ANTELOPE VALLEY COLLEGE

2025 | 2026 CATALOG
SPRING ADDENDUM

Auto Body Course

ABDY 199 WORK EXPERIENCE EDUCATION

1–8 Units

Total Course Lab Hours 54–432

LIMITATION ON ENROLLMENT: *To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with supervising instructor for an individual orientation.*

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC) (R1)

Department Description

Artificial Intelligence Education (AIED) is an interdisciplinary discipline focused on the practical, ethical, and accessible use of artificial intelligence across educational, professional, and everyday contexts. The department is designed for a broad audience, including educators, students, office professionals, and community members, with no technical or programming background required. AIED courses emphasize hands-on engagement with contemporary AI tools to support creativity, productivity, accessibility, and informed decision-making, while grounding learners in foundational concepts such as ethical use, academic integrity, bias, and transparency.

The AIED curriculum offers a structured pathway beginning with an introduction to AI for everyday use and advancing into specialized applications for students, K-12 educators, college faculty, office professionals, and learners interested in building personal AI workflows and automations. Through project-based learning and real-world scenarios, students develop practical skills that can be immediately applied in classrooms, workplaces, and personal settings. The Artificial Intelligence Education discipline supports workforce preparation, digital literacy, and lifelong learning by equipping learners with the knowledge and tools needed to responsibly integrate AI into modern educational and professional environments.

Program Learning Outcomes

Artificial Intelligence Education Certificate (Noncredit)

1. Demonstrate a foundational understanding of AI technologies.
2. Integrate AI into educational practices.
3. Enhance teaching and monitoring capabilities.
4. Apply AI for creative and ethical considerations.
5. Improve office productivity with AI.
6. Develop personal AI automations.

Certificate Program

Artificial Intelligence Education Certificate (Noncredit)

The Certificate in Artificial Intelligence Education is designed to provide learners with a comprehensive understanding of AI technologies and their practical applications across various domains. This program includes courses that cover the fundamentals of AI, its use in education, creative and ethical considerations, office productivity, and personal automation. Whether you are an educator, student, office professional, or simply interested in AI, this certificate will equip you with the knowledge and skills to effectively integrate AI into your daily activities and professional practices.

Program Requirements
Required Courses (Total 108-162)
Complete all of the following **Hours**

Core Course (Total 54)
Complete the following number of hours: 54
AIED 900 - Introduction to AI for Everyday Use 54

Program Electives (Total 54-108)
Complete the following number of hours: 54-108
AIED 905 - AI for Students: Creativity, Ethics, and Efficiency 54
AIED 910 - AI for Educators: Curriculum Design & Student Oversight 54
AIED 915 - AI for College Faculty: Enhancing Teaching & Monitoring Use 54
AIED 920 - AI for the Office: Emails, Scheduling, and Document Workflows 54
AIED 930 - AI Agents & Workflows: Building Personal Automations 54

Recommended Pathway

Term 1	**Hours**
AIED 900 - Introduction to AI for Everyday Use	54
	Total 54
Term 2	
Program Electives (AIED 905, AIED 910, AIED 915, *OR* AIED 920)	54
	Total 54
Term 3	
Program Electives (AIED 930)	54
	Total 54
	Certificate Total 162

Artificial Intelligence Education Non Credit Courses

AIED 900 INTRODUCTION TO AI FOR EVERYDAY USE

0 Units

Total Course Lecture Hours 54

This foundational course introduces learners to the world of artificial intelligence (AI) in a practical, accessible way. Participants will explore what AI is, how it's used in everyday tools, and how to engage with it responsibly. No technical background is required. The course emphasizes hands-on exploration of free or low-cost AI tools to support creativity, productivity, and ethical decision-making. (R unlimited)

AIED 905 AI FOR STUDENTS: CREATIVITY, ETHICS, AND EFFICIENCY

0 Units

Total Course Lecture Hours 54

Prerequisite: *Completion of AIED 900.*

This course introduces students to AI tools that support creativity, learning, and productivity. Learners will explore how to use AI for writing, brainstorming, and research while understanding ethical boundaries. The course includes hands-on practice with tools and strategies for responsible use. (R unlimited)

AIED 910 AI FOR EDUCATORS: CURRICULUM DESIGN & STUDENT OVERSIGHT

0 Units

Total Course Lecture Hours 54

Prerequisite: *Completion of AIED 900.*

This course empowers K–12 educators and college professors to integrate AI into their teaching practice and monitor student use effectively. Participants will explore AI tools for lesson planning, classroom engagement, and accessibility. The course also addresses ethical oversight, plagiarism detection, and classroom norms for responsible AI use. (R unlimited)

AIED 915 AI FOR COLLEGE FACULTY: ENHANCING TEACHING & MONITORING USE

0 Units

Total Course Lecture Hours 54

Prerequisite: *Completion of AIED 900.*

Designed for higher education faculty, this course explores how AI can support curriculum development, research, and student engagement. Faculty will learn to use AI tools for writing support, accessibility, and oversight of student use. The course includes strategies for ethical integration and academic integrity. (R unlimited)

AIED 920 AI FOR THE OFFICE: EMAILS, SCHEDULING, AND DOCUMENT WORKFLOWS

0 Units

Total Course Lecture Hours 54

Prerequisite: *Completion of AIED 900.*

This course helps educational staff and general office workers use AI to streamline repetitive tasks. Participants will learn to automate email drafting, scheduling, document formatting, and data entry using free or low-cost tools. Accessibility features are also covered to support inclusive work environments. (R unlimited)

AIED 930 AI AGENTS & WORKFLOWS: BUILDING PERSONAL AUTOMATIONS

0 Units

Total Course Lecture Hours 54

Prerequisite: *Completion of AIED 900 and completion of one of the following: AIED 905 or AIED 910 or AIED 915 or AIED 920.*

This advanced course introduces learners to AI agents and workflow automation. Participants will explore AI tools with custom instructions to build personalized systems that support their work or learning. The course is project-based and open-ended, allowing learners to design solutions that meet their unique needs. (R unlimited)

Business Information Professional Courses

Effective Summer 2026

BIP 151 BASIC PRINCIPLES OF CODING FOR THE MEDICAL OFFICE

3 Units

Total Course Lecture Hours 54

Prerequisite: *Completion of or concurrent enrollment in MOA 101.*

This is an introductory course in the basic principles of coding for the medical office using American Medical Association (AMA) standardized coding procedures and methodology. (AVC)

Computer Science Courses

CS 120 PROGRAMMING AND ALGORITHMS IN C++

3 Units
Total Course Lecture Hours 45
Total Course Lab Hours 27
Prerequisite: *Completion of or concurrent enrollment in MATH 150 OR completion of or concurrent enrollment in MATH 150H OR completion of CS 110 OR successful completion of one year of Calculus in high school OR successful completion of one year of programming in high school.*
This is a first course designed to teach computer programming to Computer Science majors as well as non - Computer Science majors with an introduction to C++ programming. Focus is on hands-on C++ programming skills, problem-solving using algorithmic thinking, abstraction, implementing an algorithm to executable code, debugging and testing software programs. Problem solving through stepwise development of algorithms is presented. Students will learn programming language syntax, coding, program logic, and program testing. Students will plan, create, test, and run their own programs to solve typical problems. (Engineering and science majors consult counselors) (C-ID: COMP 122) (UC, CSU, AVC) (Students who completed CIS 161 or CIS 173 will not receive credit for CS 120)

CS 121 PROGRAMMING AND ALGORITHMS IN JAVA

3 Units
Total Course Lecture Hours 45
Total Course Lab Hours 27
Prerequisite: *Completion of or concurrent enrollment in MATH 150 OR completion of or concurrent enrollment in MATH 150H OR completion of CS 110 OR successful completion of one year of Calculus in high school OR successful completion of one year of programming in high school.*
This is a first course designed to teach computer programming to Computer Science majors as well as non - Computer Science majors with an introduction to Java programming. Focus is on hands-on Java programming skills, problem-solving using algorithmic thinking, abstraction, implementing an algorithm to executable code, debugging and testing software programs. Problem solving through stepwise development of algorithms is presented. Students will learn programming language syntax, coding, program logic, and program testing. Students will plan, create, test, and run their own programs to solve typical problems. (Engineering and science majors consult counselors) (C-ID: COMP 122) (UC, CSU, AVC) (Formerly CIS 111)

CS 122 PROGRAMMING AND ALGORITHMS IN PYTHON

3 Units
Total Course Lecture Hours 45
Total Course Lab Hours 27
Prerequisite: *Completion of or concurrent enrollment in MATH 150 OR completion of or concurrent enrollment in MATH 150H OR completion of CS 110 OR successful completion of one year of Calculus in high school OR successful completion of one year of programming in high school.*
This is the first course designed to teach computer programming to Computer Science majors as well as non - Computer Science majors with an introduction to Python programming. Focus is on hands-on Python programming skills, problem-solving using algorithmic thinking, abstraction, implementing an algorithm to executable code, debugging and testing software programs. Problem solving through stepwise development of algorithms is presented. Students will learn programming language syntax, coding, program logic, and program testing. Students will plan, create, test, and run their own programs to solve typical problems. (C-ID: COMP 122) (UC, CSU, AVC) (Formerly CIS 177)

Certificate Program

Paramedic Cert

The paramedic program provides students with the knowledge and skills necessary to provide advanced emergency medical care in the prehospital setting. The licensed paramedic is the highest level provider on the prehospital care team and may find employment with a fire department, private ambulance service, third service, hospital, or other operation. The paramedic program includes classroom didactic, practical laboratory, simulation-based education, in-hospital clinical and a capstone prehospital field internship that qualifies the student for the National Registry of Emergency Medical Technicians (NREMT) paramedic licensure Examination upon successful completion of the program.

Student requirements to be accepted into the program are based by the State of California Emergency Medical Services Authority (CCR. DIV.9 Title 22), Los Angeles County EMS Agency and any other requirements to meet accrediting CAAHEP, CoAEMSP, NHTSA National EMS Education Standards, NREMT & Local certifying entities by regulation/law.
Enrollment is open to qualified applicants who fulfill the following admission requirements:
1. Possess a high school diploma or general education equivalent (GED).
2. Hold a current California EMT or California Advance EMT certification and remain current throughout all training phases.
3. Hold a current healthcare provider level BLS card which meet the current AHA Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular care.
4. Have a minimum of six (6) months full-time or one (1) year part-time EMT experience, preferably 9-1-1 field experience.
5. Complete application requirements to the program within the annual application period in the Spring
A Multiple screening tool will be used to select a cohort of candidates based on available Field internship assignments to start each Fall semester.

Program Requirements
Required Courses (Total 47)

Complete all of the following	**Units**
EMT 121 - Introduction to EMS	3
EMT 122 - Pharmacology in EMS	3
EMT 123 - Trauma Emergencies	3
EMT 124 - Trauma Certification	2
EMT 125 - Cardiorespiratory Emergencies	4
EMT 126 - Neuroendocrine Emergencies	3
EMT 127 - Medical Emergencies	3
EMT 128 - OB/GYN and Peds Emergency	4
EMT 129 - Special Populations, EMS Ops	4
EMT 130A - Paramedic Clinical Practicum	7
EMT 130B - Paramedic Field Internship	11

Recommended Pathway

Fall Semester	
EMT 121 - Introduction to EMS	3
EMT 122 - Pharmacology in EMS	3
EMT 123 - Trauma Emergencies	3
EMT 124 - Trauma Certification	2
EMT 125 - Cardiorespiratory Emergencies	4
	Total 15
Spring Semester	
EMT 126 - Neuroendocrine Emergencies	3
EMT 127 - Medical Emergencies	3
EMT 128 - OB/GYN and Peds Emergency	4
EMT 129 - Special Populations, EMS Ops	4
	Total 14
Summer Semester	
EMT 130A - Paramedic Clinical Practicum	7
	Total 7
Second Fall semester	
EMT 130B - Paramedic Field Internship	11
	Total 11
	Certificate Total 47

Associate Degree

Paramedic AS

The paramedic program provides students with the knowledge and skills necessary to provide advanced emergency medical care in the prehospital setting. The licensed paramedic is the highest level provider on the prehospital care team and may find employment with a fire department, private ambulance service, third service, hospital, or other operation. The paramedic program includes classroom didactic, practical laboratory, simulation-based education, in-hospital clinical and a capstone prehospital field internship that qualifies the student for the National Registry of Emergency Medical Technicians (NREMT) paramedic licensure Examination upon successful completion of the program.

Student requirements to be accepted into the program are based by the State of California Emergency Medical Services Authority (CCR. DIV.9 Title 22), Los Angeles County EMS Agency and any other requirements to meet accrediting CAAHEP, CoAEMSP, NHTSA National EMS Education Standards, NREMT & Local certifying entities by regulation/law.
Enrollment is open to qualified applicants who fulfill the following admission requirements:
1. Possess a high school diploma or general education equivalent (GED).
2. Hold a current California EMT or California Advance EMT certification and remain current throughout all training phases.
3. Hold a current healthcare provider level BLS card which meet the current AHA Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular care.
4. Have a minimum of six (6) months full-time or one (1) year part-time EMT experience, preferably 9-1-1 field experience.
5. Complete application requirements to the program within the annual application period in the Spring
A Multiple screening tool will be used to select a cohort of candidates based on available Field internship assignments to start each Fall semester.

Program Requirements
Required Courses (Total 47)

Complete all of the following	Units
EMT 121 - Introduction to EMS	3
EMT 122 - Pharmacology in EMS	3
EMT 123 - Trauma Emergencies	3
EMT 124 - Trauma Certification	2
EMT 125 - Cardiorespiratory Emergencies	4
EMT 126 - Neuroendocrine Emergencies	3
EMT 127 - Medical Emergencies	3
EMT 128 - OB/GYN and Peds Emergency	4
EMT 129 - Special Populations, EMS Ops	4
EMT 130A - Paramedic Clinical Practicum	7
EMT 130B - Paramedic Field Internship	11

Recommended Pathway

Pre Program	
AVC GE Area 1A (ENGL C1000)	3
AVC GE Area 1B (COMM C1000)	3
Any AVC GE Area 2	3
Any AVC GE Area 3	3
AVC GE Area 4 (SOC 101)	3
AVC GE Area 5 (BIOL 201)	4
Any AVC GE Area 6	3
Total 22	
Fall Semester	
EMT 121 - Introduction to EMS	3
EMT 122 - Pharmacology in EMS	3
EMT 123 - Trauma Emergencies	3
EMT 124 - Trauma Certification	2
EMT 125 - Cardiorespiratory Emergencies	4
Total 15	
Spring Semester	
EMT 126 - Neuroendocrine Emergencies	3
EMT 127 - Medical Emergencies	3
EMT 128 - OB/GYN and Peds Emergency	4
EMT 129 - Special Populations, EMS Ops	4
Total 14	
Summer Semester	
EMT 130A - Paramedic Clinical Practicum	7
Total 7	
Second Fall semester	
EMT 130B - Paramedic Field Internship	11
Total 11	
Degree Total 69	

Emergency Medical Technology Courses

EMT 121 INTRODUCTION TO EMS

3 Units
Total Course Lecture Hours 49.5
Total Course Lab Hours 13.5
Limitations on Enrollment: *Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, background check, drug screening, current American Heart Association Healthcare Provider basic cardiac life support card.*
This introductory course provides foundational knowledge and psychomotor skills necessary for success in emergency medical services education. Topics include EMS systems, workforce wellness, public health, medical-legal and ethical responsibilities, medical terminology, and effective communication and documentation. The course also includes a comprehensive review of Basic Life Support (BLS) skills and introduces students to patient assessment techniques including vital signs and primary assessment skills. A structured laboratory component allows students to develop basic clinical skills through supervised practice. Students will demonstrate competency in core EMS concepts and psychomotor techniques necessary for progression in a paramedic training program. (CSU, AVC)

EMT 122 PHARMACOLOGY IN EMS

3 Units
Total Course Lecture Hours 40.5
Total Course Lab Hours 40.5
Limitations on Enrollment: *Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, background check, drug screening, and current American Heart Association Healthcare Provider Basic Life Support (BLS) card required.*
Prerequisite: *Completion of or concurrent enrollment in EMT 121.*
Corequisite: *EMT 123 and EMT 125.*
This course introduces the foundational concepts of pharmacology as applied in the prehospital setting. Topics include drug classifications, pharmacokinetics and pharmacodynamics, medication safety, routes of administration, and legal considerations. Students will learn the therapeutic uses, dosages, indications, contraindications, and potential adverse effects of medications commonly administered by paramedics in the field. Emphasis is placed on clinical decision-making, accurate medication preparation and delivery, and safe practice under medical control. (CSU, AVC)

EMT 126 NEUROENDOCRINE EMERGENCIES

3 Units

Total Course Lecture Hours 40.5

Total Course Lab Hours 40.5

Limitations on Enrollment: *Formal admission to the Paramedic Certificate Program; current physical exam and TB clearance; current immunizations; personal liability insurance; background check, drug screening; current AHA BLS Provider card.*

Prerequisites: *EMT 121, EMT 122, and EMT 125.*

This course prepares paramedic students to assess and manage patients with medical emergencies involving the neurologic and endocrine systems. Topics include altered mental status, seizures, strokes (including TIA and hemorrhagic/ischemic differentiation), diabetic emergencies, thyroid and adrenal dysfunction, and complex multisystem presentations. Emphasis is placed on clinical assessment, differential diagnosis, appropriate pharmacologic and non-pharmacologic interventions, and prioritization of care. Includes preparation for stroke system activation and adherence to current regional and national treatment protocols. (CSU, AVC)

EMT 127 MEDICAL EMERGENCIES

3 Units

Total Course Lecture Hours 40.5

Total Course Lab Hours 40.5

Limitations on Enrollment: *Formal admission to the Paramedic Certificate Program; annual physical exam and TB test; current immunizations; personal liability insurance; background clearance; drug screening; and current American Heart Association (AHA) Healthcare Provider BLS certification.*

Prerequisite: *EMT 121, EMT 122, EMT 125.*

This course provides paramedic students with the foundational knowledge and clinical skills necessary to assess and manage a broad range of non-traumatic medical emergencies in the prehospital setting. Topics include pathophysiology, assessment, and treatment of allergic reactions, anaphylaxis, toxicologic exposures, hematologic disorders, renal and genitourinary conditions, gastrointestinal and hepatic emergencies, psychiatric crises, infectious diseases, and environmental illnesses. Emphasis is placed on differential diagnosis, clinical decision-making, pharmacologic interventions, and team-based patient management using regional EMS protocols and national standards. (CSU, AVC)

EMT 130A PARAMEDIC CLINICAL PRACTICUM

7 Units

Total Course Lab Hours 378

Limitations on Enrollment: *Formal admission to the Paramedic Certificate Program; annual physical exam and TB clearance; current immunizations; personal liability insurance; background check; drug screening; current AHA Healthcare Provider BLS certification.*

Prerequisites: *EMT 126, EMT 127, EMT 128, and EMT 129.*

This course provides supervised clinical education in hospital and specialty settings to develop paramedic-level patient care competencies. Students will apply knowledge and psychomotor skills learned in the didactic and laboratory phases while caring for patients under the supervision of clinical preceptors. Clinical areas may include emergency departments, labor and delivery, pediatrics, intensive care, psychiatric units, and surgical suites. Emphasis is placed on advanced patient assessment, medication administration, airway management, team communication, and the development of critical thinking necessary for field readiness. Completion of this course with documented skill mastery is required for progression to the capstone field internship. (CSU, AVC)

EMT 130B PARAMEDIC FIELD INTERNSHIP

11 Units

Total Course Lab Hours 594

Limitations on Enrollment: *Formal admission to the Paramedic Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, background check, drug screening, current American Heart Association Healthcare Provider basic cardiac life support card. Student must be approved through Paramedic Director or Health and Safety Sciences Division.*

Prerequisite: *EMT 130A.*

This capstone course provides paramedic students with supervised field experience under the direct mentorship of a licensed paramedic preceptor. Students assume increasing responsibility in all aspects of patient care, with the goal of demonstrating independent clinical decision-making and safe performance of advanced life support interventions. Emphasis is placed on leadership, scene management, documentation, critical thinking, and integration of the cognitive, psychomotor, and affective domains. The course concludes with a comprehensive evaluation of terminal competencies and a final medical director review to determine readiness for National Registry testing and EMS workforce entry. (CSU, AVC)

Emergency Medical Technology Non Credit Courses

EMT 905 PARAMEDIC PREPARATION

0 Units

Total Course Lecture Hours 27

This course is designed to provide the students with an introduction and overview of Antelope Valley College's Paramedic Program. Students will be introduced to major concepts contained in the paramedic curriculum including anatomy and physiology, EKG interpretation, pharmacology, and patient assessment. This course is required to be completed before beginning the paramedic program per Los Angeles County Requirements. (R unlimited)

Program Learning Outcomes

Wildland Firefighting Certificate (Noncredit)

1. Demonstrate entry-level wildland firefighting skills, including tool use, safety protocols, communication, and suppression tactics consistent with NWCG standards.
2. Apply teamwork and physical conditioning strategies to function effectively as a member of a wildland fire crew in high-risk environments.
3. Perform basic administrative and leadership tasks such as crew organization, time management, and completion of required fireline documentation.
4. Demonstrate readiness for field evaluation and employment through participation in simulated wildland fire assignments and crew leadership exercises.

Certificate Program

Wildland Firefighting Certificate (Noncredit)

The Wildland Firefighting Certificate of Completion provides students with foundational and advanced training in wildland firefighting. This noncredit program prepares students for employment as entry-level wildland firefighters and supports career advancement toward leadership positions. Students will complete intensive hands-on training in fire suppression, crew operations, leadership, and administrative duties consistent with NWCG guidelines. The program consists of FTW 900A (Wildland Firefighting Crew A) and FTW 900B (Wildland Firefighting Crew B).

Program Requirements

Required Courses (Total 189)

Complete all of the following	Hours
FTW 900A - Wildland Firefighting Crew A	94.5
FTW 900B - Wildland Firefighter Crew B	94.5

Recommended Pathway

Term 1	Hours
FTW 900A - Wildland Firefighting Crew A	94.5
	Total 94.5
Term 2	
FTW 900B - Wildland Firefighter Crew B	94.5
	Total 94.5
	Certificate Total 189

Wildland Fire Technology Non Credit Courses

FTW 900A WILDLAND FIREFIGHTING CREW A

0 Units

Total Course Lab Hours 94.5

Limitation on Enrollment: *Formal acceptance to the Marauders Fire Crew.*

Prerequisites: *FTW 121 or FTW 285.*

This course focuses on development of fundamental wildland Firefighting and basic components of competent Wildland Firefighters. This course is designed to prepare students for the entry workforce and improvement within the current workforce. Students will develop the skills necessary to become a Wildland Firefighter. (R unlimited)

FTW 900B WILDLAND FIREFIGHTER CREW B

0 Units

Total Course Lab Hours 94.5

Limitation on Enrollment: *Formal acceptance to the Marauders Fire Crew.*

Prerequisites: *Completion of FTW 900A.*

This course is designed to provide students with the necessary tools and skills to assist them in the transition to a full-time employee. Some activities include taking leadership roles during skills time management, administration duties - OF288's, casual hire paperwork, writing for the job, and improvement skills related to FFT 1 task books. (R unlimited)

Certificate Program

Effective Summer 2026

Medical Assistant Cert

The Medical Office Assistant program provides comprehensive education and hands-on training for individuals seeking employment in outpatient and ambulatory healthcare settings such as physician offices, clinics, and specialty practices. The curriculum integrates administrative and clinical competencies required of entry-level allied health professionals and reflects current standards of professional practice and patient safety. The program is designed to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Students develop knowledge of medical terminology, anatomy and physiology, pharmacology principles, infection control, and legal and ethical responsibilities in healthcare. Administrative instruction includes appointment scheduling, patient reception, electronic health records, billing and coding fundamentals, insurance processing, and communication skills. Clinical training includes patient preparation, vital signs, assisting with examinations and procedures, specimen collection, medication administration (within scope), aseptic technique, and emergency response procedures.

The program emphasizes professionalism, cultural sensitivity, confidentiality, teamwork, and patient-centered care. Through supervised laboratory practice and an externship in a healthcare facility, students apply theory to real-world practice while working under the direction of licensed healthcare providers. Successful completion of the program prepares graduates for entry-level employment in medical offices and clinics and qualifies them to pursue nationally recognized credentialing examinations.

Program Requirements
Medical Assistant Cert (Total 35)

Complete all of the following	**Units**
Required Courses (Total 32)	
Complete all of the following	
BIOL 100 - Elementary Human Anatomy and Physiology	3
BIP 151 - Basic Principles of Coding for the Medical Office	3
BIP 152 - Beginning Medical Insurance	3
BIP 205 - Medical Office Procedures	3
MOA 101 - Beginning Medical Terminology	3
MOA 102 - Advanced Medical Terminology	3
MOA 110 - Beginning Medical Office Assisting	4
MOA 111 - Advanced Medical Office Assisting	7
NF 100 - Nutrition	3
Required Course - ENGL Honors Option (Total 3)	
Complete the following number of units: 3	
ENGL C1000 - Academic Reading and Writing	3
ENGL C1000H - Academic Reading and Writing - Honors	3

Recommended Pathway

Term 1	
BIOL 100 - Elementary Human Anatomy and Physiology	3
Required Course (ENGL C1000 *or* ENGL C1000H)	3
NF 100 - Nutrition	3
Total 9	
Term 2	
MOA 101 - Beginning Medical Terminology	3
BIP 151 - Basic Principles of Coding for the Medical Office	3
BIP 152 - Beginning Medical Insurance	3
Total 9	
Term 3	
BIP 205 - Medical Office Procedures	3
MOA 102 - Advanced Medical Terminology	3
MOA 110 - Beginning Medical Office Assisting	4
Total 10	
Term 4	
MOA 111 - Advanced Medical Office Assisting	7
Total 7	
Certificate Total 35	

Associate Degree

Effective Summer 2026

Medical Assistant AS

The Medical Office Assistant program provides comprehensive education and hands-on training for individuals seeking employment in outpatient and ambulatory healthcare settings such as physician offices, clinics, and specialty practices. The curriculum integrates administrative and clinical competencies required of entry-level allied health professionals and reflects current standards of professional practice and patient safety. The program is designed to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Students develop knowledge of medical terminology, anatomy and physiology, pharmacology principles, infection control, and legal and ethical responsibilities in healthcare. Administrative instruction includes appointment scheduling, patient reception, electronic health records, billing and coding fundamentals, insurance processing, and communication skills. Clinical training includes patient preparation, vital signs, assisting with examinations and procedures, specimen collection, medication administration (within scope), aseptic technique, and emergency response procedures.

The program emphasizes professionalism, cultural sensitivity, confidentiality, teamwork, and patient-centered care. Through supervised laboratory practice and an externship in a healthcare facility, students apply theory to real-world practice while working under the direction of licensed healthcare providers. Successful completion of the program prepares graduates for entry-level employment in medical offices and clinics and qualifies them to pursue nationally recognized credentialing examinations.

Program Requirements
Medical Assistant AS (Total 47)

Complete all of the following	**Units**
Required Courses (Total 41)	
Complete all of the following	
BIOL 100 - Elementary Human Anatomy and Physiology	3
BIP 110 - Keyboarding I	1
BIP 111 - MS Word I	1
BIP 112 - MS Excel I	1
BIP 120 - Keyboarding II	1
BIP 121 - MS Word II	1
BIP 122 - MS Excel II	1
BIP 130 - Keyboarding III	1
BIP 131 - MS Word III	1
BIP 132 - MS Excel III	1
BIP 151 - Basic Principles of Coding for the Medical Office	3
BIP 152 - Beginning Medical Insurance	3
BIP 205 - Medical Office Procedures	3
MOA 101 - Beginning Medical Terminology	3
MOA 102 - Advanced Medical Terminology	3
MOA 110 - Beginning Medical Office Assisting	4
MOA 111 - Advanced Medical Office Assisting	7
NF 100 - Nutrition	3
Required Course - ENGL Honors Option (Total 3)	
Complete the following number of units: 3	
ENGL C1000 - Academic Reading and Writing	3
ENGL C1000H - Academic Reading and Writing - Honors	3
Required Course - COMM Honors Option (Total 3)	
Complete the following number of units: 3	
COMM C1000 - Introduction to Public Speaking	3
COMM C1000H - Introduction to Public Speaking - Honors	3

Recommended Pathway

Fall Term	
NF 100 - Nutrition	3
BIOL 100 - Elementary Human Anatomy and Physiology	3
Required Course (ENGL C1000)	3
BIP 110 - Keyboarding I	1
BIP 111 - MS Word I	1
BIP 112 - MS Excel I	1
AVC GE Area 2	3
Total 15	
Intersession	
Required Course (COMM C1000)	3
Total 3	
Spring Term	
MOA 101 - Beginning Medical Terminology	3
BIP 151 - Basic Principles of Coding for the Medical Office	3
BIP 152 - Beginning Medical Insurance	3
BIP 120 - Keyboarding II	1
BIP 121 - MS Word II	1
BIP 122 - MS Excel II	1
AVC GE Area 6	3
Total 15	
Summer Term	
AVC GE Area 3	3
AVC GE Area 4	3
Total 6	
Fall Term	
MOA 110 - Beginning Medical Office Assisting	4
BIP 205 - Medical Office Procedures	3
MOA 102 - Advanced Medical Terminology	3
BIP 130 - Keyboarding III	1
BIP 131 - MS Word III	1
BIP 132 - MS Excel III	1
AVC GE Area 5	3
Total 16	
Spring Term	
MOA 111 - Advanced Medical Office Assisting	7
Total 7	
Degree Total 62	

Medical Assisting Courses

Effective Summer 2026

MOA 110 BEGINNING MEDICAL OFFICE ASSISTING

4 Units
Total Course Lecture Hours 54
Total Course Lab Hours 54
Prerequisite: *Completion of BIOL 100, BIP 151, BIP 152, ENGL C1000 (ENGL 101), MOA 101, and NF 100 all with a grade of "C" or better.*
The course includes duties and responsibilities of the medical assistant including medical ethics, etiquette, law, assisting the physician in the examination of the patient, medical and surgical asepsis and wound care. Human relations for the medical office is also covered. School uniforms are required in this course. (AVC)

MOA 111 ADVANCED MEDICAL OFFICE ASSISTING

7 Units
Total Course Lecture Hours 54
Total Course Lab Hours 216
Limitations on Enrollment: Student must have a current BLS card.
Prerequisite: *Completion of BIP 205, MOA 102, and MOA 110 all with a "C" or better.*
The course covers advanced skills for assisting the physician in the medical office or clinic. The legal and technical aspects of patient teaching and office laboratory procedures are presented. This course requires a school uniform. (AVC)