

**GEOL-276 Environmental Geology** 3 cr.  
Earth processes that affect man and his works. Properties of rocks and soil; use and application of environmental geological data. Offered: On Demand.

## GERMAN

**GERM-111 Elementary German I** 4 cr.  
Develops listening, speaking, reading, and writing skills. Uses a communicative approach to cover vocabulary, grammar, conversation, and culture. Offered: On Demand.

**GERM-112 Elementary German II** 4 cr.  
Continuation of GERM-111. Offered: On Demand.

## 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. [NM Common Course Number HIST 1053, Area V: Humanities/ Fine Arts Core]. Prerequisites: Completion of ENGL-099 and RDNG-095 or appropriate Accuplacer English and Reading Scores. Offered: All.

**HIST-122 Western Civilization from 1700** 3 cr.  
Examines the intellectual, social, economic, cultural, and political evolution of Western Civilization since 1700. [NM Common Course Number HIST 1063, Area V: Humanities/Fine Arts Core]. Prerequisites: Completion of ENGL-099 and RDNG-095 or appropriate Accuplacer English and Reading scores. Offered: All.

**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. Classes include lecture and discussion components. [NM Common Course Number HIST 1113, Area V: Humanities/Fine Arts Core]. Prerequisites: Completion of RDNG-113 or appropriate Accuplacer Reading score. Corequisites: ENGL-111. Offered: All.

**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. Classes include lecture and discussion components. [NM Common Course Number HIST 1123, Area V: Humanities/Fine Arts Core]. Prerequisites: Completion of RDNG-113 or appropriate Accuplacer Reading score. Corequisites: ENGL-111. Offered: All.

**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. Prerequisites: Completion of RDNG-113 or appropriate Accuplacer Reading score. Corequisites: ENGL-111. Offered: On Demand.

**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. Classes include lecture and discussion components. Prerequisites: Completion of RDNG-113 or appropriate Accuplacer Reading score. Corequisites: ENGL-111. Offered: On Demand.

**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. [NM Common Course Number HIST 2113, Area V: Humanities/Fine Arts Core]. Prerequisites: Completion of RDNG-113 or appropriate Accuplacer Reading score. Corequisites: ENGL-111. Offered: Fall & Spring.

**HIST-270 Native American History and Culture** 3 cr.  
Introduces the history and cultures of Native peoples of North America from the earliest times to the present. The course will examine culture change and the interaction of native groups with each other and European peoples. Contemporary priorities and ongoing concerns are also examined. Prerequisites: Completion of ENGL-099 and RDNG-113 or appropriate English and Reading Accuplacer scores. Offered: Spring.

**HIST-272 Navajo History** 3 cr.  
Introduces the history of the Navajo with supporting ethnographic material. The course begins with the entrance of the Dine into the Southwest and continues to the present, with a concentration on the 20th century political and economic development. Offered in collaboration with Dine College (NIS 211). Prerequisites: Completion of RDNG-095 and ENGL-099 or appropriate Accuplacer Reading and English scores. Offered: Fall.

## 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. Prerequisites: Completion of RDNG-095 or appropriate Reading Accuplacer score. Offered: All.

**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. Minimum grade required: C. Offered: All. Faculty Permission Required.

**HITP-116 Computerized Business Applications** 3 cr.  
This course provides the student with basic computer skills including the Microsoft Office Professional package. It also covers the use of database applications and the development and use of queries. Prerequisites: Completion of RDNG-113 or appropriate Reading Accuplacer score. Offered: All.

- HITP-120 Intro to Health Info Technology 3 cr.**  
This course is an in-depth study of the origin, use, content, format, and management of health records in a variety of settings. The student will be introduced to the various health care organizations that are responsible for providing health care in America and how health information is a vital component of the health care delivery system. This class will focus on storage and retrieval systems, numbering and filing systems, record retention, and the basic functions of the HIM department, including quantitative analysis, abstracting, incomplete chart control and release of information. Indices and special registries will also be studied. Acceptance into HIT Program. Offered: Fall & Spring. Faculty Permission Required.
- HITP-125 Intro to Med Practice Management 3 cr.**  
A comprehensive introductory course in the management of medical practices. Types of practices and roles of personnel within the practice are introduced and professional skills competency is emphasized. Acceptance into HIT Program. Offered: Fall & Spring. Faculty Permission Required.
- 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. Offered: All. Faculty Permission Required.
- HITP-140 Computers in Health Care 3 cr.**  
This course introduces the learner to different computer applications, and specifically electronic health records, found in Healthcare and Health Information Departments in hospitals, nursing homes, and clinics. Students will learn to use publicly available databases as a resource. In addition, basic Information Technology hardware and software, including security software, employed by medical facilities will be addressed. Prerequisite: Acceptance into HIT Program. Offered: All. Faculty Permission Required.
- HITP-150 Legal & Ethical Issues in HIT 3 cr.**  
The learner is introduced to the court and legal systems, identifies the roles of participants in those systems, and learns appropriate courtroom behavior. The course considers the medical record as a legal document; it deals with privileged information, confidential information and communication, release of information, and consent and authorization. Specific federal/state laws as they relate to release of information will be explored as well as fraud and abuse issues. Offered: Fall & Spring. Faculty Permission Required.
- HITP-160 Pharmacology and Lab Procedures 3 cr.**  
This course is designed specifically for HIT majors to enable them to obtain a basic 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. Information is presented using appropriate medical and health terminology so that students at all levels continue to be exposed to the language of the healthcare environment. Offered: All. Faculty Permission Required.
- 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 CPT-4 and HCPCS principles and guidelines to code outpatient visits. Offered: Fall & Spring. Faculty Permission Required.
- 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 a commercially available medical office software product, Medisoft, to input patient information, create charges, bill insurance companies, and schedule appointments. Offered: Fall & Spring. Faculty Permission Required.
- HITP-200 Coding Class 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. Offered: Fall & Spring. Faculty Permission Required.
- 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. Offered: Fall & Spring. Faculty Permission Required.
- 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. Offered: Fall & Spring. Faculty Permission Required.
- HITP-240 Health Data Analysis 4 cr.**  
This course covers quality assessment and improvement standards and requirements of licensing, accrediting, fiscal, and other regulatory agencies. 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. Offered: Fall & Spring. Faculty Permission Required.
- HITP-255 Electronic Health Records 3 cr.**  
This course is designed to address changes in the HIM industry relative to its migration to wide-scale adoption of the Electronic Health Record (EHR). Students will work interactively with a certified EHR software system to learn the capabilities of EHRs and how to use them. Students will also do research on available EHR systems and learn how to plan the implementation of an EHR system. Offered: Fall & Spring. Faculty Permission Required.
- HITP-262 Professional Practice Experience Coding 1 cr.**  
This course provides for a supervised professional practice learning experience either in a health care facility or in an online simulated environment. Students will participate in coding related activities. This is an unpaid work experience requiring 30 hours of participation. Offered: All. Faculty Permission Required.

**HITP-264 Professional Practice Experience Hit 2 cr.**

This course provides for a supervised professional practice learning experience in a health care facility. Students will be assigned specific projects to be completed at the site and will participate in management and administrative activities. This is an unpaid work experience requiring 60 hours of participation. Offered: All. Faculty Permission Required.

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

This course prepares HIT graduates for the RHIT certification exam (AHIMA). Students will also share professional practice experiences. Job interview skills, resume writing, and professionalism will be emphasized. Offered: All. Faculty Permission Required.

**HITP-272 Coding Seminar 1 cr.**

This course prepares prospective coding certificate graduates for the CCA certification exam (AHIMA). Job interview skills, resume writing, and professionalism will be emphasized. Offered: All. Faculty Permission Required.

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

This course presents the HIT student with information regarding management and personnel skills necessary for entry-level employment at the supervisory level. The basic management functions of planning, organizing, directing, and controlling are presented using examples and situations specific to health information technology. Personnel skills such as communication, motivation, and responsibilities such as job analysis, recruitment, discipline, and federal/state laws regarding personnel management are discussed. Offered: Fall & Spring. Faculty Permission Required.

**HEALTH SCIENCES****HLSC-111 Introduction to Health Sciences 3 cr.**

This course provides an overview of the health care system, team approach delivery, and the roles and functions of health care professionals. It addresses consumer health needs, trends and issues. Course recommended for students considering programs in Nursing, Dental Hygiene, Physical Therapy Assistant, and Health Information Technology. Minimum grade required: C. Corequisites: HITP-110. Offered: On Demand.

**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. Offered: All.

**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. Offered: Fall & Spring.

**HLTH-251 Human Nutrition 3 cr.**

Normal nutrition principles and their relation to health. Offered: On Demand.

**HUMAN SERVICES****HMSV-111 Intro 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: Completion of ENGL-095 and RDNG-095 or appropriate Accuplacer English and Reading scores. Offered: Fall & 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. Completion of ENGL-095 and RDNG-095 or appropriate Accuplacer English and Reading scores. 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; of ENGL-095 and RDNG-095 or appropriate Accuplacer English and Reading scores. Offered: Fall & Spring.

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

This course will provide students with an historical overview of substance abuse, as well as an introduction to types and levels of intervention. Prerequisites: Completion of ENGL-095 and RDNG-095 or appropriate Accuplacer English and Reading scores. Offered: Fall & Spring.

**HMSV-222 BioMed Pharm 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; Completion of ENGL-095 and RDNG-095 or appropriate Accuplacer English and Reading scores. Offered: On Demand.

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

Students will gain an understanding of comprehensive assessment strategies. Special attention will be given to assessing adolescents, methods for interviewing significant others, and the validity of assessment instruments. Prerequisites: HMSV 220; Completion of ENGL-095 and RDNG-095 or appropriate Accuplacer English and Reading scores. 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