



Santa Rosa Junior College
COLLEGE WIDE INFORMATION SYSTEM

Health Sciences

Medical Assisting-Administrative and Clinical - Track 1 Effective FALL 2000

Janet Fisk, 527-4836

Check List

REQUIRED PREPARATION FOR MEDICAL ASSISTING

Semester	Notes	Class	Description	Semester Offered	Units	Done	ToDo
Sp or Sum		HLC 60	Medical Terminology	All	3.0	<input type="radio"/>	<input type="radio"/>
Sp or Sum			Keyboarding speed of 40 wpm	All	up to 3.0		

PROGRAM REQUIREMENTS MEDICAL ASSISTING – 1st YEAR

Semester	Notes	Class	Description	Semester Offered	Units	Done	ToDo
FALL		ANAT 58	Introduction to Human Anatomy	Fall/Spring	3.0	<input type="radio"/>	<input type="radio"/>
		BOT 77.8	Beginning Microsoft Word or other WordPerfect course	Fall/Spring	1.5	<input type="radio"/>	<input type="radio"/>
		CIS 101A	Intro to Personal Computers	Fall/Spring	1.0	<input type="radio"/>	<input type="radio"/>
		MA 60	Medical Office Practice or 6 mos. Med. off. exp.	Fall	3.0	<input type="radio"/>	<input type="radio"/>
		MA 61	Law & Ethics in the Medical Office	Fall/Spr	1.0	<input type="radio"/>	<input type="radio"/>
SPRING		MA 62	Medical Terminology, Advanced	Fall/Spring	4.0	<input type="radio"/>	<input type="radio"/>
		MA 67A	Diagnostic Coding 2nd 8 weeks	Spring	1.5	<input type="radio"/>	<input type="radio"/>
		MA 68.1	Medical Office Ins., Basic 2nd 8 weeks	Spring	1.5	<input type="radio"/>	<input type="radio"/>
		MA 68.2	Comp. Med. Office Bookkeeping 2nd 8 weeks	Spring	0.5	<input type="radio"/>	<input type="radio"/>
		MA 68.4	Procedural Coding 1st 8 weeks	Spring	1.5	<input type="radio"/>	<input type="radio"/>
		MA 70A	Medical Transcription, Introduction	Spring	2.0	<input type="radio"/>	<input type="radio"/>
		MA66.1	Externship, Adm. Med. Assisting	Spring	3.5	<input type="radio"/>	<input type="radio"/>

PROGRAM REQUIREMENTS MEDICAL ASSISTING - 2ND YEAR

Semester	Notes	Class	Description	Semester Offered	Units	Done	ToDo
FALL		MA 63A	Clinical Procedures I	Fall	3.0		
		MA 287.5	Clinical Experience I last 12 weeks	Fall	2.0		
		MA 65	Pharmacology & Adm. of Medications	Fall	3.0		
		MA 287.6	Pharmacological Math Calculations	Fall	1.0		
SPRING		MA63B	Clinical Procedures II	Spring	3.0		
		MA 287.2	Clinical Experience II	Spring	3.0		
		MA 64	Laboratory Techniques	Spring	2.0		
		MA66.4	Externship, Clinical Med Assisting	Spring	3.5		

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