



ABOUT THIS MAJOR

The Medical Office Assistant program provides comprehensive education and hands-on training for individuals seeking employment in outpatient and ambulatory healthcare settings such as physician offices, clinics, and specialty practices. The curriculum integrates administrative and clinical competencies required of entry-level allied health professionals and reflects current standards of professional practice and patient safety. The program is designed to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Students develop knowledge of medical terminology, anatomy and physiology, pharmacology principles, infection control, and legal and ethical responsibilities in healthcare. Administrative instruction includes appointment scheduling, patient reception, electronic health records, billing and coding fundamentals, insurance processing, and communication skills. Clinical training includes patient preparation, vital signs, assisting with examinations and procedures, specimen collection, medication administration (within scope), aseptic technique, and emergency response procedures.

The program emphasizes professionalism, cultural sensitivity, confidentiality, teamwork, and patient-centered care. Through supervised laboratory practice and an externship in a healthcare facility, students apply theory to real-world practice while working under the direction of licensed healthcare providers.

Successful completion of the program prepares graduates for entry-level employment in medical offices and clinics and qualifies them to pursue nationally recognized credentialing examinations. For more information, visit the [Health and Safety Sciences](#) division.

TO EARN A DEGREE A STUDENT MUST COMPLETE THE FOLLOWING:

- [1] Completion of a minimum of 60-semester units or 90 quarter units of degree applicable courses
- [2] A minimum of 18-semester units in a major
- [3] Completion of 21 units AVC General Education Requirements
- [4] Minimum overall grade point average of 2.0
- [5] A "C" or better in all courses required for the major

AS- Medical Assistant (MA)

[Total Units Required for the Major: 48]

Required Courses (41 units)	
BIOL100 - Elementary Human Anatomy and Physiology	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
BIP151 - Basic Principles of Coding for the Medical Office	3
BIP152 - Beginning Medical Insurance	3
BIP205 - Medical Office Procedures	3
MOA101 - Beginning Medical Terminology	3
MOA102 - Advanced Medical Terminology	3
MOA110 - Beginning Medical Office Assisting	4
MOA111 - Advanced Medical Office Assisting	7
NF100 - Nutrition	3

Required ENGL Courses, choose one (total 3 units)	
ENGLC1000 or ENGLC1000H - Academic Reading and Writing/Honors	4

Required COMM Courses, choose one (total 3 units)	
COMMC1000 or COMMC1000H - Intro to Public Speaking/Honors	3

RECOMMENDED PATHWAY

A.S. Medical Assistant

The Recommended Plan of Study is determined by the discipline faculty
Take classes in Summer or Intercession if needed to complete your degree in a timely manner!

Fall/Spring: Max 19 units | Summer: Max 9 units | Intercession: Max 6 units

SEMESTER 1 (FALL 1)	
Course	Units
NF 100	3
BIOL 100	3
ENGLC1000 (AVC GE AREA 1A)	4
BIP 110	1
BIP 111	1
BIP 112	1
AVC GE Area 2: Math Concepts and Quant. Rsngr.	3
Total Units	16

INTERSESSION 1	
Course	Units
COMMC1000 or COMMC1000H (AVC GE AREA 1B)	3
Total Units	3

SEMESTER 2 (SPRING 1)	
Course	Units
MOA 101	3
BIP 151	3
BIP 152	1
BIP 120	1
BIP 121	1
BIP 122	1
AVC GE Area 6: Ethnic Studies	3
Total Units	15

SUMMER 1	
Course	Units
AVC GE Area 3: Arts & Humanities	3
AVC GE AREA 4: Social & Behavioral Sciences	3
Total Units	6

SEMESTER 3 (FALL 2)	
Course	Units
MOA 110	4
BIP 205	3
MOA 102	3
BIP 130	1
BIP 131	1
BIP 132	1
AVC GE Area 5: Natural Science	3
Total Units	16

SEMESTER 4 (SPRING 2)	
Course	Units
MOA 111	7
Total Units	7
Total Degree Units	63

2026-2027 AVC General Education Requirements

Advising Form Effective Fall 2026 - Summer 2027

GE AREA	COMPLETED	IN PROGRESS	NEED	The requirements for an AA or AS degree include the following: 1. 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. 2. 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. 3. An overall grade point average (GPA) of 2.0 ("C" average) is required. Double counting: 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. Prerequisite: 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. <u>Complete at least 3 semester units from each of the following areas below: 1A, 1B, 2, 3, 4, 5, and 6. Completion of 1a requires a minimum a grade of "C" or "P". Minimum Total GE Units Required 21 semester units or 28-31.5 quarter units.</u>
				AREA 1: ENGLISH COMPOSITION, ORAL COMMUNICATION, AND CRITICAL THINKING 2 courses required, one from Area A and one from Area B, 6 semester or 8 quarter units
1A				Group A: English Composition: ENGL C1000, ENGL C1000H
1B				Group B: Oral Communication and Critical Thinking: COMM C1000, C1000H; ENGL C1001, C1001H, C1002, C1002H; PHIL 201
				AREA 2: Mathematical Concepts and Quantitative Reasoning 1 course, 3 semester or 4 quarter units
2				MATH 103, 110, 116, 124, 128, 140, 148, 149, 150, 150H, 160, 220, 230, 250; STAT C1000, C1000H
				AREA 3: ARTS AND HUMANITIES 1 courses, 3 semester units or 4 quarter units
3				ART 100, 103, 104, 106, 113, 132, 135, 137, 140, 145, 163, 170, 213; ARTH C1100, C1100H, C1200, C1200H; CHIN 101, 102, 201, 202; DFST 101, 102, 201, 202; COMM 112, 114, 217, 219; DA 101, 113; ENGL 114, 221, 222, 225, 227, 230, 231, 235, 242, 253, 253H, 256, 257, 259, 265, 279, C1002, C1002H; FREN 101, 102, 201, 202, 203; FTV 101, 107, 108, 201, 203, 251, 261; GER 101, 102, 201, 202; HIST 104, 105, 110, 110H, 111, 111H, 113, 115, 119, C1001, C1001H, C1002, C1002H; LATN 101, 102, 201; MUS 101, 101H, 105, 106, 110, 111, 120, 151; MUSC 102, 103, 107, 108, 109; PHIL 105, 105H, 106, 108, 109, 230, 240; NF 150; PHOT 107; PHTC 101, 150, 201; SPAN 101, 102, 110SS, 201, 202, 203, 210SS, 220SS; THA 101, 101H, 102, 103, 104, 106, 110, 111, 130, 225, 239, 239H, 240
				AREA 4: SOCIAL AND BEHAVIORAL SCIENCE 1 course, 3 semester units or 4 quarter units
4				AJ 206; ANTH 102, 103, 110, 112, 112H, 140; BUS 212; CFE 102, 103; DFST 105, 106, 110; ECON 100, 110, C2001, C2001H, C2002, C2002H; GEOG 105, 106, 110; HIST 104, 105, 110, 110H, 111, 111H, 113, 114, 116, 118, 119, C1001, C1001H, C1002, C1002H; POLS 103, 200, 201, 202, 203, C1000, C1000H; PSY 200, 201, 212, 230, 232, 233, 234, 235, 236; PSYC C1000, C1000H; SOC 105, 110, 111, 112, 115, 116, 120, 200; SOCI C1000, C1000H
				AREA 5: NATURAL SCIENCES 1 course, 3 semester units or 4 quarter units
5				ANTH 101, 101H; ASTR C1001, C1001H; BIOL 100, C1001#, 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 # Students must register separately for the required lab component of BIOL 101L
				AREA 6: ETHNIC STUDIES 1 course, 3 semester units or 4 quarter units
6				ETHN 101, 102, 110, 111, 112, 113, 114; ENGL 257 or ETHN 257EN

COUNSELING 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)

Application for Graduation:

Antelope Valley College awards degrees three times annually following the Fall, Spring, and summer semesters. Students must apply for graduation to earn their degree or certificate. Applications are due by September 6 for spring/summer graduates and by February 14 for fall graduates.

AVC 26-27 CATALOG: [ACADEMIC POLICIES](#)

INFORMATION and RESOURCES

Tutoring Assistance
Transfer Center
Basic Needs

Career Center
Office of Students with Disabilities
Financial Aid

AVC Student Health Services
Palmdale Center
Counseling Division