

MLT 131.
CLINICAL IMMUNOLOGY AND
IMMUNOHEMATOLOGY PRACTICUM
4 UNITS

Grade only

Prerequisite: MLT 130, 130L, 132, and 132L, or equivalent

Corequisite: MLT 121

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Laboratory 12 hours

Offered: Fall

Introduces clinical laboratory practice and experience in the department of serology and blood banking. Emphasizes technique, accuracy, and precision. Includes the introduction of different instrumentation as well as bench and manual methods. [D; CSU]

MLT 132.
CLINICAL IMMUNOLOGY
1 UNIT

Grade only

Corequisite: MLT 80, 90, 100, 110, and 132L

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 1 hour

Offered: Variable

Introduces the science of immunology and serology through the study of theories and processes related to natural body defenses. Includes the immune response and principles of antigen-antibody reactions. [D; CSU]

MLT 132L.
CLINICAL IMMUNOLOGY LABORATORY
.5 UNIT

Grade only

Corequisite: MLT 132

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Laboratory 2 hours

Offered: Fall

Introduces the various techniques and safety procedures used in the clinical serology laboratory. Emphasizes serological procedures and techniques to measure analytes qualitatively and quantitatively. [D; CSU]

MLT 295.
SELECTED TOPICS IN MEDICAL
LABORATORY TECHNOLOGY
1–3 UNITS

Offered: Variable

Permits students to study relevant subjects within the field of medical laboratory technology. The specific objectives, methods of instruction and units of credit to be determined individually for projects proposed under this course description. [D; CSU]

MLT 299.
INDEPENDENT STUDY
1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 45.

Offered: Variable

Individual study or research in some area of medical laboratory technology of particular interest to the student and not included in regular courses of the College. [D; CSU]

MEDICAL OFFICE PROFESSIONAL COURSES

MEDOP 20.
HEALTH CARE ESSENTIALS
3 UNITS

Grade only

Recommended Preparation: MEDOP 229 or 230 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Grade only

Provides an introduction to the healthcare profession. Includes human body structures and functions, basic math computations, infection control protocols and work place safety, and effective communication skills. Emphasizes the legal and ethical scope of practice for healthcare professionals. [D]

MEDOP 21.
CURRENT PROCEDURAL TERMINOLOGY
(CPT) CODING
3 UNITS

Grade only

Corequisite: MEDOP 44

Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Fee: \$10. Focuses on the guidelines for the Current Procedural Terminology (CPT) coding systems and application of the rules to code patient services. Provides an overview of coding conventions, principles, regulatory guidance and coding software. [D]

MEDOP 22.
INT'L CLASSIFICATION OF DISEASES-
CLINICAL MODIFICATION (ICD-CM)
CODE
3 UNITS

Grade only

Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent

Corequisite: MEDOP 21 and 44

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Fee: \$10. Focuses on the guidelines and rules for the International Classification of Diseases-Clinical Modification (ICD-CM) coding system and the application of the rules to code patient diagnoses and procedures. Provides instruction on ensuring accuracy of diagnostic groupings and adherence to current regulations in code assignment. [D]

MEDOP 25.
MEDICAL ASSISTING—CLINICAL PRACTICUM
3 UNITS

Grade only

Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent

Corequisite: MEDOP 27 and 234

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Laboratory 9 hours

Offered: Variable

Provides clinical experience in an ambulatory health care setting. Utilizes knowledge of medical assisting practices to support the physician in the provision of patient assessment and care. [D]

MEDOP 27.
PHYSICIAN OFFICE LABORATORY PROCEDURES
4 UNITS

Grade only

Corequisite: MEDOP 234 or equivalent

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours, laboratory 3 hours

Offered: Variable

Trains students to perform the Physician Office Laboratory (POL) diagnostic tests, following the Clinical Laboratory Improvement Amendments (CLIA) and Occupational Safety and Health Administration (OSHA) guidelines. Trains students on the proper techniques complying with asepsis, sanitation, disinfection, and sterilization standards. Trains students to perform patient screening using established protocols, and screen test results. [D]

MEDOP 30.
MEDICAL ASSISTING—ADMINISTRATIVE PRACTICUM
3 UNITS

Grade only

Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent

Corequisite: MEDOP 21, 44, and 231

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Laboratory 9 hours

Offered: Variable

Provides administrative experience in an ambulatory health care setting. Utilizes the knowledge of administrative medical assisting practices to support effective office functions. [D]

MEDOP 35.
MEDICAL ASSISTING—MEDICAL INSURANCE BILLING AND CODING PRACTICUM
3 UNITS

Grade only

Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent

Corequisite: MEDOP 21, 22, and 44

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Laboratory 9 hours

Offered: Variable

Provides experience in the application of managed care/insurance policies and procedures. Utilizes the most current procedural and diagnostic coding to achieve appropriate reimbursement. [D]

MEDOP 38.
MEDICAL ASSISTANT: ADMINISTRATIVE INTENSIVE TRAINING
12 UNITS

Grade only

Prerequisite: BUS 70 or equivalent

Corequisite: MEDOP 290

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 9 hours, laboratory 8 hours

Offered: Variable

Provides training for medical front office positions at the receptionist/secretarial level, including medical office procedures, written and oral communications, appointment scheduling, medical record maintenance, medical office site audit regulations, vital signs, and cardiopulmonary resuscitation (CPR). Emphasizes medical terminology as well as basic human body structures and functions. [D]

MEDOP 40.
MEDICAL ASSISTANT: ADMINISTRATIVE INTENSIVE TRAINING—BILINGUAL (ENGLISH/SPANISH)
12 UNITS

Grade only

Prerequisite: BUS 70 or equivalent

Corequisite: MEDOP 290

Recommended Preparation: SPAN 215 or equivalent

Lecture 9 hours, laboratory 8 hours

Offered: Fall, Spring

Fee: \$10. Provides training for bilingual (English/Spanish) medical front office positions at the receptionist/secretarial level, including medical office procedures, written and oral communications, appointment scheduling, medical record maintenance, medical office site audit regulations, vital signs examination, and cardiopulmonary resuscitation (CPR). Emphasizes medical terminology as well as basic human body structures and functions. [D]

MEDOP 41A.
MEDICAL INSURANCE I
2 UNITS

Prerequisite: MEDOP 230 or equivalent

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 2 hours, laboratory 1 hour

Offered: Variable

Fee: \$10. Introduces principles of medical records documentation, medical insurance practices, and plans. Provides practical experience in completion of universal claims forms and basic instruction in diagnostic and procedural coding. [D]

MEDOP 41B.
MEDICAL INSURANCE II
2 UNITS

Prerequisite: MEDOP 41A or equivalent

Lecture 1 hour, laboratory 3 hours

Offered: Variable

Fee: \$10. Prepares students for positions in physicians' offices, insurance billing departments, hospitals, and clinics. Emphasizes healthcare claims coding, processing, monitoring, and appeals as well as interpretation and processing of Explanation of Benefits (EOB). Focuses on the International Classification of Diseases Clinical Modifications (ICD-CM) and the Diagnostic Procedural Terminology (DPT) coding systems. [D]

MEDOP 44.
MEDICAL INSURANCE BILLING
3 UNITS
GRADE ONLY

Prerequisite: MEDOP 121, 133, 135, and 236, or equivalent

Corequisite: MEDOP 21

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Introduces the student to health insurance and reimbursement. Develops an understanding of common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. Covers principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. [D]

MEDOP 45.
MEDICAL ASSISTING COMPREHENSIVE PRACTICUM
4 UNITS

Grade only

Prerequisite: MEDOP 21, 22, 44, and 231, or equivalent

Corequisite: MEDOP 27 and 234

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Laboratory 12 hours

Offered: Variable

Provides clinical, administrative, and managed care/insurance practice and experience in an ambulatory healthcare setting. Utilizes the knowledge of medical assisting practice to support the delivery of patient assessment, care, and billing. [D]

MEDOP 100.
MEDICAL ASSISTANT: CLINICAL—INTENSIVE
12 UNITS

Grade only

Prerequisite: BUS 70 or equivalent; MEDOP 40, 229 or 230, or equivalent

Corequisite: MEDOP 290

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 9 hours, laboratory 8 hours

Offered: Variable

Trains students to utilize their skills as medical assistants. Provides instruction in medical back office procedures, including vital signs, site audit regulations, clinical procedures, and examination techniques. Includes assisting the physician in minor surgical procedures, performing laboratory diagnostic tests, electrocardiograms, pulmonary function tests, and applying injections and immunizations. [D; CSU]

MEDOP 101.
MEDICAL ASSISTANT: CLINICAL—INTENSIVE BILINGUAL (ENGLISH/SPANISH)
12 UNITS

Grade only

Prerequisite: BUS 70 or equivalent; MEDOP 40 or 229 or equivalent

Corequisite: BUS 290

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 9 hours, laboratory 8 hours

Offered: Fall, Spring

Trains students to utilize their bilingual (English/Spanish) skills to work as medical assistants with a focus on the clinical component. Provides instruction in medical office procedures (front and back office), telephone techniques, English/Spanish interpretation, appointment scheduling, medical records, word processing, clinical procedures, vital signs, site audit regulations, and CPR. [D; CSU]

MEDOP 121.
ELECTRONIC HEALTH RECORDS
2 UNITS

Grade only

Prerequisite: MEDOP 20 or equivalent; MEDOP 38, 229, or 230, or equivalent

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 2 hours

Offered: Variable

Introduces the fundamental principles for creating and maintaining an electronic health record. Reviews the history of the electronic health record and current trends in health care information applications such as clinical information systems, administrative information systems, and management support systems. Explores the transition from a paper-based health record to an electronic health record. [D]

MEDOP 133.
HUMAN STRUCTURES AND FUNCTIONS
3 UNITS

Grade only

Prerequisite: MEDOP 20 or equivalent; MEDOP 38, 229, or 230, or equivalent

Corequisite: MEDOP 135

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Fee: \$1. Prepares students with the fundamental knowledge of human structure and functions. Introduces basic concepts of physical and chemical operations of organs and systems of the body. [D; CSU]

MEDOP 135.
PATHOPHYSIOLOGY
3 UNITS

Grade only

Prerequisite: MEDOP 20 or equivalent; MEDOP 38, 229, or 230, or equivalent

Corequisite: MEDOP 133 and 236

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Provides a basic understanding of pathophysiology as a change from normal physiological functions of the various systems of the human body. Covers illness and disease within a systems framework across the lifespan. [D; CSU]

MEDOP 229.
MEDICAL TERMINOLOGY—BILINGUAL
(ENGLISH/SPANISH)
3 UNITS

Recommended Preparation: SPAN 215 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College reading Assessment or equivalent
Lecture 3 hours

Offered: Variable

Introduces the study of English and Spanish medical terminology. Emphasizes word structure and usage in vocabulary that relates to body systems, medical processes and procedures, human disease, and pharmacology. [D; CSU]

MEDOP 230.
MEDICAL TERMINOLOGY
3 UNITS

Grade only

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours

Offered: Variable

Fee: \$1. Provides students with a fundamental knowledge of how medical terms are assembled from word parts (prefixes, word roots, combining forms, and suffixes). Introduces diagnostic tools and procedures, basic pharmacological and other treatment procedures currently used in patient care. [D; CSU]

MEDOP 231.
ADMINISTRATIVE MEDICAL ASSISTING
PROCEDURES
4 UNITS

Grade only

Corequisite: MEDOP 21

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours

Offered: Variable

Fee: \$1. Prepares medical assisting students to work in physicians' offices, clinics, hospitals and other medical areas. Covers administrative and clerical functions of a medical assistant including patient reception, scheduling appointments, telephone procedures, medical records management, practice finances, written communication and professional and personal conduct. [D; CSU]

MEDOP 234.
CLINICAL PROCEDURES
4 UNITS

Grade only

Corequisite: MEDOP 27

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours, laboratory 3 hours

Offered: Variable

Trains students assisting the patient and physician in all medical office clinical procedures. Provides students with the essential knowledge to perform and document vital signs, body measurements, electrocardiograms, Physician Office Laboratory tests, and administer medications and immunizations to patients. Instructs students on the proper preparation of instruments and materials for minor surgical procedures and specialty examinations. [D; CSU]

MEDOP 236.
PHARMACOLOGY FOR HEALTH CARE
PROFESSIONALS
3 UNITS

Grade only

Prerequisite: MEDOP 20 or equivalent; MEDOP 38, 229, or 230, or equivalent

Corequisite: MEDOP 133 and 135

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent
Lecture 3 hours

Offered: Variable

Provides students with essential knowledge and current and used practices and procedures employed in the preparation and administration of medications to adults and special groups (elderly and children), emphasizing at all times in the safety for both the health care professional and the patient. [D; CSU]

MEDOP 237.
CLINICAL RESEARCH COORDINATOR
3 UNITS

Prerequisite: MEDOP 234 or equivalent

Lecture 3 hours

Offered: Variable

Emphasizes skills required by clinical research coordinators (CRCs), clinical research associates (CRAs), and principal investigators (PIs) in the clinical trials field. Discusses arranging of study sites; screening and follow-up of clinical study participants; dispensing the drugs and supplies; completing case report documents; and ensuring adherence to Good Clinical Practice guidelines. [D; CSU]

MEDOP 290.
WORK EXPERIENCE IN MEDICAL
ASSISTANT I
2–4 UNITS

Grade only

Limitation on Enrollment: Declared Medical Assistant major

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.

Lecture 1 hour, laboratory 5–15 hours

Offered: Variable

Applies principles and skills acquired in medical assistant occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student's job performance. [D]

MEDOP 291.
WORK EXPERIENCE IN MEDICAL
ASSISTANT II
2–4 UNITS

Grade only

Prerequisite: MEDOP 290 or equivalent

Limitation on Enrollment: Declared Medical Assistant major

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.

Lecture 1 hour, laboratory 5–15 hours

Offered: Variable

Applies principles and skills acquired in medical assistant occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student's job performance. [D]

MEDOP 292.
WORK EXPERIENCE IN MEDICAL ASSISTANT III
2–4 UNITS

Grade only

Prerequisite: MEDOP 291 or equivalent

Limitation on Enrollment: Declared Medical Assistant major

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.

Lecture 1 hour, laboratory 5–15 hours

Offered: Variable

Applies principles and skills acquired in medical assistant occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student's job performance. [D]

MEDOP 293.
WORK EXPERIENCE IN MEDICAL ASSISTANT I–IV
2–4 UNITS

Grade only

Prerequisite: MEDOP 292 or equivalent

Limitation on Enrollment: Declared Medical Assistant major

Recommended Concurrent Enrollment: Enrollment in one other class directly related to the Medical Assistant major in order to apply learned theory in a practical hands-on setting through an internship class.

Lecture 1 hour, laboratory 5–15 hours

Offered: Variable

Applies principles and skills acquired in medical assistant occupational majors to on-the-job assignments. In addition to weekly class activities, one unit of credit is granted for each 60 hours of volunteer or 75 hours of paid work activity. The job supervisor and the instructor will evaluate each student's job performance. [D]

MEDOP 295.
SELECTED TOPICS IN MEDICAL OFFICE PROFESSIONALS
1–3 UNITS

Offered: Variable

Permits students to study relevant subjects within the field of medical office professionals. The specific objectives, methods of instruction and units of credit to be determined individually for projects proposed under this course description.

[D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.

MEDOP 299.
INDEPENDENT STUDY
1–3 UNITS

Limitation on Enrollment: Eligibility for independent study. See page 45.

Offered: Variable

Individual study or research in some area of medical office professional of particular interest to the student and not included in regular courses of the College. [D; CSU]

**MEXICAN—
AMERICAN
STUDIES COURSES**

MAS 141.
MEXICAN-AMERICAN HISTORY I
3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Fall, Spring

Covers the history of Mexican-American culture from Pre-Colombian times to c. 1850. Emphasizes the political, economic, and social influences of Pre-Colombian America, Spain, Mexico, and the United States. Includes a study of the United States Constitution. (Partially fulfills American Institutions requirement at CSU.) (Same as HIST 141.) [D; CSU; UC]

MAS 142.
MEXICAN-AMERICAN HISTORY II
3 UNITS

Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Fall, Spring

Covers the history of the Mexican-American experience from 1846 to the present day. Emphasizes the political, economic, and social evolution of the Mexican-American people within the context of both Mexican and American cultural influences. Includes a study of the Constitution of California. (Partially fulfills American Institutions requirement at CSU.) (Same as HIST 142.) [D; CSU; UC]

MAS 150.
MEXICAN AND MEXICAN-AMERICAN CULTURES IN THE UNITED STATES
3 UNITS

Grade only

Recommended Preparation: RDG 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent

Lecture 3 hours

Offered: Variable

Examines the evolution of Mexican and Mexican-American cultural development in the United States. Focuses on the study of the transculturation process between the Mexican-American and mainstream American cultures. Includes a special emphasis on the intellectual foundations of Chicano culture. (Same as SOC 150.) [D; CSU; UC]

MAS 295.
SELECTED TOPICS IN MEXICAN-AMERICAN STUDIES
1–3 UNITS

Lecture 1–3 hours

Offered: Variable

Study of relevant topics within the field of Mexican-American studies. [D; *CSU]

* Please refer to the class schedule for specific course description and transferability information.