

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, I 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

other requirements for degree

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, 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
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, 110, 113, 132, 135, 136, 137, 140, 145, 150, 210, 213
CHIN 101, 102, 201, 202
COMM 103, 112, 114, 214
DA 101
DFST 101, 102, 105, 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, 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
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, 130, 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, 101SL

2. *Communication and Analytical Thinking*

BUS 113
CA 103

CIS 101, 111, 141, 157
COMM 101, 103, 107, 109, 112, 114, 115, 217, 219
ENGL 102, 103
GEOG 201, 205
MATH 102, 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
HD 100, 101, 102, 103, 105
HE 101, 120, 201
ID 100, 120
LIB 105, 107
NF 100, 102, 103, 110, 150
PSY 212
SOC 111, 116
Any DA activity course(s) from
DA 102-205, except DA 107A-C,
108, 109 and 111
Any KIN activity course(s) from KIN 101-180,
or up to 4 units for military experience.

** Course must be taken from a discipline not previously selected.

Area F Diversity Studies (min. 3 units)

ANTH 112
BUS 212
CFE 116
COMM 114, 217, 219
ECON 110
ENGL 250, 253, 256, 257, 259
FTV 201, 203
HE 201
HIST 110, 111, 113
MGT 212
MUSC 107
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 or ENGL 101SL 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 099, 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 099 and READ 099.
(CSU, AVC)

COMM 103 *PROCESS OF
COMMUNICATION

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

COMM 107 *INTRODUCTION TO
INTERPERSONAL COMMUNICATION

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

MOA 101 *BEGINNING MEDICAL
TERMINOLOGY

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

MOA 102 ADVANCED MEDICAL
TERMINOLOGY

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

MOA 110 BEGINNING MEDICAL OFFICE
ASSISTING SKILLS

Prerequisite: Completion of or concurrent enrollment in MOA 101.
Advisory: Eligibility for ENGL 099, 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/ENGL 101SL 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 099 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 099, 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 099 and READ 099.
(AVC)

OT 152 *BEGINNING MEDICAL
INSURANCE

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

OT 205 *MEDICAL OFFICE PROCEDURES

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