



## **PALOMAR COLLEGE**

### **Recommended Sequence of Classes for Administrative Medical Assisting**

<b>1st Semester - Fall</b>
MA 50 - Introduction to Medical Assisting
MA 55 - Medical Terminology and Anatomy
OIS 101* - Beginning Keyboarding
BUS 125 - Business English
BUS 105 - Bookkeeping Fundamentals
OIS 115 - Filing and Records Management
<b>2nd Semester - Spring</b>
MA 56 - Medical Terminology and Anatomy
OIS 102* - Intermediate Keyboarding
OIS 205 - Office Procedures
OIS 231.1 - Medical Machine Transcription I
OIS 231.2 - Medical Machine Transcription II
MA 60 - Medical Insurance
CE 100** - Cooperative Education
<b>Classes that may be exempt with proficiency exam</b>
*OIS 101 - Beginning Keyboarding
*OIS 102 - Intermediate Keyboarding
<b>Prerequisites</b>
**Cooperative Education must be related to this major



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## **Pathway Guidelines for an AA Degree or Administrative Certificate in Medical Assisting**

### **California High School Graduation Requirements:**

History/Social Science - American Government and Economics	3 years
English -	3 years
Visual Arts, Performing Arts, or Foreign Language -	1 year
Math -	3 years
Science - Biology and Physical Science	2 years
Physical Education -	2 years

### **High School Articulated Course(es)**

Health Career Essentials I -	1 year
Health Career Essentials II -	1 year

*In order to receive college credit, you must earn an A or B in the articulated course(es) for 2 semesters*

### **Palomar College Tech Prep Articulated Courses:**

MA 56 - Medical Terminology and Anatomy - 3 Units

### **Palomar College AA Degree Requirements:**

**See Palomar's Course Catalog for complete list of classes**

### **Offices are located at the:**

#### **PALOMAR COLLEGE Escondido Educational Center**

1951 E. Valley Parkway  
Escondido, CA 92027  
(760) 744-1150 Ext. 8169

**Visit our website at: [www.palomar.edu/health](http://www.palomar.edu/health)**

#### **Tech Prep**

(760) 744-1150, Ext. 3047

**Visit our website at: [www.palomar.edu/techprep](http://www.palomar.edu/techprep)**

**Main website at: [www.palomar.edu](http://www.palomar.edu)**