**SUGGESTED ORDER OF COURSES, MEDICAL OFFICE ADMINISTRATION**

**COURSE OFFERINGS**

**EVERY SEMESTER:** ANAT5, MEDA: 100, 105

**FALL:** MEDA: 120, 122, 112, 113, 114, 116, 118

**SPRING:** MEDA: 101, 110, 121, 115, 118

CHECK SCHEDULES FOR CSIS/BUSI/GE COURSES

**AV - advisory**

**CR – co-requisite**

**PR – prerequisite**

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| **FALL 1** | **SPRING 1** | **FALL 2** | **SPRING 2** |
| **MEDA 100** (1)  *Introduction to Health Careers*  AV: eligibility for ENGL 1A | **MEDA 110** (3)  *Medical Office Procedures*  AV: Eligibility for ENGL 1A  PR: CSIS 50/50L, 35 wpm typing | **MEDA 112** (2)  *Medical Office Computer Applications*  AV: MEDA 105 and eligibility for ENGL 1A  PR: MEDA 110, CSIS 50/50L | **GE** courses/electives |
| **MEDA 105** (4)  *Medical Terminology*  AV: eligibility for ENGL 1A | **MEDA 101** (3)  *Law, Ethics and IT Security*  AV: eligibility for ENGL 1A | **MEDA 114** (2)  *Medical Insurance Management*  AV: MEDA 105 and eligibility for ENGL 1A |  |
| **ENGL (1A, 110 or 111)**(3)  *English* | **ANAT 5** (4)  *Basic Human Anatomy*  AV: MEDA 105 | **MEDA 116** (2)  *Medical Linguistics and Transcription*  AV: ANAT 5 and eligibility for ENGL 1A  PR: 35 wpm typing, MEDA 105, CR: MEDA 118 |  |
| **CSIS 50 + 50 L** (3)  *MS Office Applications and Lab* | **MEDA 115** (2)  *Medical Diagnostic Coding*  AV: MEDA 105 and eligibility for ENGL 1A | **MEDA 118** (3)  *Pharmacology and Human Diseases*  AV: MATH 261, MEDA 105, ANAT 5 and eligibility for ENGL 1A |  |
| **MATH 261** (4)  *Beginning Algebra*  (not required but advised) | **BUSI 120A** (3)  *Basic Accounting* | **MEDA 113** (2)  *Medical Procedure Coding*  AV: MEDA 105 and eligibility for ENGL 1A |  |
|  |  | **GE** course/elective (3-4) |  |
| **16 UNITS** | **15 UNITS** | **11-16 UNITS** |  |

* Please see MPC catalog for course descriptions
* Please see MPC Schedule of Courses for specific course times
* Please email Monika Bell at [mbell@mpc.edu](mailto:mbell@mpc.edu) for questions and/or to schedule an appointment
* If you cannot enroll because a course is full, please email the instructor to request an add code or to be placed on the waiting list – meanwhile, keep checking webreg because spots sometimes open back up before classes start