GREK 10C. Intermediate Conversational Greek (3)
Lec-3, lab-2 CR/NCR avail.
Prereq.: GREK 10B
Not open to native speakers of Greek
Third semester course: Designed for students who wish to acquire more advanced skills in conversational modern Greek.
CSU

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/NCR 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.

GUID 12. Developing Job-Seeking Skills (1)
Lec-2 (8 wks) CR/NCR avail.
Designed for students who have a clear sense of career goal, but who are not knowledgeable about ways of approaching an employer for a job.
The practical problems of job finding: searching for, applying for, choosing, and keeping a job. CSU

Health Care Technology
Announcement of Curricula

CVT/Echocardiography Technician
Program Goal. The program teaches students to work as technicians in non-invasive cardiac diagnostic laboratory units in hospitals, diagnostic laboratories, and clinics. Students will learn M-mode, two dimensional, and doppler echocardiography to include: cardiac anatomy and physiology, physics of ultrasound, cardiac imaging, and instrumentation. For more information call 561-1900.

Prerequisite: Anatomy 14 or 25; may be a corequisite
Core Courses

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECHO 1 Echocardiography I</td>
</tr>
<tr>
<td>ECHO 2 Echocardiography II</td>
</tr>
<tr>
<td>CVT 101 Cardiovascular Technician</td>
</tr>
<tr>
<td>CVT 102 Cardiovascular Technician</td>
</tr>
</tbody>
</table>

Length of Program. Two Semesters.

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

EKG Technician I & II
Program Goal. Prepares students to operate an EKG machine and work as technicians in non-invasive cardiac 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 the 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

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EKGT 101 EKG Technician I</td>
</tr>
<tr>
<td>EKGT 102 EKG Technician II</td>
</tr>
</tbody>
</table>

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

Emergency Medical Technician
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. Students who have completed FSC 100 through FSC 103 may not enroll in EMT 100 through 103. For more information call 561-1900.

Admission Requirements. CCSF placement.

Length of Program. 250 hours

Core Courses

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 102 Emer Med Tech 1A, Clinical</td>
</tr>
<tr>
<td>EMT 100 Emer Med Tech B, Theory</td>
</tr>
<tr>
<td>EMT 101 Emer Med Tech, Fire Ser Theory</td>
</tr>
</tbody>
</table>

Requirements for Completion. Completion of required courses with a C grade or higher in each phase of the program. College credit by petition is available.

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 2000); preparation for the National ART Examination upon graduation; and non-paid clinical 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 (CAHEP) 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 an Accredited Record Technician (ART).

Award of Achievement. Students who already possess associate or bachelor's degrees (or higher) in a discipline can earn an Award of Achievement that reflects completion of the HIT technical courses (when official transcripts have been submitted).

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.

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 Clinical Practice in the third, and fourth semesters gives students practical clinical experience in medical record departments in diversified health care facilities.

Associate of Science Degree and Award of Achievement. The curriculum is designed so that students may satisfy these requirements and complete their education in Health Information Technology with final grades of C or higher in their major technical courses and with the average final grade of C (2.0 grade-point average) or higher in the curriculum to receive the Award of Achievement in Health Information Technology.

Accredited Record Technician (ART)

Associate of Science Degree in Health Information Technology. Upon successful 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 eligible to write the Accreditation Examination given by the American Health Management Association.

Courses Required for the Award of Achievement in Health Information Technology

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 25 General Human Anat</td>
<td>4</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIT 61 Intro to Health Info Tech</td>
<td>3</td>
</tr>
<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 12 Intro to Human Phys</td>
<td>4</td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 57 Disease Process</td>
<td>3</td>
</tr>
<tr>
<td>HIT 63 Health Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIT 65 Organization of Health Data</td>
<td>2</td>
</tr>
<tr>
<td>HIT 73A Basic ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td>4</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 73B Adv ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 72 Legal Aspects</td>
<td>3</td>
</tr>
<tr>
<td>HIT 77A Clinical Practice I</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 76 Basic CPT</td>
<td>1</td>
</tr>
<tr>
<td>HIT 74 Quality Assessment &amp; Improvement</td>
<td>3</td>
</tr>
<tr>
<td>HIT 75 Supervision</td>
<td>2</td>
</tr>
<tr>
<td>HIT 77B Clinical Pract II</td>
<td>3</td>
</tr>
<tr>
<td>HIT 78 Reimbursement Issues</td>
<td>2</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
</tbody>
</table>
CERTIFICATE CURRICULA

Health Information Clerk I

This certificate program prepares students for entry-level positions in medical/health information departments, physicians' offices, ambulatory, long-term, psychiatric, and other health care settings. Opportunities for employment include: reception and basic office skills, admitting/registration department responsibilities, pulling and filing of records, filing of loose documents, purging of records, preparation of health data (input and output) for computer processing, storage and retrieval, data entry, and assembly of loose documents in a sequential or chronological order.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 50A Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIT 61 Intro to Health Info Tech</td>
<td>3</td>
</tr>
<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 9 or ANAT 14</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 90 Basic Comp &amp; Reading I or ESL 72 Inter ESL Comp</td>
<td>3</td>
</tr>
</tbody>
</table>

Health Information Clerk II

This certificate program prepares students for technical positions in medical/health information departments, ambulatory, long-term/rehabilitation, psychiatric/drug rehabilitation, hospice, home health, tumor registry, and other health care settings. Opportunities for employment include: organization and technical analysis of the medical record according to established standards; maintenance of physicians incomplete records; preparation of birth and death certificates; data collection and abstracting of health information for evaluating and planning health care and health related programs; health statistics; release of health information and medicolegal correspondence and subpoenas; maintenance of a variety of health record indices, storage, and retention systems. In addition, graduates are eligible for positions described in the Clerk I Certificate.

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

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 61 Intro to Health Info Tech</td>
<td>3</td>
</tr>
<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 9 or ANAT 14</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 90 Basic Comp &amp; Reading I or ESL 72 Inter ESL Comp</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 63 Health Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIT 65 Organization of Health Data</td>
<td>2</td>
</tr>
<tr>
<td>HIT 72 Legal Aspects of Med Records</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73A Basic ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 77A Clinical Practice</td>
<td>3</td>
</tr>
<tr>
<td>MATH E Arithmetic*</td>
<td>1</td>
</tr>
</tbody>
</table>

* Not required if student makes a satisfactory score in the college math placement test.

Health Information Coding Specialist

This certificate program prepares students to code medical records according to ICD-9-CM and CPT-4 coding classification systems. Students are trained to read and interpret medical record documentation; apply knowledge of anatomy, clinical disease processes, diagnostic and procedural terminology to assign accurate codes to diagnoses and procedures; conduct quality assessment to ensure continuous improvement in ICD-9-CM coding and collection of quality health data. Students are trained to code manually and on computers.

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

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 25 Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 61 Intro to Health Info Tech</td>
<td>3</td>
</tr>
<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 90 Basic Comp &amp; Reading I or ESL 72 Inter ESL Comp</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 12 Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 63 Health Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIT 65 Organization of Health Data</td>
<td>2</td>
</tr>
<tr>
<td>HIT 57 Disease Process</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73A Basic ICD-9-CM Coding</td>
<td>3</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 73B Adv ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 74 Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>HIT 76 Basic CPT</td>
<td>1</td>
</tr>
<tr>
<td>HIT 77A Clinical Practice</td>
<td>3</td>
</tr>
<tr>
<td>HIT 78 Reimbursement Issues</td>
<td>2</td>
</tr>
</tbody>
</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 physi-
cians' 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 (Prerequisites: HIT 50A and HCT 66)

First Semester
Course Units
ANAT 14 Anatomy & Physiology .................. 4
HIT 50B Medical Terminology II ................ 2
HIT 55AL Medical Transcription I .............. 1
HIT 67 Computer Applications .................. 2
HIT 61 Intro to Health Info Tech .............. 3

Second Semester
HIT 55B Medical Transcription II .............. 3
HIT 57 Disease Process ......................... 3
HIT 72 Legal Aspects ........................... 3
Elective ..................................... 3

Health Information Technology
Courses Required for the Certificate of Completion in Health Information Technology (Prerequisites: ANAT 25 and HIT 50A)

This certificate program is designed for students entering City College with a degree (A.A. or higher) or for those who have completed ALL of the CCSF graduation requirements.

First Semester
Courses Units
PHYS 12 Human Physiology ................... 4
HIT 61 Intro to Health Information Technology ... 3
HIT 67 Computer Applications ................ 2
HIT 50B Medical Terminology II .............. 2
HIT 57 Disease Process ......................... 3
HIT 73A Basic ICD-9-CM Coding .............. 3

Second Semester
HIT 63 Health Information Systems ................ 3
HIT 65 Organization of Health Data ........... 2
HIT 73B Adv ICD-9-CM Coding ................ 3
HIT 72 Legal Aspects ........................... 3
HIT 77A Clinical Practice I .................... 3

Third Semester
HIT 74 Quality Assurance ...................... 3
HIT 75 Supervision ................................ 2
HIT 76 Basic CPT ................................ 1
HIT 77B Clinical Practice II .................... 3
HIT 78 Reimbursement Issues .................. 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 qualified for enrollment in ENGL 92 or higher or ESL 82. Students are required to submit evidence of a recent tuberculin test and a physical examination which indicates that they are in good physical and mental health before enrolling in MED 51. Students must complete MED 50 with a final grade of C or higher. MED 50 is an orientation course conducted by the faculty of the Medical Assisting Program 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 Work Experience in Medical Assisting or Related Fields, 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 hospital offices and wards.

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 final grades of C (2.50 grade-point average) or higher in the curriculum 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 qualified for enrollment in ENGL 92 or higher or ESL 82. Students are also required to satisfy prerequisites in order to enroll in certain courses.

**Suggested Sequence:**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Hum Anat and Physio</td>
<td>4</td>
</tr>
<tr>
<td>HCT 66 Med Typ/Transcrip</td>
<td>4</td>
</tr>
<tr>
<td>MED 50 Intro to Medical Assisting</td>
<td>1</td>
</tr>
<tr>
<td>MED 51 Bas Clinical Proc</td>
<td>3</td>
</tr>
<tr>
<td>MED 56 Medical Administrative Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 53 Adv Clinical Proc</td>
<td>3</td>
</tr>
<tr>
<td>MED 70 Bookkeeping and Insurance Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MED 71 Comp for the Med Office</td>
<td>1.5</td>
</tr>
<tr>
<td>MED 80 Medication Calculation and Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 55AL Medical Transcription Lab</td>
<td>1</td>
</tr>
<tr>
<td>HIT 57 Disease Process</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 14 CPR, Adv. First Aid &amp; Emer Care</td>
<td>2</td>
</tr>
</tbody>
</table>

Additional graduation requirements

**Summer Semester**

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

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 58 Medical Office Management</td>
<td>3</td>
</tr>
<tr>
<td>MED 83 Admin Work Experience</td>
<td>5</td>
</tr>
<tr>
<td>HIT 55B Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 26 Human Relationships</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

**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 qualified for enrollment in ENGL 92 or higher or ESL 82. Students must be able to type 45 nwpmp with less than one error per minute. This requirement may be satisfied by completion of Business 79A with a grade of C or higher.

**Requirements for the Certification of Completion:**

Students may obtain the Certificate of Completion in Medical Office Assisting by completing the following courses with an average final grade of C (2.50 grade-point average) or higher.

**Suggested Sequence of Courses**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Hum Anat and Physio</td>
<td>4</td>
</tr>
<tr>
<td>HCT 66 Med Typ/Transcrip</td>
<td>4</td>
</tr>
<tr>
<td>MED 50 Intro to Med Assist</td>
<td>1</td>
</tr>
<tr>
<td>MED 51 Bas Clinical Proc</td>
<td>3</td>
</tr>
<tr>
<td>MED 56 Med Administrative Proc</td>
<td>3</td>
</tr>
<tr>
<td>HIT 50A Med Term I</td>
<td>3</td>
</tr>
</tbody>
</table>

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**Requirements for the Certification of Completion:**

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**Suggested Sequence of Courses**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Hum Anat and Physio</td>
<td>4</td>
</tr>
<tr>
<td>HCT 66 Med Typ/Transcrip</td>
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<tr>
<td>MED 50 Intro to Med Assist</td>
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<tr>
<td>MED 51 Bas Clinical Proc</td>
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<tr>
<td>MED 56 Med Administrative Proc</td>
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<tr>
<td>HIT 50A Med Term I</td>
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Second Semester
HLTH 14 CPR, First Aid, Emerg Care 2
MED 53 Adv Clinical Proc 3
MED 70 Bookkeeping and Insurance Proc 3
MED 71 Comp for the Med Office 1.5
MED 80 Medical Calculat and Pharmacology 1
HIT 50B Med Terminology II 2
HIT 55AL Med Transcription Lab 1

Summer Session
MED 81 Skills Lab 2

Third Semester
MED 59 Independent Study 1
MED 82 Clinical Pract 5
MED 58 Med Office Management 3
PSYC 26 Hum Relationships 3

Medical Biller
Certificate Curriculum

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:
First Semester
Course Units
ANAT 14 Hum Anat & Physio 4
HIT 50A Med Terminology I 3
MED 70 Bookkeeping & Insurance Procedures 3
MED 71 Comp for the Med Office 1.5
BSMA G, H, A or J Basic Bus Arith or
MATH E Basic Math with Prob Solv 2 or 3

Second Semester
HIT 57 Disease Process 2
HIT 50B Med Terminology II 2
MED 72 Adv Insurance Billing 3
MED 73 Adv Comp Applic for the Med Off 2
ENGL 90 Basic Comp & Reading I or
ESL 82 Adv Comp 3

Pharmacy Technician
Program Goal. The program is a planned sequence of courses which prepare students to work as technicians in pharmacies utilizing automation and math ability for safe medication dosages. Emphasis will be focused on optimum patient clinical outcome and customer services. For more information call 561-1900.

Admission Requirements. Acceptance into the Pharmacy Technician Program and suitability for State Board registration.

Core Courses. Contact Department Chair for certificate program information, 561-1900.

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

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 communications 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
Coreq.: CVT 101
Introduction to cardiac ultrasound including basic cardiac anatomy and physiology. Two dimensional echo, M-Mode, Doppler and color flow Doppler principles, application and interpretation of normal and abnormal cardiac disease states. Medical experience will develop scanning techniques and instrumentation competency. CSU

ECHO 2. Echocardiography Technician II (8)
Lec-6, lab-6
Prereq.: ECHO 1
Coreq.: CVT 102
Stress echo, transesophageal echo, principles of instrumentation and ultrasound physics. Congenital cardiac abnormalities to be emphasized. In-hospital clinical experience will integrate scanning techniques, patient care and interpretive skills. CSU

CVT 101. Cardiovascular Technician I (5)
Lec-3, lab-6
Prereq.: ANAT 14 or 25; eligible for ENGL 96
Coreq.: ECHO 1
Specialization in cardiac anatomy and physiology with emphasis on disease states; patient history, ECG lead formation, configuration, rhythm identification, measurement fundamentals and its relationship with cardiac pathology is stressed; clinical skills practice in classroom and laboratory settings. CSU
CVT 102. Cardiovascular Technician II (5.5)
Lec-3.5, lab-6
Prereq.: CVT 101
Coreq.: ECHO 2
More complex invasive and noninvasive cardiac procedures. Indications, procedures, techniques, and interpretation skills for cardiovascular procedures including: complex rhythm interpretation, holter monitoring, exercise stress testing, and pacemaker technology. Overview of patient care techniques. CSU

EKG Technician
EKG 101. EKG Technician I (4)
Lec-3, lab-3
Prereq.: HSEN 2287
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. CSU

EKG 102. EKG Technician II (4)
Lec-3, lab-3
Prereq.: EKG 101
Advanced knowledge of cardiovascular system with emphasis on the heart in disease states including interpretation of advanced arrhythmias, hypertrophies and myocardial infarction. Patient preparation and running of 12 lead, 3-channel EKG machine. CSU

HCT 100. Introduction for Residential Service Providers (3)
Lec-3
Introduction to the principles and practices necessary to establish and administer a residential care home for persons with developmental disabilities. Emphasis is on entry into the profession, legal requirements, and positive clinical interventions. CSU

Emergency Medical Technician
EMT 100. Emergency Medical Technician B (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
Recommended for those who may choose to work in alternative areas of emergency care
This course 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 102. EMT-ICPClinical (1)
Conf-4
Coreq.: EMT 100 or 101.
Training in the basic life support skills necessary to work on an ambulance. Clinical skills taught include: ambulance equipment; management of respiratory, cardiac, medical emergencies; obstetric and pediatric emergencies; traumatic injuries; and environmental emergencies. Leads to certification (EMT-I certificate), a prerequisite to paramedic training. Clinical practice in approved facilities. CSU

EMT 103. EMT Refresher (1.5)
Lec-24 hrs (tot.)
Prereq.: 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-P 100. Paramedic Theory I - Human Systems (5)
Lec-92 hrs (tot.)
 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 hrs (tot.)
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 hrs (tot.)
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 hrs (tot.)
Prereq.: EMT-P 102
Pre-Hospital Trauma Life Support (PHTLS) certification course. CSU

EMT-P 104. Paramedic Theory - Pharmacology (2)
Lec-32 hrs (tot.)
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 hrs (tot.), 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 ECGs. 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 hrs (tot.)
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 hrs (tot.)
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 hrs (tot.)
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 (7)
Lec-144 hrs (tot.)
Prereq.: EMT-P 108
Prehospital evaluation of OB/GYN emergencies. Emphasis on special considerations in treating the behavioral and geriatric patient, including medico-legal, psychological and emotional needs of the patient and patient's family. CSU

EMT-P 110. Paramedic - Clinical (3.5)
Lab-204 hrs (tot.)
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
Advise: 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
Advise: 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
Advise: 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
Advise: 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. Introduction to Phlebotomy (2)
Lec-1, lab-2
Prereq.: EMT 100 or 101 or MED 53 or demonstration of their exit skills
Introduction to phlebotomy, venipuncture for the purpose of drawing blood. Emphasis on phlebotomy techniques and equipment, medical/legal considerations, safety and infection control, and the phlebotomist as a member of the health care team. CSU

ERT 106. Introduction to Trauma Care (3)
Lec-3
Advise: 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
Advise: 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
Introduction to designated medical terminology with emphasis
on the anatomy, procedures, diseases and anomalies of the
endocrine, male and female reproductive, gastrointestinal, and
integumentary systems; special focus on spelling, pronunciation,
and definition of medical terms by their roots, prefixes,
and suffixes. CSU

HIT 50B. Medical Terminology II (2)
Lec-3
Prereq.: HIT 50A
Study of terms found in case histories, discharge summaries, ra-
diology, pathology, psychiatric, and autopsy reports; emphasis
on cardiovascular, musculoskeletal, genitourinary, and respira-
tory systems; use of appropriate medical abbreviations and
resource materials. CSU

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

HIT 55AL. Medical Transcription Laboratory (1)
Lab-4
Prereq.: HIT 50A
Coreq.: HIT 50B.
Advise: ENGL 90 or ESL 72 or the equivalent.
Role of the medical transcriptionist and the importance of the
current flow of clinical information in relationship to health
care delivery. Operation and daily use of the equipment used
by the transcriptionist. Transcription of history and physical
examinations, operative reports, and discharge summaries. Use
of dictionaries, drug reference books and other reference
tools. CSU

HIT 55B. Medical Transcription II (3)
Lec-2, lab-4
Prereq.: HIT 50B
Study of medical terminology and the transcription of the
reports of various medical specialties including cardiology,
ophthalmology, urology, neurology, psychiatry, orthopedics, ra-
diology, and pathology. Practical application by transcribing
actual medical dictation in all specialized fields of medical
care. CSU

HIT 57. Disease Process (3)
Lec-3
Prereq.: HIT 50B; ANAT 14 or 25
Introduction to the general principles of disease process with
emphasis on etiologies, diagnostic, anatomical, and physiological
manifestations. Tests and procedures utilized to diagnose
disease and treatments appropriate to each. Introduction to
pharmacology and psychiatry. CSU

HIT 61. Introduction to Health Information
Technology (3)
Lec-2, lab-3
Introduction to health information departments, personnel and
professional organizations involved in health care. Topics
covered include: employment opportunities and advancement;
 filing and numbering systems, controls, supplies and equip-
ment; assembly of health records; content, format and require-
ments of the health records; indexes and registers used in
health care. CSU

HIT 63. Health Information Systems (3)
Lec-2, lab-3
Prereq.: HIT 61, HIT 67, HIT 50A
Management of the content of the health record. Topics
covered include: vital statistics and preparation of birth and
death certificates. Storage and microfilming and retention of
medical records. Forms design and control. Data accuracy,
security, privacy and confidentiality issues. Information sys-
tems in health care. Accrediting, licensing and documentation
requirements for acute, ambulatory, psychiatric, and long term
care. CSU

HIT 65. Organization of Health Data (2)
Lec-1, lab-3
Prereq.: HIT 61, HIT 50A, HIT 67
The study of hospital statistics and the use of health data. Collect-
ing, processing and preparing statistical reports for health
care management including various methods of presenting
data. Use of computer application software in preparation of
statistical reports, data bases and data sets. CSU
HIT 67. Computer Applications In Health Information
(2)
Lec-1, lab-3
Types of computer application programs used in health information. Word processing, data bases, spreadsheets, data presentation, and specific health information programs. Importance of data accuracy, consistency, completeness and security of information. CSU

HIT 72. Legal Aspects of Health Records (3)
Lec-2, lab-3
Prereq.: HIT 50B, 61, 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 information from the medical record and the legal procedures involved in court disclosure of medical records. Use of the California Consent Manual. CSU

HIT 73A. Basic ICD-9-CM Coding (3)
Lec-2, lab-3
Prereq.: HIT 50B (concur.), 57 (concur.), 61, 67
Basic coding principles of ICD-9-CM with emphasis on ambulatory, emergency, psychiatric, and in-patient records. Sequencing of codes and preparation of abstracts. Use of computer software programs in coding. CSU

HIT 73B. Advanced ICD-9-CM Coding (3)
Lec-2, lab-3
Prereq.: HIT 63, 73A
Coding of medical records using advanced coding principles. Practice in preparation of abstracts following Federal prospective payment regulations for reimbursement and quality control procedures to assure data accuracy and completeness of coded information. Use of computer software programs in coding. CSU

HIT 74. Quality Assessment and Improvement (3)
Lec-2, lab-3
Prereq.: HIT 50B, 63

HIT 75. Introduction to Health Information
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. Clinical Practice I (3)
Conf-9
Prereq.: HIT 63, 65, 72, 73A, 73B (concur.)
Clinical Practice I is designed to provide the students with experience in health record procedures of medical record admission procedures, chart assembly and analysis, data entry, birth and death certificates and registers, census, ambulatory coding and correspondence. Knowledge derived from the classroom will apply to field experience in acute care, long term care and ambulatory care. CSU

HIT 77B. Clinical Practice II (3)
Lab-9
Prereq.: HIT 74, 75 (concur.), 77A
Clinical Practice II is designed to provide the student experience with advanced technical skills in an acute health care setting and psychiatric facilities. Functions include tumor registry, coding of inpatient health records, DRG optimization, quality assessment, supervisory principles, subpoena protocol, and special projects. CSU

HIT 78. Reimbursement Issues in HIT (2)
Lec-2
Prereq.: HIT 73A, 74, 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

HCT 66. Medical Typing/Transcription (4)
Lec-2, lab-6
Prereq.: Typing speed of 40 nwpem
Preparation of systems-based and specialties-based medical report forms including case histories, discharge summaries, consultation reports, autopsy reports, operative reports, and statistical report forms using appropriate medical terminology and abbreviations; preparation of statistical census report documents; integration of medicolegal requirements into preparation and correction of all medical records. CSU

HCT 101. Traditional Chinese Medicine (3)
Lec-54 hrs (tot.)
Prereq.: Eligible for ENGL 90; ESL 82
Traditional Chinese Medicine (TCM) fundamentals explores the nature of health and disease processes in Traditional Chinese Medicine. This course covers the concepts of TCM philosophy, anatomy, physiology, etiology, pathology, diagnosis, and treatment. CSU
Medical Assisting
MED 50. Introduction to Medical Assisting (1)
Lec-1, field trips
Prereq.: Eligible for ENGL 92 or ESL 82
An overview of medical assisting with emphasis on the history, growth, and development of the profession of medical assisting, medical assisting organizations, City College Medical Assisting Program requirements, professional attitude, the healthcare team, classification of physicians, an overview of the history of medicine, sources of healthcare and changes in the healthcare delivery system. CSU

MED 51. Basic Clinical Procedures (3)
Lec-2, lab-3
Prereq.: MED 50
Coreq.: ANAT 14
Instruction in the principles of microbiology and immunology, principles and techniques of sanitation, 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, lab-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; electrocardiograms, allergy testing and TB skin testing, spirometry. CSU

MED 56. Administrative Procedures (3)
Lec-2.5, lab-2.5
Prereq.: MED 50
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; 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 59. Independent Study (1)
Ind st-1
Coreq.: MED 82
Individualized study program to prepare for the American Association of Medical Assistants certification exam. CSU

MED 70. Bookkeeping and 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
Concentration on private insurance, MediCare, and MediCal claims. Specialty billing including cardiology, OB/GYN, surgery, orthopedic, and dermatology. Managing capitated accounts, obtaining preauthorizations and referrals, completing secondary insurance billing, and handling claim appeals and disputes. CSU

MED 73. Advanced Computer Applications for the Medical Office (2)
Lec-1, lab-2, field trips
Prereq.: MED 71
Advanced use of Medical Manager software. Includes establishing new patient accounts, posting charges and payments, and adjusting accounts using an existing database; setting up appointment templates, creating and managing capitated accounts, and producing and analyzing financial activity reports. CSU
MED 80. Medication Calculation and Pharmacology
(1)
Lec-1, lab-1
Advise: 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. Medical Assisting Skills Lab (2)
Lab-6
Prereq.: MED 53, 56, 70, 71, 80; HIT 50B
CR/NCR only
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, an open lab with supervision. Administrative skills include reception, appointment scheduling, telephone technique, bookkeeping, insurance claims preparation, filing and collection procedures. Clinical skills include taking vital signs, administering injections, performing venipuncture, ECGs (taking and monitoring), preparing for special examinations, autoclaving, sterile technique, vision screening, performing laboratory tests, and pharmacology. CSU

MED 82. Medical Assisting Work Experience (5)
Lec-2, conf-15
Prereq.: MED 81
CR/NCR only
Supervised experience in developing a professional relationship with patients, physicians, experienced medical clerks, 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. CSU

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

MED 84. Administrative Skills Laboratory (2)
Lab-6
Prereq.: MED 56, 70, 71, 80; HIT 50B
CR/NCR only
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. CSU

Pharmacy Technician
PHTC 101. Pharmacy Technician I (9)
Lec-9
Prereq.: Eligible for ENGL 96 and MATH 860
Coreq.: PHTC 102
Prepares students to work as technicians in pharmacies under the supervision of a pharmacist. Covers drug classification and uses; pharmacy laws, rules and regulations; the storage of drugs; the record keeping of drugs; pharmacy math, basic anatomy and physiology. Students will be assigned to pharmacies for clinical experience. CSU

PHTC 102. Pharmacy Technician - Clinical I (3)
Conf-10
Coreq.: PHTC 101
Application of pharmaceutical knowledge to a clinical setting. Storage of drugs, filling of prescriptions, preparation of sterile products, and computerized record keeping. Use of medical terminology and mathematics under the supervision of a pharmacist. CSU

PHTC 102A. Health Care Mathematics (2)
Lec-2
Introduction to mathematical calculations required for healthcare 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

PHCT 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)
Lab-10
Coreq.: PHTC 103
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 agents. CSU

Psychoneuroimmunology
PNI 101. Psychoneuroimmunology—Bodymind (2)
Lec-3 (12 wks)
Prereq.: Eligible for ENGL 90 or ESL 72 or 82
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. CSU
PNI 102. Psychoneuroimmunology—Aging (1)  
Lec-3 (6 wks)  
Prereq.: Eligible for ENGL 90 or ESL 72 or 82  
Study and investigation of psychophysiology of aging and society's role in the process. Evaluate physiological theories of aging. Emphasis on differentiating between disease/disuse and the physiologic process of aging. Explore factors contributing to healthy aging. CSU

Related Course

LABR 96E. Labor Relations in Health Care (3)  
Lec-3, field trips CR/NCR avail.  
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:

Unit Coordinator and Medical Word Processing  
AHWC 9183. Unit Coordinator  
Prereq.: ABE 2071 or HSEN 2287  
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 Word Processing  
Introduction to word processing programs. Copying/deleting documents, printing, editing, and formatting. Production rate on simple to complex medical correspondence and reports. Proper use of medical terminology and abbreviations stressed.

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 on 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 the Community Health Training and Development Center (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
Course Units  
HLTH 60 CHW Skills ............................................ 3  
HLTH 62 Prep for Field Experience .......................... 2  
HLTH 64 Health Ed and Prevention .......................... 3  
Electives ......................................................... 1-3

Second Semester
HLTH 61 CHW Field: Health Services ........................ 3  
HLTH 63 CHW Field Experience ......................... 2  
Electives ......................................................... 1-3

Students must complete four units from two or more courses in the following list of electives:  
Course Units  
HLTH 10 Health and Aging ..................................... 3  
HLTH 11A Pediatric CPR and First Aid ....................... 0.5  
HLTH 12A Health Provider BLS/C/1st Aid 1 or HLTH 14A CPR, Adv 1st Aid & Emerg Care 2  
HLTH 25 Women's Health Issues ........................... 3  
HLTH 26 Women's Health: Adv Issues ........................ 3  
HLTH 27 Men's Health Issues .................................. 3  
HLTH 30 Drugs and Society .................................... 3  
HLTH 45 AIDS: The Epidemic ................................. 1  
HLTH 67 HIV/AIDS Peer Education .......................... 1  
HLTH 68 HIV/AIDS Peer Ed-Adv Issues or HLTH 69 HIV/AIDS Peer Ed-Dir Practice 3  
HLTH 90A Health Worker: Homeless Issues ................ 1  
HLTH 91B Health Ed: Childhood Asthma .................... 1  
ERT 104 Intro to Phlebotomy ................................ 2  
ET 110 Intro to Envir Hazard Matls Tech .................. 3  
IDST 54 Politics of Sexual Violence ........................ 3  
IDST 55 Ending Sexual Violence: Peer Ed ................. 3  
MED 51 Basic Medical Skills ................................ 4

*Note: Student may elect to take HLTH 12 OR 14 for this certificate, and one course in the series HLTH 67, 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 addictions 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. Admission to the program is based on:
1. Submission of a written application
2. The completion of prerequisite course Health 59, "Introduction to Community Health Work" (1 unit) with a grade of C or higher, OR documented successful experience in the field of substance abuse treatment.

For more information or a form for documenting work experience, call the Community Health Training and Development Center (415) 358-3034.

Requirements for the Certificate of Completion. The Certificate requires completion of 30 units. Each course must be completed with a final grade of C or higher or Credit.

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

Suggested Sequence of Courses
First Semester
Course                         Units
HLTH 60A D/A Skills
  or HLTH 60 CHW Skills and
HLTH 71C D/A Referral Techniques* ..................... 3
HLTH 62 Prep for Field Experience ...................... 3
HLTH 64 Health Ed and Prevention ....................... 3

Second Semester
HLTH 30 Drugs and Society ......................... 3
HLTH 63 CHW Field Experience ....................... 2
HLTH 61 CHW Field: Health Services
  or SOC 1 Intro to Sociology
  or PSYC 1 Gen Psych .................................. 3

Third Semester
HLTH 63A D/A Field Experience ..................... 2
PSYC 10 Abnormal Psych
  or PSYC 22 or 23 Psych of Minority Groups .... 3
Electives ............................................... 1-3

Fourth Semester
HLTH 75 D/A Treatment of Modalities .............. 3
HLTH 76 D/A Group Leadership ...................... 3
Electives ............................................... 1-3

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

Course                         Units
HLTH 71A Ethics and Legal Issues ................. 1
HLTH 71B Dual Diagnosis ......................... 1
HLTH 45 AIDS: The Epidemic ...................... 1

*NOTE: Students enrolled in the CHW Program need to take an additional 1 unit, HLTH 71, to fulfill the HLTH 60A course requirement.

HIV/STD Prevention Education Credit Certificate Curriculum
The curriculum for the HIV/STD Prevention Educator Certificate is designed to train students as paraprofessionals in AIDS and STD (Sexually Transmitted Disease) prevention. Through academic preparation, practical skills training, and service to the CCSF community, certificate candidates learn to:

a) provide accurate, timely information;
b) apply behavior change theory to real-life situations;
c) create and produce safer sex events such as HIV/STD testing fairs, and interactive presentations;
d) give HIV/STD prevention advice;
e) make referrals; and
f) assist our diverse population in a culturally and sexually sensitive manner. Students also learn to recognize and address factors which increase the risk of infection, such as alcohol and drug use, sexual abuse and assault, low self esteem and poor communication skills.

Requirements for the Certification of Completion. The Certificate requires completion of 12 units, which can be accomplished in three or four semesters. Each course must be completed with a final grade of C or higher or Credit.

Credit Toward Graduation. Credit earned to obtain the Certificate is transferable to California State Universities.

Credit toward Community Health Worker Certificate. Each of the courses of the HIV/STD Prevention Educator Certificate meets elective requirements for the CHW program.

Course Waivers for Professional Experience. Some participants enter the program with extensive work experience in the HIV/STD field. It is possible for these students to have 3 units (HLTH 67) waived by presenting documented proof of two years satisfactory work experience in AIDS/STD prevention. Students who receive waivers must still complete a minimum of 9 units in the program.

Suggested Sequence of Required Courses
Course                         Units
HLTH 67 HIV/AIDS Peer Educ ..................... 3
HLTH 68 HIV/AIDS Peer Educ: Adv Issues ........ 3
HLTH 69 HIV/AIDS Peer Educ: Dir Practice* ........ 3

*HLTH 69 must be taken twice.

Health Care Interpreter Noncredit Certificate Curriculum
The curriculum for the Health Care Interpreter Certificate is designed to train bilingual and bicultural students to develop the awareness, knowledge and skills necessary for effective language interpretation in health care settings. Through academic preparation, practical skills training and service in community based health care settings and educational organizations, certificate candidates learn:

a) roles and responsibilities of a health care interpreter;
b) basic knowledge of common medical conditions, treatments and procedures;
c) insight in language and cultural nuances for specific communities; and

d) application of interpreting skills in English and language of service.

Admission Requirements
Admission is based on:
1. Attend required orientation
2. Submission of written application
Requirements for Certificate of Completion
Each course must be completed with a grade of C or higher or Pass.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 5200 Interpret in Hlth Care Settings I</td>
<td>96</td>
</tr>
<tr>
<td>HLTH 5300 Interpret in Hlth Care Settings II</td>
<td>96</td>
</tr>
<tr>
<td>HLTH 5310 Field Exp in Hlth Care Interpret</td>
<td>96</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) 239-3220.

Health Science
Announcement of Courses

CREDIT, NON-DEGREE APPLICABLE COURSE:

HLTH E. Successful Communication/Health Occupations (1)
Lec-3
Appropriate for students in Health Care Technology programs, Nursing, Vocational nursing, Dental Assisting, Dental Lab Tech., Diagnostic Medical Imaging and Radiation Oncology. Practical preparation for successful communication in the Allied Health Fields. Designed for non-native speakers of English.

CREDIT, DEGREE APPLICABLE COURSES:

HLTH 5. Community Health (4)
Lec-4, field trips
An analysis and investigation of the organization, responsibilities, functions, utilization, delivery, and dynamics of our public and private community health-care systems. Current health problems, crises, trends and human behavior patterns. Factors that control and influence the various levels of health and health-care systems. A holistic approach to community health. CSU/UC

HLTH 7. Introduction to Careers in Health (2)
Lec-2
A survey of opportunities in health careers with special emphasis on those offered by City College of San Francisco (see Catalogue). Lectures include pertinent information on various career opportunities, educational preparation, current salaries, job mobility, and advancement potential. Guest lectures from professionals in the various health careers are a major part of this course. CSU

HLTH 10. Health and Aging (3)
Lec-3
An overview of the health aspects of aging and the changes and problems which take place as a result of the aging process. Demographic theories of aging; attitudes toward aging/stereotyping, normal biological and physiological changes, common pathological changes, mental disturbances, sexuality, nutrition, medication and substance abuse. Social aspects of aging, multicultural perspective, and methods of intervention. CSU

HLTH 11A. Pediatric CPR and First Aid (0.5)
Lec-8 (hrs total) CR/NCR avail.
The practice of universal 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 Pediatric First Aid cards will be awarded to those who qualify. This is an approved Emergency Medical Services Authority course that fulfills the partial requirement of AB243 for Child Care Providers. CSU

HLTH 11B. Pediatric Health and Safety Education (0.5)
Lec-8 (hrs total) CR/NCR avail.
Instruction in the recognition and management of preventive health practices, prevention policies and injury prevention in the child care setting. City College of San Francisco Pediatric Health and Safety Education certificates will be awarded to those who qualify. This course fulfills the partial requirement of the AB243 mandated health and safety training for Child Care Providers set forth by the EMS Authority. CSU

HLTH 12. Health Provider BLS-C/First Aid (1)
Lec-16 (hrs total)
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 First Aid cards will be awarded to those who qualify. CSU

HLTH 13. Standard First Aid (0.5)
Lec-8 (hrs total)
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, as well as performance of secondary survey and activation of the emergency medical services system. American Heart Association "Heartsaver" (BLS-A) and First Aid cards will be awarded to those who qualify. CSU
HLTH 14. CPR, Advanced First Aid and Emergency Care (2)
Lec-2 CR/NCR 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 Advanced Level First Aid cards will be awarded to those who qualify. CSU/UC

HLTH 15. Basic Life Support Recertification (0.5)
Lec-8 (hrs total) CR/NCR 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. An updated presentation of the newest techniques in cardiopulmonary resuscitation. Includes how 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 Renewal" (BLS-C) card will be awarded to those who qualify. CSU

HLTH 17. Public Safety - First Responder (3)
Lec-3 CR/NCR avail.
Instruct public safety personnel who may arrive first to medical emergencies. Training will provide 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. American Heart Association Basic Life Support Provider (BLS-C) and Advanced Level First Aid cards will be awarded. CSU

HLTH 20. Maintaining Sexual Well Being (2)
Lec-2 CR/NCR 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/NCR avail.
Advis: HLTH 25, 27 or 53, and eligible for ENGL 94
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/NCR avail.
Advis: HLTH 25, 27 or 53, and eligible for ENGL 94
In-depth analysis of selected 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/NCR avail.
Advis: Eligible for ESL 82 or ENGL 92
A health class emphasizing the empowerment of each man in the pursuit of his physical, mental, social and political health. Aimed at meeting the needs of men of diverse ethnic backgrounds and sexual orientations. Topics include: Testicular self exam, prostate cancer, AIDS, exercise, nutrition, violence, depression, fatherhood, sexuality, stress and alternative health practices. CSU/UC

HLTH 30. Drugs and Society (3)
Lec-3 CR/NCR avail.
An overview of the use and abuse of drugs from a historical, psychological, sociological, and physiological perspective. The nature and extent of the drug problem in society; pharmacological action of drugs; addiction vs. habituation; drug interactions; methods and resources in prevention and control of the abuse of alcohol, tobacco and other drugs. CSU

HLTH 33. Health Science (2)
Lec-2 CR/NCR avail.
Advis: ESL 62 or eligible for ESL 72, OR ENGL 90 (concur.)
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/NCR 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. Not intended to diagnose or treat medical problems. CSU

HLTH 41. Survey and Management of Stress (1)
Lec-2 (8 wks) CR/NCR 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-1 CR/NCR 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/NCR 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/NCR avail. 
Advis: ESL 72 or eligible 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, stress management, use and abuse of drugs (including alcohol), 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-1, 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, on-the-job solution-oriented problem solving, and organizational and time management skills. CSU

HLTH 60. CHW Skills (3)
Lec-3, field trips CR/NCR 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 focuses 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/NCR avail. 
Prereq.: Acceptance into certificate program 
Coreq.: HLTH 62 
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 61. CHW Field: Health Services (3)
Lec-3, field trips CR/NCR 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 advocacy, community involvement, program planning, case study analysis, and observation and reporting techniques. Overview of health delivery systems, new programs and careers in the emerging field of community health. CSU

HLTH 62. Prep for Field Experience (2)
Lec-2 CR/NCR avail. 
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 and preparing students to enter their field experience in substance abuse or as a Community Health Worker. CSU

HLTH 63. CHW Field Experience (2)
Conf-1, work-8 CR/NCR avail. 
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. Provides field experience in substance abuse or as a Community Health Worker, enabling students to practice skills learned in Health 61. CSU

HLTH 63A. D/A Field Experience (2)
Conf-1, work-8 CR/NCR avail. 
Repeate: max. 8 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/AIDS Peer Education (3)
Lec-3, field trips CR/NCR 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 CSF students as members of Project SAFE with volunteer work in community-based organizations. CSU
HLTH 68. HIV/AIDS Peer Education: Advanced Issues (3)
Lec-3, field trips CR/NCR avail. 
Adviser: HLTH 67 or HIV/STD prevention experience
Education and training in advanced issues in HIV/AIDS peer education, such as events production, presentation skills, cross-cultural communications, HIV risk assessment counseling, 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/NCR avail. 
Adviser: HLTH 68 or HIV/STD prevention experience
Repeat: max. 9 units
Specialized education and directed practice for trained HIV/AIDS Peer Educators; emphasis on utilizing skills in producing and participation in STD and HIV/AIDS prevention activities at CCSF and in the community, serving as mentors for beginning Peer Educators, updating information and skills, developing portfolios for career advancement; active members of CCSF’s Project SAFE (Sex, Attitudes, Facts, Education). CSU

HLTH 71. Selected Topics in Addictions (1)
Lec-16 hrs (tot.) CR/NCR 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 71B. Dual Diagnosis. CSU
HLTH 71C. D/A Referral Techniques. CSU

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

HLTH 76. D/A Group Leadership (3)
Lec-3 CR/NCR 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 90-91-92-93. Selected Topics in Health Science (0.5-1-2-3)
Lec-0.5, 1, 2, 3 
Prereq.: according to course content
Repeat: if no subject repeat
Investigation in depth of selected topics in health science. Current issues and innovations; expansion of subjects covered briefly in introductory courses; exploration of topics not studied in other classes in health science. CSU
HLTH 90A. Healthworker: Homeless Issues.
HLTH 91B. Health Education: Childhood 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

NONCREDIT COURSES:
HLTH 5000. CPR (8 hrs)
Introduction to heart health, heart risks, and basic lifesaving skills for the lay person.

HLTH 5001. First Aid (8 hrs)
Basic first aid for the American Red Cross certification prepares students to provide emergency treatment to accident victims suffering from a variety of medical emergencies: choking, heart attack, bleeding, shock, burns, eye and nose injuries, bites and stings, fractures, dislocations, sprains and strains, poisoning, diabetic emergencies, stroke, seizures, temperature extremes and others.

HLTH 5010. Effective Stress Management (27 hrs)
Identifies kinds of stress and the impact of stress on the body, mind, and emotions of the individual. Discusses the effects of such stresses on relationships. Explores techniques of stress management.

HLTH 5018. Tai Chi
Techniques for Tai Chi exercise sequences, including forms, sword and fan, and Chi Kung breathing exercises. Taoist philosophical principles underlying Tai Chi will be discussed.

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.

HLTH 5024. AIDS Awareness Workshop (3 hrs)
Lecture on the acquired immune deficiency syndrome, the HIV virus, and related conditions, with emphasis on current health information.

HLTH 5025. Drug Abuse: Cultural Issues
Overview of alcohol and drug use patterns in diverse cultural groups. Focus will include people representing different ethnic groups, sexual orientation, ages, and sex. The student will learn how a society affects the drug of choice.

HLTH 5026. Substance Abuse
Overview of the use, abuse and addiction to alcohol and other drugs. Topics include historical perspectives, definitions, mental aspects, effects of specific drugs and recovery stages.

HLTH 5027. Adult Children of Alcoholic
Discussion of the nature and causes of problems of adult children from alcoholic families. Special emphasis on how these problems affect the individual and the society. Explores ACA recovery process and issues.
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)
Discussion of the nature, causes, and treatment of addictions, with special emphasis on how this problem affects the individual.

HLTH 5033. The Codependent Person
Informal 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 learning and understanding characteristics of codependents.

HLTH 5034. Anger and Conflict in Recovery (27 hrs)
Informal overview. Issues of anger, aggression and conflict for people in recovery from chemical dependency. Includes understanding defenses and gaining knowledge necessary for recovery.

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 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 5100. Successful Communication/Health Occupations
For students in Health Care Technology programs, Nursing, Vocational Nursing, Dental Assisting, Dental Lab Tech., Diagnostic Medical Imaging and Radiation Oncology.
Practical preparation for successful communication in the Allied Health Fields. Designed for non-native speakers of English.

HLTH 5200. Interpreting in Health Care I (96 hrs)
Training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Emphasis is on the roles and responsibilities of a health care interpreter, basic knowledge of common medical conditions, treatments and procedures, and insight into language and cultural nuances for specific communities necessary in the art of interpretation.

HLTH 5300. Interpreting in Health Care II (96 hrs)
Prereq.: HLTH 5200
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 5200 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.

HLTH 5310. Field Work in Health Care Interpreting (96 hrs)
Prereq.: HLTH 5300 or concurrent enrollment
Training interpreters in facilitating linguistic and cultural communication between client and health care providers. Field work experience for application of knowledge and technical interpreting skills learned in HLTH 5200 and HLTH 5300.

Hebrew
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

HEBR 10A. Beginning Conversational Hebrew (3)
Lec-3, lab-2 CR/NCR avail.
Not open to native speakers of Hebrew
Beginner’s course: Intensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who wish to acquire basic skills of spoken Hebrew. CSU

HEBR 10B. Continuation of Beginning Conversational Hebrew (3)
Lec-3, lab-2 CR/NCR avail.
Prereq.: HEBR 10A
Not open to native speakers of Hebrew
Second semester course: Continuation of oral practice of structures and vocabulary of spoken Hebrew. CSU

HEBR 10C. Intermediate Conversational Hebrew (3)
Lec-3, lab-2 CR/NCR avail.
Prereq.: HEBR 10B
Not open to native speakers of Hebrew
Third semester course: Designed for students who wish to acquire more advanced skills in conversational Hebrew. CSU

HEBR 15A-15B. Advanced Hebrew Conversation (3-3)
Lec-3, lab-2 CR/NCR avail.
Prereq.: HEBR 10C
HEBR 15A not prerequisite to HEBR 15B
Advanced Hebrew conversation, based on Israeli life, culture and civilization. CSU/UC

History
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

HIST 1. The United States in the Twentieth Century (3)
Lec-3
An in-depth history of the United States from the turn of the century, with emphasis on the more important political, economic, social, artistic, and cultural aspects of American life and on the role of the United States in world affairs. CSU/UC
HIST 3A-3B. The People's Century (3)
Lec-3
This course surveys the history of our times, offering insight into the turbulent events of these 100 years. Emphasis will be placed on the social and political upheaval of the times, including war and revolution — and great expectations. Also illustrates how and why the 20th Century was shaped as much by the masses and the force of the common people as by the elite and powerful. CSU

HIST 4A-4B. Western Civilization (3-3)
Lec-3
HIST 4A not prerequisite to 4B
Development of Western civilization.

HIST 4A. Development of Western Civilization from ancient times through the Reformation. The emergence of civilization in the Near East, Greek and Roman contributions, development of Christianity, Byzantine influences, the Middle Ages, and the intellectual and religious changes of the Renaissance and Reformation. CSU/UC/CAN: HIST 2; HIST 4A+4B: HIST SEQ A

HIST 4B. Development of Western Civilization since the Reformation and into the twentieth century. The emergence of modern Europe, overseas expansion of European civilization, great-power rivalries, the French and industrial revolutions, the consolidation of nation states, and the development of parliamentary democracy and scientific, intellectual, and cultural developments. CSU/UC/CAN: HIST 4; HIST 4A+4B: HIST SEQ A

HIST 5. Twentieth Century Europe and the Emergence of the Super-Powers (3)
Lec-3
A survey of twentieth century developments with emphasis on European and world relationships since 1914. The political-economic-social effects on Europe of the World Wars and the power blocks. The reason for current European attitudes. CSU/UC

HIST 12A-12B. Women in American History (3-3)
Lec-3
HIST 12A not prerequisite to 12B
An in-depth study of the experiences, roles and contributions of women in the political, economic, social and cultural developments of the United States across racial, ethnic, and class lines. CSU/UC

HIST 12A. Pre-colonial period to the end of the Civil War. CSU/UC

HIST 12B. End of the Civil War to the present.

HIST 15A-15B. The Indian in North America (3-3)
Lec-3
HIST 15A not prerequisite to 15B
The Indian in North American history. CSU/UC

HIST 15A. Emphasis on Indians east of the Mississippi starting with the period of European colonization, continuing with the establishment of American domination and the removal policy, and ending with their participation in the Civil War.

HIST 15B. Emphasis on the life styles of Indians living west of the Mississippi and their wars in defense of their homelands. Governmental policies enacted toward the Indians during the twentieth century.

HIST 17A-17B. The United States (3-3)
Lec-3
HIST 17A not prerequisite to 17B
The history of the United States from Colonial Times to the present. A survey of the more important political, economic, social, artistic, and cultural aspects of American life as well as of the role of the United States in world affairs. CSU/UC/CAN: HIST 8, 17B: HIST 10; HIST 17A+17B: HIST SEQ B

HIST 17A. Pre-colonial to the end of the Civil War.

HIST 17B. End of the Civil War to the present.

HIST 18A-18B. Latin America (3-3)
Lec-3
HIST 18A not prerequisite to 18B
A survey of Latin American history, institutions, culture, and art from colonial times to present. CSU/UC

HIST 20. History of Mexico (3)
Lec-3
CR/NCR avail.
A survey of the history of Mexico. Examination of indigenous, cultural, psychological, socio-economic, and artistic elements. CSU/UC

HIST 21. History of the Mexican American/Chicano (3)
Lec-3
CR/NCR avail.
Survey of historical processes undergone by the Mexican American/Chicano from pre-Conquest to the present. Social, political, economic, artistic, and cultural trends. Emphasis on the history of the United States to explain the contemporary status of Mexican American/Chicanos. CSU/UC

HIST 31. Introduction to the History of England (3)
Lec-3
English history, culture and art from Norman times to the present. CSU/UC

HIST 32. History of Russia (3)
Lec-3
CR/NCR avail.
The history of modern Russia with attention given to the religious, literary, artistic, political, and other cultural influences which shaped the country in the nineteenth century. Later emphasis is on the social and intellectual ferment leading to the Bolshevik Revolution and the subsequent development of the Soviet Union. CSU/UC

HIST 33. History of South Asia (3)
Lec-3
CR/NCR avail.
A survey of the history of India, Ceylon, and Pakistan, with emphasis on the development of modern India and its role in international affairs. CSU/UC

HIST 34. History of Japan (3)
Lec-3
CR/NCR avail.
A survey of the history of Japan, with emphasis on the more important political, economic, social, artistic, and cultural aspects of Japanese life as well as on the development of modern Japan and its role in world affairs. CSU/UC
HIST 35A-35B. History of China (3-3)
Lec-3
CR/NCR avail.
HIST 35A not prerequisite to 35B
Intellectual, social, political, and economic development of China from ancient times to the present. Emphasis in second semester on twentieth century China, concentrating on the rise of nationalism and Communist rule on the Mainland. CSU/UC
HIST 35A. Ancient times to approximately 1900.
HIST 35B. Twentieth century China.

HIST 36. History of Southeast Asia (3)
Lec-3
CR/NCR avail.
A survey of the history of Southeast Asia, with emphasis on the role of the United States in Southeast Asia. CSU/UC

HIST 37. History of the Philippines (3)
Lec-3
CR/NCR avail.
The historical and cultural growth of the Philippines, including the development of national culture, political and social institutions, and foreign relations. CSU/UC

HIST 38. The Antebellum South in American History (3)
Lec-3
CR/NCR avail.
The antebellum South; its history, system of race relations, social institutions, art, and unique culture. CSU/UC

HIST 39. The United States Presence in the Western Pacific Rim: An Introduction (3)
Lec-3
CR/NCR avail.
A survey course on the evolution of US interests, expansion and foreign policies in the Western Pacific Rim area, specifically the countries in East Asia and Southeast Asia. CSU/UC

HIST 40. California (3)
Lec-3
CR/NCR avail.
A search for meaning in the forces, events, and lives that have shaped the present-day destiny of the Golden State and the Pacific Slope, beginning with the Spanish conquistadors and the period of exploration, extending through the '49er era and statehood, and including present-day political, social, and economic trends. CSU/UC

HIST 41A-41B. The African American in the United States (3)
Lec-3
CR/NCR avail.
The political, social, artistic, and cultural history of the African American in the United States. CSU/UC
HIST 41A. From the African heritage through the Civil War.
HIST 41B. From the Reconstruction to the present.

HIST 44. Comparative History of Overseas Chinese (3)
Lec-3
CR/NCR avail.
The history and social organization of overseas Chinese communities in Southeast Asia, North America, and Latin America from the Eastern Han Dynasty to the present. CSU/UC

HIST 45. Lesbian and Gay American History (3)
Lec-3, field trips
CR/NCR avail.
A survey of the origins, development, and current status of the Gay, Lesbian, and Bisexual reform and liberation movements 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 peoples from diverse racial, ethnic, and class backgrounds. CSU/UC

HIST 46. Independent Studies in History (1)
Ind st-5
Repeat: if no subject repeat, max. 2 units
An individualized reading or research program. CSU/UC

HIST 47A-47B-47C-47D. Discussions in History (1-1-1-1)
Lec-1
CR/NCR avail.
Lectures on varied subjects given by authorities in the field of history; discussions and field trips. CSU/UC

HIST 48. African History (3)
Lec-3
CR/NCR avail.
A survey of African history from the beginning of man to the present. Its geography, race, development of major states, art, culture, population movements, European influence, and nationalism. CSU/UC

HIST 49. History of San Francisco (3)
Lec-3, field trips
CR/NCR avail.
The growth of San Francisco from its origins as an IndianSpanish-Mexican settlement to the metropolis of the San Francisco Bay Area. Emphasis on the role of San Francisco as the political, social, cultural, commercial, and artistic capital of the West Coast. CSU

HIST 51-52-53. Selected Topics in History (1-2-3)
Lec-1,2,3
CR/NCR avail.
Repeat: if no subject repeat
Selected topics in history will be explored through lectures, discussions, film, video, and/or television leading to a critical analysis and understanding of the topic under consideration.

HIST 53A. The Civil War. CSU

Home Economics
See Consumer Arts and Sciences

Hospitality
Announcement of Curriculum

Courses in this subject area require a special materials fee.

Hospitality Careers
Program Goal. This program provides students for entry-level employment in the hotel and restaurant industry. For more information call 267-6500.

Admission Requirements. Eighth grade reading level. Good verbal skills. Ability to lift 50 pounds. An interview is required.