

## Recommended Sequence of Courses - Fall Start

**Program of Study:** Medical Assisting: Administrative Major

**Department:** Health Sciences

**Coordinator:** Katherine Lantz

**Effective:** Fall, 2017

Course offerings subject to change. Please consult current Schedule of Classes.

This document is for planning purposes only and is not a guarantee of course offerings

Course Number	Course Title	Units	Semester Offered	Prerequisites/Advisories	In Person	Online	Hybrid	Day	Evening	Weekend
<b>First Semester (Fall)</b>										
CS 60.11A	Microsoft Word Part I	1.5	F, SP & SUM	Recommended: Complete BGN 101 & Eligible for ENGL 100 or ESL 100	X	X		X	X	
HLC 160	Medical Terminology	3.0	F, SP & SUM	Recommended: Complete ENGL 1A	X	X		X	X	
PSYCH 1A	General Psychology	3.0	F, SP & SUM	Recommended: Eligible for ENGL 1A	X	X	X	X	X	
ANAT	Choose from list A below	3.0	F, SP & SUM	See list A below	X			X	X	
<b>First Semester Unit Total:</b>		<b>10.5</b>								
<b>Second Semester (Spring)</b>										
MA 160	Introduction to Medical Office Practice	3.0	SP	Pre-Reqs: HLC 160 and CS 60.11A and ANAT 58 <b>OR</b> HLC 160 and CS 60.11A and ANAT 140 and HLC 140	X			X	X	
MA 161	Law and Ethics for the Medical Assistant	1.0	SP	Pre-Reqs: HLC 160 and CS 60.11A and ANAT 58 <b>OR</b> HLC 160 and CS 60.11A and ANAT 140 and HLC 140	X			X		
MA 162	Disease Processes	4.0	SP	Pre-Reqs: HLC 160 and CS 60.11A and ANAT 58 <b>OR</b> HLC 160 and CS 60.11A and ANAT 140 and HLC 140	X			X		
<b>Second Semester Unit Total:</b>		<b>8.0</b>								
<b>Third Semester (Fall)</b>										
MA 169	Procedural Coding	1.5	F	Pre-Req <b>OR</b> Co-Req of MA 160	X				X	
MA 171	Electronic Health Records <b>*NOT OFFERED FALL 2016*</b>	2.0	F	Pre-Req: MA 160	X			X		
<b>Third Semester Unit Total:</b>		<b>3.5</b>								
<b>Fourth Semester (Spring)</b>										
MA 167A	Basic Diagnostic Coding	1.5	SP	Pre-Reqs: HLC 160 and ANAT 58; <b>OR</b> HLC 160 and ANAT 140 and HLC 140	X			X	X	
MA 167B	Intermediate Diagnostic Coding	1.5	SP	Pre-Reqs: MA 167A and MA 169	X				X	
MA 168	Basic Medical Office Insurance Billing	1.5	SP	Pre-Reqs: HLC 160 and CS 60.11A and ANAT 58 <b>OR</b> HLC 160 and CS 60.11A and ANAT 140 and HLC 140	X			X		
<b>Fourth Semester Unit Total:</b>		<b>4.5</b>								
<b>Fifth Semester (Summer)</b>										
MA 166.1	Externship: Medical Assisting	3.5	SUM	Pre-Reqs: MA 161 and MA 162 and MA 167B and MA 168 and MA 169	X			X	X	X
LIR 10	Intro to Info Literacy	1.0	F, SP & SUM	Recommended: Complete CS101A and Eligible for ENGL 1A	X	X		X	X	
<b>Fifth Semester Unit Total:</b>		<b>4.5</b>								
<b>List A (Choose from the following)</b>										
	ANAT 58 <b>OR</b>	3.0	F, SP, & SUM	Recommended: Eligibility for ENGL 100 or ESL 100	X			X	X	
	HLC 140 <b>AND</b>	1.0	F & SP	Pre-Req <b>OR</b> Co-Req of ANAT 140	X			X		
	ANAT 140	2.0	F & SP	Recommended: Eligibility for ENGL 100 or ESL 100	X			X	X	
<b>TOTAL</b>		<b>31.0</b>								

NOTES:

Pre-Req = Pre-requisite course that must be completed *prior* to taking the desired course  
 Co-Req = Co-requisite course that must be taken *at the same time* as the desired course  
 F = Fall, SP = Spring, SUM = Summer  
 Online = Course is taught using an online format  
 Hybrid = Course is taught using a combination of in-person and online formats

Day = In person courses that begin at 7:00am or later  
 In Person = Traditional Classroom setting  
 Evening = In person courses that begin at 5:00pm or later  
 Weekend = In person courses taught on Saturday and/or Sunday