

EDUCATIONAL PROGRAMS:**SKILLS CERTIFICATES:**

- **Emergency Department Assistant**
- **Medical Assisting - Community Health Worker**
 1. **Community Agency Liaison**
 2. **Family Counseling**
 3. **Gerontology Aide**
 4. **Personnel Supervision**

CERTIFICATES OF ACHIEVEMENT:

- **Biological Applications of Electron Microscopy**
- **Biotechnology Technician**
- **Electron Microscopy Technician**
- **Health Information Coding Specialist**
- **Health Information Coding and Statistics Clerk**
- **Health Information Technology**
- **Health Information Technology**
 1. **Health Information Typist Clerk**
 2. **Medical Billing Assistant**
- **Histotechnologist**
- **Medical Assisting Program**
 - Option 1 - **Medical Assistant**
 - Option 2 - **Community Health Worker**
 - Option 3 - **Medical Secretary**
- **Respiratory Therapy**

ASSOCIATE DEGREE PROGRAMS:

- **Electron Microscopy Technician**
- **Health Information Technology**
- **Medical Assisting**
 - Option 1 - **Medical Assistant**
 - Option 2 - **Community Health Worker**
 - Option 3 - **Medical Secretary**
- **Respiratory Therapy**
- **Non-Traditional Respiratory Therapy**

TRANSFER CURRICULUM:

- **Biology**
- **Microbiology**

SKILLS CERTIFICATES

The following Skills Certificates are for students pursuing a program of instruction related to Community Health Worker. Skills Certificates are presented upon the completion of each program. Satisfactory completion of all courses with a "C" or better is required.

EMERGENCY DEPARTMENT ASSISTANT

The Emergency Department Assistant training course prepares individuals to render basic life support at the scene of an emergency and during transport of the sick and injured

within an emergency medical services system. A certificate is awarded to those satisfactorily completing this course.

SUBJECT & NO.	COURSE	UNITS
EDA 9	Emergency Department Assistant/First Responder4
<i>Total</i>		<i>4</i>

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 & NO.	COURSE	UNITS
HTHTEK 106*	Hospital Ethics and Law2
HTHTEK 111	Patient Care Insurance Billing4
EDA 9	Emergency Department Assistant/First Responder4
PSYCH 3	Personality and Social Development	
OR		
PSYCH 14	Abnormal Psychology3
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	
OR		
SOC 19	Introduction to Social Services3
<i>Total</i>		<i>16</i>

*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 & NO.	COURSE	UNITS
CH DEV 10	Child Health3
FAM &CS 21	Nutrition.3
FAM &CS 31	Marriage and Family Life	
OR		
SOC 12	Marriage and Family Life3
FAM &CS 34	Child Nutrition3
ELECTIVE(S) (ANY OF THE FOLLOWING)		4
ANATOMY 1	Introduction to Human Anatomy4
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County3
CH DEV 60	Introduction to Family Child Care I1
PSYCH 3	Personality and Social Development3
PSYCH 6	Human Behavior.3
PSYCH 11	Child Psychology3
PSYCH 12	Adolescent Psychology3
PSYCH 14	Abnormal Psychology3
PSYCH 16	Intimacy, Marriage and Family Relationships3
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
SOC 19	Introduction to Social Services3
<i>Total</i>		<i>16</i>

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 & NO.	COURSE	UNITS
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	
OR		
SOC 19	Introduction to Social Services3
FAM &CS 21	Nutrition.3
OR		
HTHTEK 106*	Hospital Ethics and Law.2
FAM &CS 91	Life Management3
ELECTIVE(S) (ANY OF THE FOLLOWING)		5
CAOT 31	Business English3
CAOT 32*	Business Communications3
CAOT 35	Word Processing: Concepts in Information Systems3
HTHTEK 111	Patient Care Insurance Billing4
MATH 115*	Elementary Algebra5
OR HIGHER		
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
SPANISH 14	Spanish for Public Service Personnel3
SUPV 2	Basic Psychology for Supervisors3
Total.		16

*This course has a prerequisite.

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 & NO.	COURSE	UNITS
ACCTG 21	Bookkeeping and Accounting I3
CO SCI 201	Introduction to Computers and Their Uses3
MGMT 6	Public Relations3
MGMT 32	Basic Interviewing3
SUPV 1	Elements of Supervision3
ELECTIVE(S) (ANY OF THE FOLLOWING)		1
CAOT 31	Business English3
CAOT 32*	Business Communications3
CAOT 35	Word Processing: Concepts in Information Systems3
HTHTEK 106*	Hospital Ethics and Law.2
HTHTEK 111	Patient Care Insurance Billing4
MATH 115	Elementary Algebra5
PSYCH 64	Introduction to Alcohol and Drug Abuse	3
SOC 7	Juvenile Delinquency.3
SPANISH 14	Spanish for Public Service Personnel3
SUPV 2	Basic Psychology for Supervisors.3
Total.		16

*This course has a prerequisite.

CERTIFICATES 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 & NO.	COURSE	UNITS
ETN MCR 13	Biological Applications of Electron Microscopy4
ETN MCR 14	Electron Microscopy Recombinant DNA Techniques4
ETN MCR 15	Special Techniques of Electron Microscopy4
ETN MCR 17	Immunochemistry4
Total.		16

BIOTECHNOLOGY TECHNICIAN

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 40	The Science of Biotechnology3
OR		
ETN MCR 7	Principles of Histology.4
ETN MCR 12	Cell Biology Techniques4
ETN MCR 14	Electron Microscopy Recombinant DNA Techniques.4
ETN MCR 17	Immunochemistry4
Total.		15-16

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.

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, 9th Revision, Clinical Modification (ICD-9-CM), Current Procedural Terminology, 4th Edition (CPT-4) and other current classification systems. Satisfactory completion of all courses with a "C" or better is required.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy4
CO SCI 201	Introduction to Computers and Their Uses3
CO SCI 291	Programming Laboratory1
HTHTEK 100**	Health Information Technology Survey3
HTHTEK 103*	Introduction to ICD-9-CM Coding3
HTHTEK 106*	Hospital Ethics and Law.2
HTHTEK 110*	Ambulatory Care Coding3
HTHTEK 133	Medical Terminology3
HTHTEK 202*	Directed Practice for Coding Specialists .	.4
HTHTEK 208*	Introduction to Pharmacology1
HTHTEK 215*	Advanced Inpatient Coding and3
HTHTEK 234*	Abstracting3
HTHTEK 234*	Introduction to Pathology5
PHYSIOL 1*	Introduction to Human Physiology4
Total.		39

*This course has a prerequisite or corequisite.

**Or one year experience working with medical records.