



**2009 - 2010**  
Academic Year

## Health Technologies

*including Medical Assisting and  
Medical Secretary programs*

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

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

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

Career Center  
Student and Community  
Services Bldg. 2nd Fl.  
408-864-5711

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

### Certificate of Achievement 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 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 offered on a pass/no-pass basis only.

## Business Office Clerk

### Certificate of Achievement †

Complete the following and meet the corresponding certificate requirements.

Prerequisite/Corequisite	
HTEC 50	Introduction to Health Technologies 1
Requirements	
CAOS 70AA*	Elementary Keyboarding I 1.5
CAOS 90GA**	Computer Literacy (PC) 2
CAOS 91AM	Word Processing I (Word 2007) or CAOS 91AL 2
CAOS 110M	Database I (Access 2007) or CAOS 110L 2
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 96	Health Technology Externship-Business Office Clerk 4
HTEC 101D	Skill Building in Medical Office Financial Procedures 1

\* CAOS 70A may be substituted.

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

Total Units Required,  
Including Prerequisite . . . . . 20.5

## Insurance and Coding

### Certificate of Achievement †

Complete the following and meet the corresponding certificate requirements.

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 96	Health Technology Externship-Coding 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)
CAOS 84A	Business English I (2)
CAOS 91AM	Word Processing I (Word 2007) (2) or CAOS 91AL

## Lab Assisting

### Certificate of Achievement †

Complete the following and meet the corresponding certificate requirements.

Prerequisites/Corequisites	
HTEC 50	Introduction to Health Technologies 1
<i>Student must present current American Red Cross or American Heart Association First Aid and Adult CPR Pro card to receive certificate.</i>	
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 (Hematology) 1.5
HTEC 73	Medical Law and Ethics 1.5
HTEC 91	Medical Office Diagnostic Tests 1.5
HTEC 95	Health Technology Externship 3
HTEC 96	Health Technology 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)

† This certificate was submitted for State approval. Please check with the department for the status.

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 †

Complete the following and meet the corresponding certificate requirements.

Prerequisite/Corequisite	
HTEC 50	Introduction to Health Technologies 1
Requirements	
CAOS 70AA*	Elementary Keyboarding I 1.5
CAOS 90GA**	Computer Literacy (PC) 2
CAOS 91AM	Word Processing I (Word 2007) 2
	or CAOS 91AL
CAOS 110M	Database I (Access 2007) 2
	or CAOS 110L
CAOS 104O	Introduction to Filing 1
HTEC 60A	Basic Medical Terminology 3
HTEC 73	Medical Law and Ethics 1.5
HTEC 96	Health Technology Externship-Medical File Clerk 4

\* CAOS 70A may be substituted.

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

Total Units Required, Including Prerequisite . . . . . 18

## Medical Reception

### Certificate of Achievement †

Complete the following and meet the corresponding certificate requirements.

Prerequisites/Corequisites	
HTEC 50	Introduction to Health Technologies 1
<i>Student must present current American Red Cross or American Heart Association First Aid and Adult CPR Pro card to receive certificate.</i>	
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
HTEC 101G	Skill Building in Medical Office Management 1
	Total Units Required, Including Prerequisites . . . . . 19

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)
CAOS 91AM	Word Processing I (Word 2007) (2) or CAOS 91AL

## Medical Records Clerk

### Certificate of Achievement †

Complete the following and meet the corresponding certificate requirements.

Prerequisite/Corequisite	
HTEC 50	Introduction to Health Technologies 1

Requirements	
CAOS 70AA*	Elementary Keyboarding I 1.5
CAOS 90GA**	Computer Literacy (PC) 2
CAOS 91AM	Word Processing I (Word 2007) 2
	or CAOS 91AL
CAOS 110M	Database I (Access 2007) 2
	or CAOS 110L
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 96	Health Technology Externship-Medical Records Clerk 4

\* CAOS 70A may be substituted.

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

Total Units Required, Including Prerequisite . . . . . 19

## Medical Transcription

### Certificate of Achievement †

Complete the following and meet the corresponding certificate requirements.

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 73	Medical Law and Ethics 1.5
HTEC 74**	Medical Transcription with Advanced Terminology (1.5) (taken three times) 4.5
HTEC 96	Health Technology Externship-Medical Transcription 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)
CAOS 84A	Business English I (2)
CAOS 91AM	Word Processing I (Word 2007) (2) or CAOS 91AL

## Phlebotomy Technician I

### Certificate of Achievement †

Complete the following and meet the corresponding certificate requirements.

Prerequisites/Corequisites	
HTEC 50	Introduction to Health Technologies 1
CAOS 70AA*	Elementary Keyboarding I 1.5
CAOS 90GA**	Computer Literacy (PC) 2
CAOS 91AM**	Word Processing I (Word 2007) 2
	or CAOS 91AL
HLTH 57A	First Aid in the Workplace, Community and Wilderness 0.5
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 certificate.*

\* CAOS 70A may be substituted.

\*\* 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 (Hematology)	1.5
HTEC 73	Medical Law and Ethics	1.5
HTEC 95	Health Technology Externship-Phlebotomy	3
HTEC 101A	Skill Building in Clinical Lab Procedures	1
	Total Units Required, Including Prerequisites . . . . .	19

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

## Medical Assisting

### Certificate of Achievement-Advanced

Complete the following and meet the corresponding certificate requirements.

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 certificate.

Requirements		
ACCT 1A	Financial Accounting I	4
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 110M	Database I (Access 2007) or CAOS 110L	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 (Hematology)	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 95	Health Technology Externship- Medical Assisting	3
HTEC 96	Health Technology Externship- Medical Assisting	4
HTEC 110	Health Technologies Employment Preparation	1.5
	Total Units Required, Including Prerequisites . . . . .	52

\* 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)
CAOS 91AM	Word Processing I (Word 2007) (2) or CAOS 91AL
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 (0.5)
HLTH 57E	CPR & Automated External Defibrillation (0.5)

## Medical Assisting

### A.A. Degree

Complete the Certificate of Achievement-Advanced requirements for the major and meet the A.A./A.S. degree requirements.

Major	Requirements for Medical Assisting Cert. of Achievement-Advanced	52 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

Complete the following and meet the corresponding certificate requirements.

Prerequisite/Corequisite		
HTEC 50	Introduction to Health Technologies	1

Requirements		
ACCT 1A	Financial Accounting I	4
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 110M	Database I (Access 2007) or CAOS 110L	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 96	Health Technology Externship- Medical Secretary	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 . . . . .	42.5

\* 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)
CAOS 91AM	Word Processing I (Word 2007) (2) or CAOS 91AL
CAOS 176	Telephone Communications (2)