

## Recommended Sequence of Courses

**Program of Study:** Medical Assisting: Administrative and Clinical

**Department:** Health Science Department

**Coordinator:** Health Science Department (707) 527-4272

**Effective:** Fall 2014

Course Number	Course Title	Units
<b>Fall Semester</b>		
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
<b>First Semester Unit Total:</b>		<b>13.5</b>
<b>Spring Semester</b>		
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
<b>Second Semester Unit Total:</b>		<b>10.0</b>
<b>Fall Semester</b>		
MA 163A	Clinical Procedures 1	3.0
MA 163AL	Clinical Experience 1	2.0
MA 165	Pharmacology and Administration of Medications	3.0
<b>Third Semester Unit Total:</b>		<b>8.0</b>
<b>Spring Semester</b>		
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 167 A	Basic Diagnostic Coding	1.5
MA 167 B	Intermediate Procedural Coding	1.5
<b>Fourth Semester Unit Total:</b>		<b>14.5</b>
<b>Summer Semester</b>		
MA 166.1	Externship: Medical Assisting	3.5
<b>Total Units</b>		<b>49.5</b>
<b>Notes:</b>	1. Choose from Core Requirement Elective: ANAT 58 (3 units), combination of ANAT 140 (2 units) and HLC 140 (1 unit)	
	<b>Medical Assisting Administrative &amp; Clinical (Certificate) Draft 2014</b>	