

**MLT 121.**  
**CLINICAL MICROBIOLOGY PRACTICUM**  
**5 UNITS**

*Grade only*

*Prerequisite:* MLT 120 and 120L, or equivalent  
*Corequisite:* MLT 131

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

*Lecture 5 hours*

*Offered:* Fall

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

**MLT 130.**  
**CLINICAL IMMUNOHEMATOLOGY**  
**3 UNITS**

*Grade only*

*Prerequisite:* MLT 100, 100L, 132, and 132L, or equivalent

*Corequisite:* MLT 112 and 130L

*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 basic genetics, blood collection and preservation, blood group antigens and routine blood bank procedures. Includes transfusion safety and federal regulatory requirements. Compatibility testing and antibody identification are emphasized. [D; CSU]

**MLT 130L.**  
**CLINICAL IMMUNOHEMATOLOGY**  
**LABORATORY**  
**1 UNIT**

*Grade only*

*Corequisite:* MLT 130

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

*Laboratory 3 hours*

*Offered:* Variable

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

**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

*Lecture 4 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**  
**HEALTHCARE ESSENTIALS**  
**3 UNITS**

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

*Grade only*

*Lecture 3 hours*

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

**MEDOP 21.  
MEDICAL CODING I  
3 UNITS**

*Prerequisite:* MEDOP 230 or equivalent  
*Recommended Preparation:* BUS 71 or equivalent

*Lecture 3 hours, laboratory 1 hour*

*Offered:* Variable

Fee: \$10. Covers entry-level training in medical coding. Develops an understanding of Current Procedural Terminology (CPT), International Classification of Diseases (ICD-9-CM) Volumes I and II, and Health Care Finance Administration (HCFA) Healthcare Common Procedure Coding System (HCPCS) as they are used in medical claims processing and records management. [D]

**MEDOP 22.  
MEDICAL CODING II  
2.5 UNITS**

*Prerequisite:* MEDOP 21 or equivalent

*Lecture 2 hours, laboratory 2 hours*

*Offered:* Variable

Fee: \$10. Covers entry-level training in medical coding. Develops an understanding of Current Procedural Terminology (CPT), International Classification of Diseases (ICD-9-CM) Volumes I and II, and HCFA Common Procedural Coding System (HCPCS) as they are used in medical claims processing and records management. [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 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 133.  
BODY BASICS FOR MEDICAL OFFICE  
PERSONNEL  
3 UNITS**

*Recommended Preparation:* MEDOP 230 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
*Lecture 3 hours*

*Offered:* Variable

Fee: \$1. Emphasizes basic human body structure and function as required of medical office personnel. (This course does not meet the general education natural science requirement for the associate's degree or biology requirements for the biology and allied health programs.) [D; CSU]

**MEDOP 135.  
HUMAN HEALTH AND DISEASE FOR  
MEDICAL OFFICE PERSONNEL  
3 UNITS**

*Prerequisite:* MEDOP 230 or equivalent  
*Recommended Preparation:* MATH 20 or equivalent skill level as determined by the Southwestern College Mathematics Assessment 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 human cellular and organ changes that occur with disease and how they effect total body function. Emphasizes medically pertinent concepts required for success in a medical office environment. (This course does not meet the general education natural science requirement for the associate's degree or biology requirements for the biology and allied health programs.) [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**

*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. Introduces students interested in allied health professions to basic medical terminology. Emphasizes word structure and usage, medical procedures, processes, and pharmacology related to body systems and human diseases. [D; CSU]

**MEDOP 231.  
MEDICAL OFFICE PROCEDURES  
4 UNITS**

*Prerequisite:* BUS 70 or equivalent; MEDOP 229 or 230 or equivalent  
*Lecture 3 hours, laboratory 3 hours*

*Offered:* Variable

Fee: \$1. Emphasizes competency in standard medical office procedures comprised of customer service and telephone techniques, scheduling patient appointments, insurance billing, filing, maintaining medical records, preparing basic medical correspondence and reports, and ethics for medical office professionals. [D; CSU]

**MEDOP 234.  
MEDICAL ASSISTANT—CLINICAL  
PROCEDURES  
4 UNITS**

*Prerequisite:* MEDOP 229 or 230 or equivalent; BUS 70 or equivalent  
*Lecture 3 hours, laboratory 3 hours*

*Offered:* Variable

Provides students with knowledge of basic clinical skills as used in medical back office practice. Prepares students to sit for the California Medical Assistant-Clinical certification examination. [D; CSU]

**MEDOP 236.  
PHARMACOLOGY FOR ALLIED HEALTH  
PROFESSIONALS  
3 UNITS**

*Prerequisite:* MEDOP 38, 40, 229, or 230, or equivalent

*Recommended Preparation:* MATH 20 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent  
*Lecture 3 hours, laboratory 1 hour*

*Offered:* Variable

Provides students with essential knowledge and current practices employed in the preparation and administration of medication to adult and special groups (elderly and children). [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]