

Medical Office Management—Advanced

Certificate of Achievement

Career/Technical (Major Code: 02313)

Prepares students who possess experience working in a medical office for a career in medical office management in various types of healthcare settings.

ACCT 7	Basic Business Bookkeeping (3)	
	OR	3–4
ACCT 101	Principles of Accounting I (4)	
BUS 140	Business Law/Legal Environment of Business	3
BUS 150	Principles of Management	3
BUS 211	Communication in Business and Industry	
	OR	3
BUS 212	Business Communication	
BUS/CIS 239	Project Management	3
BUS 290–293	Work Experience in Business I–IV (2–4)	2–4
CIS 101	Introduction to Computers and Information Processing	4
Plus completion of Medical Office Management—Basic certificate		22–23
Total units		43–47

Medical Laboratory Technology

Higher Education Center at National City

Dean Christine M. Perri, M.A., Office 7103D, 619-216-6665, ext. 6668

Director Luis A. Nunez, M.A.

General Description

A medical laboratory technician performs routine clinical laboratory testing procedures to provide scientific information needed in diagnosis, prognosis, and treatment of disease. Technicians use sophisticated instrumentation for these evaluations which encompass quantitative and qualitative chemical and biological analyses of body specimens. Technicians function under the supervision of a qualified practitioner.

The program prepares students for a career in Medical Laboratory Technology through the studies in humanities, social and natural sciences, and the field of Medical Laboratory Technology. Emphasis is placed on the clinical practice in the context of laboratory medicine. Graduates are eligible to take and pass a nationally recognized certification examination.

Career Options

A Medical Laboratory Technicians (MLT) responsibilities will vary according to the size of the institution for which they are employed and the extent of services it offers. This work may include:

- Performing routine tests in medical laboratory for use in prevention, diagnosis, treatment, and management of disease.
- Collecting specimens, cultivating, isolating, and identifying micro-organisms for analysis.
- Using sophisticated biomedical instruments to generate accurate and reliable test results.
- Performing medical research to further control and cure diseases.

Program Goals

- To produce graduates eligible to take and pass nationally recognized certification examination.
- To assist graduates in securing entry-level employment as a medical laboratory technician.
- To facilitate and foster the values necessary to practice laboratory medicine within the ethical and legal framework of the profession and the community.
- To produce students who exhibit professional behavior consistent with current academic and professional standards.
- To develop students who can analyze, interpret and perform laboratory tests proficiently.
- To help students acquire and strengthen problem solving and critical thinking skills.
- To assist students in performing all necessary duties in a safe environment utilizing all the latest techniques in the laboratory arena.
- To produce students who have the knowledge and respect needed to safely deal with hazardous materials.
- To develop positive student attitudes for the pursuit of lifelong professional growth and development.

Degree/Certificate Options

Associate in Science Degree: Career/Technical

Medical Laboratory Technician

Major Code

02385

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.



Some courses within this program may require additional coursework that must be completed prior to enrollment in those courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

ASSOCIATE IN SCIENCE DEGREE



Medical Laboratory Technician

Career/Technical (Major Code: 02385)

How to Apply

Applicants must be eligible for admission to the College. In addition to the College application, a special application for the program is required. Program information and application forms are available on the College web site at www.swccd.edu, or in the medical laboratory technician department office at the Higher Education Center—National City. Applications will be accepted after prerequisite courses and other requirements are met. Students accepted into the medical laboratory technician program are subject to further screening to determine eligibility to be admitted into the program.

Special Instructions

Students enrolled in the medical laboratory technician program are required to provide their own transportation to off-campus clinical agencies. A fee for malpractice insurance is charged for each year of the program, as well as a minimal fee for supplies. Students are also responsible for purchasing certain equipment such as a laboratory coat. CPR certification: students are required to be certified by the American Heart Association (AHA) certification, prior to admission and to maintain certification throughout the program. Phlebotomy skills: students must be California certified phlebotomists.

A grade of "C" or better is required in all medical laboratory technician courses for progression and satisfactory completion. Progress in the medical laboratory technician program is dependent upon completion of medical laboratory technician courses in the prescribed sequence as outlined for the program. Students will not be permitted to progress to the next semester until previous semester medical laboratory technician courses are completed.

Medical Laboratory Technology—Associate in Science Degree

In order to apply and be placed on the priority list for the medical laboratory technician program, applicants must document the following:

- * Basic science prerequisites (BIOL 260, 261, 265 and CHEM 100, 110) must be completed with a cumulative GPA of 2.7 or higher. Foreign transcripts not submitted at time of application may not be used to meet program or graduation requirements. Required science courses taken at Southwestern College have prerequisites including college-level biology, chemistry, and algebra courses or credit for the appropriate college-level examination (CLEP)
- * Graduation from a U.S. high school or satisfactory score on the GED or evidence of other high school equivalency certificate or a degree from a U.S. accredited institution.
- * College-level reading ability as evidenced by a satisfactory result on the Southwestern College Reading Assessment process, earning a "C" or better in RDG 158, ENGL 115, or equivalent reading course; equivalency documented by approved petition; or college transcript showing an earned associate or bachelor's degree from a U.S. accredited institution.
- * Math proficiency as evidenced by eligibility for Math 60 or higher as demonstrated on the college math assessment process, earning a "C" or better in Math 45 or higher-numbered math course, or equivalent as documented by an approved petition.

Before a space in the medical laboratory technician program can be offered, applicants must verify completion of the series of vaccinations for Hepatitis B or immunity to Hepatitis B or sign a form declining to be vaccinated. Students who have been accepted into the program must meet the following conditions: attend a scheduled class orientation, submit a completed physical examination form with evidence of required immunizations, tuberculosis screening, CPR certification, and provide evidence of payment of malpractice insurance premium. Accepted students are required to complete an online background check and drug screening prior to enrollment into the program. The background check and drug screening are mandated by the policies of the hospitals/clinical sites for all health occupation programs faculty and students. Anyone with background check issues (includes misdemeanors and felony's) may not be eligible for the program. Many of the hospital systems are now refusing to take students with any background check issues. Each student situation will be evaluated as they complete the background check. The student must provide a urine sample for drug testing per hospital request.

Description

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Prerequisites

BIOL 260	Human Anatomy	5
CHEM 100	Introduction to General Chemistry	4
CHEM 110	Elementary Organic and Biological Chemistry	4
ENGL 115	Reading and Composition: Exposition and Argumentation	4
COMM 103	Interpersonal Communication	3
OR		
COMM 174	Interpersonal Communication	3
BIOL 261	Principles of Human Physiology	4
BIOL 265	General Microbiology	5
MATH 60	Intermediate Algebra I	4
Total units		33

Department acceptance into the Medical Laboratory Technician Program

First Semester

MLT 80	Introduction to the Clinical Laboratory Profession	1
MLT 90	Clinical Urinalysis and Body Fluids	1
MLT 90L	Clinical Urinalysis and Body Fluids Laboratory	.5
MLT 100	Clinical Hematology	3
MLT 100L	Clinical Hematology Laboratory	1
MLT 101	Clinical Coagulation	1
MLT 101L	Clinical Coagulation Laboratory	.5
MLT 110	Clinical Chemistry I	3
MLT 110L	Clinical Chemistry I Laboratory	1

Second Semester

MLT 102	Clinical Hematology, Coagulation, Urinalysis and Body Fluids Practicum	5
MLT 111	Clinical Chemistry II	3
MLT 111L	Clinical Chemistry II Laboratory	1
MLT 120	Clinical Microbiology	3
MLT 120L	Clinical Microbiology Laboratory	1

Summer

MLT 112	Clinical Chemistry Practicum	4
MLT 130	Clinical Immunology and Immunohematology	3
MLT 130L	Clinical Immunology and Immunohematology Lab	1

Third Semester

MLT 121	Clinical Microbiology Practicum	5
MLT 131	Clinical Immunology and Immunohematology Practicum	4

Total units **42**

To earn an associate degree, additional general education and graduation requirements must be completed. See page 51.

Mexican-American Studies

School of Social Sciences and Humanities

Dean Mark Meadows, Ph.D., Office 470K, 619-482-6582

Faculty Victor Chavez, M.A.; Rosalinda González, Ph.D.; Barry Horlor, M.A.

Department Chair Stanley James, M.A.

General Description

Mexican-American Studies is a unique interdisciplinary course of learning that provides an introduction to the Hispanic community within the context of the American experience. This department explores its history, culture, society, politics, religion, economics, art, and major contributions to the development of the United States. Essentially, Mexican-American studies is part of American history, nationality, and race that utilizes knowledge from the humanities, arts, and social sciences to explore issues and experiences unique to Hispanics.

Career Options

Below is a sample of the career options available for the Mexican-American studies major. A few of these require an associate in arts degree, most require a bachelor's degree, and some require a graduate-level degree: high school or college instructor, historian, researcher, research assistant, urban planner, lawyer, politician, political scientist, international trade specialist, foreign service officer, government employee, business administrator, publisher, librarian, library technician, philosopher, cultural arts director, social service worker, business manager, and consultant.

Degree/Certificate Options

Associate in Arts Degree: Transfer Preparation

Mexican-American Studies

Major Code

01810

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.



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