

then applied to the coding of multi-specialty medical records. Further experience will include sequencing of diagnoses, DRG assignment and abstracting. Prerequisites: Completion of all 100-level HIT courses, HITP 130 and HITP 170.

**HITP-210 Coding Class Systems II 3 cr.**

This course is a study of ICD-9-CM and CPT-4 in coding of source documents/charts, inpatient and outpatient. Learners will apply skills to the coding of multi-specialty medical records and case studies utilizing ICD-9-CM, CPT-4, and HCPCS Level II coding systems. Further experience will include sequencing of diagnoses and procedures, POA,MS-DRG and APC assignment, and encoder. Prerequisite: HITP 200.

**HITP-215 Computers in Health Care 3 cr.**

This course is designed to introduce the learner to the different computer applications found in health care and health information departments such as hospitals, nursing homes and clinics. It will introduce learners to the emerging roles available to them in health information management. The main purpose of this course is to clarify the concept that information must be managed. This is done through data capture, data analysis, data retrieval and information dissemination. Students will learn to manage information, structure, content and appropriateness. Prerequisites: HITP-120, COSC-125, ENGL-218.

**HITP-230 Reimbursement Methodologies 3 cr.**

This course will include a detailed study of health care reimbursement issues such as prospective payment methodologies, health care insurers and contracts, case-mix, and patient billing. Included will be the basic instructions for filing various types of insurances - Medicare, Medicaid, BCBS, Champus, ChampVA, Workers Compensation, and Disability Compensation. Prerequisites: COSC 125, HITP 110, HITP 170, MATH 114.

**HITP-240 Health Data Analysis 4 cr.**

This course covers the practical applications of health information management concepts as they apply to health record systems and the health care industry. In addition, this course will cover the analysis of data collection and retrieval and the computation of hospital statistical data. Vital statistics and reportable diseases and conditions are included. Quality assessment and improvement standards and requirements of licensing, accrediting, fiscal, and other regulatory agencies will be presented. Prerequisites: MATH 114, COSC 125, HITP 120.

**HITP-260 Supervised Clinical Experience II 2 cr.**

This course provides for a supervised professional practice learning experience in a health care facility. Emphasis is on coding, qualitative analysis, quality assurance, utilization management, and supervisory activities. Students will be assigned specific professional practice projects to be completed at the site and will participate in management and administrative activities as permitted by the site supervisor. This is an unpaid work experience requiring 90 hours of participation within a 15 week time period.

**HITP-270 HIT Seminar 1 cr.**

Prospective HIT graduates will prepare a portfolio of projects,

collaborate on practical experiences and prepare for the AHIMA certification exam for RHIT. Other topics for study and discussion will be networking, goal setting, performance review, job satisfaction, and coping with change. Prerequisites: Candidate for graduation and completion of HITP classroom courses.

**HITP-286 The Effective HC Supervisor 3 cr.**

Course designed to help the medical practice supervisor develop management strategies and techniques by reviewing management functions and exploring management models. Investigation into the role of social styles, communication, and team dynamics in promoting efficiency and cooperation will be covered. Students will apply course material using relevant real-world case studies and exercises. Prerequisites: HITP 120 or HITP 125.

**HITP-290/295 Special Topics 1-4 cr.**

Special or specific topic course to meet the needs of students. Topics and credits are announced in the Schedule of Classes. These courses may be used as electives for Associate degree requirements. May be repeated one or more times for additional credit. No more than 6 credits of special topic courses can be used toward a degree.

## HONORS

**HNRS-298 HNRS: Honors Program 1-6 cr.**

Honors special topics or team-taught cross-disciplinary seminars will be announced in the Schedule of Classes. Honors sections are open to everyone. Students should expect to work with primary sources, lead discussions, and/or work collaboratively on projects. Expanded learning opportunities will be available through field trips, guest speakers, and special projects. May include service learning activities and independent research. May be repeated one or more times for additional credit. Honors special topics courses or seminars will fulfill elective credits toward graduation. Semester offered: On Demand.

**HNRS-299 Special Topics 1-3 cr.**

Special or specific topic course to meet the needs of students. Topics and credits are announced in the Schedule of Classes. These courses may be used as electives for Associate degree requirements. May be repeated one or more times for additional credit. No more than 6 credits of special topic courses can be used toward a degree.

## HOSPITALITY

**HOST-110 Introduction to Hospitality Mgmt 3 cr.**

This course provides an introduction to the art and science of hospitality management. Students will learn the basic concepts of business as they apply to hotel, restaurant and casino management. The class is appropriate for those desiring to enter the hospitality industry or to prepare for advanced study. Semester offered: Fall.

## HUMAN SERVICES

**HMSV-105 SPIN: (Special Interest) 1-3 cr.**

Course is designed to address a variety of subjects required to meet the needs of lifelong learning students. Not available for transfer or applicable as an elective.

**HMSV-111 Introduction to Human Services 3 cr.**

An overview of the caregivers, the delivery systems, and the types of services provided within the field of Human Services, with particular emphasis on the development of the field and the roles and functions performed. Service learning required. Prerequisites: APEN 070+ or ENGL 095; APRD 058+ or RDNG 095. Semester offered: Fall and Spring.

**HMSV-112 Principles of Interviewing 3 cr.**

Provides basic knowledge of the interviewing process with emphasis on developing interviewing skills. The student will develop an awareness of ways in which the interviewer's background, attitudes, and behaviors influence the interview. Videotaped class interviews will provide material for discussion and critique. Prerequisites: HMSV 111 or HMSV 220; APEN 070+ or APRD 058+. Semester offered: Fall, Spring.

**HMSV-115 Group Dynamics 3 cr.**

Drawing on both theoretical and observer-participation models, the student will explore various relationships as they develop in one-on-one, small group, and large group settings. Prerequisites: HMSV 111 or 220; APEN 070+ or APRD 058+. Semester offered: Fall and Spring.

**HMSV-150 K.I.D.S. Mentorship 3 cr.**

K.I.D.S., an acronym for Kourse in Drug Sensitivity, is intended for students interested in the human services field from a participatory perspective. Students will be trained as mentors for at-risk youth at the K-12 level. Issues to be addressed include drug abuse and violence awareness/prevention. Service learning will be required in addition to course work for completion of this course. Prerequisites: HMSV 111 or HMSV 220; APEN 070+ or APRD 058+. Semester offered: On Demand.

**HMSV-211 Human Welfare Systems P and P 3 cr.**

This course will take an in-depth look at the development and history of the American public welfare system and its evolution to the existing network of programs and services available to the needy in the United States. This will include an overview and analysis of various agents including interest groups, advocacy coalitions, and executive legislative, and judicial policy processes. The course is required for majors in the Human Services programs to build knowledge of public policy as it pertains to their services and their clientele. This course is cross-listed as HMSV 265. Prerequisites: HMSV 111 or HMSV 220; APEN 070+ or APRD 058+. Semester offered: Fall.

**HMSV-220 Introduction to Substance Abuse 3 cr.**

This course will provide students with an historical overview of substance abuse to include: drug classes and their basic effects, commonalities among addictive behaviors, an epidemiology for the distribution of substance abuse problems, etiological models for the causes of substance abuse and their implications, as well as an introduction to types and levels of intervention. Prerequisites: APEN 070+ or ENGL 095; APRD 058+ or RDNG 095. Semester offer: Fall, Spring and Summer.

**HMSV-222 Biomedical Pharmaceutical Foundations 3 cr.**

This course will focus on the impact of various drug classes on the

immune system, the digestive system, the cardiovascular system, the liver, the nervous system and the skin, muscle, and respiratory systems. In addition, the course will introduce students to the brain systems and neuronal function related to drug effects and drug actions. Prerequisites: HMSV 220; APEN 070+ or APRD 058+. Semester offer: On demand.

**HMSV-226 Substance Abuse Diagnosis/Assessment 3 cr.**

Students will gain an understanding of comprehensive assessment strategies, the uses of assessment, its relationship to diagnosis, the diagnostic classification system, and various instruments for screening and diagnosis. Special attention will be given to assessing adolescents, methods for interviewing significant others, and the validity of assessment instruments. Prerequisites: HMSV 220; APEN 070+ or APRD 058. Semester offered: On Demand.

**HMSV-228 Treatment Modalities 3 cr.**

This course will introduce the major intervention and treatment strategies for substance abuse. Special consideration will be given to the prediction of treatment outcomes. Prerequisites: HMSV 220 and 226. Prerequisites: HMSV 220; APEN 070+ or APRD 058+. Semester offered: On Demand.

**HMSV-230 Relapse Prevention and Recovery 3 cr.**

Students will gain insight into the various stages of the recovery process. Special emphasis will be given to the etiology of relapse and the major models of relapse prevention and counseling. Prerequisites: HMSV 220; APEN 070+ or APRD 058+. Semester offered: On Demand.

**HMSV-232 Twelve Core Functions 2 cr.**

Putting it all together. Screening, intake, orientation, assessment, treatment plan, counseling, case management, crises intervention, client education, referral, records, consultation. HMSV 220; APEN 070+ or APRD 058+ Prerequisite: instructor permission. Semester offered: On Demand.

**HMSV-235 Family Partnerships 3 cr.**

Course will consider a contemporary definition of family, societal influences impacting contemporary families, diversity in family styles (and roles), family systems theory, therapeutic family interventions, and the partnership role of human services and child care professionals in the support of families. Foundations and strategies for parent involvement and partnership with programs that consider diverse families and their unique needs will be emphasized. As appropriate to the student's individual degree track, substance abuse issues within the family will also be emphasized. Also listed as ECED 235, Family Partnerships. Prerequisites: HMSV 220; APEN 070+ or APRD 058+. Semester offered: On Demand.

**HMSV-240 Client Advocacy 1 cr.**

An overview of individual client advocacy with emphasis on training in specific skills, including crisis intervention and accessing community resources needed for working with common client populations. Specific topics may include family violence, abuse, post-traumatic stress disorder, grief, substance abuse, suicide, mental illness, and other issues. Prerequisites: HMSV 111 or HMSV 220; APEN 070+ or APRD 058+. Semester offered: On Demand.

**HMSV-250 Practicum in Human Services 3 cr.**

For students in the Generalist Track. Practical experience in a clinical setting involving service to clients and patients in various human service agencies; understanding the helping process through closely supervised assumption of responsibility for human service care; developing skill in observation, report writing and interviewing; guidance in establishing therapeutic relationships with individuals by participation in case analysis, care presentation and program planning. Prerequisites: HMSV 111 or HMSV 220, SOCI 213, ENGL 111, RDNG 113 or APRD 01+. Semester offer: Fall, Spring and Summer.

**HMSV-255 Practicum in Alcohol/Drug Abuse 3 cr.**

Practical experience in a clinical setting involving service to clients and patients in various human service agencies dealing specifically with substance abuse; understanding the helping process through closely supervised assumption of responsibility for human service care; developing skill in observation, report writing and interviewing; guidance in establishing therapeutic relationships with individuals by participation in case analysis, care presentation and program planning. Prerequisites: HMSV 111 or HMSV 220, SOCI 213, ENGL 111, RDNG 113 or APRD 081+. Semester offered: Fall, Spring and Summer.

**HMSV-265 Public Policy and Social Change 3 cr.**

This course will provide an overview of the structures and processes of public policy. The course will examine how social change is brought about through the actions of various agents including interest groups, advocacy coalitions and executive, legislative, and judicial policy processes. This course is also listed as POLS 265 Public Policy and Social Change. Prerequisites: SOCI 110 or SOCI 213, HMSV 111 or HMSV 220, ENGL 111, RDNG 113 or APRD 081+. Semester offered: - Fall.

**HMSV-270 HMSV Profession and Practices 3 cr.**

This course may be paired with HMSV Practicum 250 and HMSV Practicum 255. Students are required to enroll in this class prior to or while completing their HMSV Practicum. It will enable students to achieve a greater understanding of their practicum internship while examining professional ethics, conduct and a wide range of practice situations. Prerequisites: HMSV 111 or HMSV 220, SOCI 213, ENGL 111; RDNG 113 or APRD 081+. Semester offered: Fall and Spring.

**HMSV-275 Administration of Human Services Programs 3 cr.**

An introduction to management in the public and non-profit sectors. This course will review and analyze organizational design and change, program development, implementation and evaluation, management of professional and volunteer staffing, organizational communication, legislative action, client advocacy, ombudsmanship, fundraising, and grant writing. Prerequisites: HMSV 111 or HMSV 220, SOCI 213, ENGL 111, RDNG 113 or APRD 081+. Semester offered: On Demand.

**HMSV-295/299 Special Topics 1-4 cr.**

Special or specific topic course to meet the needs of students. Topics and credits are announced in the Schedule of Classes. These courses may be used as electives for Associate degree requirements. May be repeated one or more times for additional credit. No more than 6 credits of special topic courses can be used toward a degree.

**HUMANITIES****HUMA-105 SPIN: (Special Interest) 1-3 cr.**

Course is designed to address a variety of subjects required to meet the needs of lifelong learning students. Not available for transfer or applicable as an elective.

**HUMA-210 Human Heritage I 4 cr.**

This course is designed to teach students the contributions and complexities of 3 different civilizations. The course compares and contrasts the histories and values of European/American, Chinese, and Native American societies throughout the classical periods and 19th century. Emphasis is on contact between these societies and the cultural values that explain the nature of this contact. Readings for the course consist of autobiographical material by indigenous authors. Semester offered: Fall.

**HUMA-211 Human Heritage II 4 cr.**

This course is designed to teach students the contributions and complexities of 3 different civilizations. The course compares and contrasts the histories and values of European/American, Chinese, and Native American societies throughout the 18th and 20th centuries. Emphasis is on contact between these societies and the cultural values that explain the nature of this contact. Readings for the course consist of autobiographical material by indigenous authors. Semester offered: Spring.

**HUMA-238 Leadership and Group Dynamics 3 cr.**

This course has as its central focus the development of leadership skills. It is designed to provide a basic understanding of leadership and group dynamics to help the student develop a personal philosophy of leadership and an awareness of the moral and ethical responsibilities of leadership. The course will integrate readings from the humanities, classical literature, and contemporary multi-cultural literature to illustrate various issues in leadership. Students will engage in a variety of experiential learning exercises in order to develop leadership skills. Also listed as BADM 238. Semester offered: On Demand.

**HUMA-295/299 SPTO: (Special Topics) 1-3 cr.**

Special or specific topic course to meet the needs of students. Topics and credits are announced in the Schedule of Classes. These courses may be used as electives for Associate degree requirements. May be repeated one or more times for additional credit. No more than 6 credits of special topic courses can be used toward a degree.

**INSTRUMENTATION AND CONTROLS TECHNOLOGY****INST-105 SPIN: (Special Interest) 1-3 cr.**

Course is designed to address a variety of subjects required to meet the needs of lifelong learning students. Not available for transfer or applicable as an elective.

**INST-140 Applied Basic D/C Circuits 3 cr.**

Introduction to electrical fundamentals, energy sources, Ohm's law, series, parallel, and series -parallel circuit analysis, Kirchoff's law, Thevenin's theorem, superposition, maximum power transfer, and