

Medical Assistant Sequence

If a student wants a certificate in Medical Assisting and wants to complete in 2 semesters:

First Semester

1. MA 051A – Beginning Medical Terminology (3 units)
2. MA 053 – Medical Assistant – Administrative (Front Office) (3 units)
3. MA 054 – Medical Insurance and Billing Forms (3 units)
4. Elective: MA 020 – Bloodborne Pathogen Standards (0.5 units)

Second Semester

1. MA 051B – Advanced Medical Terminology (3 units)
2. MA 055 – Medical Assistant – Clinical Back Office (3 units)
3. Elective: MA 056 – Computer Applications for the Medical Office (3 units) [Not offered every semester]
4. Elective MA 001 – Cooperative Work Experience Education (1-4 units)

If a student wants Certification in Medical Assisting in “1 semester”, they have to start in the summer session and take MA 051A (Beginning Medical Terminology) which is a prerequisite to MA 051B (Advanced Medical Terminology) then everything else can be completed in the Fall Semester.

For a degree, a student would need to take:

- a. All required Certificate classes, plus:
- b. Bus 080 – Business Math (3 units)
- c. All of the GE requirements for Plan A – Natural Sciences, Social/Behavioral
- d. Sciences, Humanities, Cultural Breadth, Language, Communication, Lifelong Understanding