

COUNSELING CENTER ADVISING

Certificate Programs (2)

- Requires a minimum grade of “C” on each course
- Maximum of 6 Pass/No Pass units accepted
- Minimum of 12 units completed in residence at AVC with a minimum of 9 of those units completed in the certificate coursework (credit earned by examination will not be included in these 12 units)
- Refer to catalog or online website for course listings, descriptions, and suggested course sequence if available.

CLINICAL MEDICAL ASSISTANT

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
OT 205, Medical Office Procedures	3
Elective	<u>3</u>
Total Units Required	26

Program Electives

Complete three units from the following:

CA 103, Intro. to Computers & Dig. Tech.	3
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 199, Occupational Work Experience (Every 60 hours of volunteer work or 75 hours of paid work = 1 unit of credit)	1-8

MEDICAL ASSISTANT

Required Courses	units
CA 103, 1 Intro. to Computers & 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	<u>3</u>
Total Units Required	38

Program Electives

Complete three units from the following:

COMM 103, Process of Communication	3
COMM 107, Intro. to Interpersonal Communication	3
OT 199, Occupational Work Experience (Every 60 hours of volunteer work or 75 hours of paid work = 1 unit of credit)	1-8

AS-Associate Degree (2)

- Every course in the major requires a minimum grade of “C”
- Maximum of 12 Pass/No Pass units accepted
- Minimum of 12 units must be completed at AVC (credit earned by examination will not be included in these 12 units)
- Refer to catalog or online website for course listings, descriptions, and suggested course sequence if available.

CLINICAL MEDICAL ASSISTANT

Major 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
OT 205, Medical Office Procedures	3
Elective	<u>3</u>
Units Required for Major	26

Program Electives

Complete three units from the following:

CA 103, Intro. to Computers & Dig. Tech.	3
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 199, Occupational Work Experience (Every 60 hours of volunteer work or 75 hours of paid work = 1 unit of credit)	1-8

other requirements for degree

General Education	21-27
Proficiency (See Proficiency Requirements) *	
Electives	<u>7-13</u>
Minimum Units Required	60

*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.

MEDICAL ASSISTANT

Major Required Courses	units
CA 103, Intro. to Computers & 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	<u>3</u>
Units Required for Major	38

Program Electives

Complete three units from the following:

COMM 103, Process of Communication	3
COMM 107, Intro. to Interpersonal Communication	3
OT 199, Occupational Work Experience (Every 60 hours of volunteer work or 75 hours of paid work = 1 unit of credit)	1-8
<i>other requirements for degree</i>	
General Education	21-27
Proficiency (See Proficiency Requirements) *	
Electives	<u>0-1</u>
Minimum Units Required	60

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”. Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop.

General Education Requirements

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

Area A Natural Sciences

(min. 3 units)
 ANTH 101, 101L
 ASTR 101, 101L
 BIOL 100, 101, 101L, 102, 103, 104, 110, 120, 201, 202, 204, 205
 CHEM 101, 102, 110
 ELTE 101
 ERSC 101
 GEOG 101, 101L, 102, 102L
 GEOL 101, 101L, 102, 102L
 PHYS 101, 102, 110, 120, 211
 PSCI 101

Area B Social & Behavioral Sciences

(min. 3 units)
 AJ 201, 204, 206
 ANTH 102, 103, 112, 140
 BUS 101
 CFE 102
 COMM 217
 DFST 105
 ECON 100, 101, 102, 110
 GEOG 105, 106, 110
 HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116, 118, 119
 POLS 101, 103, 200, 201, 202, 203
 PSY 101, 201, 212, 230, 232, 233, 234, 235, 236
 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
 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
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))

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 101, 106, 110, 201

Area E - Additional Breadth

(min. 3 units)

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

CFE 102

COMM 103, 107, 219

DFST 105

HD 100, 101, 102, 103, 105

HE 101, 120, 201

ID 100, 120

KINT 100

LIB 107, 110

MUSC 108

NF 100, 102, 103, 110, 150

PSY 212

SOC 111, 116

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

Eligibility for College Level Reading (AVC assessment) 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.

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.

Residence Requirement. Of the required 60 units, "at least 12 semester units must be completed in residence at the college granting the degree." Title 5, Section 54000 et seq. Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College Library.

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.

Requirements for Two or More

Certificates. To earn more than one certificate, a course can be used as part of as many certificate requirements as the student wishes to obtain.

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 to develop a plan of studies. 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

Transferability of courses to the CSU or UC systems is indicated at the end of a course description by the notation "(UC, CSU)." For the transferability of courses to all other universities, please consult with a counselor or the Transfer Resource Center.

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.

For an educational plan, please consult with a counselor. To obtain counseling services please call: (661) 722-6300 ext. 6338

Antelope Valley College's website: www.avc.edu

To contact the Career Technical Education Division, please call: 661-722-6300 ext. 6402

CA 103 *INTRODUCTION TO COMPUTERS AND DIGITAL TECHNOLOGY

Advisory: Eligibility for ENGL 100A, READ 099 and MATH 070. (CSU, UC, AVC)

CA 111 *WORD PROCESSING-- MICROSOFT WORD

Advisory: Completion of CA 103 or CA 221 and OT 101, and the Ability to type 30 wpm, and Eligibility for ENGL 100A and READ 099. (CSU, AVC)

COMM 103 *PROCESS OF COMMUNICATION

Advisory: Eligibility for ENGL 101. (CSU, UC, AVC)

COMM 107 *INTRODUCTION TO INTERPERSONAL COMMUNICATION

Advisory: Eligibility for ENGL 101. (CSU, UC, AVC)

MOA 101 *BEGINNING MEDICAL TERMINOLOGY

Advisory: Eligibility for ENGL 100A and READ 099. (CSU, AVC)

MOA 102 ADVANCED MEDICAL TERMINOLOGY

Prerequisite: Completion of MOA 101.
Advisory: Eligibility for College Level Reading and ENGL 101. (AVC)

MOA 110 BEGINNING MEDICAL OFFICE ASSISTING SKILLS

Prerequisite: Completion of or concurrent enrollment in MOA 101.
Advisory: Eligibility for ENGL 100A, READ 099 and MATH 070. (AVC)

MOA 111 ADVANCED MEDICAL OFFICE ASSISTING SKILLS

Prerequisite: Completion of MOA 110.
Advisory: Eligibility for College Level Reading, ENGL 101 and MATH 070. (AVC)

OT 102 *INTERMEDIATE COMPUTER KEYBOARDING

Advisory: Completion of OT 101 (30 wpm), and Eligibility for READ 099. (CSU, AVC)

OT 150 *BASIC PRINCIPLES OF CODING FOR THE MEDICAL OFFICE

Advisory: Completion of MOA 101, and Eligibility for ENGL 100A and READ 099. (AVC)

OT 199 *OCCUPATIONAL WORK EXPERIENCE

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. (CSU, AVC)

OT 121 *SPREADSHEETS FOR THE OFFICE

Advisory: Completion of CA 103 or CA 221, and Eligibility for ENGL 100A, READ 099 and MATH 070. (CSU, AVC)

OT 150 *BASIC PRINCIPLES OF CODING FOR THE MEDICAL OFFICE

Advisory: Completion of MOA 101, and Eligibility for ENGL 100A and READ 099. (AVC)

OT 152 *BEGINNING MEDICAL INSURANCE

Advisory: Eligibility for ENGL 100A, READ 099 and MATH 070. (AVC)

OT 205 *MEDICAL OFFICE PROCEDURES

Advisory: Completion of OT 101 (30 wpm), and Eligibility for ENGL 100A, READ 099, and MATH 070. (CSU, AVC)

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 requisite.