

# ALLIED HEALTH (ALH)

## ALH 0001. Electronic Health Record/Billing

*Units: 2.5*

Prerequisite: Completion with grade of "C" or better or concurrent enrollment in HSCI 3

Advisory: Completion of BIOL 55 or BIO 5 and BIO 6 with grade(s) of "C" or better

Hours: 63 (36 lecture, 27 laboratory)

How to document the total patient encounter in the Electronic Health Record using a current vendor product along with Medisoft Clinical Practice Management which incorporates the electronic billing process. (letter grade only) (not transferable)

## ALH 0002. Medical Coding

*Units: 3*

Hours: 77 (44 lecture, 33 laboratory)

Students will acquire basic knowledge and the correct medical language for the functions of procedural and diagnostic coding in the ambulatory medical setting. In addition, students will learn to interpret and locate codes for procedural coding essentials using the CPT (Current Procedural Terminology) and diagnostic coding essentials using the ICD-10-CM (International Classification of Disease, clinical modification 10) manuals. Students will acquire the corresponding medical terminology required for abstracting and interpreting medical charts in order to code with the appropriate manuals. (letter grade only) (not transferable)

## ALH 0003. Introduction to Pharmacology for Medical Assisting

*Units: 2.5*

Hours: 63 (36 lecture, 27 laboratory)

Introduction to the principles of pharmacology and medication forms, routes of administration, and common medication for each body system as used in the ambulatory setting. (letter grade only) (not transferable)

## ALH 0004. Physical Exam Procedures

*Units: 3*

Hours: 90 (36 lecture, 54 laboratory)

Prepares students to perform clinical tasks within the scope of practice of a medical assistant. Skill competencies include preparation of exam rooms, assisting in physical examinations, acquisition of patient history and vital signs, introduction to oral medication administration, nutritional education planning and patient coaching, orthopedic bracing/casting, handling office emergencies, and performing nebulizers and electrocardiograms. (letter grade only) (not transferable)

## ALH 0005. Medical Office Procedures

*Units: 4*

Prerequisite: Completion of ALH 1, 2, 3, and 4 with grades of "C" or better  
Hours: 108 (54 lecture, 54 laboratory)

Designed for the Clinical Medical Assistant to learn legal/ethical and accepted procedures for any ambulatory setting. Students will acquire the knowledge on how to properly answer interview questions, identify professional transferable skills needed in the industry, and how to develop a resume, cover letter, and engage in a mock interview. (letter grade only) (not transferable)

## ALH 0006. Medical Office Laboratory Procedures

*Units: 3*

Prerequisite: Completion of ALH 1, 2, 3, and 4 with grades of "C" or better  
Hours: 90 (36 lecture, 54 laboratory)

Students will acquire skills to competently implement and evaluate standard laboratory tests as performed in medical offices or general lab settings. Emphasis on specimen collection, handling and storing procedures, analysis and interpretation of normal and abnormal lab values. Acquire phlebotomy skills that prepare students to practice within their scope of work as a medical assistant. (letter grade only) (not transferable)

## ALH 0007. Medical Asepsis and Surgical Procedures

*Units: 3.5*

Prerequisite: Completion of ALH 1, 2, 3, and 4 with grades of "C" or better  
Hours: 99 (45 lecture, 54 laboratory)

Students will acquire knowledge to apply theory to practice while assisting with minor office surgeries and wound care. Sterile and aseptic techniques, sterile field and instrument sanitization procedures and protocols prepare students with the necessary skills to practice within the scope of practice of a medical assistant. Students will perform training for recognizing risks of bloodborne pathogens, infection control, body substance isolation (BSI), and personal protection equipment in accordance with OSHA standards specific to the healthcare professional and in accordance of the scope of practice of a medical assistant. Provides the American Heart Association (AHA) Basic Life Support/CPR certification for Healthcare Providers. (letter grade only) (not transferable)

## ALH 0008. Medication Administration and Injection Procedures

*Units: 3*

Prerequisite: Completion of ALH 1, 2, 3, and 4 with grades of "C" or better  
Hours: 90 (36 lecture, 54 laboratory)

Students will acquire and apply knowledge of various routes of medication administration and the related injection safety, techniques, and site selection. Medication dosage calculations, medication side effects and emergencies pertaining to medication administration will prepare students to practice within the scope of practice of a medical assistant. (letter grade only) (not transferable)

## ALH 0009. Medical Assisting Clinical Practicum Experience

*Units: 3*

Prerequisite: Completion of ALH 5, 6, 7, and 8 with grades of "C" or better  
Hours: 162 laboratory

Students will acquire clinical Medical Assisting experience in the work setting under the supervision of a licensed physician in a Board-Certified medical office setting or outpatient facility. (letter grade only) (not transferable)

## ALH 0010. Introduction to Phlebotomy

*Units: 3*

Hours: 91 (43 lecture, 48 laboratory)

Introduction to the principles of Phlebotomy. Emphasis on phlebotomy techniques, infection control, safety, specimen collection and handling, medical and legal considerations, patient care and preparation and performance in venipunctures, capillary punctures, and basic laboratory tests expected of the entry level phlebotomy position (CPT 1). Upon successful completion of ALH 10 and ALH 11, students will be eligible to sit for the phlebotomy exam to become a Certified Phlebotomy Technician I (CPT 1) with the state of California. (letter grade only) (CSU)

**ALH 0011. Phlebotomy Clinical Practicum Experience**

*Units: 0.5*

Prerequisite: Completion with grade of "C" or better or concurrent enrollment in ALH 10

Hours: 40 laboratory

Students will acquire Phlebotomy experience in the work setting under the supervision of a certified phlebotomist. The clinical practicum is conducted as a non-paid clinical laboratory experience. Students will perform at least 50 venipuncture procedures on patients that represent a variety of age groups and medical conditions. Emphasis on phlebotomy techniques, infection control, safety, specimen collection and handling, medical and legal considerations, patient care and preparation and performance in venipunctures, capillary punctures, and basic laboratory tests expected of the entry level phlebotomy position (CPT 1). (letter grade only) (CSU)

**ALH 0020. Introduction to Allied Health**

*Unit: 1*

Hours: 18 lecture

Introduction to career choices in the Allied Health field. Topics include: education and career mapping, job outlooks, occupational and professional requirements, pay ranges, and employer expectations. Students will get hands-on experience related to various Allied Health occupations and gain insight into job roles and responsibilities through guest speakers. Course includes an overview of health care delivery systems, associated career opportunities, infection control, and laws governing patient confidentiality. Students will have the opportunity to participate in organized field trips. (letter grade only) (CSU)

**ALH 0022. Basic Sciences for Surgical Technology**

*Units: 6.5*

Prerequisite: Completion of HSCI 3 and BIOL 55 or BIOL 5 and BIOL 6 with grade(s) of "C" or better

Hours: 135 (108 lecture, 27 laboratory)

Review human anatomy and physiology for surgical procedures and common disease states requiring surgical intervention. Also covers medications used during surgery. Concepts of microbiology and basic physics are discussed as they are applied to operating room procedures and practices. Introduces operating room protocols and procedures, aseptic techniques, disinfection, sterilization, instruments, and equipment. (letter grade only) (not transferable)

**ALH 0023. Patient Care Concepts for Surgical Technology**

*Units: 5.5*

Hours: 99 lecture

Provides the student with a theoretical and practical understanding of the technology and practices used in caring for a patient undergoing a surgical procedure. Additional material covers the structure and function of a healthcare facility specifically the Operating Room. (letter grade only) (not transferable)

**ALH 0024. Skills Lab for Surgical Technology**

*Units: 5.5*

Prerequisite: Completion of ALH 22 and ALH 23 with grades of "C" or better

Hours: 297 laboratory

Students practice the clinical skills required to demonstrate competency in the operating room. Skills include, but are not limited to aseptic practices such as scrubbing, gowning and gloving, setting up the instrument table, positioning the patient, and passing instruments supplies and medications to the surgeon. Prepares the student for clinical internship. (letter grade only) (not transferable)

**ALH 0025. Surgical Specialties for Surgical Technology**

*Units: 6*

Hours: 108 lecture

Covers the most common procedures and equipment utilized by the surgical technologist during specialty surgery. These specialties include neurosurgery, vascular surgery, orthopedic surgery and others. Prepares the student for the national certification exam. (letter grade only) (not transferable)

**ALH 0026. Surgical Technology Clinical Practicum**

*Units: 10*

Prerequisite: Completion of ALH 24 and ALH 25 with grades of "C" or better

Hours: 540 laboratory

Provides the student with hands-on experience in the surgical suite caring for patients under the supervision of a surgical technologist or a registered nurse. They will also gain experience in patient and staff interaction and communication. It prepares the student for the national certification examination. (letter grade only) (not transferable)

**ALH 0027. Law and Ethics for Allied Health Professionals**

*Units: 2*

Hours: 36 lecture

Legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bio-ethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services for the allied health professional. (CSU)

**ALH 0029. Certified Surgical Technologist (CST) Exam Prep**

*Unit: 1*

Prerequisite: Completion of ALH 22, ALH 23, ALH 24, ALH 25, ALH 26 and ALH 27 with grades of "C" or better

Hours: 24 lecture

Preparation and review for the Certified Surgical Technologist (CST) examination offered by the National Board of Surgical Technology and Surgical Assisting. (letter grade only) (not transferable)

**ALH 0030. Registered Behavioral Technician**

*Units: 5*

Hours: 162 (54 lecture, 108 laboratory)

This course introduces the core principles and practices essential for a Registered Behavior Technician (RBT). Key topics include measurement and documentation/reporting, assessments, skill acquisition, behavior reduction, professional conduct, ethical responsibilities, and decision-making. The course also emphasizes the development of transferable skills crucial for professional success. Students will receive guidance on crafting a resume, cover letter, and reference page to use in their mock interviews and to enhance their career readiness. Upon successful completion of this course, students must meet additional requirements, including certification in First Aid and CPR (in-person only), passing a criminal background check and abuse registry check, providing a vaccination record, and completing high school (high school seniors in their final semester may apply). This course is part of a two-course certification sequence. Following this course, students will enroll in ALH 31. (letter grade only) (not transferable)

**ALH 0031. Registered Behavioral Technician Clinical Practicum**

*Units: 0.5*

Prerequisite: Completion of ALH 30 with grade of "C" or better

Hours: 40 laboratory

This course provides students with hands-on experience as Behavioral Technicians in a professional setting under the supervision of a Board-Certified Behavior Analyst (BCBA) or Program Specialist. Students will complete a minimum of 40 hours of practical work, focusing on measurement and documentation of behaviors, reporting, assessments, skill acquisition, behavior reduction, and adherence to professional conduct, ethical responsibilities, and decision-making protocols. Upon successful completion of the course and the associated competency forms, students will be eligible to sit for the Registered Behavior Technician (RBT) examination administered by the Behavior Analyst Certification Board (BACB) and qualify as a Registered Behavior Technician. (letter grade only) (not transferable)