| Term 1 (Semester: Maximum 19 units, 15 units recommended) | Units | Term 5 (Semester: Maximum 19 units, 15 units recommended) | 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) | Units |
| MOA 102+, Advanced Medical Terminology | 3 | OT 199+, Occupational Work Experience | 1 |
| MOA 111+, Advanced Medical Office Assisting Skills | 4 | General Education Area F (Diversity Studies) | 3 |
| OT 150, Basic Principles of Coding for the Medical Office | 3 | General Elective (SOC 101 (recommended)) | 3 |
| General Education Area D2 | 3 | General Elective | 3 |
| General Education Area E (Additional Breadth) | 3 | General Elective | 3 |
| Total | 16 | Total | 13 |
| Term 4: (Intersession(6/3)-Summer (9/6) Max./Recommended units) |  | Transfer or Graduate |  |

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 term. Come by the 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 credit |  | $\begin{aligned} & \text { AJ 201, 204, } 206 \\ & \text { ANTH 102, 103, 112, } 140 \end{aligned}$ |
| Units Required for the Certificate/Major: | 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 Degree | 60 | GEOG 105, 106, 110 |
| Other Requirements: <br> - Minimum grade of "C" required on each course <br> - Maximum of 12 pass/no-pass units accepted for the Degree and 6 units for a Certificate <br> - Refer to catalog or online website for course listings and descriptions |  | HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116, 118, 119 POLS 101, 103, 200, 201+, 202+, 203+ <br> PSY 101, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+ <br> SOC 101, 105, 110, 111, 112, 115, 116+, 120 |
|  |  | Area C Humanities: (min. 3 units) |
|  |  | ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, $145,150,163,170+, 210+, 213+$ <br> CHIN 101, 102+, 201+, 202+ <br> COMM 103, 112, 114, 214+ <br> DA 101 <br> DFST 101, 102+, 105, 106, 201+, 202+ <br> ENGL 102, 111+, 112+, 113+, 221+, 222+, 225+, 227+, 230+, 231+, <br> $235+, 236+, 240+, 242+, 246+, 250+, 253+, 256+, 257+, 259+, 265+, 279+$ <br> FREN 101, 102+, 201+, 202+, 203+ <br> FTV 101, 103, 107, 108, 201, 203, 241, 251, 261 <br> GER 101, 102+, 201+, 202+ <br> HIST 115 <br> ID 150, 201 <br> LATN 101, 102+, 201+ <br> MUS 101, 105, 111, 131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+, <br> $251 \mathrm{~B}+, 253 \mathrm{~A}+, 253 \mathrm{~B}+$ <br> MUSC 102, 103, 107,108 |

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

PHIL 105, 106, 108, 109
PHOT 107
PHTC 101+, 150+, 201+
SPAN 101, 110SS, 102+, 201+, 202+, 210SS,+ 220 SS +
THA $101,102,103,110,115 \mathrm{~A}, 115 \mathrm{~B}+, 116 \mathrm{~A}+, 116 \mathrm{~B}+, 117 \mathrm{~A}+, 117 \mathrm{~B}+$, $118 \mathrm{~A}+, 118 \mathrm{~B}+, 121 \mathrm{~A}, 121 \mathrm{~B}, 130,133,225+, 239$
Area D Language \& Rationality: (min. 3 units from (1) and 3 units from (2))

1. 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 $\mathrm{A}^{* *}, \mathrm{~B}^{* *}, \mathrm{C}^{* *}, \mathrm{D} 2,{ }^{* *}$ 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
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
BUS 212
CFE 116+
COMM 114, 217+, 219+
DFST 105, 106
ECON 110
ENGL 250+, 253+, 256+, 257+, 259+

FTV 201, 203
HE 201+
HIST 110, 111, 113
MUSC 107, 108
POLS 202+
SOC 105, 110, 116+
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 $\mathrm{A}, \mathrm{B}, \mathrm{C}$ 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.

