De Anza College

Academic Year

2018 - 2019

21250 Stevens Creek Blvd.
Cupertino, CA 95014
408-864-5678
www.deanza.edu

Health Technologies

Biological, Health and
Environmental Sciences Division
Kirsch Center, Room 228
408-864-8773

Counseling and Advising Center
Student and Community
Services Bldg., 2nd Fl.
408-864-5400

Please visit the Counseling Center to apply for degrees and for academic planning assistance.

Certificate of Achievement Requirements
Completion of all major courses with a "C" grade or higher, or with a "Pass" if the course was taken on a Pass/No Pass (P/NP) basis and the "Pass" is equal to a "C" grade or higher.

Note: A maximum of six (6) quarter units may be transferred from other academic institutions.

Certificate of Achievement-Advanced Requirements
1. Completion of all major courses with a "C" grade or higher, or with a "Pass" if the course was taken on a Pass/No Pass (P/NP) basis and the "Pass" is equal to a "C" grade or higher.
2. Demonstrated proficiency in English and mathematics as evidenced by eligibility for EWRT 1A or EWRT 1AH or ESL 5 and eligibility for MATH 114.

   Note: A maximum of 18 quarter units may be transferred from other academic institutions.

A.A./A.S. Degree Requirements
1. Completion of all General Education (GE) requirements (32-43 quarter units) for the A.A./A.S. degree. GE units must be completed with a minimum 2.0 GPA ("C" average).
2. Completion of all major courses with a "C" grade or higher, or with a "Pass" if the course was taken on a Pass/No Pass (P/NP) basis and the "Pass" is equal to a "C" grade or higher. Major courses can also be used to satisfy GE requirements (except for Liberal Arts degrees).

   Note: A maximum of 22 quarter units from other academic institutions may be applied toward the major.
3. Completion of a minimum of 90 degree-applicable quarter units (GE and major units included). All De Anza courses must be completed with a minimum 2.0 GPA ("C" average). All De Anza courses combined with courses transferred from other academic institutions must be completed with a minimum 2.0 GPA ("C" average).

   Note: A minimum of 24 quarter units must be earned at De Anza College.

Business Office Clerk
Certificate of Achievement
Students in the Business Office Clerk Certificate of Achievement learn basic medical coding, health insurance claims billing, collections and appeals processing, medical records management and keyboarding. Students also participate in administrative skills externships in local clinical sites as part of the program.

Program Learning Outcomes - upon completion, students will be able to:
- Be eligible to be employed in a medical facility, hospital, clinic or doctor's office.

1. Meet the requirements for this certificate level.
2. Complete the following, starting with HTEC 50 first.

CIS 4*	Computer Literacy	4.5
CIS 99*	Office Software Applications	4.5
HTEC 50	Introduction to Health Technologies	2
HTEC 60A	Basic Medical Terminology	3
HTEC 72	Medical Office Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	3
HTEC 75	Electronic Health Records	1.5
HTEC 96E	Business Office Clerk Externship	4
HTEC 101D	Skill Building in Medical Office Financial Procedures	1
	Total Units Required	**25**

*May be substituted with another CIS course of equal or greater unit value.

Insurance and Coding
Certificate of Achievement
The Health Technologies Department developed this Certificate of Achievement to train students in basic and advanced procedural and disease coding, health insurance claims billing, insurance claims registry maintenance, tracing unpaid claims and evaluating rejected claims. Students also participate in administrative skills externships in local clinical sites as part of the program.

Program Learning Outcomes - upon completion, students will be able to:
- Be eligible to be employed in a medical facility, hospital, clinic or doctor's office.
- Be prepared to pass the National Certified Coding Associate Examination.

1. Meet the requirements for this certificate level.
2. Complete the following, starting with HTEC 50 first.

HTEC 50	Introduction to Health Technologies	2
HTEC 60A	Basic Medical Terminology	3

HTEC 60G	Advanced Medical Terminology I	2
HTEC 60H	Advanced Medical Terminology II	2
HTEC 61	Medical Communications	1.5
HTEC 72	Medical Office Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	3
HTEC 76A	Advanced Medical Coding I	1.5
HTEC 76B	Advanced Medical Coding II	1.5
HTEC 96F	Insurance and Coding Externship	4
HTEC 101C	Skill Building in Medical Communications	1
HTEC 101D	Skill Building in Medical Office Financial Procedures	1
	Total Units Required 24	

Recommended
CIS 4, 99

Lab Assisting
Certificate of Achievement
The Health Technologies Department developed this Certificate of Achievement to train students in the clinical skills of performing venipunctures, setting up lab tests, processing specimens for testing in clinical labs, performing electrocardiograms and recognizing arrhythmias. Students also participate in administrative skills externships in local clinical sites as part of the program.

Program Learning Outcomes - upon completion, students will be able to:
- Be eligible to be employed in a medical facility, hospital, clinic or doctor's office.
- Be prepared to pass the National Phlebotomy and EKG Certification Examinations.

1. Meet the requirements for this certificate level.
2. Complete the following, starting with HTEC 50 first.

Student must present current American Red Cross First Aid or American Heart Association First Aid card and American Heart Association Basic Life Support (BLS) CPR/AED card to receive the certificate.

HTEC 50	Introduction to Health Technologies	2
HTEC 60A	Basic Medical Terminology	3
HTEC 64A	Clinical Laboratory Procedures I	1.5
HTEC 64B	Clinical Laboratory Procedures II	3
HTEC 73	Medical Law and Ethics	3
HTEC 90G	Basic Patient Care	1.5
HTEC 91	Medical Office Diagnostic Tests	1.5
HTEC 95B	Phlebotomy Technician I Externship	3
HTEC 96H	EKG Externship	4
HTEC 101A	Skill Building in Clinical Laboratory Procedures II	1
HTEC 101B	Skill Building in Basic Patient Care	1
HTEC 101F	Skill Building in Medical Office Diagnostic Tests	1
	Total Units Required 25.5	

Recommended
CIS 4, 99
HLTH 57A
HTEC 60G, 60H

Medical File Clerk
Certificate of Achievement
The Health Technologies Department developed this Certificate of Achievement to train students in the administrative skills of answering phones, keyboarding and filing medical reports. Students also participate in administrative skills externships in local clinical sites as part of the program.

Program Learning Outcomes - upon completion, students will be able to:
- Be eligible to be employed in a medical facility, hospital, clinic or doctor's office.

1. Meet the requirements for this certificate level.
2. Complete the following, starting with HTEC 50 first.

CIS 4*	Computer Literacy	4.5
CIS 99*	Office Software Applications	4.5
HTEC 50	Introduction to Health Technologies	2
HTEC 60A	Basic Medical Terminology	3
HTEC 73	Medical Law and Ethics	3
HTEC 75	Electronic Health Records	1.5
HTEC 96C	Medical File Clerk Externship	4
	Total Units Required 22.5	

*May be substituted with another CIS course of equal or greater unit value.

Medical Reception
Certificate of Achievement
The Health Technologies Department developed this Certificate of Achievement to train students in the administrative skills of appointment scheduling, billing, insurance and coding and medical records management. Students also participate in administrative skills externships in local clinical sites as part of the program.

Program Learning Outcomes - upon completion, students will be able to:
- Be eligible to be employed in a medical facility, hospital, clinic or doctor's office.

1. Meet the requirements for this certificate level.
2. Complete the following, starting with HTEC 50 first.

Student must present current American Red Cross First Aid or American Heart Association First Aid card and American Heart Association Basic Life Support (BLS) CPR/AED card to receive the certificate.

CIS 4*	Computer Literacy	4.5
HLTH 57A	First Aid for the Community, Home, Wilderness, and Disasters	1
HTEC 50	Introduction to Health Technologies	2
HTEC 60A	Basic Medical Terminology	3
HTEC 61	Medical Communications	1.5
HTEC 68	Medical Reception Externship	2
HTEC 71	Medical Office Reception	2
HTEC 72	Medical Office Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	3
HTEC 75	Electronic Health Records	1.5

HTEC 101C	Skill Building in Medical Communications	1
HTEC 101D	Skill Building in Medical Office Financial Procedures	1
	Total Units Required **24**	

May be substituted with another CIS course of equal or greater unit value.

Recommended
CIS 99

Medical Records Clerk
Certificate of Achievement
The Health Technologies Department developed this Certificate of Achievement to train students in the administrative skills of answering phones, providing customer service, managing medical records and keyboarding. Students also participate in administrative skills externships in local clinical sites as part of the program.

Program Learning Outcomes - upon completion, students will be able to:
- Be eligible to be employed in a medical facility, hospital, clinic or doctor's office.

1. Meet the requirements for this certificate level.
2. Complete the following, starting with HTEC 50 first.

CIS 4*	Computer Literacy	4.5
CIS 99*	Office Software Applications	4.5
HTEC 50	Introduction to Health Technologies	2
HTEC 60A	Basic Medical Terminology	3
HTEC 71	Medical Office Reception	2
HTEC 73	Medical Law and Ethics	3
HTEC 75	Electronic Health Records	1.5
HTEC 96D	Medical Record Clerk Externship	4
	Total Units Required **24.5**	

May be substituted with another CIS course of equal or greater unit value.

Medical Secretary
Certificate of Achievement-Advanced
The Health Technologies Department developed this Certificate of Achievement-Advanced to train students in the administrative skills of medical transcription, billing, insurance and coding and medical records management. Students also participate in administrative skills externships in local clinical sites as part of the program.

Program Learning Outcomes - upon completion, students will be able to:
- Be eligible to be employed in a medical facility, hospital, clinic or doctor's office.

1. Meet the requirements for this certificate level.
2. Complete the following, starting with HTEC 50 first.

ACCT 1A	Financial Accounting I (5)	5
or ACCT 1AH	Financial Accounting I - HONORS (5)	
BIOL 54G*	Applied Human Anatomy and Physiology: Levels of Organization	1.5

BIOL 54H*	Applied Human Anatomy and Physiology: Support, Movement, and Integration	1.5
BIOL 54I*	Applied Human Anatomy and Physiology: Coordination and Transport	1.5
BIOL 54J*	Applied Human Anatomy and Physiology: Absorption, Excretion, and Reproduction	1.5
CIS 4**	Computer Literacy	4.5
HTEC 50	Introduction to Health Technologies	2
HTEC 60A	Basic Medical Terminology	3
HTEC 60G	Advanced Medical Terminology I	2
HTEC 60H	Advanced Medical Terminology II	2
HTEC 61	Medical Communications	1.5
HTEC 68	Medical Reception Externship	2
HTEC 71	Medical Office Reception	2
HTEC 72	Medical Office Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	3
HTEC 74A	Medical Transcription with Editing I	1.5
HTEC 75	Electronic Health Records	1.5
HTEC 96B	Medical Secretarial Externship	4
HTEC 101C	Skill Building in Medical Communications	1
HTEC 101D	Skill Building in Medical Office Financial Procedures	1
HTEC 101H	Skill Building in Medical Transcription and Editing I	1
	Total Units Required **44.5**	

*BIOL 40A, B, C series may be substituted for the BIOL 54G, H, I, J series.

**May be substituted with another CIS course of equal or greater unit value.

Recommended
CIS 99

Medical Transcription
Certificate of Achievement
The Health Technologies Department developed this Certificate of Achievement to train students in the administrative skills of transcribing medical dictation that details a patient's health care during an illness or after an injury and editing phrase recognition transcription. Students also participate in administrative skills externships in local clinical sites as part of the program.

Program Learning Outcomes - upon completion, students will be able to:
- Be eligible to be employed in a medical facility, hospital, clinic, doctor's office or research center.

1. Meet the requirements for this certificate level.
2. Complete the following, starting with HTEC 50 first.

HTEC 50	Introduction to Health Technologies	2
HTEC 60A	Basic Medical Terminology	3
HTEC 60G	Advanced Medical Terminology I	2
HTEC 60H	Advanced Medical Terminology II	2
HTEC 61	Medical Communications	1.5
HTEC 73	Medical Law and Ethics	3
HTEC 74A	Medical Transcription with Editing I	1.5
HTEC 74B	Medical Transcription with Editing II	1.5
HTEC 74C	Medical Transcription with Editing III	1.5
HTEC 96G	Medical Transcription Externship	4
HTEC 101C	Skill Building in Medical Communications	1

HTEC 101H	Skill Building in Medical Transcription and Editing I	1
HTEC 101J	Skill Building in Medical Transcription and Editing II	1
HTEC 101K	Skill Building in Medical Transcription and Editing III	1
	Total Units Required 26	

Recommended
CIS 4, 99

Phlebotomy Technician I
Certificate of Achievement

The Health Technologies Department developed this Certificate of Achievement to train students in the clinical skills of performing venipunctures, setting up lab tests and processing specimens for testing in clinical labs. Students also participate in administrative skills externships in local clinical sites as part of the program. The Phlebotomy Technician I program has been approved by the California Department of Public Health-Laboratory Field Services.

Program Learning Outcomes - upon completion, students will be able to:
• Be prepared to pass the National Phlebotomy Certification Examination.

1. Meet the requirements for this certificate level.
2. Complete the following, starting with HTEC 50, CIS 4 and HLTH 57A first.

Student must present current American Red Cross First Aid or American Heart Association First Aid card and American Heart Association Basic Life Support (BLS) CPR/AED card to receive the certificate.

CIS 4*	Computer Literacy	4.5
HLTH 57A	First Aid for the Community, Home, Wilderness, and Disasters	1
HTEC 50	Introduction to Health Technologies	2
HTEC 60A	Basic Medical Terminology	3
HTEC 64A	Clinical Laboratory Procedures I	1.5
HTEC 64B	Clinical Laboratory Procedures II	3
HTEC 73	Medical Law and Ethics	3
HTEC 95B	Phlebotomy Technician I Externship	3
HTEC 101A	Skill Building in Clinical Laboratory Procedures II	1
	Total Units Required 22	

*May be substituted with another CIS course of equal or greater unit value.

Recommended
CIS 99

Medical Assisting
Certificate of Achievement-Advanced
A.S. Degree

The Health Technologies Department developed the Medical Assisting Certificate of Achievement-Advanced and A.S. degree to train students in the fundamental clinical skills of reading vital signs, assisting with minor surgery, performing routine lab procedures, administering medication and the administrative skills of medical coding and medical records management. Students also participate in administrative skills externships in local clinical sites as part of the program.

Program Learning Outcomes - upon completion, students will be able to:
• Be prepared to pass the State Medical Assisting Certification Examination.

Certificate of Achievement-Advanced

1. Meet the requirements for this certificate level.
2. Complete the following, starting with HTEC 50 first.

Student must present current American Red Cross First Aid or American Heart Association First Aid card and American Heart Association Basic Life Support (BLS) CPR/AED card to receive the certificate.

BIOL 54G*	Applied Human Anatomy and Physiology: Levels of Organization	1.5
BIOL 54H*	Applied Human Anatomy and Physiology: Support, Movement, and Integration	1.5
BIOL 54I*	Applied Human Anatomy and Physiology: Coordination and Transport	1.5
BIOL 54J*	Applied Human Anatomy and Physiology: Absorption, Excretion, and Reproduction	1.5
CIS 99**	Office Software Applications	4.5
HLTH 57A	First Aid for the Community, Home, Wilderness, and Disasters	1
HTEC 50	Introduction to Health Technologies	2
HTEC 60A	Basic Medical Terminology	3
HTEC 60G	Advanced Medical Terminology I	2
HTEC 60H	Advanced Medical Terminology II	2
HTEC 61	Medical Communications	1.5
HTEC 64A	Clinical Laboratory Procedures I	1.5
HTEC 64B	Clinical Laboratory Procedures II	3
HTEC 68	Medical Reception Externship	2
HTEC 71	Medical Office Reception	2
HTEC 72	Medical Office Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	3
HTEC 74A	Medical Transcription with Editing I	1.5
HTEC 75	Electronic Health Records	1.5
HTEC 90G	Basic Patient Care	1.5
HTEC 90H	Medical Office Sterile Technique	1.5
HTEC 91	Medical Office Diagnostic Tests	1.5
HTEC 93	Pharmacology for Medical Assistants	3
HTEC 94	Administration of Medications	1.5
HTEC 95A	Medical Assisting Externship	3
HTEC 96A	Medical Assisting Externship	4
HTEC 101A	Skill Building in Clinical Laboratory Procedures II	1
HTEC 101B	Skill Building in Basic Patient Care	1
HTEC 101C	Skill Building in Medical Communications	1
HTEC 101D	Skill Building in Medical Office Financial Procedures	1
HTEC 101E	Skill Building in Medical Office Sterile Technique	1

HTEC 101F	Skill Building in Medical Office	
	Diagnostic Tests	1
HTEC 101H	Skill Building in Medical Transcription	
	and Editing I	1
HTEC 110	Health Technologies	
	Employment Preparation	1.5
	Total Units Required 62.5	

*BIOL 40A, B, C series may be substituted for the BIOL 54G, H, I, J series.

**May be substituted with another CIS course of equal or greater unit value.

A.S. Degree

Student must present current American Heart Association First Aid and Adult CPR Pro card to receive the degree.

Major	*Complete the Cert. of Achievement-*	
	Advanced requirements	*62.5*
GE	*General Education (32-43 units)*	
Electives	*Elective courses required when major*	
	units plus GE units total is less than 90	
	Total Units Required 90	

Recommended
PSYC 1
SOC 1