



# Certificate/AS-Medical Assistant 21-22 Recommended Program Sequence

All courses with a + sign indicate a pre-requisite or co-requisite

Term 1 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		Units	Term 3 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		Units
G.E. Area A (BIOL 100, Elemen. Human Anat. & Phys.)		3	MOA 102+, Advanced Medical Terminology		3
CA 103, Intro. to Computers & Dig. Tech.		3	MOA 110+, Beginning Medical Office Assisting Skills		4
G. E. Area D1 (English 101+)		3	OT 150, Basic Principles of Coding for the Medical Office		3
G. E. Area D2 (MATH 102 or Higher)		4	General Education Area B		3
G. E. Area E (NF 100) Program Elective		3	General Education C		3
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>
Term 2 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		Units	Term 4 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		Units
MOA 101, Beginning Medical Terminology		3	CA 111, Word Processing–Microsoft Word		3
OT 102, Intermediate Computer Keyboarding		3	MOA 111+, Advanced Medical Office Assisting Skills		4
OT 121, Spreadsheets for the Office		3	OT 152, Beg. Medical Insurance		3
OT 205, Medical Office Procedures		3	General Education Area F (Diversity Studies)		3
Electives: COMM 101, Intro to Public Speaking		3			
<b>Total</b>		<b>15</b>	<b>Total</b>		<b>13</b>
<b>Transfer or Graduate</b>					

**Take Summer classes if needed to complete the program in a timely manner.**

**The state requires all students to have a Comprehensive Educational Plan. Make a counseling appointment as soon as enrollment is established on any term. Come by the Counseling Center or call. Online Counseling is available: <https://www.avc.edu/student-services/counseling>**

Certificate/Major Required Courses:	Units	
CA 103, Introduction to Computers & Digital Technology	3	CFE 102
CA 111, Word Processing–Microsoft Word	3	COMM 217+
MOA 101, Beginning Medical Terminology	3	DFST 105
MOA 102+, Advanced Medical Terminology	3	ECON 100, 101+, 102+, 110
MOA 110+, Beginning Medical Office Assisting Skills	4	GEOG 105, 106, 110
MOA 111+, Advanced Medical Office Assisting Skills	4	HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119
OT 102, Intermediate Computer Keyboarding	3	POLS 101, 103, 200, 201+, 202+, 203+
OT 121, Spreadsheets for the Office	3	PSY 101, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+
OT 150, Basic Principles of Coding for the Medical Office	3	SOC 101, 105, 110, 111, 112, 115, 116, 120
OT 152, Beginning Medical Insurance	3	<b>Area C Humanities: (min. 3 units)</b>
OT 205, Medical Office Procedures	3	ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 145,
BIOL 100, Elem Human Anatomy & Physiology (AS Major Only)	3	150, 163+, 170+, 210+, 213+
ENGL 101, Academic Composition (AS Major Only)	3	CHIN 101, 102+, 201+, 202+
MATH 102, Intermediate Algebra or higher (AS Major Only)	4	COMM 103, 112, 114, 214+
Program Elective	3	DA 101
<b>Program Electives - Complete 3 units from the following:</b>		DFST 101, 102+, 105, 106, 201+, 202+
NF 100, Nutrition ( <i>For major in AS degree ONLY</i> )	3	ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,
COMM 101, Intro to Public Speaking ( <i>For major in AS degree ONLY</i> )	3	253+, 256+, 257+, 259+, 265+, 279+
COMM 103, Process of Communication	3	FREN 101, 102+, 201+, 202+, 203+
COMM 107, Intro. to Interpersonal Communication	3	FTV 101, 103, 107, 108, 201, 203, 241, 251, 261
OT 199+, Occupational Work Experience	1-8	GER 101, 102+, 201+, 202+
<i>Every 60 hours of volunteer work or 75 hours of paid work = 1 unit of credit</i>		HIST 115
<b>Units Required for the Certificate/Major: 38</b>		ID 150, 201 (ID courses no longer offered 20-21)
<i>other requirements for degree</i>		LATN 101, 102+, 201+
General Education	21-27	MUS 101, 105, 111, 131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+, 251B+,
Proficiency (See Proficiency Requirements)	-	253A+, 253B+
Electives	0-1	MUSC 102, 103, 107, 108
<b>Minimum Units Required for AS Degree 60</b>		PHIL 105, 106, 108, 109
<b>Other Requirements:</b>		PHOT 107
• Minimum grade of “C” required on each course		PHTC 101, 150+, 201+
• Maximum of 12 pass/no-pass units accepted for the Degree and 6 units for a Certificate		SPAN 101, 110SS, 102+, 201+, 202+, 210SS+, 220SS+
• Refer to catalog or online website for course listings and descriptions		THA 101, 102, 103, 110, 115A, 115B+, 116A+, 116B+, 117A+, 117B+, 118A+,
<b>AS General Education: At least 3 units from each of the following areas below: A, B, C, D1, D2, E, and F. Minimum Total GE Units Required: 21</b>		118B+, 121A, 121B, 130, 133, 225+, 239
<b>Area A Natural Sciences: (min. 3 units)</b>		<b>Area D Language &amp; Rationality: (min. 3 units from (1) and 3 units from (2))</b>
ANTH 101, 101L		1. <i>Academic Composition:</i> Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.
ASTR 101+, 101L+		ENGL 101+
BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+, 205+		2. <i>Communication and Analytical Thinking</i>
CHEM 101+, 102+, 110+		BUS 113+
ELTE 101		CA 103
ERSC 101+		CIS 101, 111, 141, 157, 161
GEOG 101+, 101L+, 102, 102L+		COMM 101, 103, 107, 109, 112, 114, 115, 217+, 219+
GEOL 101+, 101L+, 102+, 102L+		ENGL 102+, 103+
PHYS 101, 102+, 110+, 120+, 211+		GEOG 101, 205
PSCI 101		MATH 102+, 110+, 115+, 116+, 120+, 124+, 128+, 135+, 140+, 148+
<b>Area B Social &amp; Behavioral Sciences: (min. 3 units)</b>		150+, 160+, 220+, 230+, 250+
AJ 201, 204, 206		PHIL 101, 106, 110, 201+
ANTH 102, 103, 112, 140		<b>Area E - Additional Breadth: (min. 3 units)</b>
BUS 101		From areas A**, B**, C**, D2,** or
		CFE 102
		COMM 103, 107, 219+
		DFST 105

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HD 100, 101, 102, 103, 105  
 HE 101, 120, 201  
 ID 100, 120 (ID courses no longer offered 20-21)  
 KINT 100  
 LIB 107, 110  
 NF 100, 102, 103, 110, 150  
 PSY 212  
 SOC 111, 116  
 MUSC 108

Any DA activity course(s) from DA102-205, except DA 107A-C, 108, 109, and 111. Any Kinesiology Fitness (KINF) activity course, Intercollegiate Athletics (IATH) activity course, or up to 4 units for military experience.

**\*\* Courses must be taken from a discipline not previously selected.**

### Area F Diversity Studies: (min. 3 units)

ANTH 102, 112 <sup>11</sup> <sub>SEP</sub>	FTV 201, 203
BUS 212	HE 201+
CFE 116+	HIST 110, 111, 113
COMM 114, 217+, 219+	MUSC 107, 108
DFST 105, 106	POLS 202+
ECON 110	SOC 105, 110, 116
ENGL 250+, 253+, 256+, 257+, 259+	THA 239

### Proficiency Requirements

Proficiency requirements exist for the areas of Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

#### A. WRITING

Completion of ENGL 101 with a minimum grade of "C." NOTE: ENGL 101 may be taken with the Pass/No Pass option; however, students are cautioned that other colleges and universities may not accept ENGL 101 courses taken on a Pass/No Pass basis, especially for satisfaction of general education and major requirements. Students planning to transfer should check college catalogs for applicable policies.

#### B. MATHEMATICS

Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by AVC assessment into a math course higher than MATH 102.

**\*Fulfilling proficiencies** will not require any extra units if the competencies are demonstrated by including the required courses in the general education, or major requirements, or by satisfying the reading proficiency through AVC's policy.

**Electives:** The remaining number of units (up to a minimum of 60) are considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major, cannot be used as an elective. Any course with a designation of "AVC" at the end of a course description can be used as an elective.

**Grade Point Average Requirement:** An overall grade point average of 2.0 ("C" average) is required.

**Double Counting:** While a course might 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.

**Residency:** Minimum of 12 units completed at AVC with a minimum of 9 of those units completed from the certificate/major. (credit earned by examination will not be included in these 12 units) Title 5, Section 54000:<http://ccr.oal.ca.gov>

**Requirements for Two or More Associate Degrees:** To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.

**Transfer:** Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center or the Counseling Center and consult with a counselor as soon as possible to develop a plan of studies. Additional preparation for the major 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)

The "Catalog Rights Policy" sets forth the criteria used for determining the degree requirements under which students may graduate. Please refer to the AVC Catalog for a detailed description or consult with a counselor.

**Advisory:** A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

**Prerequisite:** A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Prerequisites are enforced and a student will be blocked from enrolling or involuntarily dropped after enrolling if the student does not meet the stated prerequisite. A student must complete a course prerequisite with a satisfactory grade of A, B, C or P (pass).

**Corequisite:** A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated co-requisite.