

# ALLIED HEALTH CERTIFICATES

## Allied Health Preparation

This certificate is intended for students beginning at CCV and planning to transfer into allied health programs at other institutions.

### Program Outcomes

*Successful graduates will be able to:*

- identify structures of human anatomy, beginning at the basic cellular level and concluding with body systems, and relate each system of the body to its functions;
- understand the concepts of normal physical, cognitive, linguistic and psychosocial development of the human being from conception to death;
- employ knowledge of metabolism, digestion, and nutrients to determine dietary strategies for minimizing risks of disease considering the nutritional and caloric needs of individuals throughout the life cycle; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 32 - 35**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar (INT-1050 or INT-1060)
- BIO-1030 - Introduction to Nutrition
- BIO-2011 - Human Anatomy & Physiology I (4 cr)
- BIO-2012 - Human Anatomy & Physiology II (4 cr)
- ENG-1061 - English Composition
- MAT-1030 - Mathematical Concepts
- PSY-1010 - Introduction to Psychology
- PSY-1050 - Human Growth & Development

### Choose 6 - 9 credits from the list below:

- AHS-1205 - Medical Terminology
- AHS-1270 - Professional Practices in Healthcare (1 cr)
- AHS-1410 - Introduction to Phlebotomy
- AHS-2120 - Wellness for Life
- AHS-2200 - Administrative Medical Assisting
- AHS-2070 - Clinical Medical Assisting
- BIO-1140 - Human Biology
- BIO-1210 - Introduction to Biology (4 cr)
- BIO-2120 - Elements of Microbiology (4 cr)
- CHE-1020 - Introductory Chemistry (4 cr)
- CHE-1031 - General Chemistry I (4 cr)
- CHE-1032 - General Chemistry II (4 cr)
- CHE-2110 - Introduction to Organic Chemistry & Biochemistry (4 cr)
- PHY-1041 - Physics I (4 cr)
- PHY-1042 - Physics II (4 cr)

## Clinical Laboratory Assistant

The clinical lab assistant certificate prepares students to work as a laboratory assistant in a medical setting. This program was developed in partnership with area hospitals.

### Program Outcomes

*Successful graduates will be able to:*

- apply knowledge of medical terminology to basic anatomy, physiology, and disease processes of the human body;
- operate standard laboratory equipment following safety guidelines in accordance with Universal Precautions and OSHA safety standards;
- demonstrate proficiency in writing, technological literacy and interpersonal communication; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 34**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar (INT-1050 or INT-1060)
- AHS-1205 - Medical Terminology
- AHS-1270 - Professional Practices in Healthcare (1 cr)
- BIO-2011 - Human Anatomy & Physiology I (4 cr)
- BIO-2012 - Human Anatomy & Physiology II (4 cr)
- CHE-1020 - Introductory Chemistry (4 cr)
- CIS-1041 - Microcomputer Applications I
- COM-1010 - Effective Workplace Communication
- ENG-1061 - English Composition
- MAT-2021 - Statistics
- AHS-2860 - Community & Work Experience

*Certificate students must demonstrate basic skills proficiency appropriate for their specific program.*

CCV is committed to non-discrimination in its learning and working environments for all persons. All educational and employment opportunities at CCV are offered without regard to race, color, gender, sexual orientation, religion, national origin, age, veteran status, or disability.

## Health Information Specialist

This certificate is designed for students looking for employment in the growing field of health information. Health information specialists assemble, review and complete patient records for a hospital or health clinic.

### Program Outcomes

*Successful graduates will be able to:*

- understand the role, standards, and clinical practice guidelines of agencies such as the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Centers for Medicaid and Medicare Service (CMS) as they relate to the patient record and describe the financial consequences of not meeting the standards;
- discuss laws and ethics related to maintenance of data accuracy, security, patient privacy, confidentiality and proper release of health information within manual and computerized information systems and considering HIPAA and OIG regulations;
- employ knowledge of medical terminology and human body systems to identify and properly code diagnoses, procedures and services;
- demonstrate proficiency in writing, technological literacy and interpersonal communication;
- complete the American Academy of Professional Coders (AAPC) examination for Certified Professional Coders (CPC) with a passing score; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 28**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar (INT-1050 or INT-1060)
- AHS-1015 - Introduction to Health Information Systems
- AHS-1205 - Medical Terminology
- BIO-1140 - Human Biology
- CIS-1041 - Microcomputer Applications I
- CIS-1038 - Introduction to Database Management Systems (1 cr)
- COM-1010 - Effective Workplace Communication
- ENG-1061 - English Composition
- AHS-2121 - Medical Billing & Coding I
- AHS-2122 - Medical Billing & Coding II

## Medical Assistant

This certificate prepares students to enter the field of healthcare as a medical assistant. Medical assistants perform routine administrative and clinical duties in a healthcare practice and report directly to an office manager, physician, or other health practitioner. The certificate provides an option for students interested in patient care who do not wish to pursue a career requiring a two-year or four-year degree.

### Program Outcomes

*Successful graduates will be able to:*

- apply an understanding of medical terms to the basic anatomy, physiology, and disease processes of human body;
- employ a basic knowledge of law, medical ethics, and bioethics as they pertain to the medical office;
- perform basic medical office functions including patient scheduling, insurance and reimbursement procedures, basic coding, accounting and bookkeeping;
- prepare examination room and patient for physical examination using proper procedures for taking vital signs and preventing medical asepsis;
- demonstrate proficiency in writing, technological literacy and interpersonal communication; and
- explore pathways for educational and career development in the student's field of study.

**Total credits: 28**

### Required Courses

*All courses are 3 credits unless specified.*

- First Semester Seminar (INT-1050 or INT-1060)
- AHS-1205 - Medical Terminology
- BIO-1140 - Human Biology
- AHS-1270 - Professional Practices in Healthcare (1 cr)
- AHS-2070 - Clinical Medical Assisting
- AHS-2200 - Administrative Medical Assisting
- CIS-1041 - Microcomputer Applications I
- AHS-2121 - Medical Billing & Coding I
- COM-1010 - Effective Workplace Communication *or*  
COM-1020 - Interpersonal & Small Group Communication
- ENG-1230 - Business & Professional Writing *or*  
ENG-1061 - English Composition

04/11



**For more information visit [www.ccv.edu](http://www.ccv.edu),  
or call your local CCV office.**