

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: Clinical Medical Assistant and Medical Assistant.

Staff

Please dial (661) 722-6300, then the 4 digit extension.

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Program Description

The Health Sciences office 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

The medical assistant program prepares people to work under the direction of physicians, registered nurses, and podiatrists in medical offices and clinics.

Administrative Medical Assistant

For certificate program and degree requirements see Office Technology section of this catalog.

Clinical Medical Assistant

Required Courses (26 units):

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	3
Elective	3
Total	26

Program Electives:

CA 103, Intro. to Computers and Dig. Tech.	3
OT 102, Keyboarding II	3
CA 111, Word Processing–Microsoft Word	3
OT 199, Occupational Work Experience	1-8

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

Medical Assistant

Required Courses (38 units):

CA 103, Intro. to Computers and Dig. Tech.	3
CA 111, Word Processing–Microsoft Word	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, Keyboarding II	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	3
Elective	3
Total	38

Program Electives:

COMM 103, Process of Communication	3
COMM 107, Intro. to Interpersonal Communication	3
OT 199, Occupational Work Experience	1-8

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

Associate Degree

The medical assistant program prepares people to work under the direction of physicians, registered nurses, and podiatrists in medical offices and clinics.

Students who complete the associate degree in medical office assisting may have enhance 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.

Administrative Medical Assistant

For certificate program and degree requirements in see Office Technology section of this catalog.

Clinical Medical Assistant

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 Clinical Medical Assisting prepares students to work under the direction of physicians, registered nurses, and podiatrists in medical offices and clinics.

Required Courses (42 units):	units
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	3
NF 100, Nutrition	3
BIOL 100, Ele Human Anatomy & Physiology	3
COMM 101, Intro to Public Speaking	3
ENGL 101, Academic Composition	3
MATH 102, Intermediate Algebra <i>or higher</i>	4
Program Elective	3

Total 42

Program Electives (3 units):	units
CA 103, Intro. to Computers and Dig. Tech.	3
CA 111, Word Processing–Microsoft Word	3
OT 102, Keyboarding II	3
OT 199, Occupational Work Experience	1-8

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.

<i>Recommended Plan of Study</i>

First Semester	units
CA 103, Intro. to Computers and Dig. Tech.	3
BIOL 100, Elem. Human Anatomy and Physiology (GE requirement Area A)	3
ENGL 101, Academic Composition (GE Area D1)	3
MATH 102, Intermediate Algebra <i>or higher</i> (GE Area D2)	4

Total 13

Second Semester	units
COMM 101, Intro to Public Speaking	3
MOA 101, Beginning Medical Terminology	3
NF 100, Nutrition (GE Area E)	3
OT 205, Medical Office Procedures	3

Total 12

Third Semester	units
MOA 102, Advanced Medical Terminology	3
MOA 110, Beginning Medical Office Assisting Skills	4
OT 150, Basic Principles of Coding for the Medical Office	3
GE requirement Area B	3-4
GE requirement Area C	3-4

Total 16-18

Fourth Semester	units
MOA 111, Advanced Medical Office Assisting Skills	4
OT 152, Beg. Medical Insurance	3
GE requirement Area F	3-4
Program Electives	3-4

Total 13-15**Degree Total 60****Medical Assistant**

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.

Required Courses (48 units):	units
CA 103, Intro. to Computers and Dig. Tech.	3
CA 111, Word Processing–Microsoft Word	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, Keyboarding II	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	3
BIOL 100, Elem Human Anatomy & Physiology	3
ENGL 101, Academic Composition	3
MATH 102, Intermediate Algebra <i>or higher</i>	4
Program Elective	3

Total 48

Program Electives (3 units):	units
NF 100, Nutrition	3
COMM 101, Intro to Public Speaking	3
COMM 103, Process of Communication	3
COMM 107, Introduction to Personal Communication	3
OT 199, Occupational Work Experience	1-8

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.

<i>Recommended Plan of Study</i>

First Semester	units
BIOL 100, Elem. Human Anatomy and Physiology (GE requirement Area A)	3
CA 103, Intro to Computers & Dig Tech	3
ENGL 101, Academic Composition (GE Area D1)	3
MATH 102, Intermediate Algebra <i>or higher</i> (GE Area D2)	4
NF 100, Nutrition (GE Area E)	3

Total 16

Second Semester	units
COMM 101, Intro to Public Speaking	3
MOA 101, Beginning Medical Terminology	3
OT 102, Keyboarding II	3
OT 121, Spreadsheets for the Office	3
OT 205, Medical Office Procedures	3

Total 15

Third Semester

MOA 102, Advanced Medical Terminology	3
MOA 110, Beginning Medical Office Assisting Skills	4
OT 150, Basic Principles of Coding for the Medical Office	3
GE requirement Area B	3
GE requirement Area C	3
Total 16-18	

Fourth Semester

MOA 111, Advanced Medical Office Assisting Skills	4
OT 152, Beg. Medical Insurance	3
GE requirement Area F	3-4
Program Elective	3-4
Total 13-15	
Degree Total 60-64	

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 www.assist.org

Prerequisite Completion

All prerequisite courses 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

Prerequisite: Completion of ENGL 101 with a grade of "C" or better.

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 with a grade of "C" or better. Completion of ENGL 101 with a grade of "C" or better

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. Completion of English 101 with a grade of "C" or better; Completion of Math 102 or higher with a "C" or better.

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)

MOA 111 ADVANCED MEDICAL OFFICE ASSISTING SKILLS

4 units

6 hours weekly

Prerequisite: Current BLS card, Completion of MOA 110 with a "C" or better; Completion of English 101 with a "C" or better; Completion of MOA 101 with a "C" or better; and Completion of Math 102 or higher with a "C" or better.

The course covers advanced skills for assisting the physician in the medical office or clinic. The legal and technical aspects of 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 student's 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. (AVC) (R3)