



East Los Angeles College

Allied Health



2015-2016 Skills Certificate and Certificate of Achievement
Grades for all courses must be **"C"** or better.

Skills

Certificates

Medical Assisting Community Health Worker

1. Community Agency Liaison

Individuals completing this program of instruction will have the basic skills needed to serve as a community agency liaison involving insurance billing, first aid, hospital ethics and law and general supervision of field personnel.

Subject	Course	Unit	Comple ^t ed
HTHTEK 106*	Hospital Ethics and Law	2	
HTHTEK 111	Patient Care Insurance Billing	3	
EDA 9	Emergency Department Assistant/ First Responder	4	
PSYCH 14	Abnormal Psychology	3	
SOC 19	Introduction to Social Services	3	
TOTAL UNITS REQUIRED			15

*This course has a prerequisite.

2. Family Counseling

This program is one of several options for the Community Health Worker major. It specifically prepares an individual to work with families and to advise in areas such as child health, family relationships, and nutrition.

Subject	Course	Unit	Comple ^t ed
CH DEV 10	Child Health	3	
FAM & CS 21	Nutrition	3	
FAM & CS 31	Marriage and Family Life	4	
OR			
SOC 12	Marriage and Family Life	3	
FAM & CS 34	Child Nutrition	3	
FOUR UNITS FROM THE FOLLOWING:			4
Anatomy 1**	Intro. to Human Anatomy	4	
CH DEV 60	Intro. to Family Child Care I	1	
PSYCH 11	Child Psychology	3	
PSYCH 14	Abnormal Psychology	3	
PSYCH 64	Intro. to Alcohol and Drug Abuse	3	
SOC 19	Introduction to Social Services	3	
TOTAL UNITS REQUIRED			16

**This course has an advisory

3. Gerontology Aide

This program is designed to provide individuals with the basic knowledge and skills needed to work with the elderly. Specific areas emphasized include family relationships, nutrition for older adults, and life management practices.

Subject	Course	Unit	Comple ^t ed
SOC 19	Introduction to Social Services	3	
FAM & CS 21	Nutrition	3	
OR			
HTHTEK 106*	Hospital Ethics and Law	2	
FAM & CS 91	Life Management	3	
FIVE UNITS FROM THE FOLLOWING:			5
CAOT 31	Business English	3	
CAOT 32**	Business Communications	3	
CAOT 35	Word Processing: Concepts in Information Systems	3	
HTHTEK 111	Patient Care Insurance Billing	3	
MATH 115*	Elementary Algebra	5	
OR HIGHER			
PSYCH 64	Intro. to Alcohol and Drug Abuse	3	
TOTAL UNITS REQUIRED			13-14

*This course has a prerequisite.
**This course has an advisory.

4. Personnel Supervision

This program provides the basic education and training needed by individuals working in a supervisory capacity, and required to have computer, supervisory, bookkeeping and accounting skills.

Subject	Course	Unit	Comple ^t ed
ACCTG 21	Bookkeeping and Accounting I	3	
CAOT 82	Microcomputer Software Survey in the Office	3	
SUPV 1	Elements of Supervision	3	
ONE COURSE FROM THE FOLLOWING:			2
CAOT 31	Business English	3	
CAOT 32**	Business Communications	3	
CAOT 35	Word Processing: Concepts in Information Systems	3	
HTHTEK 106*	Hospital Ethics and Law	2	
HTHTEK 111	Patient Care Insurance Billing	3	
MATH 115	Elementary Algebra	5	
PSYCH 64	Intro. to Alcohol and Drug Abuse	3	
SOC 7	Juvenile Delinquency	3	
TOTAL UNITS REQUIRED			11-15

*This course has a prerequisite.
**This course has an advisory.

Certificate of Achievement

Satisfactory completion of all courses with a "C" or better is required for all Certificates of Achievement.

Biological Applications of Electron Microscopy

This certificate prepares a student to process and stain tissue samples in preparation for viewing them in the Electron Microscope. The student will also be trained in the use of both the SEM and TEM Electron Microscope.

Subject	Course	Unit	Completed
ETN MCR 101	Intro. to Light Microscopy	2	
ETN MCR 102	Introduction to Electron	4	
ETN MCR 103	Analytical Light and Electron	4	
ETN MCR 285	Directed Study - Electron Microscopy	2	
TOTAL UNITS REQUIRED		12	

Electron Microscopy Technician

A certificate in Electron Microscopy is offered to students who (1) have obtained an Associate in Science degree in another Subject area, and (2) completed a total of 21 units in Electron Microscopy in addition to the required prerequisites.

Gerontology

Subject	Course	Unit	Completed
HLTHOCC 62	Skill Set for Healthcare Professional	2	
HLTHOCC 63	Basic Medical Terminology, Pathophysiology, and Pharmacology for Healthcare	2	
HLTHOCC 64	Cultural and Legal Topics for Healthcare Professionals	1	
HLTHOCC 66	Fundamentals for the Healthcare Professional	2.5	
FAM & CS 06	Challenges of Aging	3	
FAM & CS 21	Nutrition	3	
FAM & CS 91	Life Management	3	
TOTAL UNITS REQUIRED		16.5	

Health Information Coding Specialist

This program is designed to prepare participants to code and abstract health records in hospitals and other healthcare facilities using the International Classification of Diseases, Clinical Modification (CM), and Procedure Coding System (PCS) Current Procedural Terminology (CPT) and other current classification systems. Satisfactory completion of all courses with a "C" or better is required.

Subject	Course	Unit	Completed
CAOT 82	Microcomputer Software Survey in the Office	3	
HTHTEK 100	Intro. to Health Information Technology	3	
HTHTEK 103*	Introduction to Basic Coding	3	
HTHTEK 106*	Hospital Ethics and Law	2	
HTHTEK 108	Introduction to Pharmacology	1	
HTHTEK 110*	Ambulatory Care Coding	3	
HTHTEK 133	Medical Terminology	3	
HTHTEK 134*	Introduction to Pathology	3	
HTHTEK 202*	Directed Practice for Coding Specialists	1	
HTHTEK 215*	Advanced Inpatient Coding and Abstracting	3	
PHYSIOL 6	Anatomy and Physiology	6	
TOTAL UNITS REQUIRED		31	

*This course has a prerequisite or corequisite.

**This course has an advisory.

Health Information Coding and Statistics Clerk

This program is designed to prepare participants to perform virtually all nonsupervisory tasks in a health information department including using the International Classification of Diseases, Clinical Modification (CM), and Procedure Coding System (PCS), Current Procedural Terminology (CPT) and other current classification systems.

Subject	Course	Unit	Completed
PHYSIOL 6	Anatomy and Physiology	6	
OR			
BIOLOGY 20*	Human Anatomy and Physiology	8	
CAOT 082	Microcomputer Software Survey in the Office	3	
OR			
English *	28 or Higher	3	
HTHTEK 100	Introduction to Health Information Technology	3	
HTHTEK 103*	Introduction to Basic Coding	3	
HTHTEK 106*	Hospital Ethics and Law	2	
HTHTEK 108	Introduction to Pharmacology	1	
HTHTEK 110*	Ambulatory Care Coding	3	
HTHTEK 133	Medical Terminology	3	
HTHTEK 134*	Introduction to Pathology	3	
HTHTEK 202*	Directed Practice for Coding Specialists	1	
HTHTEK 207*	Intro. to Health Statistics	3	
HTHTEK 215*	Advanced Inpatient Coding and Abstracting	3	
TOTAL UNITS REQUIRED		35-37	

*This course has a prerequisite or corequisite.

**This course has an advisory.

Health Information Technology

The following Certificates of Achievement are for students pursuing a program of instruction related to Health Information Technology. A certificate is presented upon completion of the coursework in the program. Satisfactory completion of all courses with a "C" or better is required.

1. Health Information Clerk Typist

This Certificate of Achievement is designed to prepare participants to perform most clerical tasks (excluding those involving statistics and coding) conducted in health information or medical record departments in hospitals and ambulatory care facilities.

Subject	Course	Unit	Completed
HTHTEK 100	Intro. to Health Information Technology	3	
HTHTEK 106*	Hospital Ethics and Law	2	
HTHTEK 133	Medical Terminology	3	
CAOT 1	Computer Keyboarding I	3	
CAOT 2**	Computer Keyboarding II	3	
CAOT 32**	Business Communications	2	
OR			
English *	28 or Higher	3	
TOTAL UNITS REQUIRED		17	

*This course has a prerequisite or corequisite.

**This course has an advisory.

2. Medical Billing Assistant

Students may enter the program with no prior billing experience and build their skills with training offered in this program. The program introduces medical billing techniques, and how to followup and collect billed claims. The internship practicum component provides opportunities to learn how to complete and itemize statements for various types of insurance plans. In addition, individuals perform hands-on computer applications and work with Healthcare Finance Administration forms.

Subject	Course	Unit	Completed
HTHTEK 103*	Introduction to Basic Coding	3	
HTHTEK 110*	Ambulatory Care Coding	3	
HTHTEK 111	Patient Care Insurance Billing	3	
HTHTEK 133	Medical Terminology	3	
PHYSIOL 6	Anatomy and Physiology	6	
TOTAL UNITS REQUIRED		18	

*This course has a prerequisite.

Histotechnologist

This Certificate of Achievement provides a comprehensive analysis of human cells, tissues and organ systems as well as basic histochemistry and specific stains for each cell, tissue or organ being studied.

Subject	Course	Unit	Completed
ETN MCR 101	Intro. to Light Microscopy	2	
ETN MCR 102	Introduction to Electron	4	
ETN MCR 103	Analytical Light and Electron	4	
ETN MCR 201	Histological Microscopy	4	

AND

ETN MCR 202	Ultrastructure of Plants, Fungi, and Bacteria	3	
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OR

ETN MCR 203	Fluorescence Microscopy and Live	3	
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TOTAL UNITS REQUIRED 17

Medical Assisting

This program prepares men and women for positions in healthcare areas associated with working in hospitals, doctor's offices, and community medical facilities. This core applies to Options 1 and 2 below.

Core Program

Subject	Course	Unit	Completed
BIOLOGY 3	Introduction to Biology	4	
HTHTEK 106*	Hospital Ethics and Law	2	
HTHTEK 133	Medical Terminology	3	
COMM 101	Oral Communication 1	3	
TOTAL UNITS REQUIRED		12	

*This course has a prerequisite.

Option 1 - Medical Assistant

This option is designed to prepare students to perform administrative duties such as scheduling and receiving patients, maintenance of records, insurance matters, assisting with examinations, taking medical histories, and other related duties.

Subject	Course	Unit	Completed
CORE PROGRAM		12	
ACCTG 21	Bookkeeping and Accounting 1	3	
CAOT 31	Business English	3	
CAOT 32**	Business Communications	3	
ANATOMY 1	Intro. to Human Anatomy	4	
OR			
PHYSIOL 6	Anatomy and Physiology	6	
EDA 9	Emergency Department Assistant/First Responder	4	

HTHTEK 106*	Hospital Ethics and Law	2	
MICRO 20**	General Microbiology	4	
SUPV 1	Elements of Supervision	3	
OR			
CO SCI 233*	Microcomputer Database Programming	3	
SOC 19	Intro. to the Social Services	3	
TOTAL UNITS REQUIRED		41-43	
*This course has a prerequisite or corequisite.			
**This course has an advisory.			

Respiratory Therapy

A Certificate of Achievement for Respiratory Therapy may be applied for upon attaining the Respiratory Therapy Associate in Science degree. Refer to the Associate in Science degree requirements.

Option 2 - Community Health Worker

Individuals completing the Community Health Worker program are prepared to identify and understand selected health factors underlying a patient's illness and to communicate these factors to the other members of the health team. In addition, the community health worker assists patients and their families: 1) to understand and accept medical treatments; 2) to adjust to permanent as well as temporary effects of illness; 3) to utilize resources such as local agencies assisting in patient recovery and 4) to serve as a liaison between community agencies, hospitals and clinics, and patients.

CORE PROGRAM		12	
Subject	Course	Unit	Completed
SOC 19	Intro. to the Social Services	3	
HEALTH 11	Principles of Healthful Living	3	
PSYCH 1	Introduction to Psychology	3	
PSYCH 13	Social Psychology	3	
OR			
PSYCH 41	Life-Span Psychology: From Infancy to Old Age	3	
OR			
SOC 3	Child and Crime Delinquency	3	
Subtotal		24	
One Skills certificate from the following:		13-16	
MEDICAL ASSISTING - COMMUNITY HEALTH WORKER			
1. Community Agency Liaison			
2. Family Counseling			
3. Gerontology Aide			
4. Personnel Supervision			
TOTAL UNITS REQUIRED		37-40	

Option 3 - Medical Secretary

This is a program designed to prepare students for secretarial positions in healthcare institutions and medical offices. The medical secretary is frequently required to have technician or nursing training in addition to other secretarial skills.

Subject	Course	Unit	Completed
CO SCI 233*	Microcomputer Database Programming	3	
HTHTEK 100	Introduction to Health Information Technology	3	
HTHTEK 106*	Hospital Ethics and Law	2	
HTHTEK 133	Medical Terminology	3	
CAOT 3**	Computer Keyboarding III	3	
CAOT 31	Business English	3	
CAOT 32**	Business Communications	3	
CAOT 941	Cooperative Education	4	
PHYSIOL 6	Anatomy and Physiology	6	
SIX UNITS FROM THE FOLLOWING:			6
BIOLOGY 20*	Human Anatomy and Physiology	8	
HTHTEK 134*	Introduction to Pathology	3	
MICRO 20**	General Microbiology	4	
CAOT 23**	Legal Secretarial Procedures I	5	
CAOT 33	Records Management and Filing	2	
CAOT 34	Business Vocabulary	2	
CAOT 39**	Word Processing: Keyboarding and Operations	3	
English*	English 28 or higher	3	
SPANISH 24	Spanish for Medical Personnel	3	
TOTAL UNITS REQUIRED		36-38	
*This course has a prerequisite or corequisite.			
**This course has an advisory.			