

Suggested Sequence of Classes

Certain Medical Assisting courses are only offered during specific semesters.
The following is a suggested sequence for completion of the certificates:

Administrative Certificate

<u>FALL ENTRY</u>		<u>UNITS</u>	<u>SPRING ENTRY</u>		<u>UNITS</u>
<u>First Semester: Fall</u>			<u>First Semester: Spring</u>		
MA 50	Introduction Medical Assisting	3	MA 50	Introduction Medical Assisting	3
MA 55	Medical Terminology & Anatomy	3	MA 56	Medical Terminology & Anatomy	3
OIS 102	Intermediate Keyboarding	2	OIS 102	Intermediate Keyboarding	2
OIS 136.1	Word Basic	1	OIS 136.1	Word Basic	1
BUS 125	Business English	<u>3</u>	MA 60	Medical Insurance	<u>3</u>
		12			12
<u>Second Semester: Spring</u>			<u>Second Semester: Fall</u>		
MA 56	Medical Terminology & Anatomy	3	MA 55	Medical Terminology & Anatomy	3
OIS 205	Office Procedures	3	OIS 205	Office Procedures	3
OIS 136.2	Word Intermediate	1	OIS 136.2	Word Intermediate	1
MA 60	Medical Insurance	3	BUS 125	Business English	3
CE 100*	Cooperative Education	<u>2</u>	CE 100*	Cooperative Education	<u>2</u>
		12			12

*Cooperative Education must be related to this major.