# Health Sciences Career and Academic Pathways (CAPs)
# Program Map: Certificate of Achievement for Health Information Clerk Typist

**Total number of units: 17 units** | **Top Code/Academic Plan: 1223.00** | **Updated on May 16, 2022**

| Session 1 | Course Code | Course | Units | Notes | Notes for Part-time students |
|---|---|---|---|---|---|
| Program Course | HTHTEK 133 | **Medical Terminology** | **3** | | |
| Program Course | HTHTEK 100 | **Introduction Health Information Technology** | **3** | | |
| | | **Total Units** | **6** | | |

| Intersession | Course Code | Course | Units | Notes | Notes for Part-time students |
|---|---|---|---|---|---|
| Program Course | HTHTEK 106 | **Hospital Ethics and Law** | **2** | Has a prerequisite. | |
| Program Course | CAOT 001 | **Computer Keyboarding I** | **3** | | |
| | | **Total Units** | **5** | | |

| Session 2 | Course Code | Course | Units | Notes | Notes for Part-time students |
|---|---|---|---|---|---|
| Program Course | CAOT 002 | **Computer Keyboarding II** | **3** | Has a prerequisite. | |
| Program Course | CAOT 032 OR ENGLISH 101 | **Business Communication OR College Reading and Composition I** | **3** | ENGLISH 101 has sections that are part of the Honors Program. Check the current catalog for the section number(s). To apply for admission to the Honors Program, please visit the ELAC Counseling Center. For additional information about the Honors Program, please visit the ELAC Honors Program website or contact Dr. Bermudez at bermudn@elac.edu. | ENGLISH 101 may have sections that include a low cost (LCT) or no cost textbook (ZTC). Check the current catalog for the section number(s). You can search for classes in the ELAC and LACCD Schedule of Classes under “Class Search Type” as “Zero Textbook Cost” or “Low-Cost Textbook Classes.” |
| | | **Total Units** | **6** | | |

**Degree Path and Requirements:**

This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with counselors. Students can apply for certificates as soon as the necessary courses are completed. Meet with a counselor and the financial aid office to ensure continued financial aid. Check with financial aid for eligibility.

**Department Advising Notes:**

This is just a suggested plan, please see counselor to adjust as needed. This plan follows the LACCD GE Pattern.

**Program Description**

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.

**Career and Transfer Opportunities**

Visit the Transfer Center for transfer information, which varies based on transfer college. Make an appointment with a counselor. Students can visit Career and Job Services for career counseling and further exploration. For additional resources, students pursuing a certificate can visit the American Job Center of California on ELAC main campus.

**Youtube Videos**

You Belong at East Los Angeles College

**Program Map**

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

**Prerequisite Course**

A specific course that must be completed before advancing to the next course.

Check the online catalog at elac.edu for the latest and most accurate information.

**Contact**
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