# ANTELOPE VALLEY

# Certificate/AS-Clinical Medical Assistant 18-19

## **Recommended Program Sequence**

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

Term 1 (Semester: Maximum 19 units, 15 units recommended)		Units	Term 5 (Semester: Maximum 19 units, 15 units recommended	l)	Units
Program Elective: CA 103, Intro. to Computers & Dig. Tech.		3	OT 152, Beginning Medical Insurance		3
MOA 101, Beginning Medical Terminology		3	OT 205, Medical Office Procedures		3
MOA 110+, Beginning Medical Office Assisting Skills		4	General Education Area B (PSY 101 (recommended))		3
G.E. Area A (BIOL 100, Elemen. Human Anat. & Phys. (recommended))		3	General Education C (Humanities)		3
General Education Area D1 (English 101+)		3	General Elective (SOC 101 (recommended))		3
	Total	16		Total	15
Term 2: (Intersession(6/3)-Summer (9/6) Max./Recommended units			Term 6: (Intersession(6/3)-Summer (9/6) Max./Recommended units)		
Term 3 (Semester: Maximum 19 units, 15 units recommended)		Units	Term 7 (Semester: Maximum 19 units, 15 units recommended	D.	Units
MOA 102+, Advanced Medical Terminology		Omto	Term / (Semester: Maximum 1) units, 13 units recommended	1)	Units
MOA 102+, Advanced Medical Termino		3	OT 199+, Occupational Work Experience	1)	1
MOA 102+, Advanced Medical Termine MOA 111+, Advanced Medical Office Assist	ology	-	,		
,	ology ing Skills	3	OT 199+, Occupational Work Experience		1
MOA 111+, Advanced Medical Office Assist	ology ing Skills	3 4	OT 199+, Occupational Work Experience General Education Area F (Diversity Studies)		1 3
MOA 111+, Advanced Medical Office Assist OT 150, Basic Principles of Coding for the Me	ology ing Skills	3 4 3	OT 199+, Occupational Work Experience General Education Area F (Diversity Studies) General Elective (SOC 101 (recommended))		1 3 3
MOA 111+, Advanced Medical Office Assist OT 150, Basic Principles of Coding for the Medical Education Area D2	ology ing Skills	3 4 3 3	OT 199+, Occupational Work Experience General Education Area F (Diversity Studies) General Elective (SOC 101 (recommended)) General Elective	Total	1 3 3 3

Take Summer or Intersession 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

•	e Counseling Center or call.	
Certificate/Major Required Courses:	Units	AS General Education: At least 3 units from each of the following areas below:
MOA 101, Beginning Medical Terminology	3	A, B, C, D1, D2, E, and F. Minimum Total GE Units Required 21
MOA 102+, Advanced Medical Terminology	3	Area A Natural Sciences: (min. 3 units)
MOA 110+, Beginning Medical Office Assisting Skills	4	ANTH 101, 101L
MOA 111+, Advanced Medical Office Assisting Skills	4	ASTR 101+, 101L+
OT 150, Basic Principles of Coding for the Medical Office	3	BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+, 205+
OT 152, Beginning Medical Insurance	3	CHEM 101+, 102+, 110+
OT 205, Medical Office Procedures	3	ELTE 101
Program Elective	3	ERSC 101+
Program Electives - Complete 3 units from the following:		GEOG 101+, 101L+, 102, 102L+
CA 103, Introduction to Computers & Digital Technology	3	GEOL 101+, 101L+, 102+, 102L+
OT 102, Intermediate Computer Keyboarding	3	PHYS 101, 102+, 110+, 120+, 211+
CA 111, Word Processing-Microsoft Word	3	PSCI 101
OT 199+, Occupational Work Experience	1-8	Area B Social & Behavioral Sciences: (min. 3 units)
Every 60 hours of volunteer work or 75 hours of paid work = 1 unit of		AJ 201, 204, 206
credit		ANTH 102, 103, 112, 140
Units Required for the Certificate/Major	r: 26	BUS 101
other requirements for degree		CFE 102
General Education	21-27	COMM 217+
Proficiency (See Proficiency Requirements)	*	DFST 105
Electives	7-13	ECON 100, 101+, 102+, 110
Minimum Units Required for AS Degre	e 60	GEOG 105, 106, 110
Other Requirements:		HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116, 118, 119
Minimum grade of "C" required on each course		POLS 101, 103, 200, 201+, 202+, 203+
• Maximum of 12 pass/no-pass units accepted for the Degree and		PSY 101, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+
6 units for a Certificate		SOC 101, 105, 110, 111, 112, 115, 116+, 120
• Refer to catalog or online website for course listings and description	ons	Area C Humanities: (min. 3 units)
		ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140,
		145, 150, 163, 170+, 210+, 213+
		CHIN 101, 102+, 201+, 202+
		COMM 103, 112, 114, 214+
		DA 101
		DFST 101, 102+, 105, 106, 201+, 202+
		ENGL 102, 111+, 112+, 113+, 221+, 222+, 225+, 227+, 230+, 231+,
		235+, 236+, 240+, 242+, 246+, 250+, 253+, 256+, 257+, 259+, 265+, 279+
		FREN 101, 102+, 201+, 202+, 203+
		FTV 101, 103, 107, 108, 201, 203, 241, 251, 261
		GER 101, 102+, 201+, 202+
		HIST 115
		ID 150, 201
		LATN 101, 102+, 201+
		MUS 101, 105, 111, 131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+,
		251B+, 253A+, 253B+
		MUSC 102, 103, 107,108

## Certificate/AS-Clinical Medical Assistant 18-19 Recommended Program Sequence

PHIL 105, 106, 108, 109 PHOT 107 PHTC 101+, 150+, 201+

SPAN 101, 110SS, 102+, 201+, 202+, 210SS+, 220SS+

THA 101, 102, 103, 110, 115A, 115B+, 116A+, 116B+, 117A+, 117B+,

118A+, 118B+, 121A, 121B, 130, 133, 225+, 239

# **Area D Language & Rationality:** (min. 3 units from (1) and 3 units from (2))

 Academic Composition: Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

ENGL 101+

2. Communication and Analytical Thinking

BUS 113+ CA 103

CIS 101, 111, 141, 157, 161

COMM 101, 103, 107, 109, 112, 114, 115, 217+, 219+

ENGL 102+, 103+

GEOG 201, 205

MATH 102+, 110+, 115+, 116+, 120+, 124+, 128+, 135+, 140+, 148+

150+, 160+, 220+, 230+, 250+

PHIL 110, 106, 110, 201+

NF 100, 102, 103, 110, 150

PSY 212+

SOC 111, 116+

#### Area E - Additional Breadth: (min. 3 units)

From areas A\*\*, B\*\*, C\*\*, D2,\*\* or

CFE 102 NF 100, 102, 103, 110, 150

COMM 103, 107, 219+ PSY 212 DFST 105 SOC 111, 116

HD 100, 101, 102, 103, 105

HE 101, 120, 201

ID 100, 120

KINT 100

LIB 107, 110

MUSC 108

**ECON 110** 

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 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+

ENGL 250+, 253+, 256+, 257+, 259+ THA 239

#### **Proficiency Requirements**

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

#### A. READING

Complete ENGL 101 with a "C" or better or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education.

#### B. 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.

#### C. 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

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.

SOC 105, 110, 116+