



# Certificate/AS-Clinical Medical Assistant 18-19

## Recommended Program Sequence

All courses with a + sign indicate a pre-requisite or co-requisite

Term 1 (Semester: Maximum 19 units, 15 units recommended)		Units	Term 5 (Semester: Maximum 19 units, 15 units recommended)		Units
Program Elective: CA 103, Intro. to Computers & Dig. Tech.		3	OT 152, Beginning Medical Insurance		3
MOA 101, Beginning Medical Terminology		3	OT 205, Medical Office Procedures		3
MOA 110+, Beginning Medical Office Assisting Skills		4	General Education Area B (PSY 101 (recommended))		3
G.E. Area A (BIOL 100, Elemen. Human Anat. & Phys. (recommended))		3	General Education C (Humanities)		3
General Education Area D1 (English 101+)		3	General Elective (SOC 101 (recommended))		3
		<b>Total</b>			<b>Total</b>
		<b>16</b>			<b>15</b>
Term 2: (Intersession(6/3)-Summer (9/6) Max./Recommended units)			Term 6: (Intersession(6/3)-Summer (9/6) Max./Recommended units)		
Term 3 (Semester: Maximum 19 units, 15 units recommended)		Units	Term 7 (Semester: Maximum 19 units, 15 units recommended)		Units
MOA 102+, Advanced Medical Terminology		3	OT 199+, Occupational Work Experience		1
MOA 111+, Advanced Medical Office Assisting Skills		4	General Education Area F (Diversity Studies)		3
OT 150, Basic Principles of Coding for the Medical Office		3	General Elective (SOC 101 (recommended))		3
General Education Area D2		3	General Elective		3
General Education Area E (Additional Breadth)		3	General Elective		3
		<b>Total</b>			<b>Total</b>
		<b>16</b>			<b>13</b>
Term 4: (Intersession(6/3)-Summer (9/6) Max./Recommended units)			<b>Transfer or Graduate</b>		

Take Summer or Intersession classes if needed to complete the program in a timely manner.

The state requires all students to have a Comprehensive Educational Plan. Make a counseling appointment as soon as enrollment is established on any term. Come by the Counseling Center or call.

Certificate/Major Required Courses:	Units	AS General Education: At least 3 units from each of the following areas below: A, B, C, D1, D2, E, and F. Minimum Total GE Units Required 21
MOA 101, Beginning Medical Terminology	3	<b>Area A Natural Sciences: (min. 3 units)</b>
MOA 102+, Advanced Medical Terminology	3	ANTH 101, 101L
MOA 110+, Beginning Medical Office Assisting Skills	4	ASTR 101+, 101L+
MOA 111+, Advanced Medical Office Assisting Skills	4	BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+, 205+
OT 150, Basic Principles of Coding for the Medical Office	3	CHEM 101+, 102+, 110+
OT 152, Beginning Medical Insurance	3	ELTE 101
OT 205, Medical Office Procedures	3	ERSC 101+
Program Elective	3	GEOG 101+, 101L+, 102, 102L+
<b>Program Electives - Complete 3 units from the following:</b>		GEO 101+, 101L+, 102+, 102L+
CA 103, Introduction to Computers & Digital Technology	3	PHYS 101, 102+, 110+, 120+, 211+
OT 102, Intermediate Computer Keyboarding	3	PSCI 101
CA 111, Word Processing–Microsoft Word	3	<b>Area B Social &amp; Behavioral Sciences: (min. 3 units)</b>
OT 199+, Occupational Work Experience	1-8	AJ 201, 204, 206
<i>Every 60 hours of volunteer work or 75 hours of paid work = 1 unit of credit</i>		ANTH 102, 103, 112, 140
<b>Units Required for the Certificate/Major:</b>	<b>26</b>	BUS 101
<i>other requirements for degree</i>		CFE 102
General Education	21-27	COMM 217+
Proficiency (See Proficiency Requirements)	*	DFST 105
Electives	7-13	ECON 100, 101+, 102+, 110
<b>Minimum Units Required for AS Degree</b>	<b>60</b>	GEOG 105, 106, 110
<b>Other Requirements:</b>		HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116, 118, 119
• Minimum grade of “C” required on each course		POLS 101, 103, 200, 201+, 202+, 203+
• Maximum of 12 pass/no-pass units accepted for the Degree and 6 units for a Certificate		PSY 101, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+
• Refer to catalog or online website for course listings and descriptions		SOC 101, 105, 110, 111, 112, 115, 116+, 120
		<b>Area C Humanities: (min. 3 units)</b>
		ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140,
		145, 150, 163, 170+, 210+, 213+
		CHIN 101, 102+, 201+, 202+
		COMM 103, 112, 114, 214+
		DA 101
		DFST 101, 102+, 105, 106, 201+, 202+
		ENGL 102, 111+, 112+, 113+, 221+, 222+, 225+, 227+, 230+, 231+,
		235+, 236+, 240+, 242+, 246+, 250+, 253+, 256+, 257+, 259+, 265+, 279+
		FREN 101, 102+, 201+, 202+, 203+
		FTV 101, 103, 107, 108, 201, 203, 241, 251, 261
		GER 101, 102+, 201+, 202+
		HIST 115
		ID 150, 201
		LATN 101, 102+, 201+
		MUS 101, 105, 111, 131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+,
		251B+, 253A+, 253B+
		MUSC 102, 103, 107, 108

