

GERM-112 Elementary German II 4 cr.
Continuation of GERM 111, Elementary German I. Prerequisites: GERM 111 or permission of instructor. Semester offered: Spring.

GERM-211 Intermediate German I 3 cr.
This course is designed to further develop listening, speaking, reading and writing skills in German at an intermediate level. The course will use a communicative approach to reinforce and expand the students' working knowledge of vocabulary, grammar, and culture. Prerequisite: GERM 112 or permission of instructor. Semester offered: Fall and Spring.

GERM-212 Intermediate German II 3 cr.
Continuation of Intermediate German I. Prerequisite: GERM 211 or equivalent or permission of instructor. Semester offered: Fall, Spring.

HEALTH

HLTH-118 Intro to Nutrition 3 cr.
Nutrition includes the biochemistry of the essential nutrients, nutritional needs within the life cycle, nutritional status assessment of individuals and populations, food policies and regulatory agencies, nutritional aspects of disease, and current nutritional issues. This course prepares students to become sophisticated consumers of nutrients and nutrition information. Semester Offered: Fall, Spring and Summer.

HLTH-150 Personal Health and Wellness 3 cr.
This course is designed to study the various aspects of personal health and wellness, including emotional, physical, social, occupational, spiritual and intellectual components. The class looks at the nature, scope, and function of major health considerations. This class does not meet the Physical Education activity requirement for AA degree. Semester Offered: Fall and Spring.

HLTH-251 Human Nutrition 3 cr.
Normal nutrition principles and their relation to health. Semester Offered: On Demand.

HEALTH INFORMATION TECHNOLOGY

HITP-110 Medical Terminology 3 cr.
This course presents the study of the language of medicine, focusing on prefixes, suffixes, word roots and their combining forms. This course includes word construction, spelling, usage, comprehension and pronunciation. Students are provided with information regarding anatomy, symptomatology, pathology, and diagnostic/surgical procedures. Open to all SJC students. Prerequisite: A score of 76 on the Accuplacer Reading Test or successful completion of RDNG 113.

HITP-112 Human Body: Structures and Functions 4 cr.
This course introduces the student to the basic concepts of physical and chemical operation of the organs and systems of the human body. System reviews to include integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems. Prerequisite: A score of 76 on the Accuplacer Reading Test or successful completion of RDNG 113. Acceptance into HIT Program

HITP-120 Intro to Health Info Technology 3 cr.
An introduction to the healthcare field and Health Information Management. Addresses organizational structures, regulatory agencies, and healthcare reform. The health record is analyzed for content as it relates to quantity, quality, healthcare personnel responsibility, and documentation requirements. Prerequisite: A score of 76 on the Accuplacer Reading Test or successful completion of RDNG 113, acceptance into HIT Program.

HITP-125 Intro to Med Practice Management 3 cr.
A comprehensive introductory course in the management of medical and dental practices. Types of practices and roles of personnel within the practice are introduced and professional skills competency emphasized. Prerequisite: A score of 76 on the Accuplacer Reading Test or successful completion of RDNG 113. Acceptance into HIT Program

HITP-130 Pathophysiology: HITP 3 cr.
An introduction to the nature of disease and its effects on body systems. This course deals with disease processes affecting the human body via an integrated approach to specific disease entities. Prerequisite: Acceptance into HIT Program.

HITP-140 Computers in Healthcare 3 cr.
This course introduces the learner to the different computer applications found in Healthcare and Health Information Departments in hospitals, nursing homes, and clinics. Students will learn to manage information as a resource with the emphasis on concepts of information ownership, structure, content, and appropriateness. Prerequisite: Acceptance into HIT Program

HITP-150 Legal and Ethical Issues in HIT 3 cr.
The learner is introduced to the court system, legal system, and identifies the roles of participants in those systems, and learns appropriate courtroom behavior. The course considers the medical record as a legal document. Specific federal/state laws as they relate to release of information will be explored. Prerequisites: HITP 120 or HITP 125.

HITP-160 Pharmacology and Lab Procedures 3 cr.
This course is designed specifically for health careers majors to enable them to obtain a basic knowledge and understanding of clinical and diagnostic laboratory tests as performed in the acute care setting and the basics of pharmacology. Learners will identify the classification, uses and action of the most commonly prescribed drugs for conditions affecting each body system. Prerequisites: HITP 110, HITP 112; admission to the HIT Program.

HITP-170 Physician Coding (CPT-4) 3 cr.
This entry-level course is designed to provide the student with opportunities to learn and apply basic ICD-9, CPT, and HCPCS principles and guidelines to code outpatient visits. Prerequisites: HITP 110, HITP 112, HITP 130.

HITP-185 Computerized Medical Office 3 cr.
This course introduces the student to common administrative procedures performed in both small and large medical practices. The student will use medical software MediSoft to input patient information, bill insurance companies, and schedule appointments. Prerequisites: COSC 125 and HITP 170.

HITP-200 Coding Classification Systems I 3 cr.

A study of nomenclatures and classification systems with emphasis on the most recent revisions of ICD-9-CM. Students will study the ICD-9-CM and CPT-4 coding conventions and principles. These skills are then applied to the coding of multi-specialty medical records. Prerequisites: Completion of all 100-level HIT courses.

HITP-210 Coding Classification 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. Prerequisite: HITP 200.

HITP-230 Reimbursement Methodologies 3 cr.

This course will include a detailed study of health care reimbursement issues. Included will be the basic instructions for filing various types of insurance. Prerequisites: COSC 125, 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. Prerequisites: MATH 114, COSC 125, HITP 120.

HITP-255 Electronic Health Records and Advanced Medical Management 3 cr.

This course is designed to address changes in the HIM industry relative to its migration to wide-scale adoption of the EHR. Students will work interactively with EHR software and learn some of the advanced functions of medical office software and obtain a basic understanding of the Boolean logic functions required to create accurate data queries. Prerequisite: COSC 125, HITP 120, HITP 140, HITP 185.

HITP-260 Supervised Clinical Experience II 2 cr.

This course provides for a supervised professional practice learning experience in a health care facility. Students will be assigned specific professional practice projects to be completed at the site and will participate in management and administrative activities. This is an unpaid work experience requiring 90 hours of participation in 15 weeks. Prerequisite: HITP 210.

HITP-270 HIT Seminar 1 cr.

Prospective HIT graduates meet at arranged times to share clinical experiences and to prepare for the AHIMA certification exam for RHIT. Job interview skills and resume writing will be emphasized. Prerequisites: Candidate for graduation and completion of all HITP classroom courses.

HITP-286 The Effective HC Supervisor 3 cr.

Course designed to help the medical practice supervisor develop management strategies and techniques. Students will apply course material using relevant real-world case studies and exercises. Prerequisites: HITP 120 or HITP 125.

HISTORY**HIST-121 Western Civilization to 1700 3 cr.**

Examines the intellectual, social, economic, cultural, and political evolution of Western Civilization from the origins of the humanity to 1700. Prerequisites: ENGL 099, RDNG 095. Semester offered: Fall, Spring and Summer. [NM Common Course Number HIST 1053, Area V: Humanities/Fine Arts Core]

HIST-122 Western Civilization from 1700 3 cr.

Examines the intellectual, social, economic, cultural, and political evolution of Western Civilization Since 1700. Prerequisites: ENGL 099, RDNG 095. Semester offered: Fall, Spring and Summer. [NM Common Course Number HIST 1063, Area V: Humanities/Fine Arts Core]

HIST-211 U.S. History to 1865 3 cr.

Introduces students to the history of the United States from its beginnings to the end of the Civil War. It focuses on the central themes and issues while examining the political, economic, social, intellectual and cultural developments of the era. Prerequisite: RDNG 113. Corequisite: ENGL 111 or permission of instructor. Semester offered: Fall, Spring and Summer. [NM Common Course Number HIST 1113, Area V: Humanities/Fine Arts Core]

HIST-212 U.S. History From 1865 3 cr.

Introduces students to the history of the United States from the end of the Civil War to the present. It focuses on the central themes and issues while examining the political, economic, social, intellectual and cultural developments of the era. Prerequisite: RDNG 113. Corequisite: ENGL 111 or permission of instructor. Semester offered: Fall, Spring and Summer. [NM Common Course Number HIST 1123, Area V: Humanities/Fine Arts Core]

HIST-221 Colonial Latin America 3 cr.

Examines the major civilizations of pre-conquest Central and South America, the Spanish and Portuguese Conquests, and the colonial history of Latin America to the completion of the independence movements of the early 19th century. Prerequisite: RDNG 113. Corequisites: ENGL 111 or permission of instructor. Semester offered: Fall, even years.

HIST-222 Modern Latin America 3 cr.

Examines the nation building process of Latin America following independence in the early 19th century to the present. Latin America will be investigated in the context of the larger world community. Prerequisite: RDNG 113. Corequisites: ENGL 111 or permission of instructor. Semester offered: Spring. Odd Years.

HIST-260 New Mexico History 3 cr.

Examines the history of New Mexico from the earliest times to the present, concentrating on the political, economic, social, and cultural changes that have occurred. Prerequisite: RNDG 113. Corequisites: ENGL 111 or permission of instructor. Semester offered: Fall, Spring and Summer. [NM Common Course Number HIST 2113, Area V: Humanities/Fine Arts Core]