 - Advanced Medical Office Assisting	7
BIP151 - Basic Principles of Coding for the Medical Office	3
BIP152 - Beginning Medical Insurance	3
BIP205 - Medical Office Procedures	3
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP120 - Keyboarding II	1
BIP121 - MS Word II	1
BIP122 - MS Excel II	1
BIP130 - Keyboarding III	1
BIP131 - MS Word III	1
BIP132 - MS Excel III	1

## RECOMMENDED PATHWAY: AS: Medical Assistant

The Recommended Plan of Study is determined by the discipline faculty. All **Program Electives** for the Major and **General Education** Courses, Areas A-F, are recommended only. Except for ENGL 101, you can make other selections for this area if you choose ([See back page for options](#)).

- [\*] = Courses will fulfill the completion requirements for Major & Gen Ed I
- [#] recommended courses may select other options.
- **Electives** are courses that count toward your credits for graduation, but not specific to degree of study
- Take classes in **Summer** or **Intersession** if needed to complete your degree in a timely manner!
- Fall/Spring: Max 19 units, 12-15 units Recommended.

TERM 1	
Course	Units
AVC GEN-ED AREA D1: *Engl 101	3
AVC GEN-ED AREA A: *BIOL 100	3
AVC GEN-ED AREA E: *NF 100	3
Keyboarding: BIP 110, BIP 120, BIP 130	3
MS Word: BIP 111, BIP 121, BIP 131	3
<b>Total Units</b>	<b>15</b>

TERM 2	
Course	Units
MOA 101 (pre-req ENGL 101)	3
AVC GEN ED -AREA D2: *COMM 101	4
BIP 151	3
BIP 152	3
MS Excel: BIP 112, BIP 122, BIP 132	3
<b>Total Units</b>	<b>15</b>

TERM 3	
Course	Units
MOA 110	3
MOA 102	3
BIP 205	3
AVC GEN ED- AREA B	3
AVC GEN ED- AREA C	3-5
<b>Total Units</b>	<b>14-19</b>

TERM 4	
Course	Units
MOA 111	7
AVC GEN ED- AREA F	3
ELECTIVE	3
ELECTIVE	1
<b>Total Units</b>	<b>14</b>

### Counselor Note Section

**Prerequisite:** If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade to enroll in the next course. A satisfactory grade is a grade of "A," "B," "C" or "P". Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop. Title 5, Section 55200(d)

AVC 24-25 CATALOG: [ACADEMIC POLICIES](#)

#### INFORMATION and RESOURCES

<a href="#">Tutoring Assistance</a>	<a href="#">Career Center</a>	<a href="#">AVC Student Health Services</a>
<a href="#">Transfer Center</a>	<a href="#">Office of Students with Disabilities</a>	<a href="#">Palmdale Center</a>
<a href="#">Basic Needs</a>	<a href="#">Financial Aid</a>	<a href="#">Counseling Division</a>

## 2024-2025 AVC General Education Requirements

Advising Form Effective Fall 2024 - Summer 2025

GE AREA	COMPLETED	IN PROGRESS	NEED	
				<p>The requirements for an AA or AS degree include the following:</p> <ol style="list-style-type: none"> <li>A minimum of 60 semester units; with at least 12 semester units completed in residence at AVC for an AA/AS degree (credit earned by examination will not be included in these 12 units); maximum of 12 pass/no-pass credit units can be accepted towards an AA/AS degree.</li> <li>Refer to each individual program for major requirements. All major courses as specified in the AVC catalog <u>must</u> be completed with a grade of "C" or better.</li> <li>Completion of the requirements for the associate degree with a minimum cumulative grade point average (GPA) of 2.0 in the degree-applicable courses.</li> </ol> <p><b>Double counting:</b> While a course may satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.</p> <p><b>Prerequisite:</b> If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. A satisfactory grade is a grade of "A," "B," "C" or "P". Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop.</p> <p><b>Complete at least 3 units from each of the following areas below: A, B, C, D1, D2, E, and F. Minimum Total GE Units Required: 21</b></p> <p>Legend: ( ) = Newly Approved, Effective Fall 2024</p>
<b>AREA A: NATURAL SCIENCES</b>				
Select at least 3 units				
A				<p>ANTH 101, (101H); ASTR 101, (101H); BIOL 100, 101*, 101L*, 102, 103, 104, (104H), 110, 120, 201, 202, 204, 205;                      CHEM 101, 102, 110, 120, 210, 220; ELTE 101; ERSC 101; GEOG 101, 102; GEOL 101, (101H), 102;                      PHYS 101, 102, 110, 120, 211; PSCI 101</p> <p>*# BIOL 101 &amp; 101L must be taken concurrently</p>
<b>AREA B: SOCIAL &amp; BEHAVIORAL SCIENCES</b>				
Select at least 3 units				
B				<p>AJ 201, 204, 206; ANTH 102, 103, 110, 112, (112H), 140; BUS 101, 212; CFE 102, 103; COMM 217; DFST 105, 106, 110;                      ECON 100, 101, (101H), 102, (102H), 110; GEOG 105, 106, 110; HIST 101, 102, 104, 105, 107, (107H), 108, (108H), 110, (110H), 111, (111H), 113, 114, 116, 118, 119; POLS 101, (101H), 103, 200, 201, 202, 203; PSY 101, (101H), 200, 201, 212, 230, 232, 233, 234, 235, 236; SOC 101, (101H), 105, 110, 111, 112, 115, 116, 120, 200, THA 240</p>
<b>AREA C: HUMANITIES</b>				
Select at least 3 units				
C				<p>ART 100, 101, (101H), 102, 103, 104, 106, 110, 113, 120, 132, 135, 136, 137, 140, 145, 150, 163, 170, 210, 213;                      CHIN 101, 102, 201, 202; COMM 112, 114, 214, 217, 219; DA 101; DFST 101, 102, 105, 106, 201, 202;                      ENGL 102, 111, 112, 221, 222, 225, 227, 230, 231, 235, 242, 253, (253H), 256, 257, 259, 265, 279;                      FREN 101, 102, 201, 202, 203; FTV 101, 103, 107, 108, 201, 203, 241, 251, 261; GER 101, 102, 201, 202;                      HIST 101, 102, 104, 105, 107, (107H), 108, (108H), 110, (110H), 111, (111H), 113, 115, 118, 119; LATN 101, 102, 201; MUS 101, (101H), 105, (106), (110), 111, 121, 131, 132, 151, 153, 185, 231, 232, 251A, 251B, 253A, 253B; MUSC 102, 103, 107, 108, 109; NF 150; PHIL 105, (105H), 106, 108, 109, (130), (140); PHOT 107; PHTC 101, 150, 201; SPAN 101, 1105S, 102, 201, 202, 2105S, 2205S; THA 101, (101H), 102, 103, 110, 115A, 115B, 116A, 116B, 117A, 117B, 118A, 118B, 121A, 121B, 130, 133, 225, 239, (239H)</p>
<b>AREA D: LANGUAGE AND RATIONALITY</b>				
Select 3 units from (1) and 3 units from (2). Grade of "C" or better required in Area D1				
D1				<p>D1 Academic Composition:                      ENGL 101, (101H)</p>
D2				<p>D2 Communication and Analytical Thinking:                      BUS 113; CA 103; CS 100, 110, 120, 121, 122, 123; COMM 101, (101H), 107, 109, 112, 114, 115, 201, 217, 219; ENGL 102, (102H), 103, (103H); GEOG 201, 205; MATH 103, 110, 115, (115H), 116, 120, 124, 128, 131, 135, 140, 148, 150, (150H), 160, 220, 230, 250; PHIL 101, 106, 110, 201, (210)</p>
<b>AREA E: ADDITIONAL BREADTH</b>				
Select 3 units from Areas A, B, C, D2, or E *Courses must be taken from a discipline not previously selected				
E				<p>HD 100, 101, 102, 103, 105; HE 101, 120, 110, 201; KINT 100; LIB 107, 110; NF 100, 102, 103, 110, 150;                      Any DA activity course(s) from DA 102-205, <u>except</u> DA 107A-C, 108, 109, and 111                      Any Kinesiology Fitness (KINF) activity course, Intercollegiate Athletics (IATH) activity course, or DD214 for 4 units</p>
<b>AREA F: DIVERSITY STUDIES</b>				
Select 3 units				
F				<p>ANTH 102, 112 (112H); BUS 212; CFE 116; COMM 114, 217, 219; DFST 105, 106, 110; ECON 110; ENGL 250, 253, (253H), 256, 257, 259; ETHN (110), (111), (112), (113), 257EN; FTV 201, 203; HE 110, 201; HIST 110, (110H), 111, (111H), 113; MUSC 107, 108; POLS 202; SOC 105, 110, 116; THA 239, (239H), 240</p>