**SUGGESTED ORDER OF COURSES, MEDICAL ASSISTING**

**COURSE OFFERINGS**

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

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

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

CHECK SCHEDULES FOR CSIS/GE COURSES

**AV - advisory**

**CR – co-requisite**

**PR – prerequisite**

|  |  |  |  |
| --- | --- | --- | --- |
| **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  | **MEDA 130** (3)*Externship*PR: completion of MA program, instructor approval, completion of 122 within 1.5 yrs  |
| **MEDA 120** (3) *MA Clinical Techniques I*CR: MEDA 105AV: eligibility for ENGL 1A\*see note below | **MEDA 121** (3)*MA Clinical Techniques II*PR: MEDA 105, MEDA 120CR: ANAT5 | **MEDA 116** (2) *Medical Linguistics and Transcription*AV: ANAT 5 and eligibility for ENGL 1APR: 35 wpm typing, MEDA 105, CR: MEDA 118 |  |
| **ENGL (1A, 110 or 111)** (3)*English* | **ANAT 5** (4)*Basic Human Anatomy*AV: MEDA 105 | **MEDA 118** (3)*Pharmacology and Human Diseases*AV: MATH 261, MEDA 105, ANAT 5 and eligibility for ENGL 1A |  |
| **CSIS 50 + 50 L** (3)*MS Office Applications and Lab* | **MATH 261** (4)*Beginning Algebra* | **MEDA 122** (3)*MA Clinical Techniques III* AV: MATH 261CR: MEDA 118PR: MEDA 120, MEDA 121, MEDA 105, ANAT 5 |  |
|  |  | **GE** course/elective (3-4) |  |
| **15 UNITS** | **17 UNITS** | **12-16 UNITS** | **3+ UNITS** |
| **OPTIONAL:** | **MEDA 115** (2)*Medical Diagnostic Coding***(not required for MA but recommended, consider taking after program completion)** AV: MEDA 105 and eligibility for ENGL 1A | **MEDA 113** (2)*Medical Procedure Coding***(not required for MA but recommended, consider taking after program completion)** AV: MEDA 105 and eligibility for ENGL 1A |  |

\*NOTE: Although there is no formal mechanism for MA program entry, students pursuing a Certificate of Achievement or A.S. in Medical Assisting must make individual intake interview appointments with the program director (Monika Bell) within the first 4 weeks of MEDA 120 (sign-ups announced during class).

* Please see MPC catalog for course descriptions
* Please see MPC Schedule of Courses for specific course times
* 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