

MEDICAL

- Medical Assistant (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical-medical-assistant/>)
- Personal Care Aide (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/personal-care-aide/>)
- Pharmacy Technician (p. 1)
 - Entry Level (https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/pharmacy_technician_entry_level/)
 - Registration Level (https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/pharmacy_technician_registration_level/)
 - Advanced Level (https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/pharmacy_technician_advanced_level/)
- Quality Assurance Management Certificate for Medical Devices (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/quality-assurance-management-certificate-medical-devices/>)

MEDA 100

36 Hours

Medical Assistant, Core Concepts

Explores past history and current issues of healthcare; the health care field; the role of the Medical Assistant; ethics and law for medical assistants; customer service; communication/cultural competencies in healthcare; student success; math skills for healthcare; safety in healthcare; and job skills and the professional portfolio. Textbook Required. (*Apportionment*)

MEDA 101

36 Hours

Computers in Healthcare and EHR, Introduction

Prerequisite(s): COMP 685 Computer Keyboarding - Beginning.

This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Textbook Required. (*Apportionment*)

MEDA 110

24 Hours

Medical Assistant Administrative

Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.

Corequisite(s): MEDA 111 Medical Assistant Administrative Lab.

This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required. (*Apportionment*)

MEDA 111

24 Hours

Medical Assistant Administrative Lab

Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.

Corequisite(s): MEDA 110 Medical Assistant Administrative.

This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required. (*Apportionment*)

MEDA 120

12 Hours

Medical Assistant Electronic Health Records

Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers.

Corequisite(s): MEDA 121 Medical Assistant Electrical Health Records.

This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. Textbook Required. (*Apportionment*)

MEDA 121

24 Hours

Medical Assistant Electronic Health Records Lab

Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers.

Corequisite(s): MEDA 120 Medical Assistant Electronic Health Records.

This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will practice setting up EHR features, creation and administration of patient charts, and using clinical administrative tools. Textbook Required. (*Apportionment*)

MEDA 130

24 Hours

Medical Assistant Financial Concepts

Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.

Corequisite(s): MEDA 131 Medical Assistant Financial Concepts Lab.

This course discusses the theory of financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices. Textbook Required. (*Apportionment*)

MEDA 131

24 Hours

Medical Assistant Financial Concepts Lab

Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.

Corequisite(s): MEDA 130 Medical Assistant Financial Concepts.

This course develops the necessary skills for financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices in a direct hands on, simulated environment. Textbook Required. (*Apportionment*)

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| MEDA 140 | 24 Hours | MEDA 211 | 48 Hours |
| Medical Billing, Introduction | | Medical Assistant Clinical Procedures Lab II | |
| <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEOC 210 Introduction of Computers for Health Care Workers. | | <i>Prerequisite(s):</i> MEDA 201 Medical Assistant Clinical Procedures Lab I. | |
| <i>Corequisite(s):</i> MEDA 141 Medical Billing Lab, Introduction. | | <i>Corequisite(s):</i> MEDA 210 Medical Assistant Clinical Procedures Theory II. | |
| An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required. (Apportionment) | | This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: assisting in minor procedures, creating a sterile environment, wound care, using a microscope, specimen collection, specimen processing, administering medications, injections, and venipuncture. Textbook Required. (Apportionment) | |
| MEDA 141 | 24 Hours | MEDA 300 | 108 Hours |
| Medical Billing Lab, Introduction | | Medical Assisting Simulation Lab and Certification Prep | |
| <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDA 101 Computers in Healthcare and EHR, or MEOC 210 Introduction of Computers for Health Care Workers. | | This course will offer hands on simulation to medical case studies in a laboratory environment as well as offer an opportunity for students to prepare to take a CCMA certification exam. Textbook Required. (Apportionment) | |
| <i>Corequisite(s):</i> MEDA 140 Medical Billing, Introduction. | | MEDO 105 | 48 Hours |
| An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes practice of data entry for private, PPO, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required. (Apportionment) | | Medical Terminology | |
| | | (Formerly MEOC 104) | |
| | | This course introduces students to medical terminology in preparation for careers in the medical field. It covers the study of the basic elements of medical terms and the anatomy and physiology of the human body. It also covers different pathological conditions and procedures for their treatment. (Apportionment) | |
| MEDA 200 | 18 Hours | MEDO 311 | 36 Hours |
| Medical Assistant Clinical Procedures Theory I | | Personal Care Aide 1 | |
| <i>Prerequisite(s):</i> MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts. | | This course introduces key concepts for the personal care aide, working in different settings, teamwork, and professional behavior. Students will also gain foundational knowledge and skills in the following areas: working with elders; respecting clients; communication; working with depressed patients; infection control; basic nutrition and eating; body systems and common diseases; and proper body mechanics. This is the first course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with daily living activities at their homes or in a care facility. (Apportionment) | |
| <i>Corequisite(s):</i> MEDA 201 Medical Assistant Clinical Procedures Lab I. | | MEDO 312 | 36 Hours |
| This course reviews the theory of clinical procedures. Students review performing exam room procedures, including medical asepsis, infection control, patient intake, vital signs, and assisting with physical examination, specialty exams, electrocardiograph, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. (Apportionment) | | Personal Care Aide 2 | |
| MEDA 201 | 48 Hours | <i>Prerequisite(s):</i> MEDO 311 Personal Care Aide 1 This course focuses on activities of daily living (ADL): bathing and personal care, toileting, bed making, and dressing. | |
| Medical Assistant Clinical Procedures Lab I | | Students will learn about working with patients with dementia, mental illness, and developmental disabilities, as well as different types of abuse and neglect. This is the second course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with activities of daily living at their homes or in a care facility. (Apportionment) | |
| <i>Prerequisite(s):</i> MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts. | | MEDO 313 | 30 Hours |
| <i>Corequisite(s):</i> MEDA 200 Medical Assistant Clinical Procedures Theory I. | | Personal Care Aide 3 | |
| This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: exam room procedures, medical asepsis, infection control, patient intake, vital signs, assisting with physical examination, specialty exams, electrocardiograph, public health education, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. (Apportionment) | | <i>Prerequisite(s):</i> MEDO 311 Personal Care Aide 1 and MEDO 312 Personal Care Aide Personal Care Aides ensure better care to people while they are aging or recovering at home. | |
| MEDA 210 | 18 Hours | This career development course will provide students with the skills needed to obtain employment as a personal care aide. Topics includes: resume writing, interviewing skills, and job search. Students will also complete CPR and First Aid training for certification. (Apportionment) | |
| Medical Assistant Clinical Procedures Theory II | | | |
| <i>Prerequisite(s):</i> MEDA 200 Medical Assistant Clinical Procedures Theory I. | | | |
| <i>Corequisite(s):</i> MEDA 211 Medical Assistant Clinical Procedures Lab II. | | | |
| This course reviews the theory behind back office procedures. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. (Apportionment) | | | |

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| PTEC 100 Pharmacy Technician, Introduction (Formerly MEOC 130) Course orients students to pharmacy practice and the work of pharmacy technicians. It covers pharmacy technician registration process and educational requirements, the role of the technician, duties and tasks technicians perform as regulated by pharmacy law, and the necessary abilities and skills for a successful career as a pharmacy technician. Textbook Required. (<i>Apportionment</i>) | 60 Hours | PTEC 200 Pharmacy Technician, Lab for the In-Patient (Formerly MEDO 221) <i>Prerequisite(s): PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II.</i> Course covers the preparation of medications given by intravenous, epidural and subcutaneous routes of administration. The student will learn aseptic techniques, pharmacy IV calculations, drug compatibilities and stabilities, IV therapy management, and specialized equipment. The laboratory incorporates use of laminar and vertical flow hoods and computerized software for IV preparation. Textbook Required. (<i>Apportionment</i>) | 48 Hours |
| PTEC 105 Pharmacy Operations Lab (Formerly MEDO 230) <i>Prerequisite(s): PTEC 100 Pharmacy Technician, Introduction and COMP 685 Beginning Keyboarding or Keyboarding Challenge Exam with a pass rate of 30 net words a minute.</i> This course is an introduction to the operations of a pharmacy and provides students with a working knowledge of its structural, functional, business and inter-relational aspects within the health care system. The course also covers the basics of compounding, medication distribution and inventory control. Textbook Required. (<i>Apportionment</i>) | 36 Hours | PTEC 205 Pharmacy Technician, Lab for the Out-Patient (Formerly MEDO 220) <i>Prerequisite(s): MEDO 105 Medical Terminology and PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II.</i> This course is designed to provide pharmacy technician students with practical experience in a simulated out-patient pharmacy setting. It includes hands-on experience working with a computerized pharmacy management system in the retail setting, third party billing and telephone etiquette. Textbook Required. (<i>Apportionment</i>) | 48 Hours |
| PTEC 110 Pharmaceutical Mathematics (Formerly MEOC 140) <i>Prerequisite(s): PTEC 100 Pharmacy Technician, Introduction.</i> Includes a review of basic mathematics focusing on its application to common pharmaceutical calculations; terminology, abbreviations and units needed to perform pharmaceutical calculations; and how to interpret pharmaceutical documents using acquired pharmaceutical math knowledge. Textbook Required. (<i>Apportionment</i>) | 36 Hours | PTEC 300 Pharmacy Technician Practical Career Training - Entry (Formerly MEDO 316) <i>Prerequisite(s): PTEC 125 Human Relations for Healthcare Workers and PTEC 200 Pharmacy Technician, Lab for the In-Patient and PTEC 205 Pharmacy Technician, Lab for the Out-Patient.</i> This course is designed to provide pharmacy technician students with field experience in an out-patient pharmacy environment. It requires weekly class meetings plus 130-hours of externship in an approved pharmacy. Class topics include professionalism, current issues in pharmacy, and work performance. Textbook Required. (<i>Apportionment</i>) | 18 Hours |
| PTEC 115 Pharmacology I (Formerly MEOC 121) <i>Prerequisite(s): MEDO 105 Medical Terminology.</i> Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the neurological, visual, auditory, integumentary, and musculoskeletal body systems. Over-the-counter drugs including antihistamines, anti-inflammatory, analgesics, vitamins and natural substances will be covered. Textbook Required. (<i>Apportionment</i>) | 36 Hours | PTEC 301 Pharmacy Technician Advanced Level Lecture <i>Prerequisite(s): PTEC 300 Pharmacy Technician Practical Career Training - Entry or completion of an ASHP Entry Level Program Certificate.</i> The program prepares students for practice as Advanced-level pharmacy technicians, in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care) and has students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. Textbook Required. (<i>Apportionment</i>) | 48 Hours |
| PTEC 120 Pharmacology II (Formerly MEOC 122) <i>Prerequisite(s): MEDO 105 Medical Terminology.</i> Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the cardiovascular, blood, respiratory, urinary, digestive, endocrine and reproductive body systems. Anti-infectives, vaccines, oncology agents, as well as fluid and electrolytes are covered. Textbook Required. (<i>Apportionment</i>) | 36 Hours | PTEC 302 Pharmacy Technician Advanced Level Lab <i>Prerequisite(s): PTEC 300 Pharmacy Technician Practical Career Training - Entry and PTEC 301 Pharmacy Technician Advanced Level Lecture or Completion of an American Society of Hospital Pharmacists (ASHP) recognized Pharmacy Technician Entry Level program.</i> <i>Corequisite(s): Concurrently with PTEC 301 Pharmacy Technician Advanced Level Lecture or upon successful completion of PTEC 301 Pharmacy Technician Advanced Level Lecture.</i> The program prepares students for practice as Advanced-level pharmacy technicians, in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care) and has students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. The Lab is designed to be taken concurrently or after the lecture course (<i>Apportionment</i>) | 60 Hours |
| PTEC 125 Human Relations for Healthcare Workers (Formerly MEOC 135) Covers basic communications skills with emphasis on the healthcare profession. Topics include non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques. Textbook Required. (<i>Apportionment</i>) | 36 Hours | | |

PTEC 305 **18 Hours**

Pharmacy Technician Practical Career Training - Advanced

(Formerly MEDO 317)

Prerequisite(s): *PTEC 301 Pharmacy Technician Advanced Level Lecture and PTEC 302 Pharmacy Technician Advanced Level Lab.*

This course is designed to provide pharmacy technician students with field experience in an in-patient pharmacy environment. It requires weekly class meetings plus 160-hours of externship in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. Textbook Required. *(Apportionment)*

PTEC 310 **20 Hours**

Pharmacy Technician Certification Exam Review

This course is a review for the pharmacy technician certification exam. It covers the registration process and re-certification requirements, and reviews the materials contained on the exam. This course is designed as a review for individuals who have completed a pharmacy technician program or who are working pharmacy technicians. Textbook Required. *(Apportionment)*
