

Recommended Course Sequence

Effective 4/24/12

Certificate / Major: Medical Assisting: Coding and Reimbursement

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
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
Units		7.5

Second Fall Semester

Course Number	Course Name/Description	Units
MA 160	Introduction to Medical Office Practice	3.0
MA 161	Law and Ethics for Medical Assistants	1.0
MA 169	Procedural Coding	1.5
PHYSIO 58	Introduction to Human Physiology	3.0
PSYCH 1A	General Psychology	3.0
Units		11.5

Spring Semester

Course Number	Course Name/Description	Units
MA 162	Disease Processes	4.0
MA 167A	Basic Diagnostic Coding	1.5
MA 167B	Intermediate Diagnostic and Procedural Coding	1.5
MA 168	Basic Medical Office Insurance Billing	1.5
Units		8.5

Second Fall Semester

Course Number	Course Name/Description	Units
MA 166.3	Externship, Administrative Medical Assisting	3.5
	(8 weeks - 144 hours - in a medical office)	
Total Program Units		31.0

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.

Effective 6/30/11