

# 234 Medical Assisting

## Definition

The medical assistant program prepares people to work under the direction of physicians, registered nurses and podiatrists in medical offices and clinics. There are two programs of study in the Health Sciences Division: Clinical Medical Assistant and Medical Assistant.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

### Program Coordinator:

Karen Smith ext. 6402

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Hilda Barkate	2006
Paularita Bossier	2384
Karen Stenback	2665
Joanne Stoll	2440

## Program Description

The Health Sciences Division offers a Medical Assisting Program.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Career Options

Clinical Medical Assistant  
Medical Assistant

## Certificate Program

### Administrative Medical Assistant

For certificate program and degree requirements in **Administrative Medical Assistant**, see Office Technology section of this catalog.

### Clinical Medical Assistant

The following courses (26 units) are required for the certificate.

<b>Required Courses:</b>	<b>units</b>
MOA 101, Beginning Medical Terminology	3

MOA 102, Advanced Medical Terminology	3
MOA 110, Beginning Medical Office Assisting Skills	4
MOA 111, Advanced Medical Office Assisting Skills	4
OT 150, Basic Principles of Coding for the Medical Office	3
OT 152, Beg. Medical Insurance	3
OT 205, Medical Office Procedures Elective	3
<b>Total</b>	<b>26</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
CA 103, Intro. to Microcomputers	3
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 199, Occupational Work Experience	1-8

### Medical Assistant

The following courses (38 units) are required for the certificate.

<b>Required Courses:</b>	<b>units</b>
CA 103, Intro. to Microcomputers	3
MOA 101, Beginning Medical Terminology	3
MOA 102, Advanced Medical Terminology	3
MOA 110, Beginning Medical Office Assisting Skills	4
MOA 111, Advanced Medical Office Assisting Skills	4
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 121, Spreadsheets for the Office	3
OT 150, Basic Principles of Coding for the Medical Office	3
OT 152, Beg. Medical Insurance	3
OT 205, Medical Office Procedures Elective	3
<b>Total</b>	<b>38</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
COMM 103, Process of Communication	3
COMM 107, Intro. to Interpersonal Communication	3
OT 199, Occupational Work Experience	1-8

## Associate Degree

Students who complete the associate degree in medical office assisting may have enhanced employment opportunities in the field. They may have priority for positions in physicians' offices, including job opportunities as office manager, case manager and trainer. They are eligible to teach medical office assisting once they gain relevant job experience. The associate degree provides the knowledge with which the student can comprehend and communicate with medical professionals effectively.

### Administrative Medical Assistant

For certificate program and degree requirements in **Administrative Medical Assistant**, see Office Technology section of this catalog.

### Clinical Medical Assistant

The requirements for an associate degree in Clinical Medical Assistant may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

### Recommended Plan of Study

<b>First Semester</b>	<b>units</b>
CA 103, Intro. to Microcomputers	3
MOA 101, Beginning Medical Terminology	3
MOA 110, Beginning Medical Office Assisting Skills	4
BIOL 100, Elem. Human Anatomy and Physiology (Course from GE requirement Area A)	3
ENGL 101, Academic Composition (Course from GE requirement Area D-1)	3
<b>Total</b>	<b>16</b>

Second Semester	units
MOA 102, Advanced Medical Terminology	3
MOA 111, Advanced Medical Office Assisting Skills	4
OT 150, Basic Principles of Coding for the Medical Office	3
Course from GE requirement Area D2	4
Elective	<u>3</u>
<b>Total</b>	<b>17</b>

Third Semester	units
OT 152, Beg. Medical Insurance	3
OT 205, Medical Office Procedures	3
PSY 101, General Psychology (Course from GE requirement Area B)	3
Course from GE requirement Area C	3
Elective	<u>3</u>
<b>Total</b>	<b>15</b>

Fourth Semester	units
OT 199, Occupational Work Experience	1-8
SOC 101, Intro. to Sociology (Course from GE requirement Area E)	3
Course from GE requirement Area F	3
Electives	<u>6</u>
<b>Total</b>	<b>13-16</b>

**Degree Total 61-64**

**Medical Assistant**

The requirements for an associate degree in Medical Assistant may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

First Semester	units
CA 103, Intro. to Microcomputers	3
BUS 111, Business English	3
MOA 101, Beginning Medical Terminology	3
MOA 110, Beginning Medical Office Assisting Skills	4
BIOL 100, Elem. Human Anatomy and Physiology (Course from GE requirement Area A)	<u>3</u>
<b>Total</b>	<b>16</b>

Second Semester	units
MOA 102, Advanced Medical Terminology	3
MOA 111, Advanced Medical Office Assisting Skills	4
OT 150, Basic Principles of Coding for the Medical Office	3
ENGL 101, Academic Composition (Course from GE requirement Area D-1)	3
Course from GE requirement Area D2	<u>4</u>
<b>Total</b>	<b>17</b>

Third Semester	units
OT 102, Intermediate Computer Keyboarding	3
OT 121, Spreadsheets for the Office	3
OT 152, Beg. Medical Insurance	3
PSY 101, General Psychology (Course from GE requirement Area B)	3
Course from GE requirement Area C	<u>3</u>
<b>Total</b>	<b>15</b>

Fourth Semester	units
CA 111, Word Processing—Microsoft Word	3
OT 205, Medical Office Procedures	3
OT 199, Occupational Work Experience	1-8
SOC 101, Intro. to Sociology (Course from GE requirement Area E)	3
Course from GE requirement Area F	<u>3</u>
<b>Total</b>	<b>15</b>

**Degree Total 63**

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

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. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with

an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

**Medical Assisting Courses**

**MOA 101 \*BEGINNING MEDICAL TERMINOLOGY**

3 units  
3 hours weekly  
*Advisory: Eligibility for ENGL 099 and READ 099.*

This course provides experience in building basic terms commonly used in the medical field using prefixes, suffixes, and word roots. An introduction to anatomy and physiology is used to illustrate applications of terms in a body systems approach. (CSU, AVC)

**MOA 102 ADVANCED MEDICAL TERMINOLOGY**

3 units  
3 hours weekly  
*Prerequisite: Completion of MOA 101. Advisory: Eligibility for College Level Reading and ENGL 101.*

The focus of this course is continued development of understanding and application of medical language to practical situations that occur in hospitals, clinics, physicians' offices, medical records, and medical communications. (AVC)

**MOA 110 BEGINNING MEDICAL OFFICE ASSISTING SKILLS**

4 units  
6 hours weekly  
*Prerequisite: Completion of or concurrent enrollment in MOA 101. Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*

The course includes duties and responsibilities of the medical assistant including medical ethics, etiquette, law, assisting the physician in the examination of the patient, medical and surgical asepsis and wound care. Human relations for the medical office is also covered. (AVC)

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### MOA 111 ADVANCED MEDICAL OFFICE ASSISTING SKILLS

4 units

6 hours weekly

**Prerequisite:** Completion of MOA 110.

**Advisory:** Eligibility for College Level Reading, ENGL 101 and MATH 070.

The course includes advanced skills for assisting the physician in the medical office or clinic. The legal and technical aspects of pharmacology, patient teaching, and office laboratory procedures are presented. (AVC)

### MOA 199 \*OCCUPATIONAL WORK EXPERIENCE

1–8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)