

**A.A. DEGREE MAJOR OR
CERTIFICATE OF ACHIEVEMENT**

Program Requirements		Units
MA 50	Introduction to Medical Assisting	3
MA 55	Medical Terminology and Anatomy	3
MA 56	Medical Terminology and Anatomy	3
MA 65	Clinical Assisting: Patient Care	5
MA 66	Clinical Assisting: Diagnostic Procedures	5
MA 70	Supervised Clinical Experience	3.5
ZOO 145	Introduction to Anatomy and Physiology	3
BUS 125	Business English	3
OIS 101*	Beginning Keyboarding	0,3

TOTAL UNITS 28.5 - 31.5

* May be exempt by typing proficiency exam.

COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

MA 50 Introduction to Medical Assisting (3)

3 hours lecture

History and development of the medical profession and its specialties. Roles and functions of the medical assistant and medical assisting organizations. Principles of interpersonal relationships, professional attitudes, medical ethics, and law. Reception and scheduling of patients.

MA 55 Medical Terminology and Anatomy (3)

3 hours lecture

Basic medical terms with emphasis on word analysis and construction. Overview of anatomy and the pathological, diagnostic, therapeutic, and surgical terms related to the body as a whole and the integumentary, digestive, urinary, musculoskeletal, and male reproductive systems.

MA 56 Medical Terminology and Anatomy (3)

3 hours lecture

Basic medical terms with emphasis on word analysis and construction. Overview of anatomy and the pathological, diagnostic, therapeutic and surgical terms related to the cardiovascular, respiratory, hematologic, endocrine, and female reproductive systems, and to oncology.

MA 60 Medical Insurance (3)

3 hours lecture

Recommended preparation: MA 55 or 56

Provides entry-level skills training in medical insurance billing. Surveys private and government health and accident insurance plans and methods for preparing claim forms. Emphasis on compiling and extracting data for completion of forms.

MA 61 Medical Insurance Coding (3)

2 hours lecture-3 hours laboratory

Prerequisite: Completion of, or concurrent enrollment in, MA 55 or 56

Diagnosis and medical procedure coding utilizing International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) and Current Procedural Terminology 4 (CPT-4) coding guidelines. Includes abstracting information from the medical record, utilizing computer coding techniques, and knowledge of strategies to promote accurate reimbursement of medical claims.

MA 65 Clinical Assisting: Patient Care (5)

3 hours lecture-6 hours laboratory

Preparation of patients and assisting physician with examinations, minor surgical procedures, and treatments. Recording medical histories and observations. Principles and methods of aseptic procedures, handling and care of instruments and supplies. Pharmacology with emphasis on preparation and administration of medication.

MA 66 Clinical Assisting: Diagnostic Procedures (5)

3 hours lecture-6 hours laboratory

Laboratory orientation and preparation of patients for diagnostic procedures. Specimen collection and handling. Basic urine and hematological tests. Emergency procedures.

MA 70 Supervised Clinical Experience (3.5)

10½ hours laboratory

Prerequisite: A minimum grade of 'C' in MA 50, 55, 56, 65 and 66. Current CPR Basic 'C' Certificate. A Physical Examination and Physician's Report (free of infectious disease and physically and emotionally able to perform the duties of the MA 70 class). Proof of the following: Tuberculin Test (PPD), Tetanus/Diphtheria immunization, Rubella/Measles Vaccine, and Hepatitis B Vaccine (first in the series of 3 must be received a minimum of 10 days prior to day 1 of MA 70 class). Must be 18 years of age prior to day 1 of clinical experience.

Supervised clinical (back office) experience in the physician's office, clinic, laboratory, or other appropriate health care facility. Students will assist the physician and medical staff to provide patient care, diagnostic procedures, and perform other duties delegated to the entry-level medical assistant with consideration of the ethical and legal implications. Clinical skills not prohibited by California regulations or the Clinical Laboratory Improvement Act of 1988 will be performed.

MA 97 Medical Assisting Topics (.5-4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

Note: May be taken 4 times

Topics in Medical Assisting. See Class Schedule for specific topic offered. Course title will designate subject covered.

Microbiology (MICR)

Contact the Life Sciences Department for further information.

(760) 744-1150. ext. 2275

Office: NS-207A

COURSE OFFERINGS

MICR 110 Microbiology and Foods (3)

2 hours lecture-2 hours lecture/laboratory

Note: Cross listed as FCS 110

Transfer acceptability: CSU

Introduction to the principles of microbiology with an emphasis on foodborne pathogens. Students will explore biological factors and controls relating to reproduction of microorganisms and the effects on public health. This course does not meet microbiology requirement for pre-health students.

MICR 197 Microbiology Topics (.5-4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

Note: May be taken 4 times

Transfer acceptability: CSU

Topics in Microbiology. See Class Schedule for specific topic offered. Course title will designate subject covered.

MICR 200 Fundamentals of Microbiology (5)

3 hours lecture-6 hours laboratory

Prerequisite: BIOL 102; or BIOL 200 and CHEM 104 or CHEM 100; or BIOL 100 and CHEM 104 or CHEM 100; or BIOL 105 and CHEM 104 or CHEM 100; or BIOL 101, BIOL 101L and CHEM 104 or CHEM 100

Transfer acceptability: CSU; UC; CAN BIOL 14

Fundamentals of microbiology including medical aspects of microbiology.

Multicultural Studies (MCS)

See also **Africana Studies, American Indian Studies, American Studies, Chicano Studies, Judaic Studies**

Contact the Multicultural Studies Department for further information.

(760) 744-1150. ext. 2206

Office: ST-28

Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).

• World Cultures