Recommended Sequence of Courses - Fall Start

Program of Study: **Medical Assisting: Administrative Certificate**
Department: Health Sciences
Coordinator: Katherine Slusser
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
First Semester (Fall)										
CS 60.11A	Microsoft Word Part I	1.5	F, SP & SUM	Reccomended: 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	
	First Semester Unit Total:	**10.5**								
Second Semester (Spring)										
MA 160	Introduction to Medical Office Practice	3.0	SP	Pre-Reqs: HLC 160 and CS 60.11A and ANAT 58 **OR** 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 **OR** 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 **OR** HLC 160 and CS 60.11A and ANAT 140 and HLC 140	X			X		
	Second Semester Unit Total:	**8.0**								
Third Semester (Fall)										
MA 169	Procedural Coding	1.5	F	Pre-Req **OR** Co-Req of MA 160	X				X	
MA 171	Electronic Health Records	2.0	F	Pre-Req: MA 160	X			X		
	Third Semester Unit Total:	**3.5**								
Fourth Semester (Spring)										
MA 167	Basic Diagnostic Coding	1.5	SP	Pre-Reqs: HLC 160 and ANAT 58; **OR** HLC 160 and ANAT 140 and HLC 140	X			X	X	
MA 168	Basic Medical Office Insurance Billing	1.5	SP	Pre-Reqs: HLC 160 and CS 60.11A and ANAT 58 **OR** HLC 160 and CS 60.11A and ANAT 140 and HLC 140	X			X		
	Fourth Semester Unit Total:	**3.0**								
Fifth Semester (Summer)										
MA 166.1	Externship: Medical Assisting (Administrative)	3.5	SUM	Pre-Reqs: MA 161 and MA 162 and MA 168 and MA 169	X			X	X	X
	Fifth Semester Unit Total:	**3.5**								
List A (Choose from the following)										
	ANAT 58 **OR**	3.0	F, SP, & SUM	Recommended: Eligibility for ENGL 100 or ESL 100	X			X	X	
	HLC 140 **AND**	1.0	F & SP	Pre-Req **OR** Co-Req of ANAT 140	X			X		
	ANAT 140	2.0	F & SP	Recommended: Eligibility for ENGL 100 or ESL 100	X			X	X	
	TOTAL	**28.5**								

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

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