

Recommended Course Sequence

Effective Spring 2012

Certificate / Major:	Medical Assisting: Administrative
Department:	Health Sciences
Program Coordinator:	Nancy Thomas (707) 522-2816

First Spring or Summer Semester

Course Number	Course Name/Description	Units
HLC 160	Medical Terminology	3.0
CS 60.11A	Microsoft Word Part 1	1.5

Fall Semester

Course Number	Course Name/Description	Units
MA 160	Introduction to Medical Office Practice	3.0
MA 169	Procedural Coding	1.5
ANAT 58	Introduction to Human Anatomy OR	3.0
ANAT 140	Fundamentals of Anatomy and Physiology AND	2.0
HLC 140	Health Care Implications of Anatomy and Physiology	1.0

Spring Semester

Course Number	Course Name/Description	Units
MA 161	Medical Law and Ethics	1.0
MA 162	Disease Processes	4.0
MA 167A	Basic Diagnostic Coding	1.5
MA 168	Basic Medical Office Insurance Billing	1.5
PSYCH 1A	General Psychology	3.0

Summer Semester

Course Number	Course Name/Description	Units
MA 166.1	Externship, Administrative Medical Assisting (8 weeks - 144 hours - in a medical office)	3.5
Total Program Units		26.5

Notes: Program strongly recommends eligibility for ENGL 1A.

See Program Coordinator or Health Sciences Advisor for part-time program planning,
or for alternative course sequencing.

MA 161 and MA 160 will also be offered as online courses beginning spring 2008.

Updated 6/30/11