FREN 42. Contemporary French Culture and Civilization (3)
Lec-3 CR/NC avail.
Adviser: Eligible for ENGL 1A
No knowledge of French required.
May not be offered every semester.
Aspects of French culture and civilization from the entre-deux-guerres period to the present. Insights into the historical and traditional forces which have contributed to the current and emerging conditions of France. CSU/UC

Gay, Lesbian and Bisexual Studies Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

GLST 5. Introduction to Lesbian, Bisexual, Gay and Transgender Studies (3)
Lec-3, field trips CR/NC avail.
This introductory course examines a broad range of contemporary gay, lesbian, bisexual and transgender issues in various contexts including bio-medical, sociological, political, racial and sexual. Additionally, students have the opportunity to develop critical thinking skills and practical academic skills vital for further progress in the program. Students leave the course with practice in essay writing, exam preparation, literature analysis and become familiar with academic resources available to them through local archives, libraries and the Internet. CSU/UC

GLST 10. Lesbian and Gay Culture and Society (3)
Lec-3 CR/NC avail.
Distinct styles in dress, manner, and taste have played a central role in the development of lesbian and gay community, identity and culture. This course examines significant styles from leather to lipstick and from drag to disco and assesses the evolution of sensibility and identity in various lesbian and gay cultures and communities. CSU

GLST 11. History of Homosexuality in Film (3)
Lec-3 CR/NC avail.
Surveys significant trends in the representation of queer sexualities in mainstream commercial cinema, as well as underground and independent films from the silent era to the present. Identifies prominent theoretical approaches to the study of queer cinema intended to develop analytical skills for interpreting homophobic subtexts in mainstream films, as well as issues in creating alternative representations. Emphasizes the way social attitudes shape cultural representation, and interrogates the relationship between audience interpretation and filmmakers’ intentions. CSU/UC
Formerly FILM 21A

GLST 12. Homosexuality in Recent Cinema (3)
Lec-3 CR/NC avail.
Examines significant issues in the contemporary cinematic representation of queer sexualities inside and outside of commercial cinema. Defines narrative expressed in each form. Films screened progress from multimillion dollar Hollywood representations of queerness which reflect social prejudices to alternative productions made outside of commercial constraint. The language of film theory and recent writings from a queer studies perspective aid in developing a language for discussing the way cinema both challenges and reinforces societal values. CSU/UC
Formerly FILM 21B

GLST 20. Lesbians and Gays in Modern American Culture: The Homosexualization of American Art (3)
Lec-3 CR/NC avail.
Lesbian and gay American artists of the late 19th and 20th centuries and their influences on modern art. This course analyzes the contribution of a lesbian and gay artists-and the poets, dancers and writers with whom they associated-on the development of American art. It seeks to restore the specifically lesbian or gay voices of some of the most talked about figures in American cultural history from Thomas Eakins to Jasper Johns against the background of the lesbian and gay movement. CSU/UC

GLST 21. Issues in Lesbian Relationships (3)
Lec-3 CR/NC avail.
An exploration of the historical, cultural, and psychological forces that impact lesbian relationships. Examination of the stages relationships go through with an emphasis on the issues of intimacy, commitment, and the sociological repercussions of homophobia and minority status on the lesbian dyad. The complexity of legal, political, and multicultural influences and ramifications will also be explored. CSU

GLST 24. Gay Male Relationships (3)
Lec-3 CR/NC avail.
Examines the dynamics of gay male relationships. Provides historical and theoretical perspectives on the impact of homophobia on gay relationships. Provides students with practice in clear communication and conflict resolution in male dating, bonding, and developing lasting relationships. CSU

GLST 25. The Lesbian and Gay Avant-Garde of the Fifties: Hot Art/Cold War (3)
Lec-3 CR/NC avail.
This course examines major works of art, music, dance, photography, poetry, and film from the Fifties and early Sixties. In considering the work of artists as diverse as John Cage, Louise Nevelson, and Andy Warhol, it analyzes the importance of lesbian and gay figures within the avant-garde and the significance of their contributions to American culture during this repressive period. CSU/UC

GLST 30. Issues in the Lesbian Community (3)
Lec-3 CR/NC avail.
Historical analysis and examination of issues central to the development of lesbian identity, culture, and relationships. Exploration and debate of current controversial issues in the political, social, and personal realms of lesbian experience. CSU/UC
GLST 40. Lesbian and Gay Aging Issues (3)
Lec-3, field trips CR/NC avail.
An exploration of the lesbian and gay dimensions of aging. Basic concepts in aging are presented and delineated, using examples drawn from autobiographical sources. Existing lesbian and gay institutions and programs that focus on aging are described, current research in lesbian and gay aging is reviewed, and future trends discussed. CSU

GLST 50. Gay/Lesbian/Bisexual/Transgender Communities of Color in the U.S. (3)
Lec-3 CR/NC avail.
Examination of the formation of lesbian/gay/bisexual and transgender identities and communities among people of color in the United States. Included are African Americans, Native Americans, Asian Americans, Pacific Islanders, and Chicano/Latinos. CSU/UC

GLST 55. Global GLBT Art and Culture (3)
Lec-3 CR/NC avail.
Is there such a thing as a global queer culture? Do gay, lesbian, bisexual and transgender people from different global regions have different queer cultural norms or is there something that unites queer people despite their regional difference? This class employs film, documentary, photography, art, music and literature to allow students to compare and contrast contemporary queer subcultures from four (4) separate regions of the globe. CSU/UC

GLST 60. Psychology of Sexual Minorities (3)
Lec-3 CR/NC avail.
Examination of the psychological experience of lesbian, gay, bisexual, transgendered (LGBT) and homophobic people. Impact of additional minority identities (e.g., ethnicity, aging, HIV status and spirituality) on LGBT identities. Influence of psychology and psychiatry on shaping the experience of LGBT people and people with multiple minority identities. Students will gain practice in essay writing, exam preparation, and literature analysis. CSU/UC

GLST 70. AIDS in America (3)
Lec-3 CR/NC avail.
Exploration of the sociological, political and medical dimensions of AIDS. Emergence of AIDS into the American psyche, noting critical moments in the story of AIDS such as defining of risk factors, the discovery of a test for HIV antibodies, and the impact of public figures coming out as HIV positive. Examination of how AIDS and its metaphors have changed, focusing on ethical and legal issues of today and tomorrow. CSU/UC

GLST 75. Queer Cinema in the 70s (3)
Lec-3 CR/NC avail.
Exploration of the overlapping impact of a profoundly significant period in both the gay rights movement and American film history. The resulting images represented queerness more openly than before, while simultaneously painting it as at best ridiculous, and at worst, monstrous. Meanwhile, queer filmmakers were laying the groundwork for the current revolution in independent cinema. CSU/UC

ANTH 20. Anthropology of Homosexualities (3)
Lec-3 CR/NC avail.
The roles and statuses of homosexuals in various cultures throughout the world, drawing heavily on examples from non-Western people, like those in Native American, Middle Eastern, African and Asian societies. Various aspects of culture which affect homosexuals' status, such as economic participation, religion, social relationships, and attitudes toward sexuality, will be examined in detail. CSU/UC

BCST 106. Queer TV: Television and Lesbian and Gay Identity (3)
Lec-3 CR/NC avail.
Examination of how gays, lesbians, bisexuals, and transgender people are represented in and by the mainstream electronic media with strong emphasis on television. CSU

BIO 15. The Biology of HIV (2)
Lec-2, field trips CR/NC avail.
Introductory survey of the biology of human immunodeficiency virus (HIV) and AIDS. The life cycle of HIV and retroviruses; HIV transmission, epidemiology, immunology, and pathogenesis; and HIV prevention and treatment. CSU

ENGL 55. Survey of Gay and Lesbian Literature (3)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or placement in ENGL 1A
A survey of gay and lesbian literature drawing on examples that present material relevant to present day experience. CSU/UC

ENGL 56A-C. Selected Topics in Gay and Lesbian Literature (3-3-3)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or placement in ENGL 1A
No part of the ENGL 56 series is prerequisite to any other part. Selected topics in gay and lesbian literature focusing on specific chronological, generic, thematic, biographical, or national cultural structures. CSU/UC

ENGL 56A. The International Scene
ENGL 56B. Contemporary Fiction
ENGL 56C. American Classics

HLTH 20. Maintaining Sexual Well-Being (2)
Lec-2 CR/NC avail.
A holistic approach to cultivating, maintaining, and balancing male and female sexual energies; investigation into the current role of sexual health with an emphasis on prevention and risk assessment and development of skills to put this knowledge into practice; all aspects of sexually transmitted diseases including AIDS. CSU

HLTH 25. Women's Health Issues (3)
Lec-3, field trips CR/NC avail.
A health class emphasizing the empowerment of each woman in the pursuit of her physical, mental, spiritual, and political health. Aims at meeting the needs of women of diverse ethnic backgrounds and sexual orientations. Topics include: breast self-exam, menstrual health, reproductive management, motherhood, AIDS and STDs, menopause, violence against women, stress, nutrition, exercise, alternative health, and more. Course work involves research on personal health concerns. CSU/UC
HLTH 27. Men’s Health Issues (3)
Lec-3 CR/NC avail.
Consideration of physical, psychological, social and political influences on the health of men. This course is aimed at meeting the needs of participants with diverse ethnic backgrounds and sexual orientations. CSU/UC

HLTH 45. AIDS: The Epidemic (1)
Lec-1 CR/NC avail.
Investigation of the physiological, emotional, social and cultural aspects of the AIDS epidemic with emphasis on risk assessment, prevention, and methods of coping. Includes basic biological and microbiological principles relating to AIDS. CSU

HIST 45. Lesbian and Gay American History (3)
Lec-3, field trips CR/NC avail.
A survey of the origins, development, and current status of the gay, lesbian, and bisexual movement in the United States during the last two centuries, with particular emphasis since the Second World War. The lives, communities, organizations, and resistance movements created by lesbian, gay, and bisexual people from diverse racial, ethnic, and class backgrounds. CSU/UC

LABR 91D. Gay and Lesbian Issues in the Workplace (1)
Lec-1 CR/NC avail.
A survey of issues which affect gay and lesbian workers, including job discrimination and relevant legal protections, techniques for responding to harassment at work, and the use of negotiated grievance procedures and other contractual protections in a unionized workplace. Students will participate in role-playing and other classroom activities to develop effective personal and organizational approaches to on-the-job problems. CSU

MUS 27C. Music and Queer Identity (3)
Lec-3 CR/NC avail.
Examination of the question of how music encodes "queerness" by focusing on various musical styles and musical performers that have become significant for various lesbian and gay communities. CSU

SOC 28. Dying and Death in Society (3)
Lec-3 CR/NC avail.
Helpful for those in medical care, social services, counseling or for personal enrichment. Study of the various death systems common in America with special focus on San Francisco. Beliefs, attitudes, anxieties, and behaviors associated with dying, death and bereavement in terms of sociological theory. Guest speakers, film, history and literature are integrated in an interdisciplinary approach to cultural studies. CSU

Geography
See Earth Sciences listings

Geology
See Earth Sciences listings

German
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

Students of beginning German are directed to consider German courses numbered 1, 1A or 10A.

GERM 1. Elementary German (5)
Lec-5, lab-2 CR/NC avail.
Advising: ENGL 94 or ESL 82 or higher or any City College or university foreign language course
Beginner’s course: Grammar, composition, and reading; practice in speaking and understanding German. CSU/UC/CAN

GERM 1A-1B. Elementary German (3-3)
Lec-3, lab-2 CR/NC avail.
Prereq.: GERM 1B: GERM 1A
Advising: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course Grammar, composition and reading; practice in speaking and understanding simple German. CSU/UC/CAN
GERM 1A-1B = GERM 1

GERM 2. Continuation of Elementary German (5)
Lec-5, lab-2 CR/NC avail.
Prereq.: GERM 1 or 1B
Second semester course. Continuation of elementary grammar, composition and reading; practice in speaking and understanding German. CSU/UC/CAN

GERM 2A-2B. Continuation of Elementary German (3-3)
Lec-3, lab-2 CR/NC avail.
Prereq.: For GERM 2A: GERM 1 or 1B
Prereq.: For GERM 2B: GERM 2A
Continuation of elementary grammar, composition and reading; practice in speaking and understanding German. CSU/UC/CAN
GERM 2A-2B = GERM 2

GERM 3. Intermediate German (5)
Lec-5, lab-1 CR/NC avail.
Prereq.: GERM 2 or 2B
Third semester course. Introduction to the reading of serious German prose. Grammar review and composition; constant practice in the use and comprehension of the spoken language. CSU/UC/CAN

GERM 3A-3B. Intermediate German (3-3)
Lec-3, lab-1 CR/NC avail.
Prereq.: GERM 2 or 2B
GERM 3A is not a prerequisite for GERM 3B. These courses may be taken non-sequentially.
Introduction to the reading of serious German prose. Grammar review and composition; constant practice in the use and comprehension of the spoken language. CSU/UC/CAN
GERM 3A-3B = GERM 3
GERM 4. Continuation of Intermediate German (5)
Lec-5, lab-1 CR/NC avail.
Prereq.: GERM 3 or GERM 3A-3B
Extensive and intensive reading of modern German prose.
CSU/UC/CAN

GERM 4A-4B. Continuation of Intermediate German
(3-3)
Lec-3, lab-1 CR/NC avail.
Prereq.: GERM 3 or 3A-3B
*German 4A is not a prerequisite for German 4B. These courses may be taken non-sequentially.*
Extensive and intensive reading of modern German prose.
CSU/UC/CAN
GERM 4A-4B = GERM 4

The 12 unit sequence of German 10A-10B-10C-10D permits three repeats for a total of 21 units. It is the student's prerogative to choose which courses will be repeated.

GERM 10A-10B. Beginning Practical Spoken German
(3-3)
Lec-3, lab-2 CR/NC avail.
Prereq.: For GERM 10B: GERM 10A
*Not open to native speakers of German*
Extensive oral training in German; emphasis on practical vocabulary and conversational idiom. CSU

GERM 10C. Intermediate Conversational German (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: GERM 10B
*Not open to native speakers of German*
Recommended for students enrolled in GERM 2 or 2A
Third semester course. Continuation of extensive oral training in German. Emphasis on conversational idiom. Introduction to German customs, culture, civilization, and current affairs. Grammar analysis is kept to a minimum. CSU

GERM 10D. Continuation of Intermediate Conversational German (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: GERM 10C
*Not open to native speakers of German*
Recommended for students enrolled in GERM 2B or 3
Repeat: max. 6 units
Fourth semester course. Continuation of extensive oral training in German with emphasis on German customs, culture, civilization, and current affairs. Grammar analysis is kept to a minimum. CSU

GERM 11A-11B. Advanced Conversational German (3-3)
Lec-3, lab-2 CR/NC avail.
Prereq.: GERM 10D or eligible for GERM 4
*GERM 11A is not a prerequisite for GERM 11B. These courses may be taken non-sequentially.*
Extensive oral training in German. Designed for students who wish to continue acquiring more advanced skills of the spoken language. CSU/UC

GERM 39A-39B. German Literature in Translation (3-3)
Lec-3 CR/NC avail.
Advisory: Eligible for ENGL 1A
GERM 39A is not prerequisite to 39B.
No knowledge of German required.
Reading and discussion of important works of German literature in English translation. CSU/UC
*GERM 39A. German literature to the mid-nineteenth century.*
*GERM 39B. German literature from the mid-nineteenth century to the present.*

**Graphic Communications**

**Announcement of Curricula**

**General Information**

The Graphic Communications Department provides instruction in graphic design for print and new media, industrial design, electronic and traditional print production. Successful completion of this program prepares students for entry-level employment or transfer to a four year institution for further study. The program consists of degree curricula in graphic design or print production, credit certificate curricula in production art, prepress, and press and finishing, and a noncredit certificated program with an emphasis on offset printing technology. These programs are described on the following pages. Enrollment in the various program areas is open to all interested students.

**Industrial Design.** The Graphic Communications Department offers a concentration in Industrial Design, combining course work in the Graphic Communications and Art Departments. The courses are accepted for credit by four-year institutions offering degree programs in Industrial Design. The program emphasis is on consumer product design, with development of skills related to materials selection, computer-aided drawing, manipulation and fabrication techniques, and the history and evolution of the profession through slide presentations, lectures, and field trips. Prospective students should meet with an advisor for more information on program specifics and articulation with four-year schools.

**Graphic Design**

**Degree Curriculum**

**Associate of Arts Degree and Award of Achievement.**

We are living in an information society-surrounded by an ever increasing number of words, pictures and sounds. The role of the graphic designer is to form this information in a meaningful way, communicating ideas in the most effective manner possible.

The Graphic Design emphasis was created to provide students with a strong foundation in the major aspects of the design process. Students develop visualization skills, learn the elements of communication design and then apply this knowledge to a wide range of design problems. The program has a unique, hands-on approach, integrating conceptual design studies with traditional and electronic tools and production methods. In the fourth semester, students have the opportunity...
to further develop their skills through an in-house internship program that provides quality print pieces to the campus community. Program electives include Industrial Design, Art and Photography courses which serve to broaden the scope of learning. Prospective students are encouraged to meet with a program advisor to discuss articulation agreements and other program specifics.

This course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy academic requirements and complete the technical courses with final grades of C or higher receive an Associate of Arts Degree. Students receive an Award of Achievement in Graphic Communications when they complete the required program of study with final grades of B or higher.

**Note:** Due to the extensive use of materials in some of the classes listed below, you may be asked to pay a materials fee. Courses Required for an Associate of Arts Degree in Graphic Communications

### EMPHASIS IN GRAPHIC DESIGN

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GRPH 21 Visual Literacy</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 23 Orientation to Design and Grph Comm.</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 25 Intro. to Graphic Arts Microcomputer</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 27 Survey of Print Production</td>
<td>3</td>
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<tr>
<td>Additional graduation requirements</td>
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#### Second Semester

<table>
<thead>
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<th>Course</th>
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<tr>
<td>GRPH 35 Graphic Design</td>
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<tr>
<td>GRPH 53A Basic Typography</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 99A Digital Page Layout</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 100A Digital Illustration</td>
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#### Third Semester

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>GRPH 36 Publication Design</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 53B Typographic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 78 Digital Scanning and Correction</td>
<td>2</td>
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<tr>
<td>Graphic Communications electives*</td>
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<tr>
<td>Additional graduation requirements</td>
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#### Fourth Semester

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<th>Course</th>
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<tbody>
<tr>
<td>GRPH 37 Advanced Graphic Design</td>
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</tr>
<tr>
<td>GRPH 68 Design &amp; Prepress Production Lab</td>
<td>3</td>
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<tr>
<td>GRPH 98A Digital Imaging</td>
<td>3</td>
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<tr>
<td>Graphic Communications electives*</td>
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<td>Additional graduation requirements</td>
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</table>

*Graphic Communications Electives (Graphic Design) GRPH 68, 98B, 99B, 100B, 123A/B, 124, 140, 145, 148

### Suggested Electives (Graphic Design)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ART 101-108 Art History†</td>
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<tr>
<td>ART 125A Basic Design</td>
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<tr>
<td>ART 130A Drawing</td>
<td>3</td>
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<tr>
<td>ART 132A Beginning Figure Drawing</td>
<td>3</td>
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<tr>
<td>ART140A Beginning Painting†</td>
<td>3</td>
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<tr>
<td>ART 150A Fine-Art Printmaking</td>
<td>3</td>
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<tr>
<td>ART 136A-C Illustration</td>
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<tr>
<td>ARCH 31A History of Architecture†</td>
<td>3</td>
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<tr>
<td>ARCH 31B History of Architecture†</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 32 Bay-Region Architecture†</td>
<td>3</td>
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<tr>
<td>IDST 130 Multimedia Process &amp; Production</td>
<td>3</td>
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<tr>
<td>IDST 155 2D Animation for Multimedia</td>
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<tr>
<td>PHOT 50A History and Aesthetics of Photo†</td>
<td>4</td>
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<tr>
<td>PHOT 50B History and Aesthetics of Photo†</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 51 Beginning Photography</td>
<td>2</td>
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<tr>
<td>PHYS 10 Conceptual Physics†</td>
<td>3</td>
</tr>
</tbody>
</table>

† Courses which satisfy General Education and Graduation Requirements for A.A. Degree

### Print Production Degree Curriculum

**Associate of Science Degree and Award of Achievement.** In 1985, people began using the personal computer to prepare copy and art for printed pieces. For printers, this phenomenon called "desktop publishing" has evolved into the all-encompassing computer-based reality of electronic prepress.

Students seeking a degree in print production will learn both traditional and electronic skills to be versed in the technology of the industry as it exists today. Each area of prepress production-copy preparation and typesetting, camera, and film assembly-has basic concepts introduced using traditional production methods, followed by advanced study using electronic tools. All classes are taught with industry standards as a guide. Advanced students have the opportunity to develop their skills in an in-house internship program that provides quality print pieces to the campus community.

Students successfully completing the program are qualified for entry-level employment in service bureaus, prepress houses, small and large printing companies, bindery shops, and other allied businesses. Prospective students are encouraged to meet with a program advisor to discuss articulation agreements and other program specifics.

This course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy academic requirements and complete the technical courses with final grades of C or higher receive an Associate Degree. Students receive an Award of Achievement in Graphic Communications when they complete the required program of study with final grades of B or higher.

**Note:** Due to the extensive use of materials in some of the classes listed, you may be asked to pay a materials fee.
Courses Required for an Associate of Science in Graphic Communications

EMPHASIS IN TRADITIONAL and ELECTRONIC PRINT PRODUCTION

First Semester
Course                                      Units
GRPH 21 Visual Literacy                     3
GRPH 23 Orientation to Design and Grph Comm. 2
GRPH 25 Intro. to Graphic Arts Microcomputer 3
GRPH 27 Survey of Print Production           3
Additional graduation requirements           5

Second Semester
GRPH 53A Basic Typography                   3
GRPH 78 Digital Scanning and Correction      2
GRPH 99A Digital Page Layout                 3
Additional graduation requirements           6

Third Semester
GRPH 70A Electronic Imposition               2
GRPH 72A Offset Press Operations             2
GRPH 98A Digital Imaging                     3
GRPH 100A Digital Illustration               3
or GRPH 99B Advanced Digital Page Layout     3
Additional graduation requirements           4

Fourth Semester
GRPH 60 Product Finishing                    2
GRPH 68 Design & Prepress Production Lab     3
GRPH electives*                              5
Additional graduation requirements           6
*Graphic Communications Electives (Prepress) GRPH 98B, 99B, 100B, 130, 148

Certificate Curricula

The Certificate Curricula consists of four programs of study: Digital Printing and Publishing, Production Art, Prepress, and Press and Finishing. Each is designed to prepare students to enter the work force. For further information contact the Graphic Communications Department office, Visual Arts Room 141.

Requirements for the Certificate of Completion. Students may obtain a Certificate of Completion in Graphic Communications by completing each course in their programs of study with a final grade of C or higher.

Certificate in Digital Printing and Publishing

First Semester
Course                                      Units
GRPH 25 Intro to Graphic Arts Microcomputer  3
GRPH 27 Survey of Print Production           3
GRPH 40 Digital Printing and Publishing      3

Second Semester
CIS 100P Intro to Computers Using PCs        3
GRPH 60 Product Finishing                    2
GRPH 69 Press Production Laboratory          3

Suggested Electives
GRPH 72A Lithographic Duplicator Operation   2
GRPH 147 Adobe Acrobat                       1

Certificate in Production Art

First Semester
Course                                      Units
GRPH 21 Visual Literacy                     3
GRPH 23 Orient to Design & Grph Comm.        2
GRPH 25 Intro to Graphic Arts Microcomputer  3
GRPH 27 Survey of Print Production           3

Second Semester
GRPH 35 Graphic Design                      3
GRPH 53A Basic Typography                   3
GRPH 78 Digital Scanning and Correction      2
GRPH 99A Digital Page Layout                 3

Third Semester
GRPH 53B Typographic Design                  3
GRPH 98A Digital Imaging                     3
GRPH 99B Advanced Digital Page Layout        3
GRPH 100A Digital Illustration               3

Fourth Semester
GRPH 68 Design & Prepress Production Lab     3
GRPH 98B Advanced Digital Imaging            3
GRPH 130 Digital Prepress Seminar            3

Certificate in Prepress

First Semester
Course                                      Units
GRPH 21 Visual Literacy                     3
GRPH 23 Orientation to Design and Grph Comm. 2
GRPH 25 Intro to Graphic Arts Microcomp      3
GRPH 27 Survey of Print Production           3

Second Semester
GRPH 53A Basic Typography                   3
GRPH 78 Digital Scanning and Correction      2
GRPH 99A Digital Page Layout                 3
GRPH 100A Digital Illustration               3

Third Semester
GRPH 70A Electronic Imposition               2
GRPH 68 Design & Prepress Production Lab     3
GRPH 98A Digital Imaging                     3
GRPH 100B Advanced Digital Illustration      3
GRPH 130 Digital Prepress Seminar            3

Certificate in Press and Finishing

First Semester
Course                                      Units
GRPH 21 Visual Literacy                     3
GRPH 23 Orientation to Design and Grph Comm. 2
GRPH 25 Intro. to Graphic Arts Microcomputer 3
GRPH 27 Survey of Print Production           3
Second Semester
GRPH 60 Product Finishing ....................... 2
GRPH 70A Electronic Imposition .................. 2
GRPH 69 Press Production Laboratory ............ 3

Offset Printing Technology
Noncredit Curriculum

The noncredit program in Offset Printing Technology prepares students for entry and mid-level positions in offset press operations. The length of the program is 4-1/2 to 9 months. Admission requires ESL level 6 or permission of instructor.

Requirements for the vocational certificate. Completion of required courses with a grade of C or higher. CASAS TEST “READING” score of 245 for ESL and non-college graduates. (College graduates not tested.)

Core Course           Hours
TJPL 9657 Offset Press Technology .......... 576
TJPL 9660 Prepress Production ............... 70
TJPL 9661 Microcomputers for Graphic Arts ...... 70
SECY 9374 Keyboarding ......................... 90
GRPH 60 Product Finishing* - 2 Units ............ 51
ESLB 3821 Intro Micros (ESL students only) .... 90

* Credit class: requires registration and tuition

Graphic Communications
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

GRPH 21. Visual Literacy (3)
Lec-3, lab-3, field trips
A visual fundamentals course for design and graphic communications students. Study of the principles of visual information organization and sketching techniques for the communication of visual ideas. Introduction to various techniques for problem-solving. CSU

GRPH 23. Orientation to Design and Graphic Communications (2)
Lec-2
A survey class designed to acquaint students with areas of study and employment in graphic design/illustration, industrial design, and print production. Guest appearances from practicing professionals and industry leaders. CSU

GRPH 25. Introduction to Graphic Arts
Microcomputer (3)
Lec-3, lab-1, field trips
An introductory computer with an emphasis on text and graphic fundamentals using Macintosh computers. Computer hardware, system software, text formatting, raster and vector graphics will be covered through lecture and practical exercises. CSU

GRPH 27. Survey of Print Production (3)
Lec-2, lab-4, field trips
A technical print production course designed to provide practical laboratory projects in graphic arts paste-up, camera, film assembly and press. Students begin projects in paste-up, using traditional production techniques, and complete them in the press area. CSU

GRPH 35. Graphic Design (3)
Lec-2, lab-4, field trips
Prereq.: GRPH 21 or ART 125A or IDST 125
Development of problem-solving and conceptualization skills for graphic design. Exploration of various design principles and their applications. Use of design elements, type and images to communicate effectively to a target audience. CSU

GRPH 36. Publication Design (3)
Lec-2, lab-4
Prereq.: GRPH 35, 99A
An intermediate graphic design course focusing on publications and publication systems. The design process, typographic hierarchies, grid systems, and the strategies and techniques of publication design for non-printed and printed materials will be covered. CSU

GRPH 37. Advanced Graphic Design (3)
Lec-2, lab-4, field trips
Prereq.: GRPH 36
An advanced graphic design class focusing on the development of a personal voice and conceptual approach to design thinking. Topics include visual language, sequential design, information design and design writing and research. Design process is emphasized. CSU

GRPH 40. Digital Printing/Publishing (3)
Lec-3, lab-3, field trips
A technical course focusing on digital printing and publishing technology using a Xerox Docutech 135 system. Production concepts and practices including job programming, system features, maintenance, workflow management and customer service. CSU

GRPH 53A. Basic Typography (3)
Lec-3, lab-1, field trips
Prereq.: GRPH 21 and 25
Coreq.: GRPH 99A
Beginning typography with a study of the history, classification, terminology, and use of type in communications. Students will develop an understanding of type mechanics and design issues through practical exercises and assignments. CSU

GRPH 53B. Typographic Design (3)
Lec-3, lab-1, field trips
Prereq.: GRPH 53A
Continued study of typography with emphasis on the development of an awareness of typographic form and structure. The role of typography in communications will be explored through practical exercises in typesetting and typographic design. CSU
GRPH 60. Product Finishing (2)
Lec-1.5, lab-1.5, field trips CR/NC avail.
Advises: GRPH 72A or 40
A survey and analysis of commercial finishing techniques currently used in print and design production with instruction and practice operating machinery including paper drills/stickers, cutters, folders, packaging equipment and online finishing systems. Instruction on paper stocks, book imposition, specialty finishing and quality control assessment. CSU

GRPH 68. Design and Prepress Production Laboratory (3)
Lec-4, lab-4
Prereq.: GRPH 21, 23, 25, 27, 99A
Repeat: max. 9 units
A special production laboratory in which advanced students use skills and techniques they have learned in previous courses. Production jobs will range from concept development through design, illustration, typesetting, pasting up, and film assembly, using traditional and electronic tools. CSU

GRPH 69. Press Production Laboratory (3)
Conf-1, lab-7
Prereq.: GRPH 60; and GRPH 40 or 72A
Repeat: max. 9 units
A special production laboratory in which advanced students use the skills and techniques learned in press classes. Production jobs will range from simple one color work to more complex multicolor work. Students will become fluent on all models of presses in the shop. Students will learn methods of product finishing appropriate to the particular job. CSU

GRPH 70A. Electronic Imposition (2)
Lec-2, lab-1
Prereq.: GRPH 99A
Instruction in traditional and electronic methods of film assembly. Course work will include current imposition applications and the use of the image setter for outputting film. Practice also in masking and proofing film. CSU

GRPH 72A. Offset Press Operations (3)
Lec-2, lab-6, field trips CR/NC avail.
A technical course focusing on the operation of the offset press. Instruction and practice in commercial offset printing using direct feed and register board presses. Instructional topics include metal and photo-direct plates, stock types, small press setup, adjustment, troubleshooting and maintenance. Field trips and guest speakers included. CSU

GRPH 72B. Advanced Offset Press Operations (3)
Lec-2, lab-6 CR/NC avail.
Prereq.: GRPH 72A or 27
Advanced instruction and practice in offset press operations, with an emphasis on two color work using T-head and two color equipment. Practice employing quality control devices, such as the densitometer and light box, to monitor ink coverage. CSU

GRPH 78. Digital Scanning and Correction (2)
Lec-2, lab-1
Prereq.: GRPH 25
Coreq.: GRPH 27
A course covering the theory and practice of scanning and correcting digital imagery for use in commercial printing processes. Line art, gray scale, duotone and process color will be covered. CSU

GRPH 91-92-93. Selected Topics in Printing (1-2-3)
Lec-1, 2, 3; lab-var CR/NC avail.
Repeat: if no content repeat
In-depth investigation of selected topics in printing. Current issues and innovations; expansion of subjects covered in introductory courses and exploration of new topics. CSU

GRPH 98A. Digital Imaging (3)
Lec-3, lab-1
Prereq.: GRPH 78
Intensive hands-on course using Adobe Photoshop. A broad understanding of raster image creation and editing is achieved through in-class projects. CSU

GRPH 98B. Advanced Digital Imaging (3)
Lec-3, lab-1
Prereq.: GRPH 98A
An advanced, hands-on course in Adobe Photoshop. Creative projects are used to help students develop an understanding of Photoshop as a design tool. CSU

GRPH 99A. Digital Page Layout (3)
Lec-3, lab-1
Prereq.: GRPH 25
Coreq.: GRPH 27
Advises: GRPH 21
Understanding and use of the most widely used typographic and page makeup programs in print communications; page layout, type specification, manipulation of images from various sources, color separation, combining images and type. CSU

GRPH 99B. Advanced Digital Page Layout (3)
Lec-3, lab-1
Prereq.: GRPH 99A
Continued study and use of page layout programs in print communications; combining images and type from concept sketches; creating single and multi-page complex documents, specifying and formatting type, color separations, trapping files, color output for proofing. CSU

GRPH 100A. Digital Illustration (3)
Lec-3, lab-1
Prereq.: GRPH 25
Coreq.: GRPH 27
An introductory course in Adobe Illustrator, covering concepts of vector-based graphics creation. Students reproduce existing images to learn the various tools available within the application. Accuracy and control of Bezier curves is emphasized. CSU

GRPH 100B. Advanced Digital Illustration (3)
Lec-3, lab-1
Prereq.: GRPH 100A
An advanced course in Adobe Illustrator. Creative projects are used to help students to develop a deeper understanding of Illustrator as a design tool. CSU
**GRPH 123A. Industrial Design (3)**
Lec-2, lab-4, field trips  
*Lab. fee required*  
Prereq.: GRPH 21 or ART 125A or ARCH 20  
Historical evolution of industrial design from its inception through present concepts and trends. Student research, sketches and drawings will be used to manufacture products, utilizing various materials such as cardboard, modeling clay, plaster and plastics. Emphasis on technical development, design and problem solving as demonstrated by the finished assignments. CSU

**GRPH 123B. Industrial Design Workshop (3)**
Lec-2, lab-4, field trips  
Prereq.: GRPH 123A  
*Repeat: max. 6 units*  
*Lab. fee required*  
Advanced study in designing and constructing utilitarian objects and prototypes; advanced exploration of materials and processes. Assigned and elective projects. CSU

**GRPH 124. Computer Drawing for Industrial Design (3)**
Lec-2, lab-4, field trips  
Prereq.: GRPH 21 or ART 130A, and GRPH 25  
An advanced Macintosh computer drawing class that builds on the knowledge and skills gained in the prerequisite courses. Exploration of drawing programs, use of a scanner for image manipulation, and model building techniques. Emphasis on technical computer drawing as related to industrial design. Construction of prototypes based on technical plan drawings. CSU

**GRPH 130. Digital Prepress Seminar (3)**
Lec-3, field trips  
Prereq.: 98A, 99A, or 100A  
The current state of the digital prepress industry and how it affects graphic artists and technicians. Focus on issues of trapping, file formats, proofing, communicating with a printer, and doing press checks. CSU

**GRPH 133. Visual Communication - Animation (3)**
Lec-3, lab-1  
Prereq.: GRPH 25 and 21  
*Advise: GRPH 100A and 98A*  
The theory and methods of communicating through animation for new media. Character development and storyboarding will be emphasized. Students will be introduced to simple animation on the computer via animated GIFs and software such as Macromedia Flash. CSU

**GRPH 140. Graphic Design for New Media (3)**
Lec-3, lab-3, field trips  
Prereq.: GRPH 35  
Coreq.: IDST 130  
The design process for interactive media: information design, content/structure relationships, interface design and navigation, and presentation design issues. The design and production of a prototype for a simple interactive project. CSU

**GRPH 145. Publishing for New Media (3)**
Lec-3, lab-3, field trips  
Prereq.: GRPH 35 and either IDST 120 or GRPH 25  
The design process for World Wide Web publishing. Analysis of the principles of print publishing as applied to the Web. Technical topics include bandwidth, graphic formats, type, and color. Design and maintenance of a Web publication as an ongoing project. CSU

**GRPH 147. Adobe Acrobat (1)**
Lec-1, lab-1  
Prereq.: GRPH 25  
Use of Adobe Acrobat to transform computer-generated documents into a portable document format that can be viewed and printed from any type of computer. Emphasis is placed on creating files that print accurately. CSU

**GRPH 148. Professional Practice (2)**
Lec-2, field trips  
Prereq.: Successful completion of three semesters of study in the Graphic Communications Department  
Advanced course focusing on graphic design professional practices: resume and portfolio development, freelancing and small business issues, fees, contracts, taxes copyright, helpful resources and other related topics. CSU

**GRPH 154. Hand Printed Book: Design and Production (3)**
Lec-2, lab-4  
Prereq.: ART 150A or GRPH 53A  
*Repeat: max. 9 units*  
The bookmaking process focusing on the design of pages using fine art printmaking combined with letterpress and digital typesetting technologies. Participation in the bookmaking process as author, illustrator, and publisher. Research on the history of the book and an examination of the book arts community in San Francisco and beyond. CSU  
GRPH 154 = ART 154

**GRPH 155. Bookbinding (3)**
Lec-2, lab-4  
*Repeat: max. 9 units*  
Study and practice of bookbinding. First: basic structures and craftsmanship. Second: innovative bindings and conservation techniques. CSU  
GRPH 155 = ART 155

**GRPH 250. Computer Laboratory (0)**
Lab-8  
Prereq.: Concurrent enrollment in at least one computer course in Graphic Communications  
An open laboratory in which students may complete their graphic communications assignments. CSU

**NONCREDIT COURSES:**

**TIPL 9657. Offset Press Operations**
An intensive course in the practice of commercial offset printing techniques, platemaking, and finishing procedures. Theory and lab include instruction on metal and photo-direct plates, various stock types, set-up, adjustment and maintenance of the press, ink-mixing and product finishing.
TIPL 9660. Prepress Production (70 hrs)
Adviser: Concurrent enrollment in TIPL 9661
Instruction in basic design, layout, graphic arts camera, and prepress techniques. Topics will include film assembly, proofing, and plating.

TIPL 9661. Microcomputers for Graphic Arts (70 hrs)
Adviser: Concurrent enrollment in TIPL 9660
Adviser: Keyboarding or typing speed of 20-30 words per minute. An introduction to and hand-on experience in a variety of prepress production software. The focus of the class is on acquiring basic Macintosh skills and basic design skills, including working with type in traditional and digital methods.

Guidance
Announcement of Courses

CREDIT, NON DEGREE APPLICABLE COURSES:

GUID G. Personal Career Planning (1)
See LERN 40.

GUID R. Orientation to College (1)
Lec-2 (8 wks) CR/NC only
This course is designed to aid the student in academic, vocational, and personal development at the college. Orient students to the college community, its procedures and resources, the changing educational process with emphasis on the individual in the educational system.

GUID T. Orientation to College Transfer (2)
Lec-2 (8 wks)
Information regarding different segments of higher education. Selection of a major, development of an academic plan (transfer contract) and choice of appropriate college or university. Social and emotional transitional issues. GUID W. Guidance Workshop (0) Personal development workshops designed to assist students in achieving their educational objectives.

CREDIT, DEGREE APPLICABLE

GUID 11. Career Exploration (2)
See LERN 60.

Health Care Technology
Announcement of Curricula

CVT/Echocardiography Technician
Credit Certificate Curriculum

Program Goal. This certificate program prepares students for employment in a non-invasive cardiology lab as a technologist performing cardiac ultrasound exams, stress echoes, treadmill exams and ECGs. The program concentrates on cardiac ultrasound (echocardiography) with content covering identification of cardiac pathology using M-Mode, 2D echo, Doppler, and color flow Doppler. Students will develop scanning and instrumentation techniques in the classroom lab and hospital labs. Students will participate in hospital or office clinical rotation in the second semester. For information call (415) 561-1900.

Prerequisite: Anatomy 14 or 25; may be a corequisite

Courses Required for Completion for Certificate in CVT

First Semester
Course Units
ECHO 1 Echocardiography I .......................... 8
CVT 101 Cardiovascular Technician I .............. 5

Second Semester
ECHO 2 Echocardiography II ....................... 8
CVT 102 Cardiovascular Technician II ............ 5,5

Requirements for Completion. Successful completion of courses with a grade of C or higher and minimum 80% attendance.

EKG Technician
Credit Certificate Curriculum

Program Goal. Prepares students to operate an EKG machine and work as technicians in non-invasive cardiology diagnostic laboratory units in hospitals, diagnostic laboratories, and medical clinics and facilities. Students will be able to prepare patients for EKG mountings and tracings, will learn the cardiovascular system, and interpret EKG readings. Upon completing program, students will also become cognizant of advanced heart diseases including interpretation of advanced arrhythmias, hypertrophies, and myocardial infarction. Students will also be able to operate a 12 lead, 3 channel EKG machine. For more information call 561-1900.

Prerequisites. CCSF placement.

Core Courses Units
EKGT 101 EKG Technician I .......................... 4
EKGT 102 EKG Technician II ........................ 4

Requirements for Completion. Successful completion of program with a grade of C or higher and minimum of 80% attendance.

Emergency Medical Technician
Credit Certificate Curriculum

Program Goal. The program will assist the EMT trainees in developing skills in areas of specialized emergency problems, initial patient assessment and care, transportation, and communication. For more information call 561-1900.

Admission Requirements. CCSF placement.

Core Courses Units
EMT 102 Emer Med Tech I, Clinical .................. 1
EMT 100 Emer Med Tech I, Theory .................. 12

Requirements for Completion. Completion of required courses with a C grade or higher in each phase of the program.
Health Information Technology
General Information

The Health Information Technology Program provides students with the knowledge and skills necessary to process, analyze, disseminate, and maintain health care information. A career as a Health Information professional offers a unique opportunity to combine an interest in health information, business, and computer information service.

Highlights of the Health Information Technology Program include: training in a field rated as the Nation’s tenth most employable (career-expected growth is 75% by the year 2006); preparation for the National RHIT Examination upon graduation; and non-paid professional practice experience applying classroom based knowledge and competencies at affiliated hospitals and health related facilities. For more information call 561-1900.

Degree Curricula

Upon completion of the two-year curriculum in Health Information Technology, graduates are qualified to perform a variety of specialized functions in medical/health information departments. Employment opportunities are available in acute care, clinic, ambulatory, long-term rehabilitation, and State and Federal health agencies; Professional review organizations, insurance companies, educational settings, consulting firms, and mental health/chemical dependency facilities. Competencies include the review of medical/health records for completeness and accuracy, coding of diseases and operations using proper nomenclature and classification systems, compilation of statistical information, release of information from the medical/health record, participation in medical care evaluation studies, assistance to medical staff and the preparation of special studies, reports, and the supervision of the day-to-day operation of a medical/health information departments of a health care facility.

Admission. Enrollment is open to all interested students who fulfill the following admission requirements:

1. Eligible for credit classes (See admission requirements.)
2. Strongly recommended for success in the HIT program: Eligible for ENGL 92 or ESL 82 or more advanced.
3. Application to the HIT program followed by a HIT advising appointment.
4. Additionally, certain courses have prerequisites that must be met prior to enrollment in individual classes.

Credit by Examination. Refer to College Catalog

Accreditation. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Council on Accreditation (COA) of the American Health Information Management Association (AHIMA). Students who complete the Award of Achievement will be eligible to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT).

Award of Achievement. Students who complete the curriculum with an average final grade of C (2.00 grade point average) or higher in technical courses will receive the Award of Achievement in Health Information Technology.

Associate of Science Degree in Health Information Technology. Upon completion of the academic program in Health Information Technology, the College will grant an Associate of Science degree and an Award of Achievement in Health Information Technology. The graduate is then eligible to write the national certification exam approved by the American Health Information Management Association. Upon passing this examination, the candidate earns the credential of a Registered Health Information Technician (RHIT). Students who already possess an associate, bachelor’s degree, or higher in a discipline must apply for an Associate of Science degree and Award of Achievement in Health Information Technology.

Course of Study. Each option, in addition to an emphasis in the major field, includes training in the following subjects common to all branches of Health Information Technology: health information data collection and processing, retention and retrieval, coding according to ICD-9-CM and CPT coding guidelines, legal aspects, quality assurance, and personnel supervision. Supervised Professional Practice in the third, and fourth semesters gives students practical clinical experience in medical record departments in various health care facilities.

Basis for Disqualification. Students who receive a final grade lower than C in any Health Information Technology course will be disqualified from continuing in the program. Students will be permitted to repeat a course only once and must achieve a grade of C at all evaluation periods. Students may also be disqualified for other reasons consistent with College policy.

Registered Health Information Technician (RHIT)

Courses Required for the Award of Achievement in Health Information Technology

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
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<tr>
<td>HCT 61 Intro to Health Care</td>
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<tr>
<td>HIT 50A Medical Terminology I</td>
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<tr>
<td>HIT 67 Computer Applications</td>
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Additional graduation requirements

Second Semester

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<tr>
<th>Course</th>
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<tr>
<td>HIT 50B Medical Terminology II</td>
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<tr>
<td>HIT 57 Disease Process</td>
<td>3</td>
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<td>HIT 65 Health Information Systems</td>
<td>3</td>
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<td>HIT 65 Organization of Health Data</td>
<td>2</td>
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<tr>
<td>HIT 73A Basic ICD-9-CM Coding</td>
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</tbody>
</table>

Additional graduation requirements
Third Semester
HIT 72 Legal Aspects of HIT ........................................ 3
HIT 73B Adv ICD-9-CM Coding ................................ 4
HIT 77A Professional Practice I ............................. 3
HIT 74 Quality Assessment and Improvement ............ 3
Additional graduation requirements

Fourth Semester
HIT 75 Organization and Supervision ................... 2
HIT 76 Basic CPT ..................................................... 2
HIT 77B Professional Practice II ......................... 3
HIT 78 Reimbursement Methods in HIT .................. 2
Additional graduation requirements

Certificate Curricula
Students may obtain the Certificate of Completion in Health Information Clerk I, Health Information Clerk II, Health Information Coding Specialist, Medical Transcription, and Health Information Technology by completing the curriculum with a final grade point average of 2.00 or higher and also complete each individual course with a final grade of C or higher or credit.

Health Information Clerk I
This certificate program prepares students for entry-level positions in medical record/health information departments, physician offices, ambulatory, long-term, home health, and other health care settings. Opportunities for employment include reception and admitting/registration department responsibilities, filing and retrieval of records, sorting and filing loose documents, purging of records, storage and retention activities, data entry, and assembly of medical documents in a sequential order.

Courses required for the Certificate of Completion in Health Information Clerk I

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<tr>
<td>BIOL 9 Human Biology</td>
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<tr>
<td>or ANAT 14 Intro to Human Anat and Phys</td>
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<tr>
<td>ENGL 90 Basic Comp &amp; Reading I</td>
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<tr>
<td>or ESL 72 Inter Comp and Reading</td>
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Health Information Clerk II
This certificate program prepares students for technical positions in medical record/health information departments, ambulatory, long term/rehabilitation, psychiatric/drug rehabilitation, home health, hospice, cancer registries, pharmaceutical companies, and other health care settings. Employment opportunities include organizing, analyzing, and technically evaluating medical records to established standards; maintaining and using a variety of indices and storage retrieval systems; controlling the usage and release of health information; abstracting health data and compiling statistics for health care; and coding of records according to specific classification systems.

Courses required for the Certificate of Completion in Health Information Clerk II

First Semester

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* Requirement based on college Math Placement Test Score.

Health Information Coding Specialist
This certificate program prepares students to code medical records according to ICD-9-CM and CPT-4 coding classification systems and regulatory guidelines. Emphasis on preparing students to read and interpret medical record documentation and apply knowledge of anatomy and physiology, clinical disease process, pharmacology, and terminology to assign accurate codes to diagnoses and procedures to support clinical data. Students are trained to code manually and with encoders.

Employment opportunities include coding in hospitals, physicians’ offices, clinics, ambulatory care facilities, long-term care psychiatric, home health, and other health care settings.

Other opportunities may include developing and maintaining a health information management compliance program, Diagnosis Related Groups (DRGs) activities, and utilization review.

Courses Required for the Certificate of Completion in Health Information Coding Specialist

First Semester

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</table>
Medical Transcription

This certificate program prepares students for entry-level employment as medical transcriptionists by providing the basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness; ability to demonstrate knowledge of medical terminology, human anatomy and physiology; ability to operate designated word processing, dictation, and transcription equipment; ability to demonstrate correct English usage and format medical documents; and ability to apply ethics in medical transcription practices. Opportunities for employment include private physicians' offices, insurance companies, hospitals, outpatient clinics, long-term, psychiatric, radiology, and pathology departments, and privately owned medical transcription services.

Courses Required for the Completion for Certificate in Medical Transcription

First Semester
Course                      Units
ANAT 14 Intro to Anat and Phys         4
HIT 50A Medical Terminology I         3
HIT 55A Medical Terminology I         2
HCT 66 Medical Typing/Transcription  4

Second Semester
HIT 61 Intro to Health Care           3
HIT 50B Medical Terminology II        2
HIT 55B Medical Transcription II      3
HIT 67 Computer Applications          2

Third Semester
HIT 55C Medical Transcription III     3
HIT 57 Disease Process                3
HIT 72 Legal Aspects of HIT           3

Second Semester
HIT 50B Medical Terminology II        2
HIT 57 Disease Process                3
HIT 63 Health Information Systems     3
HIT 65 Organization of Health Data    2
HIT 73A Basic ICD-9-CM-Coding         2

Third Semester
HIT 72 Legal Aspects of HIT           3
HIT 73B Advanced ICD-9-CM-Coding      4
HIT 77A Professional Practice I       3
HIT 74 Quality Assessment and Improve 3

Fourth Semester
HIT 75 Organization and Supervision   2
HIT 76 Basic CPT                      2
HIT 77B Professional Practice II      3
HIT 78 Reimbursement Methods in HIT   2

Medical Assisting Program
Degree Curriculum

(Options in Medical Office Assisting and Medical Administrative Assisting)

In the curriculum in Medical Assisting, a two-year course of study, the College offers students training for employment through options in two areas: Medical Office Assisting and Medical Administrative Assisting. The program is offered in cooperation with the American Association of Medical Assistants.

Admission. Enrollment is open to all interested students; however, students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 wpm for a five minute period within a 10 percent error rate or less. Students are required to submit evidence of a recent tuberculosis test and a physical examination which indicates that they are in good physical and mental health before enrolling in MED 53. Students must complete HCT 61 with a final grade of C or higher. HCT 61 is an orientation course conducted by the faculty of the Health Care Technology Department to review the requirements and expectations of the curriculum. Students are also required to satisfy prerequisites in order to enroll in certain courses.

Credit by Examination: Applicants who have been admitted to the Program and who have previous education or medical assisting/clerical or related experience may apply for credit and advanced placement in the curriculum.

Accreditation. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education.

Course of Study. Besides work in the major field, each option includes training in the following subjects common to all branches of medical assisting: business correspondence, business mathematics, business records and record keeping, filing, first aid, medical terminology and speech, professional relationships, and typing.
In addition, students who elect the Option in Medical Office Assisting receive specialized training in the following: anatomy, principles of medical assisting, medical transcription, medical-laboratory techniques, and related medical practices.

In Internship/Certification or Administrative Internship, a course included in the second year, students are given practical training off campus in their special fields. Students who have elected the Option in Medical Office Assisting work with physicians and medical office assistants in both hospital and medical offices.

Students who have elected the Option in Medical Administrative Assisting are assigned primarily to perform clerical duties in outpatient clinics and medical offices.

**Employment.** Students who have completed their training satisfactorily are qualified for employment in various capacities. Those who have completed the Option in Medical Office Assisting are prepared to hold positions combining the duties of medical assistant, receptionist, and office manager in physicians' offices. Those who have completed the Option in Medical Administrative Assisting are qualified for the positions of receptionist, admitting clerk, and ward clerk in hospitals, clinics, and health centers.

**Associate in Science Degree and Award of Achievement.** The curriculum is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete their training in Medical Office Assisting or Medical Administrative Assisting with a 2.50 grade point average or higher receive the Award of Achievement in Medical Office Assisting or Medical Administrative Assisting.

**Certified Medical Assistant Examination.** Graduates who receive the Award of Achievement in Medical Office Assisting or the Certificate of Completion are eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants.

**Courses Required for the Award of Achievement in Medical Office Assisting**

Enrollment is open to all interested students; however, students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 nwpm for a five minute period with a 10 percent error rate or less. Students are also required to satisfy prerequisites in order to enroll in certain courses.

**Suggested Sequence:**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
<td>4</td>
</tr>
<tr>
<td>MED 51 Basic Clinical Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MED 56 Administrative Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HCT 61 Intro to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HCT 66 Medical Typing/Transcription</td>
<td>4</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
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**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MED 53 Advanced Clinical Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MED 70 Bookkeeping/Insurance Procedures</td>
<td>2</td>
</tr>
<tr>
<td>MED 71 Computers for the Medical Office</td>
<td>1.5</td>
</tr>
<tr>
<td>MED 80 Medication Calculation/Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 55A Medical Transcription I</td>
<td>2</td>
</tr>
<tr>
<td>HIT 57 Disease Process</td>
<td>3</td>
</tr>
<tr>
<td>HIT 76 Basic CPT</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 14 Adv. First Aid &amp; Emerg Care</td>
<td>2</td>
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<tr>
<td>Additional graduation requirements</td>
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</table>

**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MED 81 Skills Laboratory</td>
<td>2</td>
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**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MED 58 Medical Office Management</td>
<td>3</td>
</tr>
<tr>
<td>MED 82 Internship/Certification</td>
<td>5</td>
</tr>
<tr>
<td>HIT 55B Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73A Basic ICD-9-CM Coding</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
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</tbody>
</table>

**Courses Required for the Award of Achievement in Medical Administrative Assisting**

Students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 nwpm for a five minute period with a 10 percent error rate or less.

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
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<td>MED 56 Administrative Procedures</td>
<td>3</td>
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<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73A Basic ICD-9-CM Coding</td>
<td>2</td>
</tr>
<tr>
<td>HCT 61 Intro to Health Care</td>
<td>3</td>
</tr>
<tr>
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<td>4</td>
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<tr>
<td>Additional graduation requirements</td>
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**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MED 70 Bookkeeping/Insurance Procedures</td>
<td>2</td>
</tr>
<tr>
<td>MED 71 Computers for the Medical Office</td>
<td>1.5</td>
</tr>
<tr>
<td>MED 80 Medication Calculation/Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
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<tr>
<td>HIT 57 Disease Process</td>
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**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MED 84 Admin Skills Lab</td>
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**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MED 58 Medical Office Management</td>
<td>3</td>
</tr>
<tr>
<td>MED 72 Adv Insurance Billing</td>
<td>3</td>
</tr>
<tr>
<td>MED 73 Adv Medical Manager</td>
<td>2</td>
</tr>
<tr>
<td>MED 85 Admin Internship</td>
<td>5</td>
</tr>
<tr>
<td>HIT 55B Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
</tbody>
</table>
Medical Office Assisting Certificate Curriculum

The program of study for the Certificate of Completion in Medical Office Assisting is designed to prepare students for employment in medical offices, clinics, and health centers.

Admission. Enrollment is open to all interested students; however, students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 nwpm for a five minute period with a 10 percent error rate or less.

Requirements for the Certification of Completion. Students may obtain the Certificate of Completion in Medical Office Assisting by completing the following courses with a final grade point average of 2.50 or higher.

Suggested Sequence of Courses

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
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<td>3</td>
<td></td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HCT 61 Intro to Health Care</td>
<td>3</td>
<td></td>
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<tr>
<td>HCT 66 Medical Typing/Transcription</td>
<td>4</td>
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<tr>
<td>Spring Semester</td>
<td>Course</td>
<td>Units</td>
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<tr>
<td>MED 53 Adv Clinical Procedures</td>
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<tr>
<td>MED 70 Bookkeeping/Insurance Procedures</td>
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<tr>
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</tr>
<tr>
<td>MED 80 Medication Calculation/Pharmacology</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>HIT 55A Medical Transcription I</td>
<td>2</td>
<td></td>
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<tr>
<td>HIT 76 Basic CPT</td>
<td>2</td>
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<tr>
<td>HLTH 14 Adv First Aid, Emerg Care</td>
<td>2</td>
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<tr>
<td>Summer Semester</td>
<td>Course</td>
<td>Units</td>
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<td>---------------</td>
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<tr>
<td>MED 81 Skills Laboratory</td>
<td>2</td>
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<tr>
<td>Fall Semester</td>
<td>Course</td>
<td>Units</td>
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<tr>
<td>MED 58 Medical Office Management</td>
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<td>PSYC 26 Human Relations</td>
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</tbody>
</table>

Medical Receptionist

This certificate program prepares students for employment as a receptionist in a physician’s office, outpatient clinic, or other medical facility. Students receive training in computer applications, appointment scheduling, telephone etiquette, medical record preparation, medical terminology, business correspondence, insurance claims completion, and first aid and CPR. Students may obtain the Certificate of Completion in Medical Receptionist by completing the following courses with a final grade of C (2.50 grade-point average) or higher.

Suggested Sequences of Courses

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Anat and Phys</td>
<td>4</td>
<td></td>
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<tr>
<td>or ANAT 25 Gen Human Anatomy</td>
<td>4</td>
<td></td>
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<tr>
<td>and PHYS 1 Introductory Human Physiology</td>
<td>5</td>
<td></td>
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<tr>
<td>or PHYS 12 Intro to Human Physiology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HCT 61 Intro to Health Care</td>
<td>3</td>
<td></td>
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<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
<td></td>
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<tr>
<td>MED 50 Administrative Procedures</td>
<td>3</td>
<td></td>
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<tr>
<td>Spring Semester</td>
<td>Course</td>
<td>Units</td>
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<tr>
<td>HCT 66 Medical Typing</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MED 70 Bookkeeping/Insurance Procedures</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MED 71 Computers for the Medical Office</td>
<td>1.5</td>
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<tr>
<td>HLTH 12 Basic Life Support/First Aid for Health</td>
<td>1</td>
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<tr>
<td>Summer Semester</td>
<td>Course</td>
<td>Units</td>
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<td>---------------</td>
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</tr>
<tr>
<td>MED 85A Medical Receptionist Internship</td>
<td>3</td>
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</tbody>
</table>

Medical Biller Certificate Curriculum

This certificate program prepares students to complete medical insurance claims for private physicians and outpatient facilities. Students learn CPT-4 and ICD-9-CM coding, medical terminology, disease process, manual and computer bookkeeping, and manual and computer insurance billing. Private insurance, Medi-Cal, Medicare, Worker’s Compensation, and managed care plans are included.

Courses Required for a Certificate in Medical Biller. Students must be able to type 45 nwpm for a five minute period with a 10 percent error rate or less.

Suggested Sequence of Courses

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
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<tr>
<td>HCT 66 Medical Typing/Transcription</td>
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<td>HIT 50A Medical Terminology I</td>
<td>3</td>
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</tr>
<tr>
<td>HIT 76 Basic CPT</td>
<td>2</td>
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<tr>
<td>MED 70 Bookkeeping/Insurance Procedures</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MED 71 Computers for the Medical Office</td>
<td>1.5</td>
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<tr>
<td>BSMA G, H, J Basic Bus Arith or MATH E Basic Math with Prob Solv*</td>
<td>2 or 3</td>
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<tr>
<td>Fall Semester</td>
<td>Course</td>
<td>Units</td>
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<tr>
<td>HIT 50B Medical Terminology II</td>
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<td>HIT 73A Basic ICD-9-CM Coding</td>
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<tr>
<td>MED 72 Adv Insurance Billing</td>
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<tr>
<td>MED 73 Adv Medical Manager</td>
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<tr>
<td>ENGL 90 Basic Comp &amp; Reading I</td>
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<tr>
<td>or ESL 82 Adv Comp</td>
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</tbody>
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*Based on placement scores

Pharmacy Technician

Program Goal. This certificate program prepares students to work as technicians in pharmacies utilizing automation and math ability for safe medical dosages. Emphasis will be on optimum patient clinical outcome and customer services. For more information call (415) 561-1900.
Admission Requirements. Acceptance into the Pharmacy Technician Program after successful interview and suitability for State Board registration.

Courses Required for Completion for Certificate in Pharmacy Technician

First Semester
Course                      Units
PHTC 101 Theory I           9
PHTC 102 Clinical I         3

Second Semester
PHTC 103 Theory II          9
PHTC 104 Clinical II        3

Core Courses. Both theory and clinical courses must be taken in the same semester.

Requirements for Completion. The Certificate of Completion requires completion of 24 units. Each course must be completed with a final grade point average of 2.00 or higher.

Unit Coordinator (Hospital)/Ward Clerk
Program Goal. This program is designed to introduce the student to the clerical aspects of the hospital unit coordinator or ward clerk, liaison between the inpatient and the medical professionals in a hospital or other medical facility, and to familiarize the student with basic procedures and communication skills. For more information call 561-1900.

Admission Requirements. High school diploma, GED, or high school proficiency certificate.

Length of Course. One semester.

Core Course                      Hours/Weeks
AHWC 9183 Unit Coordinator (Hospital) 162/18

Requirements for Completion. Successful completion of required courses with a grade of C or better.

Health Care Technology

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

Echocardiography

ECHO 1. Echocardiography Technician I (8)
Lec-6, lab-6
Prereq.: ANAT 14; Placement in ENGL 1A or ESL 82
Coreq.: CVT 101
Cardiac anatomy and physiology. Standard presentation of two dimensional (2D) and M-Mode images. Principles and characteristics of color flow Doppler. Pulse and continuous wave Doppler will be thoroughly investigated and applied to normal and abnormal cardiac ultrasound studies. Disease states and their relationship to ultrasound findings and calculations will be used to determine severity. Scanning techniques and instrumentation skills development will be part of lab skills competency. CSU

ECHO 2. Echocardiography Technician II (8)
Lec-6, lab-6
Prereq.: ECHO 1 and CVT 101
Coreq.: CVT 102
Advanced cardiac abnormalities evaluated by two dimensional (2D), M-Mode, and Doppler methods include: cardiomyopathies, pericardial diseases, tumors, prosthesis, systolic and diastolic performance and endocarditis. Cardiac embryology and congenital abnormalities studied along with their 2D and Doppler presentation. Emphasis is on cardiovascular principles, instrumentation and the physics of ultrasound. Clinical lab rotation focuses on performing comprehensive echo with interpretation. Class prepares students to pass the national registry examination. CSU

CVT 101. Cardiovascular Technician I (5)
Lec-3, lab-6
Prereq.: ANAT 14 or 25; ENGL 92 or ESL 82
Coreq.: ECHO 1
Cardiac anatomy and the conduction system. ECG identification and measurements, action potential curve, basic dysrhythmias, myocardial ischemia and infarction patterns, interpretation techniques of 12 lead ECGs. Holter monitor and exercise stress testing protocols, procedures, and analysis. CSU

CVT 102. Cardiovascular Technician II (5.5)
Lec-3.5, lab-6
Prereq.: CVT 101 and ECHO 1
Coreq.: ECHO 2
Advanced complex, cardiac rhythms including heart blocks, bundle branch blocks, and accessory pathways. Includes cardiac pharmacology, pacemaker technology and stress echo indications, procedures and analysis. Students will practice stress echo in the classroom and hospital setting. Prepares students to pass the national registry examination. CSU

CVT 103. Vascular Ultrasound (3)
Lec-3, field trips
Prereq.: Completion of a Cardiovascular Technology Program, Ultrasound Course, or Echocardiography Course
Repeat: max. 6 units
Introduction to the anatomy and physiology of the vascular and peripheral vascular system. Emphasis on vascular pathology and the associated ultrasound images and Doppler patterns. Scanning techniques and instrumentation skills developed. Previous ultrasound experience required. CSU

EKG Technician

EKG 101. EKG Technician I (4)
Lec-3, conf-3
Prereq.: ESL 72 or Eligible for ENGL 90
Patient preparation, performing and mounting of 12 lead, single channel EKG tracings. Introduction to the cardiovascular system and related terminology. Emphasis on basic rhythm identification and possible disease states. CSU
EMGT 102. EKG Technician II (4)
Lec-3, conf-3
Prereq.: EKGT 101
Advanced knowledge of cardiovascular system with emphasis on the heart in disease status including interpretation of advanced arrhythmias, hypertrophies, cardiac ischemia, and myocardial infarction. Patient preparation and running of appropriate EKG machines. Introduction to other non-invasive cardiology tests. CSU

Emergency Medical Technician
EMT 100. Emergency Medical Technician I (12)
Lec-5, conf-10
Coreq.: EMT 102
Training in basic life support skills necessary to work on an ambulance. Includes: cardiac, respiratory, and medical emergencies; traumatic injuries; obstetrical and pediatric emergency care; and environmental injuries and CPR. Leads to EMT-I certification, a prerequisite to paramedic training. CSU

EMT 101. Emergency Medical Technician (6.5)
Lec-4, conf-4
Coreq.: EMT 102
Provides the theoretical knowledge and technical skills necessary for working in the emergency pre-hospital medical field. Key topics include: emergency management of victims of serious illness or injury; management of a disaster scene; and extrication of victims. CSU

EMT 101A. Emergency Medical Technician (3.25)
Lec-2, conf-2
Repeat: max. 6.5 units
Provides the theoretical knowledge and technical skills necessary for working in the emergency pre-hospital medical field. CSU
EMT 101A-101B = EMT 101

EMT 101B. Emergency Medical Technician (3.25)
Lec-2, conf-2
Prereq.: EMT 101A
Coreq.: Completion/Concurrent Enrollment in EMT 102
Repeat: max. 6.5 units
Provides the theoretical knowledge and technical skills necessary for working in the emergency pre-hospital medical field. Key topics include emergency management of victims of serious illness or injury, management of a disaster scene, and extrication of victims. CSU
EMT101A-101B = EMT 101

EMT 102. EMT I - Clinical (1)
Conf-4
Coreq.: EMT 100 OR 101
Emergency Medical Technician I - Clinical (EMT-I Clinical) is taught in conjunction with EMT-I Theory (EMT 100) to train individuals in the basic life support skills necessary to work on an ambulance. Clinical skills in the course include: management of respiratory, cardiac, and environmental emergencies. This course leads to certification which is a prerequisite for paramedic training. CSU

EMT 103. EMT Refresher (1.5)
Lec-24 (total hrs); lab-8
Prereq.: Current EMT-I Certification
May be repeated as required for certification
The Emergency Medical Technician Refresher Course is required for recertification of EMT-I personnel. This course consists of didactic and skills instruction. The student will be updated in all areas of emergency medical prehospital care, as contained in the EMT-I scope of practice. CSU

EMT 104. Intermediate Skills for the EMT (4)
Lec/conf-4
Prereq.: EMT 100
Repeat: max. 8 units
Intermediate skills for the EMT I with emphasis on pre-hospital assessment and management techniques necessary for the care of patients experiencing cardiac and respiratory emergencies. Focus on ECG monitoring, operation of a defibrillator, and advanced airway management. Local and state guidelines will be discussed. CSU

Paramedic Program
EMT-P 100. Paramedic Theory I - Human Systems (5)
Lec-96 (total hrs)
Prereq.: Current EMT Certificate
Principles and application of the language and terminology of medicine. Overview of the structure and function of the major body systems, organization of the body, and homeostatic mechanisms. Emphasis on evaluation and documentation skills used in the delivery of emergency care. This course is for students holding current EMT certification. CSU

EMT-P 101. Paramedic Theory II - Roles and Responsibilities (2.5)
Lec-45 (total hrs)
Prereq.: EMT-P 100
Overview of the emergency health care profession and the role of the paramedic within the Emergency Medical Service (EMS) system. Development of communication competency skills in the use of radio equipment and when speaking to adjunct medical staff and EMS partner. Emphasis on legal issues and medical emergency record keeping. CSU

EMT-P 102. Paramedic Theory - Trauma (4)
Lec-72 (total hrs), field trips
Prereq.: EMT-P 101
Focus on evaluation, management, and procedures necessary to assist in the emergency care of victims of trauma, including: management of injuries involving the musculoskeletal, nervous, digestive, genitourinary, respiratory, cardiac, and integumentary systems. Focus on multi-system injuries. CSU

EMT-P 103. Paramedic Theory - PHTLS (1)
Lec-32 (total hrs), field trips
Prereq.: EMT-P 102
Pre-Hospital Trauma Life Support (PHTLS) certification course. CSU
EMT-P 104. Paramedic Theory • Pharmacology (2)
Lec-32 (total hrs)
Prereq.: EMT-P 103
Basic principles of pharmacology, drug classifications, action of drugs, clinical uses as well as weights, measures, and administration of drugs. Emphasis on drugs and solutions used in the pre-hospital emergency environment by paramedics. CSU

EMT-P 105. Paramedic Theory • Cardiac (3.5)
Lec-64 (total hrs), field trips
Prereq.: EMT-P 104
Emphasis of prehospital evaluation and management for care of patients experiencing cardiac and respiratory emergencies, including monitoring and interpretation of ECG's. Comprehensive treatment through the use of advanced airway management, cardiac pharmacology and rapid defibrillation. Advanced Cardiac Life Support Certification (ACLS). CSU

EMT-P 106. Paramedic Theory • Endocrine/Nervous (3)
Lec-56 (total hrs), field trips
Prereq.: EMT-P 105
Overview of the anatomy and physiology of the endocrine and nervous systems. Emphasis on pre-hospital recognition and treatment of common endocrine and neurologic emergencies. Focus on care of patients with cervical spine injuries. CSU

EMT-P 107. Paramedic Theory • Special/Abdominal (4)
Lec-80 (total hrs)
Prereq.: EMT-P 106
Emphasis on evaluation and management of a patient presented with altered mental state, non-traumatic acute abdomen, drug and alcohol abuse, poisoning, anaphylaxis, infectious disease, and environmental emergencies. CSU

EMT-P 108. Paramedic Theory • Pediatrics (3)
Lec-56 (total hrs)
Prereq.: EMT-P 107
Focus on prehospital evaluation of pediatric emergencies. Emphasis on special considerations in treating a pediatric patient, including medico-legal, psychological, and emotional needs of the patient and patient's family. Pediatric Advanced Life Support (PALS) and Pediatric Education for Paramedics (PEP) are taught. CSU

EMT-P 109. Paramedic Theory • Reproduction, Behavioral, and Geriatric (6)
Lec-144 (total hrs)
Prereq.: EMT-P 108
Emphasis on recognition and evaluation of patients experiencing medical emergencies in the specific health care areas of obstetrics, gynecology, behavioral and geriatrics. Management of the patient in the pre-hospital setting. Focus in areas of death and dying, violence and abuse. CSU

EMT-P 110. Paramedic • Clinical (3.5)
Lab-204 (total hrs)
Prereq.: EMT-P 109
Clinical internship phase of paramedic training with a demonstration of advanced life support skills in a variety of emergency situations. Emphasis on clinical evaluation and intervention in the pre-hospital setting. Emergency Department, Psychiatric Emergency Services, Cardiac Step-Down Unit, Labor and Delivery Trauma, Operating Room Anesthesia and Pediatric Clinic. CSU

ERT 100. Introduction to Emergency Care (1)
Lec-1, field trips
Advising: EMT 100 or 101
Introduction to the principles and practice of emergency care, emphasis on the role and responsibilities of the emergency room technician; laws governing health care providers and medical/legal issues; special focus on the emergency care team and emergency facilities. CSU

ERT 101. Emergency Cardiac Care (4)
Lec-3, lab-2
Advising: EMT 100 or 101
An overview of the structure and function of the heart; focus on ECG monitoring and interpretation, including 12-lead ECG; Emphasis on assessment and management techniques necessary for the comprehensive care of patients experiencing cardiac emergencies. CSU

ERT 102. Body Systems and Assessment (2)
Lec-2
Advising: EMT 100 or 101
Introduction to the language and terms of medicine; an overview of the structure and function of the major body systems, organization of the body, and homeostatic mechanisms; emphasis on assessment and documentation skills used in the delivery of emergency care. CSU

ERT 103. Respiratory Management (3)
Lec-3
Advising: EMT 100 or 101
Focus on clinical assessment and intervention for patients presenting with acute respiratory dysfunction secondary to respiratory diseases, airway obstruction or thoracic trauma; emphasis on treatment modalities, airway management, and drug therapy. CSU

ERT 104. Phlebotomy Technician (3.5)
Lec-2, conf-4
Advising: EMT 100 or 101 or MED 53
Theory and skills competencies necessary to meet requirements of AB 1557 for a phlebotomy technician. Emphasis on phlebotomy techniques, equipment, medical/legal considerations, safety, infection control, specimen collection, patient preparation, labeling, handling, and preservation or fixation. CSU

ERT 106. Introduction to Trauma Care (3)
Lec-3
Advising: EMT 100 or 101
Evaluation and management techniques necessary in the emergency in-hospital care of victims of trauma. Emphasis on management of injuries involving the musculoskeletal, nervous, digestive, genitourinary, respiratory, and integumentary systems; and multisystem injuries. Focus on special emergency room procedures required in the care of the injured patient. CSU

ERT 109. Clinical Pharmacology (2)
Lec-2
Advising: EMT 100 or 101
Basic principles of pharmacology: drug classification, action of drugs, clinical uses, weights and measures, and administration. Emphasis on drugs and solutions used in an emergency department. CSU
ERT 110. ERT Clinical Practice I (1)
Lab-5
Prereq.: Current California EMT-I Certificate
Clinical training in EMT. Focus on communication skills and working as a member of the emergency health care team. Emphasis on basic evaluation and management techniques for a variety of emergency situations and assisting with routine and special examinations. CSU

ERT 111. Common Medical Emergencies (3)
Lec-3
Advise: EMT 100 or 101
Focus on evaluation and management techniques necessary for emergency care of a patient in an emergency department. Emphasis on problems resulting from endocrine dysfunction, altered mental status, nontraumatic acute abdomen, drug and alcohol abuse, poisoning, anaphylaxis, infectious diseases, and environmental injuries. CSU

ERT 114. Pediatric Emergencies (2)
Lec-2
Advise: EMT 100 or 101
Focus on emergencies seen in the pediatric patient. Evaluation and management techniques required in the emergency room setting. Emphasis on the special considerations for a pediatric patient, including psychological and emotional needs of the patient and the patient's family. CSU

Health Information Technology
HIT 50A. Medical Terminology I (3)
Lec-3
Prereq.: MA Only: Eligible for ENGL 92/ESL 82
Overview of the evolution of health care systems. Historical development and organization of health information management and other professional associations involved in health care. Emphasis on filing and numbering systems, data access, and record content. CSU

HIT 50B. Medical Terminology II (2)
Lec-2
Prereq.: HIT 50A
Study of terms found in case histories, discharge summaries, radiology, pathology, psychiatric, and autopsy reports; emphasis on cardiovascular, musculoskeletal, genitourinary, and respiratory systems; use of appropriate medical abbreviations and resource materials. CSU

HIT 51. Basic Medical Terminology (1)
Lec-21 (total hrs)
Introduction to the basic word structure in medical terminology. Emphasis on the roots, prefixes, and suffixes linked to systems based terminology. CSU

HIT 55A. Medical Transcription I (2)
Lec-2, conf-2
Coreq.: HIT 50A
Introduction to the role of the medical transcriptionist and the importance of the timely flow of clinical information in relationship to patient care. Operation and care of microcomputers, printers, and transcribing machines. Use of dictionaries, drug reference books, and other reference tools. Study of the different types of medical reports and formats. Medical transcription mechanics such as word usage, sentence grammar, punctuation, compound words, and commonly confused or misspelled medical terms. Transcription of a variety of introductory general medicine reports. CSU
HIT 55B. Medical Transcription II (3)
Lec-2, conf-4
Coreq.: HIT 55A AND 50B
Continued study in the transcription of medical dictation to
provide a permanent record of patient care. Increasingly dif-
ficult dictation includes general medicine, general surgery,
medicine/surgery, radiology and pathology, and assessment
reports. Medical transcription provides practice in applying
principles of medicolegal responsibilities to protect the patient
and the business/institution. Refinement in the use of and in-
troduction to additional reference tools. CSU

HIT 55C. Medical Transcription III (3)
Lec-2, conf-4
Coreq.: HIT 57
Repeat: max. 6 units
Application of knowledge of medical terminology and anatomy/physiology to the transcription and proofreading of difficult medical dictation. Dictation is from originators with various accents, dialects, and dictation styles. Inconsistencies and inaccuracies in medical dictation require appropriate editing and revising of reports without altering the meaning of the reports. Practice in organizing and prioritizing assignments to use time and resources efficiently. CSU

HIT 57. Disease Process (3)
Lec-3
Prereq.: HIT 50B and ANAT 14
Introduction to the general principles of disease process with emphasis on etiologies, anatomical and physiological mani-
festations, diagnostic tests, and treatments. Introduction to phar-
macology and psychiatry. CSU

HIT 63. Health Information Systems (3)
Lec-2, lab-3
Prereq.: HCT 61; HIT 50A and 67
Overview of various healthcare delivery systems with empha-
sis on content and documentation requirements of the health record in various health care settings such as acute, ambula-
tory, long term care, home health and hospice, mental health,
and other practice sites. Accreditation standards, licensure, and
regulations. Indexes and registers. Storage and retention of
medical information. Forms design and control. CSU

HIT 65. Organization of Health Care (2)
Lec-1, lab-3
Prereq.: HCT 61; HIT 50A and 67
The study of hospital statistics and the use of health data. Col-
lecting, processing and preparing statistical reports for health
management including various methods of presenting
data. Use of computer application software in preparation of
statistical reports, data bases, data sets and spreadsheets. CSU

HIT 67. Computer Applications (2)
Lec-1, lab-3
An introduction to the various types of computer systems and
their usage in health information as a productive tool. Students
will receive hands-on experience with software commonly
used in health information systems to achieve computer
literacy. Instruction will include word processing, database,
spreadsheets, and presentation materials as they pertain to
health information. Importance of data accuracy, consistency,
completeness, security of information, and letter and memo
presentation are emphasized. CSU

HIT 72. Legal Aspects of Health Information
Technology (3)
Lec-2, lab-3
Prereq.: HIT 50B, HCT 61, and HIT 67
Importance of the medical record as a legal document and the
effect of confidential communication laws on the release of
medical information. Emphasis on the proper release of infor-
mation from the medical record and the legal procedures
involved in court disclosure of medical records. Use of the Cal-
ifornia Consent Manual. CSU

HIT 73A. Basic ICD-9-CM Coding (2)
Lec-2, lab-1
Prereq.: ANAT 14; HCT 61; HCT 66 (MA Only)
Coreq.: HIT 50B; HIT 57 (HIT Only)
Basic coding principles of International Classification of Diseases-9-Clinical Modification (ICD-9-CM) with emphasis on
ambulatory codes and introduction to inpatient records. Focus
on ICD-9-CM format, code conventions, Uniform Hospital Dis-
charge Data Set (UHDDS), document sources, coding guide-
lines for diagnosis operations and procedures, official guide-
lines for coding and reporting as well as sequencing of codes.
Use of computer software programs in coding. CSU

HIT 73B. Advanced ICD-9-CM Coding (4)
Lec-3, lab-3
Prereq.: HIT 63 and 73A; PHYS 12
Repeat: max. 8 units
Advanced coding of complex issues related to the Interna-
tional Classification of Diseases, Ninth Revision, Clinical Modifi-
cation (ICD-9-CM). Emphasis on sequencing, regulatory guid-
elines, and coding case studies and actual medical records.
Overview of Diagnostic Related Groups (DRGs). Emphasis on
computerized encoders and groupers. CSU

HIT 74. Quality Assessment and Improvement (3)
Lec-2, lab-3
Prereq.: HIT 50B and 63
History, concepts, components, and methods of quality assess-
ment and improvement activities in health care organizations.
Internal and external requirements. Techniques for data presen-
tation. Statistical process control. Performance assessment and
improvement in health care. Quality improvement tools. The
role of the health information professional in quality assess-
ment, medical staff credentialing, utilization management and
risk management. CSU
HIT 75. Organization and Supervision (2)
Lec-2
Prereq.: HIT 77A
Introduction to the principles of supervision including the functions of planning, organizing, directing, and controlling. Aspects of personnel policies and practices including recruitment, selection, training, performance appraisal, and benefit programs. Emphasis on situations encountered in the supervision of health information services. CSU

HIT 76. Basic CPT (Current Procedural Terminology) (2)
Lec-2
Introduction to the Current Procedural Terminology (CPT) coding system used to describe services provided by physicians including evaluation and management services, surgical, radiology procedures, lab and pathology. Overview of the Health Care Financing Administration (HCFA) three-level system HCPCS (HCFA Common Procedure Coding System). CSU

HIT 77A. Professional Practice I (3)
Conf-3, lab-6 CR/NC only
Prereq.: HIT 63, 65, and 73A
Designed to provide students with clinical experience in performing tasks in health information departments. Tasks include admission procedures, information retention and retrieval, data entry, chart assembly, data collection, abstracting, coding, and release of information, data quality and improvement. CSU

HIT 77B. Professional Practice II (3)
Conf-3, lab-6 CR/NC only
Prereq.: HIT 74 and 77A
Recommended to be taken in student's last semester.
Designed to provide students with advanced technical experience in health information departments. Tasks include quality assessment, medical transcription, registries, abstracting and coding, special projects in management and supervision. CSU

HIT 78. Reimbursement Methods in HIT (2)
Lec-2
Prereq.: HIT 73A, 74 and 77A
Introduction to health care reimbursement systems and techniques to optimize reimbursement for third party payors. Review of uniform reporting regulations, ICD-9-CM and CPT-4 updates, case mix management, validation studies, and Peer Review Organizations. CSU

Medical Assisting
MED 51. Basic Clinical Procedures (3)
Lec-2.5, conf-2.5
Coreq.: ANAT 14 and HCT 61
Instruction in the principles of microbiology and immunology; principles and techniques of sanitization, disinfection, and sterilization of medical instruments and equipment; maintenance and use of aseptic techniques; principles of bandaging and physical therapy; basic nutrition and diet therapy; operation and maintenance of clinical equipment; identification, use, and care of medical instruments; obtaining and recording patient data including charting and entry into the medical record; theory and techniques of measuring and recording vital signs; taking a patient history; preparation of patient examination and treatment area; patient preparation and assisting; principles of surgical asepsis; and patient communication skills. CSU

MED 53. Advanced Clinical Procedures (3)
Lec-2, conf-3
Prereq.: MED 51
Instruction in the collection and processing of laboratory specimens including the handling of lab reports and lab requests; performance of urinalysis and urine pregnancy testing; venipuncture and capillary puncture collection; principles of blood types and antigen-antibody reactions; hematologic and blood chemistry tests; principles of microbiology including culture and sensitivity; care, maintenance, and use of specialized clinical equipment; injections; electrocardiograms, allergy testing and TB skin testing, spirometry. CSU

MED 56. Administrative Procedures (3)
Lec-3, lab-2
Coreq.: HCT 61
Instruction in the principles of medicolegal ethics, professional liability, physicians' public duties and liability; oral and written communication; principles and practice in telephone, reception and appointment techniques; computer and information processing; indexing, filing and medical records management. CSU

MED 58. Medical Office Management (3)
Lec-3
Instruction in the principles of management theories, styles and decision-making processes, verbal, nonverbal, and written communication; motivation theories, stress management, and conflict resolution, listening skills; time management; job descriptions and personnel selection, training and evaluation, payroll and budget overview; policy and procedure manuals; space utilization and medical office design; purchase and lease of equipment; equipment maintenance; inventory control and cost analysis; employee benefits and work schedule. CSU
MED 70. Bookkeeping/Insurance Procedures (2)
Lec-2, lab-1
Repeat: max. 4 units
A comprehensive and intensive study of professional fees and credit arrangements; financial policy; billing and collection procedures; insurance regulations and submission of documents and managed care plans. Application of Current Procedural Terminology (CPT), California Standard Nomenclature (CSN), and ICD-9-CM code books. Practice in completing various insurance forms for accuracy, thoroughness, and speed. CSU

MED 71. Computers for the Medical Office (1.5)
Lec-1, lab-2
Introduction to medical office computer billing, use of medical office software to establish new accounts; post charges, payments and adjustments to accounts; print financial activity reports; print patient charge slips and statements; bill insurance carriers, and schedule appointments. CSU

MED 72. Advanced Insurance Billing (3)
Lec-2, lab-3, field trips
Prereq.: MED 70
An advanced insurance billing course which concentrates on private insurance, Medicare, and MediCal claims. The course will focus on specialty billing to include cardiology, OB/GYN, surgery, orthopedic, and dermatology. Students will learn how to manage capitiated accounts, obtain preauthorizations and referrals, complete secondary insurance billing, and handle claim appeals and disputes. CSU

MED 73. Advanced Medical Manager (2)
Lec-1, lab-2, field trips
Prereq.: MED 71
An advanced Medical Manager software course. Students will establish new patient accounts, post charges, payments, and adjustments to accounts using an existing database from MED 71. Students will learn to set up appointment templates, create and manage capitiated accounts, and produce and analyze financial activity reports, edit the support files, and utilize the appointment recall system. CSU

MED 80. Medication Calculation and Pharmacology (1)
Lec-1, lab-1
Advis: Placement in MATH 840 or completion of BSMA G, H or J, or MATH E
Instruction on conversions, ratios, and proportions relating to metric, apothecary, and household systems of measurement, calculation of dosage for oral and parenteral administration to adults and children. Emphasis on drug labeling; classifications; legal aspects of administration of controlled substances; usage; action, side effects, contraindications of drugs; and interpretation of physician drug orders. CSU

MED 81. Skills Laboratory (2)
Lab-6
Prereq.: MED 53, 56, 70, 71, 80; HIT 50B
Designed to give students the opportunity to practice and master the medical assisting administrative and clinical skills learned in MED 51, 53, 56, 70, 71, and 80. It is an open lab with supervision. Administrative skills include reception, appointment scheduling, telephone techniques, bookkeeping, insurance claims preparation, filing, and collection procedures. Clinical skills include taking vital signs, administering injections, performing venipuncture, ECGs (taking and mounting), preparing for special examinations, autoclaving, sterile technique, vision screening, performing laboratory tests, and pharmacology. CSU

MED 82. Internship/Certification (5)
Conf-2, work-15
CR/NC only
Prereq.: MED 81
Supervised experience in developing a professional relationship with patients, physicians, experienced medical administrative assistants, medical assistants, and other health care professionals in physicians' offices, hospitals, and outpatient clinics. Emphasis on integrating professional attitudes and skills in all areas of medical assisting. Individualized study program to prepare for the American Association of Medical Assistants Certification Exam. CSU

MED 83. Administrative Internship (5)
Conf-2, work-15
CR/NC only
Prereq.: MED 84
Supervised experience in developing a professional relationship with patients, physicians, experienced medical administrative assistants, medical assistants, and other health care professionals in hospitals and physicians' offices. Emphasis on integrating professional attitudes and skills in all phases of medical administrative work. CSU

MED 84. Administrative Skills Laboratory (2)
Lab-6
CR/NC only
Prereq.: MED 56, 70, 71, 80; HIT 50B
Designed to give Medical Administrative Assistant students the opportunity to practice and master the medical assisting administrative skills learned in MED 56, 70, 71, and 80. This course is an open lab with supervision. Administrative skills include reception, appointment scheduling, telephone techniques, bookkeeping, insurance claims preparation, CPT and ICD-9-CM coding, filing, transcription, and computer applications.

MED 85A. Medical Receptionist Externship (3)
Conf-7, work-168 (6 wks)
CR/NC only
Prereq.: MED 56, 70, 71, and HIT 50B
Supervised experience in developing a professional relationship with patients, physicians, medical administrative assistants, medical assistants, and other health care professionals in physicians' offices, hospitals, and outpatient clinics. Emphasis on integrating professional attitudes and skills in all areas of medical reception procedures. CSU
Pharmacy Technician
Students must be accepted into the Pharmacy Technician Program to register in PHTC 101 and 102.

**PHTC 101. Pharmacy Technician I - Theory (9)**
Lec-9
Prereq.: Eligible for ENGL 96 and MATH 860
Coreq.: PHTC 102
Prepares students to work as technicians in pharmacies under the direct supervision of a pharmacist. Covers drug classification and uses, pharmacy laws, rules and regulations, storage of drugs, record keeping of drugs, pharmacy math, basic anatomy and physiology. Emphasis is on drug dose calculations, medical terminology, and abbreviations and symbols used in prescriptions. CSU

**PHTC 102. Pharmacy Technician I - Clinical (3)**
Conf-10
Coreq.: PHTC 101
Instruction includes application of pharmaceutical knowledge, pharmacy law, mathematics, and terminology to a clinical setting, storage of drugs, labeling requirements, preparation of sterile products, and computerized record keeping. CSU

**PHTC 102A. Health Care Mathematics (2)**
Lec-2
Introduction to mathematical calculations required for health care medical preparations. Emphasis on ratio, proportion, alligation, and basic equations with two unknowns to determine various drug dosages, solutions, and other dilution formulas. Drug inventory procedures and patient relations. CSU

**PHTC 103. Pharmacy Technician II - Theory (9)**
Lec-9
Prereq.: PHTC 101 and 102
Coreq.: PHTC 104
Advanced drug classification and uses; preparation of IV additives and chemotherapeutic agents; record keeping of drugs; anatomy; physiology; medical terminology; and pharmacology. CSU

**PHTC 104. Pharmacy Technician II - Clinical (3)**
Conf-10
Coreq.: PHTC 103
Instruction in the application of advanced drug preparation skills to various clinical settings; maintaining inventory, storage, selection, preparation and filling of prescriptions. Emphasis on quality control and use of automated technology as related to preparation and packaging of unit dose, IV additives, and chemotherapeutic admixtures. CSU

Psychoneuroimmunology
**PNI 101. Psychoneuroimmunology - Bodymind (2)**
Lec-3 (12 wks)
Advised: Completion of ESL 72 or ENGL 90
Explores the health maintenance capacity of the bodymind and its innate ability to heal with focus on the brain’s and the mind’s function in this process and the interrelated roles of the nervous, cardiovascular, endocrine and immune systems. Includes effects of placebo and imagery, support groups, meditation, laughter, and play on these systems. Evaluates integrative medicine vis-à-vis healing. CSU

**PNI 102. Psychoneuroimmunology - Aging (1)**
Lec-3 (12 wks)
Advised: Completion of ESL 72 or ENGL 90
Study and investigation of psychophysiology of aging and society’s role in the process. Evaluate physiological theories of aging. Emphasis on differentiating between disease and actual aging and factors contributing to healthy aging. CSU Related Course

**LABR 96E. Labor Relations in Health Care (3)**
Lec-3, field trips
A study of labor relations in the health care industry, including its history, present status and current issues. Patterns of ownership, workplace structures, the changing work force, management practices, unionization, workers’ rights and current concerns. A thorough analysis of health care industry labor relations. CSU

**NONCREDIT COURSES:**

**Emergency Response Skills and Skills for Home Care Providers**

**AHTC 9105. Emergency Response Skills (45 hrs)**
Training in emergency response skills necessary to sustain victims of serious illness or injury until more advanced medical assistance arrives.

**AHTC 9121. Skills for Home Care Providers (25 hrs)**
Training in the basic communication, health, safety, nutrition, and job readiness skills competencies required of a health care provider.

**Unit Coordinator and Medical Computing Skills**

**AHWC 9183. Unit Coordinator**
Advised: ABE 2071
Practical skills and techniques in transcribing and processing of medical orders; maintaining chart forms; requisitioning diets, therapy, laboratory tests, and medications; and admission and discharge of patients. Emphasis on communication skills pertinent to patient care.
AHWC 9188. Medical Computing Skills (90 hrs)
Instruction in a variety of computer applications related to the health care technology field and utilized by the Health Care Technology Department. These programs are Microsoft Word 2000, Corel WordPerfect Suite 7, Nutrition Interactive, Delmar’s Administrative Medical Assisting, and Delmar’s Medical Terminology for Health Professionals.

Health Science
Announcement of Curriculum

Community Health Worker Credit Certificate Curriculum

The curriculum for the Community Health Worker Certificate of Completion is designed to prepare individuals for positions in community-oriented health and social service teams. The Community Health Worker (CHW) provides health education, information and referrals, and client advocacy in both clinic and outreach settings. The program emphasizes health education and promotion as well as specific competencies for work in underserved and/or linguistically isolated communities.

Admission. Admission to the program is based on:

1. Submission of a written application
2. The completion of prerequisite course HLTH 59, “Introduction to Community Health Work” (1 unit), with a grade of C or higher, or documented successful experience as a Community Health Worker.

For more information or a form for documenting work experience, call Community Health Works (415) 338-3034.

Requirements for the Certificate of Completion. The Certificate requires completion of 17 units. Each course must be completed with a final grade of C or higher or Credit.

Credit toward Graduation. Credits earned in obtaining the Certificate of Completion in Community Health Work may also be applied toward satisfaction of City College graduation requirements.

Suggested Sequence of Courses

First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 60 CHW Skills</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 62 Prep for Field Experience</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 64 Health Ed and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>Electives (See Below)</td>
<td></td>
</tr>
</tbody>
</table>

Second Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 61 CHW Field: Health Services</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 63 CHW Field Experience</td>
<td>2</td>
</tr>
<tr>
<td>Electives (See Below)</td>
<td></td>
</tr>
</tbody>
</table>

Students must complete four units from the following list of electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 10 Health and Aging</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 11A Pediatric CPR and First Aid</td>
<td>0.5</td>
</tr>
<tr>
<td>HLTH 12A Health Provider BLS-C/First Aid</td>
<td>1</td>
</tr>
<tr>
<td>or HLTH 14A Adv First Aid &amp; Emerg Care</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 25 Women’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 26 Women’s Health: Adv Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 27 Men’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 30 Drugs and Society</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 45 AIDS: The Epidemic</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 67 HIV/STD Prevention Education</td>
<td>3</td>
</tr>
<tr>
<td>or HLTH 68* HIV/STD Outreach Skills</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 90-91-92-93 Selected Topics in Health</td>
<td>0.5-3</td>
</tr>
<tr>
<td>ERT 104 Intro to Phlebotomy</td>
<td>3.5</td>
</tr>
<tr>
<td>IDST 54 Politics of Sexual Violence</td>
<td>3</td>
</tr>
<tr>
<td>IDST 55 Ending Sexual Violence: Peer Ed</td>
<td>3</td>
</tr>
<tr>
<td>MED 51 Basic Medical Skills</td>
<td>4</td>
</tr>
</tbody>
</table>

*Note: Students may elect to take HLTH 12 or HLTH 14 for this certificate, and one course in the series HLTH 67, or HLTH 68 or 69.

Drug and Alcohol Studies Credit Certificate Curriculum

The curriculum for the Certificate in Drug and Alcohol Studies is designed to prepare individuals for work in the addiction field. The program emphasizes a public health approach that addresses community, social, and individual factors of addiction while providing certificate candidates with a strong background in treatment modalities, health education and prevention, professional and ethical responsibilities, and client advocacy.

Admission. Enrollment is open to all interested students.

Requirements for the Certificate of Completion. The Certificate requires completion of 31 units. Each course must be completed with a final grade of C or higher or Credit.

Credit Towards Graduation. Credits earned in obtaining the Certificate of Completion in Drug and Alcohol Studies may be applied toward satisfaction of City College graduation requirements.

Suggested Sequence of Courses

First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 30 Drugs and Society</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 64 Health Ed and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 62A Field Work Prep: Ethical &amp; Legal Iss*</td>
<td>2</td>
</tr>
</tbody>
</table>

Second Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 73 Case Mgmt/Indiv Intervention Skills</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 72 Specific Populations and Addiction</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 62B Beginning Field Work*</td>
<td>2</td>
</tr>
</tbody>
</table>
Third Semester (Fall)
HLTH 74 Criminology and Addiction** .............................................. 2
or HLTH 77 Multiple Diagnosis ..................................................... 2
HLTH 76 Group Leadership ............................................................ 3
HLTH 69A Advanced Field Experience ............................................ 2

Fourth Semester (Spring)
HLTH 70 Physiological Effects of Addiction ...................................... 2
HLTH 75 Treatment Modalities ....................................................... 3

Students must complete three units from one of the following:
PSYC 1 General Psychology ........................................................ 3
PSYC 10 Abnormal Psych ............................................................. 3
SOC 1 Intro to Sociology ............................................................... 3

* HLTH 62A is a prerequisite for HLTH 62B.
** Students can either take Criminology & Addiction or Multiple Diagnosis for the certificate.

- Students will complete 200 hours of internship.

To accommodate students who were enrolled in the Certificate in Drug and Alcohol Studies during the Fall 1998-Spring 1999 semesters, we will honor the following equivalencies:

- For students who took HLTH 60A D/A Skills, we will recognize HLTH 73 Case Management/Individual Intervention Skills.

- For students who took HLTH 61 CHW Field: Health Services, we will recognize PSYC 1 General Psychology or SOC 1 Introduction to Sociology.

- For students who took HLTH 62 Prep for Field Experience, we will recognize HLTH 62A Field Work Prep: Ethical & Legal Issues.

- For students who took HLTH 63 CHW Field Experience, we will recognize HLTH 62B Beginning Field Experience.

Students must complete the following sequence of the required courses listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HLTH 80 Interpreting in Health Care I</td>
<td>6</td>
</tr>
<tr>
<td>HLTH 81 Interpreting in Health Care II</td>
<td>6</td>
</tr>
<tr>
<td>HLTH 82 Field Exp in Health Care Interpreting</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended courses prior to enrollment or during the first semester:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 51 Basic Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>ANAT 14 Intro to Human Anat and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 12 Intro to Human Physiology</td>
<td>3</td>
</tr>
</tbody>
</table>

For more information call the Health Science Department at (415) 452-5158.

HIV/STD Prevention Education
Certificates in Specialty Skill Areas

Credit Certificate Curriculum
The HIV/STD Prevention Education Program offers certificates in the specialty areas of Outreach, Case Management, and Facilitation. Each certificate focuses on a specific skill set supported by core curriculum in HIV and STD prevention, and health education and promotion. Graduates are qualified for employment in the HIV/STD field and work in a variety of community-based, public and private health and social service settings. In addition, these certificates have been designed to combine course work with the Community Health Worker, Drug and Alcohol Studies, and Sexual Health Educator Programs.

Admission. Open enrollment

Requirements for the Certification of Completion.
Each certificate requires completion of 9 units. Each course must be completed with a final grade of “C” or higher or Credit.

Credit Toward Graduation. Credits earned in obtaining the HIV/STD Prevention Education Specialty Skill Certificates may also be applied toward satisfaction of City College graduation requirements.

HIV/STD Prevention Education Specialty Skill Certificates.
Students are encouraged to combine all three HIV/STD Specialty Skill Certificates as appropriate to their interests and abilities for a more complete skill set. Students are also encouraged to combine the HIV/STD Specialty Certificates with the Community Health Worker, Drug and Alcohol Studies, and/or Sexual Health Educator Certificate programs in their course of study to broaden their range of skills, knowledge, and career/employment opportunities. In all certificate options, HLTH 64 may be taken concurrently with HLTH 67.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 67 HIV/STD Prevention Ed</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 64 Health Ed and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 68 HIV/STD Outreach Skills</td>
<td>3</td>
</tr>
</tbody>
</table>
HIV/STD Prevention Education: Case Management Skills
Course Units
HLTH 67 HIV/STD Prevention Ed 3
HLTH 64 Health Ed and Prevention 3
HLTH 75 Case Mgmt/Individual Intervention 3

HIV/STD Prevention Education: Facilitation Skills
Course Units
HLTH 67 HIV/STD Prevention Ed 3
HLTH 64 Health Ed and Prevention 3
HLTH 76 Group Leadership 3

Health Science Announcement of Courses

CREDIT, NON-DEGREE APPLICABLE COURSE:

HLTH 11A. Pediatric CPR and First Aid (0.5)
Lec-8 (total hrs) CR/NC avail.
Repeat: max. 1.5 units
Not open to students who are enrolled in or who have completed HLTH 21 within the last two years.
Instruction in the practice of universal/standard precautions and pediatric CPR and first aid. Emphasis on identification and care for secondary survey conditions of common traumatic, medical and environmental emergencies involving children. American Heart Association Pediatric Basic Life Support (BLS-D) and City College of San Francisco Pediatric First Aid cards will be awarded to those who qualify. Course fulfills the partial requirement of AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11B. Pediatric Preventive Health Education (0.5)
Lec-8 (total hrs) CR/NC avail.
Instruction in the recognition and management of preventive health practices, prevention policies and injury prevention in the childcare setting. A City College of San Francisco Pediatric Preventive Health Education Training certificate of completion will be awarded to those who qualify. Course fulfills the partial requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

CREDIT, DEGREE APPLICABLE COURSES:

HLTH 11C. First Aid Care for Ill Children (0.5)
Lec-8 (total hrs) CR/NC avail.
Identification, transmission, control and care for common childhood illnesses and communicable diseases. Childcare first aid practices and procedures for the management of well children with mild illnesses, chronic health conditions and special needs. Course fulfills the partial continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11D. Childcare Disaster Prep. (0.5)
Lec-8 (total hrs) CR/NC avail.
Training for childcare personnel on how to develop their own program plan for disaster management and emergency preparedness. Instruction in preparing for and then effectively dealing with, and recovery from emergency and crisis situations. A City College of San Francisco Childcare Disaster Preparedness Training certificate of completion will be awarded to those who qualify. Fulfills the continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU
HLTH 12. Basic Life Support/First Aid for Health Providers (1)
Lec-16 (total hrs) CR/NC avail.
Repeat: max. 3 units
Instruction and practice in the identification and care of life threatening and serious traumatic, medical, and environmental emergencies including respiratory and cardiac emergencies for adults, children, and infants. Emphasis is also on control of life threatening emergencies such as bleeding and shock. Identification and care of serious secondary survey conditions and situations involving special populations such as children and the elderly. American Heart Association “Basic Life Support for the Healthcare Provider” (BLS-C) and City College of San Francisco First Aid certificates will be awarded to those who qualify. CSU

HLTH 13. Standard First Aid (0.5)
Lec-8 (total hrs) CR/NC avail.
Repeat: max. 1.5 units
Newest techniques in standard first aid and adult cardiopulmonary resuscitation with an emphasis on current trends. Emphasis also on the ability to handle life threatening injuries, the performance of a secondary survey, and activation of the emergency medical services system. American Heart Association “Heartsaver” (BLS-A) and City College of San Francisco First Aid certificates will be awarded to those who qualify. CSU

HLTH 14. Advanced First Aid and Emergency Care (2)
Lec-2 CR/NC avail.
Satisfies requirements for public safety personnel as stated in Title 22, Division 9, California Code of Regulations. Emergency care procedures for victims of injuries or medical emergencies. Instruction includes cardiopulmonary resuscitation, emergency childbirth, burn care, environmental emergencies, wound care, poisonings, emergency treatment of drug overdose, bone and joint injuries and other traumatic emergencies. Instruction in pocket mask ventilation will be provided. American Heart Association “Basic Life Support for the Healthcare Provider” (BLS-C) and City College of San Francisco Advanced Level First Aid cards will be awarded to those who qualify. CSU/UC

HLTH 15. Basic Life Support Recertification (0.5)
Lec-8 (total hrs) CR/NC avail.
Prereq.: HLTH 14 or an American Red Cross or American Heart Association Basic Life Support course within the last two years. Valid certification cards must be presented on the day of instruction. An updated presentation of the newest techniques in cardiopulmonary resuscitation with an emphasis on current trends. The ability to handle other types of injuries, as well as performance of a secondary survey and activation of the emergency medical services. An American Heart Association “Basic Life Support Recertification” (BLS-C) card will be awarded to those who qualify. CSU

HLTH 17. Public Safety - First Responder (3)
Lec-3 CR/NC avail.
Instruct public safety personnel who may arrive first to medical emergencies. Training will provide public safety personnel with the knowledge and basic skills necessary to recognize when a citizen is experiencing a medical emergency, activate the Emergency Medical System, conduct a primary and secondary survey, and provide a formal report of the victim’s condition to arriving Advanced Life Support Personnel. CSU

HLTH 18. Community Disaster Prep. (1)
Lec-18 (total hrs) CR/NC avail.
Training in community disaster management and emergency preparedness. Basic disaster skills instruction in utility control, identification of nonstructural hazards, hazardous materials awareness, fire extinguish equipment and techniques, disaster medicine, search and rescue, team organization and management, and disaster psychology. A Neighborhood Response Team Training certificate of completion will be awarded to those who qualify. CSU

HLTH 20. Sexual Well Being (2)
Lec-2 CR/NC avail.
Investigation into the current role of sexually transmitted diseases in public and personal life. Emphasis on prevention and risk assessment and the development of skills to put this knowledge into practice; all aspects of sexually transmitted diseases including AIDS. CSU

HLTH 21. CPR, Childcare Health and Safety Education (3)
Lec-3 CR/NC avail.
Training for childcare personnel to develop the knowledge and skills needed to provide first aid care for victims of traumatic, medical and environmental emergencies. Instruction includes CPR, advanced level first aid, childcare health practice policies, prevention of childhood injuries, management of well children with mild illnesses, chronic health conditions and special needs. Course fulfills the AB 243 mandated Health and Safety Training requirements established by the State EMS Authority for Childcare Providers. CSU

HLTH 25. Women’s Health Issues (3)
Lec-3, field trips CR/NC avail.
Advis: Eligible for ESL 82 or ENGL 92
A health class emphasizing the empowerment of each woman in the pursuit of her physical, mental, spiritual, and political health. Aimed at meeting the needs of women of diverse ethnic backgrounds and sexual orientations. Topics include: breast self-exam, menstrual health, reproductive management, motherhood, AIDS and STDs, menopause, violence against women, stress, nutrition, exercise, alternative health, and more. Course work involves research on personal health concerns. CSU/UC

HLTH 26. Women’s Health: Advanced Issues (3)
Lec-3, field trips CR/NC avail.
Advis: HLTH 25, 27 or 53, and ESL 82 or ENGL 92
In-depth analysis of women’s health issues. Focus includes: tailoring health advice to individual needs, body image and self-esteem, stress management, alternative health practices, public policy and advocacy, emerging trends and careers in women’s health, Internet research, and current controversies. CSU
HLTH 27. Men's Health Issues (3)
Lec-3 CR/NC avail.
Advis: Eligible for ESL 82 or ENGL 92
This course considers the physical, psychological, social and political influences on the health of men. Its purpose is to provide a basis for men with diverse ethnic backgrounds an sexual orientations to make health life choices. CSU/UC

HLTH 30. Drugs and Society (3)
Lec-3 CR/NC avail.
Coreq.: HLTH 62A
Exploration of the nature and extent of the drug problem in society; addiction vs. habituation; drug interactions; methods and resources in the prevention and control of the abuse of alcohol, tobacco and other drugs. CSU

HLTH 33. Health Science (2)
Lec-2 CR/NC avail.
Advis: ESL 62 or placement in ESL 72, or completion of or concurrent enrollment in ENGL 90
Not open to students who have completed HLTH 53.
An interdisciplinary, introductory, and integrative presentation of natural and social science material relevant to psychological, social, and physical well-being, and the prevention of disease and injury. Emphasis on the nature of being human, the use and abuse of drugs including alcohol, human sexuality, the control of reproduction, intimacy and the family, optimum nutrition, fitness, disease, genetic and environmental health factors, consumer health practices, and coping with aging and dying. CSU

HLTH 35. Holistic Health Practices (3)
Lec-3 CR/NC avail.
A comprehensive examination and comparison of allopathic and holistic health in contemporary and future health care. An analysis and exploration of conventional methods of healing, holistic health philosophies, principles and methods of therapy, including acupuncture, acupressure, homeopathy, chiropractic, herbal medicine, and other healing systems. Includes a survey of health and healing practices among various ethnic cultures living in the United States. This is an introductory class and not intended to diagnose or treat medical problems. CSU

HLTH 41. Survey and Management of Stress (1)
Lec-2 (8 wks) CR/NC avail.
A survey of the stress process, major stressors and management of stress. An analysis of the stress experience. Exploration of many common and effective management approaches, methods and relaxation techniques. CSU

HLTH 45. AIDS: The Epidemic (1)
Lec-2 CR/NC avail.
Investigation of the physiological, emotional, social and cultural aspects of the AIDS epidemic with emphasis on risk assessment, prevention, and methods of coping. Includes basic biological and microbiological principles relating to AIDS. CSU

HLTH 50. Tai Chi for Health (3)
Lec-2.5, lab-1.5 CR/NC avail.
Tai Chi Chuan is a form of thought and physical movement that incorporates meditation into motion; emphasis on the philosophical and practical application of Tai Chi thought as it applies to human health and life; practice of basic Tai Chi Chuan forms (Yang Style). CSU/UC

HLTH 53. Health Science (3)
Lec-3 CR/NC avail.
Advis: ESL 72 or eligibility for ESL 82, or ENGL 92 (concur.)
Not open to students who have completed HLTH 33.
Critical analysis of individual and societal issues and problems involving the promotion and maintenance of a psychological, social, and physical state of well-being, based on relevant natural and social science skills and knowledge. Topics include: mental health and illness, stress management, use and abuse of drugs, including alcohol and tobacco, sexuality, birth control, pregnancy, nutrition, fitness, disease and accident prevention, consumer and environmental health and related areas, aging, and coping with death and dying. CSU/UC

HLTH 59. Introduction to Community Health Work (1)
Lec-3 (5 wks), field trips
"Who are Community Health Workers (CHWs) and what do they do?" Introduction to the roles of CHWs through class discussions, guest speakers, and class field trips. Development of practical skills such as on-the-job solution-oriented problem solving, and organizational and time management skills. CSU

HLTH 60. CHW Skills (3)
Lec-3, field trips CR/NC avail.
Prereq.: Acceptance into Certificate Program
Coreq.: HLTH 62
Training community health workers to be an integral member of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and diverse communities. Skill development will focus on health counseling and education, data collection and documentation, communication skills, case management, and giving referrals. CSU

HLTH 60A. D/A Skills (3)
Lec-3, field trips CR/NC avail.
Prereq.: Acceptance into Certificate Program
Coreq.: HLTH 62
Skill development will focus on communication skills and in techniques used for health advising, intake interviewing, data collection, documentation, and referrals. Students will practice essential intervention skills needed to work in substance abuse agencies and community settings, and develop appropriate strategies in the intake process and recording of information in the substance abuse field. CSU

HLTH 61. CHW Field: Health Services (3)
Lec-3, field trips CR/NC avail.
Prereq.: HLTH 60
Coreq.: HLTH 63
Exploration of the history, philosophy and development of the community health work field. Skill development will focus on advocating, community involvement, program planning, case study analysis, and observation and reporting techniques. Overview of health delivery systems, identify new programs and careers in the emerging field of community health. CSU
HLTH 62. Prep for Field Experience (2)
Lec-2
Coreq.: HLTH 60
Training community health workers to be an integral member of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and communities of diverse backgrounds. Developing job readiness skills and communications skills for use in a health team, preparing students to enter their field experience in substance abuse or as a Community Health Worker. CSU

HLTH 62A. Field Work Prep: Ethics and Legal Issues (2)
Lec-2
Coreq.: HLTH 30
This course develops job readiness and communication skills for use in a health team, preparing students to enter into their field experience in substance abuse. Exploration of issues related to ethical and legal responsibility for Addiction Specialists. CSU

HLTH 62B. Beginning Field Experience (2)
Conf-2, work-8
Prereq.: HLTH 62A
Training substance abuse workers to be integral members of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and diverse communities. Intermediate skill development focuses on an overview of health delivery systems, advocacy, community involvement, program planning, case study analysis, and observation and reporting techniques. CSU

HLTH 63. CHW Field Experience (2)
Conf-2, work-8
Prereq.: HLTH 61
Training community health workers to be an integral member of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and diverse communities. This course provides field experience in substance abuse or as a community health worker, enabling students to practice skills learned in HLTH 61. CSU

HLTH 63A. Advanced Field Experience (2)
Conf-2, work-8
Prereq.: HLTH 62B
Repeat: max. 6 units
Training substance abuse health workers to provide effective, efficient and appropriate services to underserved clients and diverse communities. Providing students with hands-on learning experiences in settings involving all aspects of the recovery process. CSU

HLTH 64. Health Education and Prevention (3)
Lec-3
Exploration of the history, theories, and models of substance abuse prevention and health education principles. Effective community outreach and harm reduction strategies. Topical presentations will explore prevention strategies, including information dissemination, and education programs appropriate to different target populations and sites. CSU

HLTH 67. HIV/STD Prevention Education (3)
Lec-3, field trips
CR/NC avail.
Education and skills training in peer education to help diverse populations to reduce their risk of infection with sexually transmitted diseases (STDs), especially HIV/AIDS; STD/HIV prevention activities are conducted among CCSF students as members of Project SAFE with volunteer work in community-based organizations. CSU

HLTH 68. HIV/STD Outreach Skills (3)
Lec-3, field trips
CR/NC avail.
Advis: HLTH 67 or HIV/STD prevention experience
Education and training in advanced issues in HIV/STD peer education, such as events production, in-depth analysis of STD transmission and risk reduction, and careers in public health; conduct peer education activities as members of CCSF's Project SAFE; emphasis on putting skills into practice. CSU

HLTH 69. HIV/AIDS Peer Education: Directed Practice (3)
Lec-3, field trips
CR/NC avail.
Advis: HLTH 68, discuss with instructor: 2 yrs work experience in HIV/STD prevention needed to possibly waive prerequisite
Repeat: max. 9 units
Specialized education and directed practice for trained HIV/AIDS Peer Educators. Emphasis on utilizing skills in producing and participating in STD and HIV/AIDS prevention activities at CCSF and in the community, serving as mentors for beginning Peer Educators, updating information and skills. CSU

HLTH 70. Physiological Effects of Addiction (2)
Lec-2
CR/NC avail.
This course provides an understanding of basic pharmacological aspects of drugs. How drugs are metabolized, their effects on body systems and behavior, the addiction process and current research. CSU

HLTH 71. Selected Topics in Addictions (1)
Lec-16 (total hrs)
CR/NC avail.
Prereq.: As required
Repeat: May vary with topical courses investigation of current important substance abuse concerns which affect our communities, professions, and occupations.
Designed to provide in-depth and intensive examination of issues affecting the substance abuse field.
HLTH 71A. Ethics and Legal Issues. CSU
HLTH 71C. Drug and Alcohol Referral Techniques. CSU

HLTH 72. Specific Populations and Addiction (3)
Lec-3
CR/NC avail.
A comprehensive, integral, and interdisciplinary approach in examining substance abuse within specific marginalized populations. Exploration of interrelated quality of life issues that influence and contribute to chemical dependency. CSU
HLTH 73. Case Management/Individual Intervention (3)
Lec-3, field trips CR/NC avail.
Skill development will focus on communication skills and techniques used for health advising, intake interviewing, data collection, documentation and referrals. Students will practice essential intervention skills needed to work in substance abuse agencies and community settings, and develop appropriate strategies in the intake process and recording of information in the substance abuse field. CSU

HLTH 74. Criminology and Addiction (2)
Lec-2, field trips CR/NC avail.
A comprehensive examination of various theories of addiction and their application to incarcerated populations, men, women, and youth. An analysis and exploration of theories of incarceration, diversity, prevention of gang involvement, criminal behavior and recovery from addiction. CSU

HLTH 75. Treatment Modalities (3)
Lec-3 CR/NC avail.
Exploration of the differing models of intervention, prevention, recovery and the rationales behind them. Individual differences and needs of underserved and specific populations. CSU

HLTH 76. Group Leadership (3)
Lec-3 CR/NC avail.
Introduction to group dynamics and leadership skills for people working in the addiction field. Students will gain theoretical understanding of group leadership concepts, observe group dynamics, and experience group membership. CSU

HLTH 77. Multiple Diagnosis (2)
Lec-2 CR/NC avail.
This course will help students to identify common pre-existent or concurrent psychiatric disorders that may surface with substance abusers. CSU

HLTH 80. Interpreting in Health Care I (6)
Lec-6, field trips CR/NC avail.
Training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Emphasis include the roles and responsibilities of a health care interpreter, basic knowledge of common medical conditions, treatments and procedures, insight in language and cultural nuances for specific communities necessary in the art of interpretation. CSU

HLTH 81. Interpreting in Health Care II (6)
Lec-6, field trips CR/NC avail.
Prereq.: HLTH 80
Training for bilingual individuals to be an integral member of the health care team in bridging the language and cultural gap between clients and providers. Further enhancement of interpreting skills learned in HLTH 80 covering specialized health care service areas such as genetics, mental health, and death and dying. Emphasis on the development of cultural competency in the community and workplace and careers in interpretation. CSU

HLTH 82. Field Experience in Health Care Interpreting (3)
Conf-2, work-8 CR/NC avail.
Prereq.: Completion/concurrent enrollment in HLTH 81
Training interpreters in facilitating linguistic and cultural communication between client and health care providers. Field work experience on application of knowledge and technical interpreting skills learned in HLTH 80 and 81. CSU

HLTH 89A-89B-89C-89D. Independent Study (0.5-1-2-3)
Ind st-2.5, 5, 10, 15 CR/NC avail.
Repeat: max. 2, 4, 8, 12 units
Designed to provide students an opportunity to extend their health education knowledge and practice-related skills through independent study. Student enrollment by arrangement with instructor. CSU

HLTH 90-91-92-93. Selected Topics in Health Science (0.5-1-2-3)
Lec-0.5, 1, 2, 3 CR/NC avail.
Repeat: if no subject repeat
Investigation of current important health concerns which affect our communities, professions, and occupations. Designed to provide in-depth and intensive examination of issues affecting health and social service providers. CSU

HLTH 90A. Healthworker: Homeless Issues
HLTH 91B. Health Education: Introductory Asthma

AFAM 70. African American Health Issues (3)
Lec-3, field trips
Major health problems in the African American community with emphasis on health promotion and disease prevention. Examines the relationships between contemporary health practice and beliefs and those of ancient African people. Social and economic issues and the impact on the delivery of health care. CSU/UC

NONCREDIT COURSES:

HLTH 5000. Adult Cardiopulmonary Resuscitation (CPR) (8 hrs)
Adult cardiopulmonary resuscitation training for the lay rescuer who will respond to cardiac emergencies in the community setting. Course content consists of the chain of survival, early recognition and management of a victim with a heart attack, rescue breathing, one-rescuer CPR and relief of airway obstruction. An American Heart Association Heartsaver participation card will be awarded to those who qualify.

HLTH 5001. First Aid Care (8 hrs)
First aid training for the lay rescuer who will learn how to identify and care for victims of common traumatic, medical and environmental emergencies in the community setting. Instruction includes the performance of a secondary survey and the activation of the emergency medical services system. A City College of San Francisco First Aid Card will be awarded to those who qualify.

HLTH 5010. Effective Stress Management (27 hrs)
HLTH 5018. Tai Chi for Health (36-270 hrs)
Tai Chi Chuan is a stylized form of movement that promotes both mental and physical well-being. This course is an introduction to the Chinese style of exercises known as Tai Chi Chuan, and it will teach the student Yang style Tai Chi form.

HLTH 5019. Social And Mental Health (27 hrs)
Course content identifies the impact of societal definitions of mental health on the individual, the historical development and modification of these definitions, and the integration of societal, individual, and group systems to promote mental health information.

HLTH 5024. AIDS Awareness Workshop (3 hrs)
Updates of issues relating to AIDS Awareness. Each three-hour workshop will present current information highlighting an aspect of the AIDS epidemic, such as epidemiology of emerging affected populations, particular needs of particular populations, risk reduction, harm reduction, application of models of behavior change for safer sex, documentation of behavior change, setting appropriate goals, safer sex paraphernalia, new technologies for HIV testing, the latest in AIDS treatment. Emphasis will be on continuing education needs of HIV antibody risk assessment and disclosure counselors.

HLTH 5025. Drug Abuse: Cultural Issues (24 hrs)
Exploration of the historical, political and cultural context of drugs.

HLTH 5026. Substance Abuse (24 hrs)
Exploration of the nature and extent of substance abuse.

HLTH 5027. Adult Children from Dysfunctional Families (27 hrs)
Discussion of the nature and causes of problems of adult children from dysfunctional families. Special emphasis on how these problems affect the individual and relationships. Explores recovery process and issues such as shame and low self-esteem.

HLTH 5029. Addiction - Individual and Society
Addresses the scope and impact of addiction problems, the nature of addiction; its physical and psychological effects on individuals, and the socio-cultural aspects of addictive behavior.

HLTH 5030. The Addictive Person (27 hrs)
An exploration of health psychology issues related to the psychological, developmental and social aspects of ongoing recovery of adults from addictive beliefs and behaviors. Aimed particularly at meeting the needs of women and men of ethnic and sexual diversity. Topics include: the nature of addiction, description and characteristics of different addictions across ethnic/racial and sexual minorities (gay, lesbian, and bisexuals). Treatment models for the addictive person and stages of recovery.

HLTH 5033. The Codependent Person (27 hrs)
Overview of the characteristics of a codependent. Course content includes discussion of the nature, causes, and treatment of codependence. The course is directed to those interested in understanding codependents' search for self and identity throughout the life-span.

HLTH 5034. Anger and Conflict in Recovery (27 hrs)
Informational overview which looks at and discusses the emerging issues of anger, aggression and conflict for people in recovery from substance abuse or dependency. This course meets the needs of women and men of ethnic and sexual diversity. Course content includes understanding distortions of anger, dealing with blocks to anger, and techniques to express anger in an assertive manner.

HLTH 5036. Burn-out, Renewal and Caregivers (12 hrs)
Identifies the problems of burn-out and setting limits for people in service positions, caregivers, ACOAs, and for people involved with someone with a terminal illness.

HLTH 5037. Social and Mental Health/Gay options (27 hrs)
A forum for discussing issues of concern in the gay men's community, presenting a variety of groups, organizations and resources from that community.

HLTH 5039. Sex and Love Addiction (27 hrs)
Informational overview which looks at and discusses sex, love, and romance addictions and their impact on the individual.

HLTH 5041. Spiritual Aspects of Recovery (27 hrs)
Exploration of health psychology issues related to the psychological, developmental and social aspects of ongoing recovery of adults from addictive behaviors.

HLTH 5042. Couples in Recovery (27 hrs)
Informational overview which looks at and discusses the impact of communication patterns and conflict on sex, love and romance for recovering couples. Meeting the needs of women and men of ethnic and sexual diversity.

HLTH 5100. Successful Communication/Health Occupations (90 hrs)
Appropriate for students in Health Care Technology programs, Nursing, Vocational Nursing, Dental Assisting, Dental Lab, Radiology and Medical Imaging. Practical preparation for successful communication in the Allied Health Fields. Designed for non-native speakers.

HLTH 5115. Disaster Prep. in Childcare (8 hrs)
Training in disaster management and emergency preparedness in the childcare setting. Instruction in the development, implementation and evaluation of a childcare disaster preparedness program. A City College of San Francisco Childcare Disaster Preparedness Training certificate of completion will be awarded to those who qualify. Fulfills the continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers.

HLTH 5118. Neighborhood Disaster Prep. (18 hrs)
Neighborhood training in disaster management and emergency preparedness. Basic disaster skills instruction in utility control, identification of nonstructural hazards, hazardous materials awareness, fire extinguish equipment and techniques, disaster medicine, search and rescue, team organization and management, and disaster psychology. A Neighborhood Response Team Training certificate of completion will be awarded to those who qualify.