

Recommended Sequence of Courses

Program of Study:	Medical Assisting: Administrative and Clinical Major	
Department:	Health Science Department	
Coordinator:	Health Science Department (707) 527-4272	
Effective:	Fall 2014	
	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
MA 160	Introduction to Medical Office Practice	3.0
ANATOMY	Choose from below List A	3.0
	First Semester Unit Total:	13.5
Spring Semester		
MA 161	Law and Ethics for the Medical Assistant	1.0
MA 162	Disease Processes	4.0
MA 168	Basic Medical Office Insurance Billing	1.5
MA 169	Procedural Coding	1.5
MA 171	Electronic Health Records	2.0
	Second Semester Unit Total:	10.0
MA 163A	Clinical Procedures 1	3.0
MA 163AL	Clinical Experience 1	2.0
MA 165	Pharmacology and Administration of Medications	3.0
	Third Semester Unit Total:	8.0
Spring Semester		
MA 163B	Clinical Procedures 2	3.0
MA 163BL	Clinical Experience 2	3.0
MA 164	Laboratory Techniques	2.0
MA 166.4	Externship: Clinical Medical Assisting	3.5
MA 167A	Basic Procedural Coding	1.5
MA 167 B	Intermediate Procedural Coding	1.5
	Fourth Semester Unit Total:	14.5
Summer Semester		
MA 166.1	Externship: Administrative Medical Assisting	3.5
LIR	Choose from List B below	1.0
	Total Units	50.5
	1. Choose from Core Requirement Elective: ANAT 58 (3units),	
	OR the combination of ANAT 140 (2 units) and HLC 140 (1 unit).	
	2. Choose from List B: LIR 10 or LIR 30	
Medical Assisting Administrative & Clinical (Major) Draft 2014		