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Academic Year 2011 - 2012

Biological, Health,
Environmental Sciences Division
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Counseling Center
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Career Center
Student & Community
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Health Technologies

- Business Office Clerk
- Insurance and Coding
- Lab Assisting
- Medical File Clerk
- Medical Reception
- Medical Records Clerk
- Medical Transcription
- Phlebotomy Technician I
- Medical Assisting
- Medical Secretary

Certificate of Achievement Level Requirements

A minimum "C" grade in each major course.
Note: A maximum of six (6) quarter units may be transferred from other academic institutions.

Certificate of Achievement-Advanced Level Requirements

1. A minimum "C" grade in each major course.
2. Demonstrated proficiency in English and mathematics as evidenced by eligibility for EWRT 1A 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 (31-42 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 requirements. Each major course must be completed with a minimum "C" grade.
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.

Major courses for certificates and degrees must be completed with a letter grade unless a particular course is only offered on a pass/no-pass basis.

Business Office Clerk

Certificate of Achievement

Students in the Business Office Clerk Certificate of Achievement program 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.

Student Learning Outcomes - upon completion, students will:

- 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.

Prerequisite/Corequisite

HTEC 50 Introduction to Health Technologies 1

Requirements

Complete one (1) course from: 1-1.5

CAOS 70AA Elementary Keyboarding I (1.5)
CAOS 173 Keyboarding Skill Development (1)

Complete the following:

CAOS 90GA* Computer Literacy (PC) 2
CAOS 91AN Word Processing I (Word 2010) 2
or CAOS 91AM
CAOS 110N Database I (Access 2010) 2
or CAOS 110M

CAOS 104O	Introduction to Filing	1
HTEC 60A	Basic Medical Terminology	3
HTEC 72	Medical Office Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	1.5
HTEC 96E	Business Office Clerk Externship	4
HTEC 101D	Skill Building in Medical Office Financial Procedures	1

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

Total Units Required,
Including Prerequisite 20-20.5

Insurance and Coding

Certificate of Achievement

The Health Technologies Department developed this certificate of achievement program 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.

Student Learning Outcomes - upon completion, students will:

- 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.

Prerequisite/Corequisite

HTEC 50 Introduction to Health Technologies 1

Requirements

BIOL 54G*	Applied Human Anatomy and Physiology	1.5
BIOL 54H*	Applied Human Anatomy and Physiology	1.5
BIOL 54I*	Applied Human Anatomy and Physiology	1.5
BIOL 54J*	Applied Human Anatomy and Physiology	1.5
HTEC 60A	Basic Medical Terminology	3
HTEC 60G	Advanced Medical Terminology	2
HTEC 60H	Advanced Medical Terminology	2
HTEC 61	Medical Communications	1.5
HTEC 72	Medical Office Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	1.5
HTEC 96F	Coding Externship	4
HTEC 101C	Skill Building in Medical Communications and Transcription	1
HTEC 101D	Skill Building in Medical Office Financial Procedures	1
Total Units Required, Including Prerequisite		24.5

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

Recommended

CAOS 104O	Introduction to Filing (1)
CAOS 81H	10-Key and Electronic Calculator (1)
CAOS 90GA	Computer Literacy (PC) (2)
CAOS 70AA	Elementary Keyboarding I (1.5) or CAOS 173
CAOS 84A	Business English I (2)
CAOS 91AN	Word Processing I (Word 2010) (2) or CAOS 91AM

Lab Assisting

Certificate of Achievement

The Health Technologies Department developed this certificate of achievement program 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.

Student Learning Outcomes - upon completion, students will:

- 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.

Prerequisites/Corequisites

HTEC 50 Introduction to Health Technologies 1

Student must present current American Red Cross or American Heart Association First Aid and Adult CPR Pro card to receive the certificate.

Requirements

HTEC 60A	Basic Medical Terminology	3
HTEC 60G	Advanced Medical Terminology	2
HTEC 60H	Advanced Medical Terminology	2
HTEC 90G	Basic Patient Care	1.5
HTEC 64A	Basic Clinical Lab Procedures	1.5
HTEC 64B	Advanced Clinical Lab Procedures	1.5
HTEC 73	Medical Law and Ethics	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 Lab Procedures	1
HTEC 101B	Skill Building in Basic Patient Care	1
HTEC 101F	Skill Building in Medical Office Diagnostic Tests	1
	Total Units Required, Including Prerequisites	25.5

Recommended

CAOS 90GA	Computer Literacy (PC) (2)
CAOS 70AA	Elementary Keyboarding I (1.5) or CAOS 173
HLTH 57A	First Aid in the Workplace, Community and Wilderness (1)
HLTH 57E	CPR & Automated External Defibrillation (0.5)

Medical File Clerk

Certificate of Achievement

The Health Technologies Department developed this certificate of achievement program 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.

Student Learning Outcomes - upon completion, students will:

- 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.

Prerequisite/Corequisite

HTEC 50 Introduction to Health Technologies 1

Requirements

CAOS 70AA*	Elementary Keyboarding I	1.5
CAOS 90GA*	Computer Literacy (PC)	2
CAOS 91AN	Word Processing I (Word 2010) or CAOS 91AM	2
CAOS 110N	Database I (Access 2010) or CAOS 110M	2
CAOS 104O	Introduction to Filing	1
HTEC 60A	Basic Medical Terminology	3
HTEC 73	Medical Law and Ethics	1.5
HTEC 96C	Medical File Clerk Externship	4

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

Total Units Required, Including Prerequisite 18

Medical Reception

Certificate of Achievement

The Health Technologies Department developed this certificate of achievement program 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.

Student Learning Outcomes - upon completion, students will:

- 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.

Prerequisites/Corequisites

HTEC 50 Introduction to Health Technologies 1

Student must present current American Red Cross or American Heart Association First Aid and Adult CPR Pro card to receive the certificate.

Requirements

CAOS 84A	Business English I	2
CAOS 176	Telephone Communications	1
HTEC 60A	Basic Medical Terminology	3
HTEC 61	Medical Communications	1.5
HTEC 68	Medical Reception Externship	2
HTEC 71	Medical Office Reception	1
HTEC 72	Medical Office Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	1.5
HTEC 75	Medical Office Management	1.5
HTEC 101C	Skill Building in Medical Communications and Transcription	1
HTEC 101D	Skill Building in Medical Office Financial Procedures	1
	Total Units Required, Including Prerequisites	18

Recommended

HLTH 57A	First Aid in the Workplace, Community and Wilderness (1)
HLTH 57E	CPR & Automated External Defibrillation (0.5)
CAOS 90GA	Computer Literacy (PC) (2)
CAOS 70AA	Elementary Keyboarding I (1.5) or CAOS 173
CAOS 91AN	Word Processing I (Word 2010) (2) or CAOS 91AM

Medical Records Clerk

Certificate of Achievement

The Health Technologies Department developed this certificate of achievement program 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.

Student Learning Outcomes - upon completion, students will:

- 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.

Prerequisite/Corequisite

HTEC 50 Introduction to Health Technologies 1

Requirements

<i>Complete one (1) course from:</i>		1-1.5
CAOS 70AA	Elementary Keyboarding I (1.5)	
CAOS 173	Keyboarding Skill Development (1)	
<i>Complete the following:</i>		
CAOS 90GA*	Computer Literacy (PC)	2
CAOS 91AN	Word Processing I (Word 2010) or CAOS 91AM	2
CAOS 110N	Database I (Access 2010) or CAOS 110M	2

CAOS 104O	Introduction to Filing	1
HTEC 60A	Basic Medical Terminology	3
HTEC 71	Medical Office Reception	1
HTEC 73	Medical Law and Ethics	1.5
HTEC 96D	Medical Records Clerk Externship	4

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

Total Units Required,
Including Prerequisite 18.5-19

Medical Transcription

Certificate of Achievement

The Health Technologies Department developed this certificate of achievement program 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.

Student Learning Outcomes - upon completion, students will:

- 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.

Prerequisite/Corequisite

HTEC 50	Introduction to Health Technologies	1
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Requirements

BIOL 54G*	Applied Human Anatomy and Physiology	1.5
BIOL 54H*	Applied Human Anatomy and Physiology	1.5
BIOL 54I*	Applied Human Anatomy and Physiology	1.5
BIOL 54J*	Applied Human Anatomy and Physiology	1.5
HTEC 60A	Basic Medical Terminology	3
HTEC 60G	Advanced Medical Terminology	2
HTEC 60H	Advanced Medical Terminology	2
HTEC 61	Medical Communications	1.5
HTEC 73	Medical Law and Ethics	1.5
HTEC 74**	Medical Transcription with Advanced Terminology (1.5) (taken three times)	4.5
HTEC 96G	Medical Transcription Externship	4
	Total Units Required, Including Prerequisite	25.5

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

** This course may be taken three times (the student will be given different tapes to transcribe in each course).

Recommended

HTEC 101C	Skill Building in Medical Communications and Transcription (1)
CAOS 90GA	Computer Literacy (PC) (2)
CAOS 70AA	Elementary Keyboarding I (1.5) or CAOS 173
CAOS 84A	Business English I (2)
CAOS 91AN	Word Processing I (Word 2010) (2) or CAOS 91AM

Phlebotomy Technician I

Certificate of Achievement

The Health Technologies Department developed this certificate of achievement program 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.

Student Learning Outcomes - upon completion, students will:

- be prepared to pass the National Phlebotomy Certification Examination.

1. Meet the requirements for this certificate level.
2. Complete the following.

Prerequisites/Corequisites

Complete one (1) course from:

CAOS 70AA	Elementary Keyboarding I (1.5)	1-1.5
CAOS 173	Keyboarding Skill Development (1)	

Complete the following:

HTEC 50	Introduction to Health Technologies	1
CAOS 90GA*	Computer Literacy (PC)	2
CAOS 91AN*	Word Processing I (Word 2010) or CAOS 91AM	2
HLTH 57A	First Aid in the Workplace, Community and Wilderness	1
HLTH 57E	CPR & Automated External Defibrillation	0.5

Student must present current American Red Cross or American Heart Association First Aid and Adult CPR Pro card to receive the certificate.

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

Requirements

HTEC 60A	Basic Medical Terminology	3
HTEC 64A	Basic Clinical Lab Procedures	1.5
HTEC 64B	Advanced Clinical Lab Procedures	1.5
HTEC 73	Medical Law and Ethics	1.5
HTEC 95B	Phlebotomy Externship	3
HTEC 101A	Skill Building in Clinical Lab Procedures	1
	Total Units Required, Including Prerequisites	19-19.5

The Phlebotomy Technician I program has been approved by the California Department of Public Health-Laboratory Field Services.

Medical Assisting

Certificate of Achievement-Advanced

A.A. Degree

The Health Technologies Department developed the Medical Assisting Certificate of Achievement-Advanced and A.A. degree programs 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.

Student Learning Outcomes - upon completion, students will:

- 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.

Prerequisites/Corequisites

HTEC 50	Introduction to Health Technologies	1
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Student must present current American Red Cross or American Heart Association First Aid and Adult CPR Pro card to receive the certificate.

Requirements

ACCT 1A	Financial Accounting I	5
BIOL 54G*	Applied Human Anatomy and Physiology	1.5
BIOL 54H*	Applied Human Anatomy and Physiology	1.5
BIOL 54I*	Applied Human Anatomy and Physiology	1.5
BIOL 54J*	Applied Human Anatomy and Physiology	1.5
CAOS 84A	Business English I	2
CAOS 104O	Introduction to Filing	1
CAOS 110N	Database I (Access 2010) or CAOS 110M	2
HTEC 60A	Basic Medical Terminology	3
HTEC 60G	Advanced Medical Terminology	2
HTEC 60H	Advanced Medical Terminology	2
HTEC 61	Medical Communications	1.5
HTEC 64A	Basic Clinical Lab Procedures	1.5
HTEC 64B	Advanced Clinical Lab Procedures	1.5

HTEC 68	Medical Reception Externship	2
HTEC 71	Medical Office Reception	1
HTEC 72	Medical Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	1.5
HTEC 74	Medical Transcription with Advanced Terminology	1.5
HTEC 75	Medical Office Management	1.5
HTEC 90G	Basic Patient Care	1.5
HTEC 90H	Medical Office Sterile Techniques	1.5
HTEC 91	Medical Office Diagnostic Tests	1.5
HTEC 93	Pharmacology for Medical Assistants	1.5
HTEC 94	Administration of Medications	1
HTEC 95A	Medical Assisting Externship	3
HTEC 96A	Medical Assisting Externship	4
HTEC 110	Health Technologies Employment Preparation	1.5
	Total Units Required, Including Prerequisites	53

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

Recommended

CAOS 90GA	Computer Literacy (PC) (2)
CAOS 70AA	Elementary Keyboarding I (1.5) or CAOS 173
CAOS 91AN	Word Processing I (Word 2010) (2) or CAOS 91AM
CAOS 81H	10-Key and Electronic Calculator (1)
HTEC 101A-G	Skill Building Labs (1 unit each)
HLTH 57A	First Aid in the Workplace, Community and Wilderness (1)
HLTH 57E	CPR & Automated External Defibrillation (0.5)

A.A. Degree

Meet the A.A./A.S. degree requirements.

Student must present current American Red Cross or American Heart Association First Aid and Adult CPR Pro card for the degree.

Major	Complete the course requirements for the Cert. of Achievement-Advanced	53 units
GE	General Education (31-42 units)	
Electives	Elective courses req'd. when major units plus GE units total is less than 90	
	Total Units Required	90 units

Recommended

PSYC 1^	General Psychology (4)
SOC 1^	Introduction to Sociology (4)
CAOS 81H	10-Key and Electronic Calculator (1)
CAOS 176	Telephone Communications (1)

^Any Psychology or Sociology course will be acceptable.
Units may apply toward GE requirement.

Medical Secretary

Certificate of Achievement-Advanced

The Health Technologies Department developed this certificate of achievement-advanced program 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.

Student Learning Outcomes - upon completion, students will:

- 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.

Prerequisite/Corequisite

HTEC 50	Introduction to Health Technologies	1
	Requirements	
ACCT 1A	Financial Accounting I	5
BIOL 54G*	Applied Human Anatomy and Physiology	1.5
BIOL 54H*	Applied Human Anatomy and Physiology	1.5
BIOL 54I*	Applied Human Anatomy and Physiology	1.5
BIOL 54J*	Applied Human Anatomy and Physiology	1.5
CAOS 81H	10-Key and Electronic Calculator	1
CAOS 84A	Business English I	2
CAOS 104O	Introduction to Filing	1
CAOS 110N	Database I (Access 2010) or CAOS 110M	2
HTEC 60A	Basic Medical Terminology	3
HTEC 60G	Advanced Medical Terminology	2
HTEC 60H	Advanced Medical Terminology	2
HTEC 61	Medical Communications	1.5
HTEC 68	Medical Reception Externship	2
HTEC 71	Medical Office Reception	1
HTEC 72	Medical Office Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	1.5
HTEC 74	Medical Transcription with Advanced Terminology	1.5
HTEC 75	Medical Office Management	1.5
HTEC 96B	Medical Secretary Externship	4
HTEC 101C**	Skill Building in Medical Communications and Transcription (1,1)	2
HTEC 101D	Skill Building in Medical Office Financial Procedures	1
HTEC 101G	Skill Building in Medical Office Management	1
	Total Units Required, Including Prerequisite	43.5

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

**This course must be taken twice.

Recommended

CAOS 90GA	Computer Literacy (PC) (2)
CAOS 70AA	Elementary Keyboarding I (1.5) or CAOS 173
CAOS 91AN	Word Processing I (Word 2010) (2) or CAOS 91AM
CAOS 176	Telephone Communications (2)