

Program Description

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.

Division:

Greg Bormann, Dean	x.6402
Dr. Casey Scudmore, Associate Dean	x.6402
Sylvia Waller, Coordinator, Coordinator	x.6402
Vacant, Clerical Assistant III	x.6402
Dr. Wendy Stout, Department Chair	x.6150
Adjunct Faculty:	V.M.
Paularita Bossier	2384
Karen Stenback	2665
Joanne Stoll	2440

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.

Note: The OT program for Administration Medical Assistant is being discontinued. No new students are being accepted into this program. Students are encouraged to enroll in the Business Information Professional program which is replacing our Office Technology certifications and degrees. This will be the final year to complete this degree.

Clinical Medical Assistant

Required Courses (26 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
Elective	3
Total	26

Program Electives (3 units):	units
CA 103, Introduction to Computers and Digital Technology	3
*OT 102, Keyboarding II	3
CA 111, Word Processing–Microsoft Word	3
*OT 199, Occupational Work Experience	1-8

For a Recommended Pathway, please refer to the Associate Degree plan minus the general education requirements.

Medical Assistant

Required Courses (38 units):	units
CA 103, Introduction to Computers and Digital Technology	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, Shreadsheets 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 (3 units):	units
COMM 107, Introduction to Interpersonal Communication	3
OT 199, Occupational Work Experience	1-8

For a Recommended Pathway, please refer to the Associate Degree plan minus the general education requirements.

***Refer to page 264 for OT course equivalencies.**

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, see the Office Technology section of this catalog.

Note: The OT program for Administration Medical Assistant is being discontinued. No new students are being accepted into this program. Students are encouraged to enroll in the Business Information Professional program which is replacing our Office Technology certifications and degrees. This will be the final year to complete this degree.

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, College Composition	3
MATH, (Transfer Level Math)	4
Program Elective	3

Total 42

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

*Refer to page 264 for OT course equivalencies.

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 Pathway</i>

Fall, First Semester	units
CA 103, Introduction to Computers and Digital Technology	3
BIOL 100, Elem. Human Anatomy and Physiology	
(GE requirement Area A)	3
ENGL 101, College Composition (GE Area D1)	3
MATH (GE Area D2)	4
Total 13	

Spring, 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	

Fall, 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	

Spring, Fourth Semester	units
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****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, Introduction to Computers and Digital Technology	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, College Composition	3
MATH, (Transfer Level Math)	4
Program Elective	3

Total 48

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

Recommended Pathway	
Fall, First Semester	units
BIOL 100, Elem. Human Anatomy and Physiology (GE requirement Area A)	3
CA 103, Introduction to Computers and Digital Technology	3
ENGL 101, College Composition (GE Area D1)	3
MATH, (GE Area D2)	4
NF 100, Nutrition (GE Area E)	3
Total	16
Spring, Second Semester	
CA 111, Word Processing–Microsoft Word	3
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	18
Fall, 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
Spring, Fourth Semester	
MOA 111, Advanced Medical Office Assisting Skills	4
OT 152, Beg. Medical Insurance	3
GE requirement Area	3-4
Program Elective	3-4
Total	13-15
Degree Total	60-64

*See below for OT course equivalencies.

OT Course Equivalency

To better meet labor market demands and student needs, the Office Technology program has been converted to Business Information Professional (BIP). Please see Page 123 for information on the BIP program.

Note: Because OT 101: *Keyboarding I* is no longer being offered, the following courses may be accepted as a substitute:

BIP 110, Keyboarding I	Units 1
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Note: Because OT 102: *Keyboarding II* is no longer being offered, the following courses may be accepted as a substitute:

BIP 110, Keyboarding I	Units 1
BIP 120, Keyboarding II	1
BIP 130, Keyboarding III	1

Note: Because OT 103: *Advanced Computer Keyboarding* is no longer being offered, the following courses may be accepted as a substitute:

BIP 110, Keyboarding I	Units 1
BIP 120, Keyboarding II	1
BIP 130, Keyboarding III	1

Note: Because OT 113, *Advanced Microsoft Word* is no longer being offered, the following courses may be accepted as a substitute:

BIP 111, MS Word I	Units 1
BIP 121, MS Word II	1
BIP 131, MS Word III	1

Note: Because OT 121, *Spreadsheets for the Office* is no longer being offered, the following courses may be accepted as a substitute:

BIP 112, MS Excel I	Units 1
BIP 122, MS Excel II	1
BIP 132, MS Excell III	1

Note: Because OT 201, *Administrative Office Procedures* is no longer being offered, the following courses may be accepted as a substitute:

BIP 100, <i>Introduction to Business Information Professional</i>	Units 3
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Note: Because OT 199, *Work Experience* is no longer being offered, the following course may be accepted as a substitute:

BIP 199, <i>Work Experience</i>	Units 1-8
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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. (CSU, AVC)

MOA 110 BEGINNING MEDICAL OFFICE ASSISTING SKILLS

4 units

6 hours weekly [3 lecture, 3 lab]

Prerequisite: Completion of or concurrent enrollment in MOA 101. Completion of English 101 with a grade of "C" or better; Completion of Intermediate Algebra or higher or placement by multiple measures, 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 [3 lecture, 3 lab]

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 Intermediate Algebra or higher or placement by multiple measures.

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)