

## Recommended Sequence of Courses

**Program of Study:** Medical Assisting: Clinical Certificate

**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
Anatomy	See Notes below for options	3.0
<b>First Semester Unit Total:</b>		<b>10.5</b>
<b>Spring Semester</b>		
MA 160	Introduction to Medical Office Practice	3.0
MA 161	Law and Ethics for the Medical Assistant	1.0
MA 162	Disease Processes	4.0
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
<b>Fourth Semester Unit Total:</b>		<b>11.5</b>
<b>Total units for certificate</b>		<b>40.0</b>
<b>Notes:</b>	1. Choose from Core Requirement Elective: ANAT 58 (3 units), OR the combination of ANAT 140 (2 units) and HLC 140 (1 unit)	
<b>Medical Assisting Clinical (Certificate) Draft 2014</b>		