



# Certificate/AS-Medical Assistant 23-24

## Recommended Plan of Study - Counseling

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

### DRAFT - Pending catalog Publishing

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
G. E. Area E (NF 100) Program Elective		3	MOA 110+, Beginning Medical Office Assisting Skills		4
G. E. Area D1 (ENGLISH 101+)		3	BIP 205, Medical Office Procedures		3
BIP 110, 111, 120, 121, 130, 131 (Keyboarding & Word)		6	G. E. Area B		3
			G. E. Area C		3
	Total	<b>15</b>		Total	<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
G. E. Area D2 COMM 101, Intro to Public Speaking		3	MOA 111+, Advanced Medical Office Assisting Skills		6.5
MOA 101, Beginning Medical Terminology		3	G. E. Area F (Diversity Studies)		3
BIP 151, Basic Principles of Coding for the Medical Office		3	General Electives		3
BIP 152, Beginning Medical Insurance		3	General Electives		1.5
BIP 112, 122, 132 (MS Excel I, II, III)		3			
	Total	<b>15</b>		Total	<b>14</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	
MOA 101, Beginning Medical Terminology	3	CFE 102, 103+
MOA 102+, Advanced Medical Terminology	3	COMM 217+
MOA 110+, Beginning Medical Office Assisting	4	DFST 105, 106, 110
MOA 111+, Advanced Medical Office Assisting	6.5	ECON 100, 101+, 102+, 110
BIOL 100, Elem Human Anatomy & Physiology	3	GEOG 105, 106, 110
BIP 110, Keyboarding I	1	HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119
BIP 111, MS Word I	1	POLS 101, 103, 200, 201+, 202+, 203+
BIP 112, MS Excel I	1	PSY 101, 200+, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+
BIP 120, Keyboarding II	1	SOC 101, 105, 110, 111, 112, 115, 116, 120, 200+
BIP 121, MS Word II	1	<b>Area C Humanities: (min. 3 units)</b>
BIP 122, MS Excel II	1	ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 145,
BIP 130, Keyboarding III	1	150, 163+, 170+, 210+, 213+
BIP 131, MS Word III	1	CHIN 101, 102+, 201+, 202+
BIP 132, MS Excel III	1	COMM 112, 114, 214+, 217+, 219+
BIP 151, Basic Principles of Coding for the Medical Office	3	DA 101
BIP 152, Beginning Medical Insurance	3	DFST 101, 102+, 105, 106, 201+, 202+
BIP 205, Medical Office Procedures	3	ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,
COMM 101, Intro to Public Speaking	3	253+, 256+, 257+, 259+, 265+, 279+
ENGL 101, Academic Composition	3	FREN 101, 102+, 201+, 202+, 203+
NF 100, Nutrition	3	FTV 101, 103, 107, 108, 201, 203, 241, 251, 261
<b>Units Required for the Certificate/Major:</b>	<b>46.5</b>	GER 101, 102+, 201+, 202+
<i>other requirements for degree</i>		HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 115, 118, 119
General Education	21-27	LATN 101, 102+, 201+
Proficiency (See Proficiency Requirements)	*	MUS 101, 105, 111, 121+131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+,
Electives	0	253A+, 253B+
<b>Minimum Units Required for AS Degree</b>	<b>60</b>	MUSC 102, 103, 107, 108, 109
<b>Other Requirements:</b>		NF 150
• Minimum grade of "C" required on each course		PHIL 105, 106, 108, 109
• Maximum of 12 pass/no-pass units accepted for the Degree and 6 units for a Certificate		PHOT 107
• Refer to catalog or online website for course listings and descriptions		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
		<b>Area D Language &amp; Rationality: (min. 3 units from (1) and 3 units from (2))</b>
<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>		1. <i>Academic Composition:</i> Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.
<b>Area A Natural Sciences: (min. 3 units)</b>		ENGL 101+
ANTH 101, 101L		2. <i>Communication and Analytical Thinking</i>
ASTR 101+, 101L+		BUS 113+
BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+, 205+		CA 103
CHEM 101+, 102+, 110+, 120+, 210+, 220+		CS 120, 121, 122, 123
ELTE 101		COMM 101, 107, 109, 112, 114, 115, 217+, 219+
ERSC 101+		ENGL 102+, 103+
GEOG 101+, 101L+, 102, 102L+		GEOG 201, 205
GEOL 101+, 101L+, 102+, 102L+		MATH 110+, 115+, 116+, 120+, 124+, 128+, 135+, 140+, 148+
PHYS 101, 102+, 110+, 120+, 211+		150+, 160+, 220+, 230+, 250+
PSCI 101		PHIL 101, 106, 110, 201+
<b>Area B Social &amp; Behavioral Sciences: (min. 3 units)</b>		<b>Area E - Additional Breadth: (min. 3 units)</b>
AJ 201, 204, 206		From areas A**, B**, C**, D2,** or
ANTH 102, 103, 110, 112, 140		DA 111
BUS 101, 212		HD 100, 101, 102, 103, 105

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HE 101, 120, 201  
KINT 100  
LIB 107, 110  
NF 100, 102, 103, 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 <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.