

Recommended Sequence of Courses

Program of Study: Medical Assisting: Administrative Major

Department: Health Science Department

Coordinator: Health Science Department (707) 527-4272

Effective: Fall 2014

Course Number	Course Title	Units
Fall semester		
CS 60.11A	Microsoft Word Part 1	1.5
HLC 160	Medical Terminology	3.0
Psych 1A	General Psychology	3.0
Anatomy	See note below	3.0
First Semester Unit Total:		10.5
Spring Semester		
MA 160	Introduction to Medical Office Practice	3.0
MA 161	Law and Ethics for the Medical Assistant	1.0
MA 171	Electronic Health Records	2.0
Second Semester Unit Total:		6.0
Fall Semester		
MA 169	Procedural coding	1.5
MA 162	Disease Processes	4.0
Third Semester Unit Total:		5.5
Spring semester		
MA 168	Medical Insurance Billing	1.5
MA 167 A	Basic Diagnostic Coding	1.5
MA 167B	Intermediate Diagnostic Coding	1.5
Fourth Semester Unit Total:		4.5
LIR	See note below	1.0
Summer Semester	MA 166.1 Clinical externship.....	3.5
Minimum units to meet certificate program requirements:		31.0
<p>Notes: 1. Choose from Core Requirement Elective: ANAT 58 (3 units), OR the combination of ANAT 140 (2 units) and HLC 140 (1 unit)</p> <p>2. List B: Choose from LIR 10 OR LIR 30</p> <p style="color: red; margin-top: 10px;">Medical Assisting: Administrative (Major) Draft 2014</p>		