



**COURSE OUTLINE : MOA 50**  
**D Credit – Degree Applicable**  
**COURSE ID 008452**  
**Cyclical Review: MAY 2021**

**COURSE DISCIPLINE :** MOA  
**COURSE NUMBER :** 50  
**COURSE TITLE (FULL) :** MOA Internship  
**COURSE TITLE (SHORT) :** MOA Internship

**ACADEMIC SENATE DISCIPLINE:** Office Technology

### **CATALOG DESCRIPTION**

MOA 50 is a discipline-specific course, which allows students to earn from 1.0 – 3.0 units for a structured, supervised internship either on-campus or off-campus under the supervision of a faculty advisor. It is designed to provide students with appropriate preparation and a hands-on work experience in one of the following fields: medical office administrators, medical secretaries, or administrative assistants. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. This course is recommended for the self-motivated student, and requires faculty advisor approval to register.

Total Lecture Units:0.00

Total Laboratory Units: 1.00-3.00

**Total Course Units: 1.00-3.00**

Total Lecture Hours:0.00

Total Laboratory Hours: 54.00-162.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Contact Hours: 54.00-162.00**

**Total Out-of-Class Hours: 0.00**

Recommended Preparation or concurrent enrollment: ENGL 100 or ESL 141 and MOA 180, MOA 182, MOA 183, and MOA 185.



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**ENTRY STANDARDS**

	<b>Subject</b>	<b>Number</b>	<b>Title</b>	<b>Description</b>	<b>Include</b>
1	ENGL	100	Writing Workshop	write compositions (e.g., summaries and argumentative essays) that are easy to read and follow, though some errors in grammar, mechanics, spelling, or diction may exist;	Yes
2	ESL	141	Grammar and Writing IV	Compose a 400 to 450-word thesis-based essay which:  (a) summarizes and cites appropriately a reading passage provided as a prompt,  (b) includes a clear thesis statement,  (c) uses evidence to support the thesis,  (d) shows clear organization into an introduction, body, and conclusion, and  (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.	Yes
3	MOA	180	Health Information Management & HIPAA Standards	Explain health data and clinical documentation principles, standards and guidelines to ensure the quality of the health record in a medical clinic or an acute-care hospital setting;	Yes
4	MOA	180	Health Information Management & HIPAA Standards	describe regulatory, accreditation, licensure and certification standards related to health information to medical records in the acute-care hospital setting;	Yes
5	MOA	180	Health Information Management & HIPAA Standards	explain national and state regulatory and accreditation requirements for quality and performance standards.	Yes



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6	MOA	180	Health Information Management & HIPAA Standards	Describe the many areas on the delivery of health care that are affected by HIPAA standards.	Yes
7	MOA	180	Health Information Management & HIPAA Standards	Explain reasons for the Health Insurance Portability and Accountability Act of 1996.	Yes
8	MOA	182	Medical Terminology for Body Systems	Identify the four key components (root, suffix, prefix, combining form) and three rules that form the basics of understanding medical terminology;	Yes
9	MOA	182	Medical Terminology for Body Systems	demonstrate ability to spell and pronounce medical terms used in medical offices;	Yes
10	MOA	182	Medical Terminology for Body Systems	demonstrate a basic vocabulary of medical terms for each body system;	Yes
11	MOA	182	Medical Terminology for Body Systems	explain terms for common diagnostic and therapeutic interventions for each body system.	Yes
12	MOA	183	Introduction to Health Insurance & Reimbursement	complete insurance reimbursement forms for patients	Yes
13	MOA	183	Introduction to Health Insurance & Reimbursement	describe legal, ethical, and fraud issues related to medical insurance and reimbursement	Yes
14	MOA	183	Introduction to Health Insurance & Reimbursement	differentiate between basic, comprehensive and major medical benefits for insurance companies, payer and provider	Yes
15	MOA	183	Introduction to Health Insurance & Reimbursement	Identify various types of health care: PPO, HMO, and Indemnity plans.	Yes
16	MOA	185	Medical Office Administration	Perform the tasks and responsibilities of working as a medical office assistant ;	Yes
17	MOA	185	Medical Office Administration	prepare, use, and take care of medical records;	Yes
18	MOA	185	Medical Office Administration	handle insurance claims, filing, charting, and recordkeeping responsibilities.	Yes

**EXIT STANDARDS**

- 1 demonstrate an understanding of the professional and educational minimum qualifications for employment and advancement within the target career/discipline;
- 2 demonstrate effective professional practices and soft skills of a specific career/discipline;
- 3 demonstrate basic occupational competencies (knowledge, skills, and abilities) required for employment in the target career/discipline;
- 4 analyze personal performance of specific skills related to the target career/discipline;
- 5 compose a resumé.



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**STUDENT LEARNING OUTCOMES**

- 1 demonstrate basic occupational competencies required for employment in the target career/discipline.

**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	Description	Lecture	Lab	Total Hours
1	Orientation (prior to enrollment in the course)	0	2	2
2	Professional standards, behavior, and ethical code of conduct <ul style="list-style-type: none"> <li>• Job skill requirements</li> <li>• Self-reflection and problem solving</li> <li>• Professionalism</li> <li>• Appropriate attire</li> <li>• Professional behavior</li> <li>• Being aware/avoiding sexual harassment</li> <li>• Developing learning objectives</li> <li>• Employer-student contract</li> </ul>	0	2	2
3	Internship <ul style="list-style-type: none"> <li>• On-the job shadowing of current employees</li> <li>• Information gathering of current industry trends</li> <li>• Medical office administrators, medical secretaries, or administrative assistants</li> </ul>		158	158
				<b>162</b>

**OUT OF CLASS ASSIGNMENTS**

- 1 journal (e.g. documentation of duties performed);
- 2 written assignments (e.g. research of industry-specific educational requirements);
- 3 final resume;
- 4 final project (e.g. professional portfolio).

**METHODS OF EVALUATION**

- 1 internship facility supervisor's evaluation of student;
- 2 reports (e.g. weekly reports of reflections on internship experiences);
- 3 student self-evaluation (e.g. self-assessment of internship performance).



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- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

**TEXTBOOKS**

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
No required textbooks. Faculty Advisor may assign readings from discipline-specific texts							