

MOA50 : MOA Internship

General Information

Author:	<ul style="list-style-type: none">Sonali Perera
Course Code (CB01) :	MOA50
Course Title (CB02) :	MOA Internship
Department:	MOA
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0514.20) Medical Office Technology
CIP Code:	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000587391
Curriculum Committee Approval Date:	02/28/2024
Board of Trustees Approval Date:	04/16/2024
Last Cyclical Review Date:	02/28/2024
Course Description and Course Note:	MOA 50 is a discipline-specific course, which allows students to earn from 1-3 units for structured, supervised work on-campus or off-campus in the field of Medical Office Administration under the supervision of a faculty advisor. It is designed to provide students with hands-on, discipline-linked work experience that will extend their knowledge and understanding of career demands in Medical Office Administration. Note: This course is Pass/No Pass only. Note: This course may be taken four times; a maximum of 12 units may be earned. Students must arrange an approved internship prior to enrolling in this class.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Credit
Author:	<ul style="list-style-type: none">Sonali Perera

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
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Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07) 1

Maximum Credit Units (CB06) 3

Total Course In-Class (Contact) Hours 54 - 162

Total Course Out-of-Class Hours 0 - 0

Total Student Learning Hours 54 - 162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	3 - 9	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	54 - 162
Studio	0

Total

54 - 162

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

MOA180 - Health Information Management & HIPAA Standards (in-development)

(May be taken concurrently)

Objectives

- 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.
- Describe regulatory, accreditation, licensure and certification standards related to health information to medical records in the acute-care hospital setting.
- Explain national and state regulatory and accreditation requirements for quality and performance standards.
- Describe the many areas on the delivery of health care that are affected by Health Insurance Portability and Accountability Act (HIPAA) standards.
- Explain reasons for the Health Insurance Portability and Accountability Act of 1996.

AND

Advisory

MOA182 - Medical Terminology for Body Systems (in-development)

(May be taken concurrently)

Objectives

- Identify the four key components (root, suffix, prefix, combining form) and three rules that form the basics of understanding medical terminology.
- Demonstrate ability to spell and pronounce medical terms used in medical offices.
- Demonstrate medical terms, and definitions for each body system.
- Explain terms for common diagnostic and therapeutic interventions for each body system.

AND

Advisory

MOA183 - Introduction to Health Insurance & Reimbursement (in-development)

(May be taken concurrently)

Objectives

- Complete insurance reimbursement forms for patients.
- Describe legal, ethical, and fraud issues related to medical insurance and reimbursement.

- Identify various types of health care: Preferred Provider Organization (PPO), Health Maintenance Organization (HMO), and Indemnity plans.

AND

Advisory

MOA185 - Medical Office Administration (in-development)

(May be taken concurrently)

Objectives

- Identify the tasks, roles and responsibilities of an Administrative Medical Assistant.
- Prepare, use, update, and maintain medical records.
- Discuss insurance claims, filing, charting, and recordkeeping responsibilities.

AND

Advisory

ENGL101 - Introduction to College Reading and Composition

Objectives

- Read, analyze, and evaluate a variety of primarily non-fiction readings for content, context, and rhetorical merit with consideration of tone, audience, and purpose.
- Apply a variety of rhetorical strategies in writing unified, well-organized essays directed by a well-reasoned thesis statement with persuasive support.
- Analyze stylistic choices in their own writing and the writing of others.

OR

Advisory

ESL151 - Reading And Composition V

Objectives

- Read and critically analyze various academic readings.
 - Revise writing to eliminate errors in syntax, and grammatical constructions.
 - Compose one research paper (1,000 words) or two short research papers (500-700 words each) with citations.
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Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction

Lecture

Methods of Instruction

Discussion

Methods of Instruction

Multimedia

Methods of Instruction

Independent Study

Methods of Instruction

Demonstrations

Methods of Instruction

Field Activities (Trips)

Out of Class Assignments

- Journal (e.g. documentation of duties performed)
- Written assignments (e.g. research of industry-specific educational requirements)
- Final resume
- Final project (e.g. professional portfolio)

Methods of Evaluation

Rationale

Other

Internship facility supervisor's evaluation of student

Report

Reports (e.g. weekly reports of reflections on internship experiences)

Activity (answering journal prompt, group activity)

Student self-evaluation (e.g. self-assessment of internship performance)

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value
Other Instructional Materials (i.e. OER, handouts)				
No Value				
Materials Fee				
No value				

Learning Outcomes and Objectives

Course Objectives

Demonstrate an understanding of the professional and educational minimum qualifications for employment and advancement within the target career/discipline.

Demonstrate effective professional practices and soft skills of a specific career/discipline.

Demonstrate basic occupational competencies (knowledge, skills, and abilities) required for employment in the target career/discipline.

Analyze personal performance of specific skills related to the target career/discipline.

Compose a resumé.

SLOs

Demonstrate basic occupational competencies required for employment in the target career/discipline. Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

<i>MOA</i> Medical Assistant Certificate	Describe the duties, processes, and procedures in managing the medical front and back office
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Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

No value

Laboratory/Studio Content

Orientation 2 (hours)

Professional standards, behavior, and ethical code of conduct 2 (hours)

- Job skill requirements
- Self-reflection and problem solving
- Professionalism
- Appropriate attire
- Professional behavior
- Being aware/avoiding sexual harassment
- Developing learning objectives
- Employer-student contract

Internship 54-158 (hours)

- On-the job shadowing of current employees
- Information gathering of current industry trends
- Medical office administrators, medical secretaries, or administrative assistants

Total Hours: 162

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value