## MEDICAL ASSISTING, CERTIFICATE OF ACHIEVEMENT

The model sequence of coursework below is one pathway for students to complete the program. The information below is not an official educational plan. An MPC Counselor can assist you with creating a personalized education plan based on your academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling and up-to-date program requirements.

## **Suggested Course Sequence** Medical Assisting (Marina, Spring Starters)

Year 1UnitsSpringUnitsENGL 1ACollege Composition3or ENGL 1AEor College Composition: EnhancedCSIS 50MS Office Applications3& CSIS 50Land MS Office Applications Lab3MEDA 100Introduction to Health Careers1MEDA 105Medical Terminology4MEDA 120Medical Assisting Clinical Techniques I3Units14Fall14ANAT 5Human Biology4MEDA 101Ethics, Law and IT Security in the Medical Office3MEDA 110Medical Office Management 13MEDA 111Medical Insurance Management2MEDA 121Medical Assisting Clinical Techniques II3Current valid healthcare provider CPR certificate (American 0 Heart Association only)15Year 2Spring2MEDA 112Medical Office Computer Applications (first 8 weeks)2MEDA 118Pharmacology and Human Diseases3MEDA 120Medical Assisting Clinical Techniques III 8 weeks)3MEDA 112Medical Office Computer Applications (first 8 weeks)2MEDA 113Medical Assisting Clinical Techniques III 8 weeks)3MEDA 122Medical Assisting Clinical Techniques III (first 8 weeks)3MEDA 130Medical Assisting Externship 20-3Units8-1114		Total Units	37-40
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<sup>1</sup> 

A student enrolled in the CLICK Medical Assisting Apprenticeship may substitute MEDA 90 Independent Study (3 units) for MEDA 110 Medical Office Management.

2

A student enrolled in the CLICK Medical Assisting Apprenticeship may waive MEDA 130 upon successful completion of the apprenticeship program.