

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 Survey .3	
HTHTEK 103*	Introduction to ICD-9-CM Coding . . .3	
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
	Abstracting3
HTHTEK 234*	Introduction to Pathology5
PHYSIOL 1*	Introduction to Human Physiology . . .4	
Total.		39

*This course has a prerequisite or corequisite.

**Or one year experience working with medical records.

**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, 9th Revision, Clinical Modification (ICD-9-CM), Current Procedural Terminology, 4th Edition (CPT-4) and other current classification systems.

SUBJECT & NO	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy	
OR		
BIOLOGY 20*	Human Anatomy and Physiology . . .	4-8
CAOT 2	Computer Keyboarding II3
CAOT 32*	Business English	
OR		
ENGLISH	60s or higher.3
HTHTEK 100	Health Information Technology Survey	.3
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 207*	Introduction to Health Statistics3
HTHTEK 208*	Introduction to Pharmacology1
HTHTEK 215*	Advanced Inpatient Coding and Abstracting.3
HTHTEK 234*	Introduction to Pathology5
Total.		40-44

*This course has a prerequisite or corequisite.

HEALTH INFORMATION TECHNOLOGY

Note: Individuals planning to take AHIMA accreditation examination must have a previous college degree in Health Information Technology.

For a description of this program see the Life Sciences Chair in H6-126 or call (323) 265-8877, or (323) 265-8884 for the Program Director.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy4
CO SCI 200	Microcomputers in Business	
OR		
CO SCI 201	Introduction to Computers and3
	Their Uses3
CO SCI 291	Programming Laboratory1
HTHTEK 100	Health Information Technology Survey	.3
HTHTEK 103*	Introduction to ICD-9-CM Coding3
HTHTEK 105	Health Information in Alternate Care Settings.2
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 207*	Introduction to Health Statistics3
HTHTEK 208*	Introduction to Pharmacology1
HTHTEK 215*	Advanced Inpatient Coding and Abstracting3
HTHTEK 221*	Quality Management and Leadership . .	.3
HTHTEK 222*	Health Information Services Organization and Management3
HTHTEK 234*	Introduction to Pathology5

HTHTEK 241*	Directed Practice in Health Information . Procedures II.4
PHYSIOL 1*	Introduction to Human Physiology4
PSYCH 1	General Psychology I.3
Total.		59-60

*This course has a prerequisite and/or corequisite.

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 & NO.	COURSE	UNITS
HTHTEK 100	Health Information Technology Survey	.3
HTHTEK 106*	Hospital Ethics and Law.2
HTHTEK 133	Medical Terminology3
CAOT 1	Computer Keyboarding I3
CAOT 2	Computer Keyboarding II3
CAOT 32*	Business Communications	
OR		
ENGLISH	60s or higher.3
Total.		17

*This course has a prerequisite or corequisite.

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 follow-up 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 & NO.	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy4
HTHTEK 103*	Introduction to ICD-9-CM Coding3
HTHTEK 110*	Ambulatory Care Coding3
HTHTEK 111	Patient Care Insurance Billing4
HTHTEK 133	Medical Terminology3
Total.		17

*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 & NO.	COURSE	UNITS
ETN MCR 2	Principles of Histochemistry4
ETN MCR 7	Principles of Histology4
ETN MCR 16	Histotechnology4
ETN MCR 17	Immunochemistry4
Total.		16

MEDICAL ASSISTING PROGRAM

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 & NO.	COURSE	UNITS
BIOLOGY 25	Human Biology3
HTHTEK 106*	Hospital Ethics and Law2
HTHTEK 133	Medical Terminology3
SPEECH 101	Oral Communication I.3
Total.		11

*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 & NO.	COURSE	UNITS
CORE PROGRAM		11
ACCTG 21	Bookkeeping and Accounting I.3
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County3
CHEM 51*	Fundamentals of Chemistry I5
EDA 9	Emergency Department Assistant/First Responder4
HTHTEK 106*	Hospital Ethics and Law.2
MICRO 20	General Microbiology4
MGMT 31	Human Relations for Employees	
OR		
SUPV 1	Elements of Supervision	
OR		
CO SCI 233	Microcomputer Database Programming3
CAOT 31	Business English3
CAOT 32*	Business Communications3
Total.		41

*This course has a prerequisite or corequisite.

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.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		11
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	
OR		
SOC 19	Introduction to the Social Services3

HEALTH 11	Principles of Healthful Living3
PSYCH 1	Introduction to Psychology3
PSYCH 3	Personality and Social Development3
Subtotal		23

ONE SKILLS CERTIFICATE FROM: **16**

Medical Assisting - Community Health Worker		
1. Community Agency Liaison		
2. Family Counseling		
3. Gerontology Aide		
4. Personnel Supervision		
Total.		39

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 & NO.	COURSE	UNITS
ANATOMY 1	Introduction to Human Anatomy4
BUS 38	Business Computations3
CO SCI 233	Microcomputer Database Programming	4
HTHTEK 100	Health Information Technology Survey	.3
HTHTEK 105	Health Information In Alternate Healthcare Settings2
HTHTEK 106*	Hospital Ethics and Law.3
HTHTEK 133	Medical Terminology3
CAOT 3*	Computer Keyboarding III.3
CAOT 31	Business English3
CAOT 32*	Business Communications3
CAOT 941	Cooperative Education.4
PSYCH 1	General Psychology I.3

FOUR TO SIX UNITS FROM AMONG THE FOLLOWING: **4-6**

PHYSIOL 1*	Introduction to Human Physiology	
BIOLOGY 20*	Human Anatomy and Physiology	
BIOLOGY 50	Allied Health Issues of Under-Served Populations in Los Angeles County	
CHEM 51	Fundamentals of Chemistry I	
HTHTEK 234*	Introduction to Pathology	
MICRO 20*	General Microbiology	
CAOT 23*	Legal Secretarial Procedures I	
CAOT 33	Records Management and Filing	
CAOT 34	Business Vocabulary	
CAOT 39	Word Processing: Keyboarding and Operations	
ENGLISH	English 60s or higher	
Total.		42-44

*This course has a prerequisite.

** This course has an advisory.

RESPIRATORY THERAPY

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

ASSOCIATE DEGREE PROGRAMS

Satisfactory completion of all courses with a "C" or better is required for all associate degree programs.