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

Dean:
Greg Bormann ext. 6402
Coordinator:
Karen Smith ext. 6402
Clerical Assistant III:
Sylvia Waller ext. 6402
Department Chair:
Jeffrey Stephens ext. 6139
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.
Paularita Bossier 2384
Patricia Karnstedt 2523
Karen Stenback 2665
Joanne Stoll 2440

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

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.

Required Courses:            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
Total  26

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

Program Electives:      units
CA 103, Intro. to Computers and Dig. Tech.    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.

Required Courses:            units
CA 103, Intro. to Computers and Dig. Tech.   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            3
Elective                                     3
Total  38

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

Program Electives:      units
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.
Medical Assisting

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**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech.</td>
<td>3</td>
</tr>
<tr>
<td>MOA 101, Beginning Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MOA 110, Beginning Medical Office Assisting Skills</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 100, Elem. Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOA 102, Advanced Medical Terminology</td>
<td>3</td>
</tr>
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<td>MOA 111, Advanced Medical Office Assisting Skills</td>
<td>4</td>
</tr>
<tr>
<td>OT 150, Basic Principles of Coding for the Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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<tr>
<td>OT 152, Beg. Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>OT 205, Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101, General Psychology (GE requirement Area B)</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
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<td><strong>Total</strong></td>
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<tbody>
<tr>
<td>OT 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>SOC 101, Intro. to Sociology (GE requirement Area E)</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13-16</strong></td>
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</table>

**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.)

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<tr>
<td>GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
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**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 100A 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/ENGL 101SL.
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 100A, 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)

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/ENGL 101SL and MATH 070.
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 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. (AVC) (R3)