



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 Major & Program Electives Courses
- [2] Minimum grade point average of 2.0
- [3] A C or better in all courses required for the major

Cert- Medical Assistant (MA1)

[Total Units Required for the Major: 36]

Required Courses (41 units)	
BIOL100 - Elementary Human Anatomy and Physiology	3
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

RECOMMENDED PATHWAY

Cert. Medical Assistant

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

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

SEMESTER 1 (FALL 1)	
Course	Units
BIOL 100	3
ENGLC1000 OR ENGLC1000	4
NF 100	3
Total Units	16

SEMESTER 2 (SPRING 1)	
Course	Units
MOA 101	3
BIP 151	3
BIP 152	1
Total Units	9

SEMESTER 3 (FALL 2)	
Course	Units
BIP 205	3
MOA 102	3
MOA 110	4
Total Units	10

SEMESTER 4 (SPRING 2)	
Course	Units
MOA 111	7
Total Units	7
Total Degree Units	36

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	Career Center	AVC Student Health Services
Transfer Center	Office of Students with Disabilities	Palmdale Center
Basic Needs	Financial Aid	Counseling Division