

“H” Course Descriptions

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HEALTH

HEALTH OCCUPATIONS

HISTORY

HOSPITALITY

HUMANITIES

West

COURSE DESCRIPTIONS



5 Advanced French I (5) UC:CSU

Prerequisite: French 4.

This course continues the study of advanced composition and grammar through the use of literature, film and music. The readings are the basis for regular composition works and student discussions in French.

6 Advanced French II (5) UC:CSU

Prerequisite: French 5.

This course completes the study of advanced composition and grammar through the use of literature, film, and music. The readings are the basis for regular composition works and student discussions in French.

8 Conversational French (2) CSU (RPT 3)

This course consists of practical, conversational material based on everyday experiences and current events. Not open to native speakers of French.

10 French Civilization (3) UC:CSU

This course consists of lectures and discussions in English on the geography, history, government and institutions of France; the life and customs of its people; literature, arts and sciences; and its contributions to civilization. It is especially recommended to all students of French.

101 French Language Laboratory (1) CSU (RPT 3)

A mediated, independent study course which allows students to enhance their French language skills through audio, video, and computer work in the language lab.

GEOGRAPHY

(Also see Earth Science, Environmental Science, and Oceanography)

1 Physical Geography (3) UC:CSU

This course is a systematic study of the elements of the physical environment (e.g. weather, climate, landforms, water, soil and vegetation), and an analysis of their interrelationships and patterns of world distribution.

2 Cultural Elements of Geography (3) UC:CSU

Note: Geography 1 is not a prerequisite for Geography 2.

The cultural elements of geography, and their correlation with the physical environment are introduced. Population patterns, cultural diversity, livelihood, settlement, environmental modification and perception are emphasized.

15 Physical Geography Laboratory (2) UC:CSU

Prerequisite: Geography 1, or concurrent enrollment in Geography 1.

This course will introduce the student to the description, analysis, explanation and representation of natural phenomena such as: Earth-Sun relationships; Earth's representation on maps and in air photos; temperature, moisture, and pressure; air masses, fronts, and storms; and landform evolution by tectonic, erosion, and depositional forces.

GEOLOGY

(Also see Earth Science and Oceanography)

1 Physical Geology (3) UC:CSU

This course surveys the materials and structures of the earth and the agents and processes that modify it. A study of rocks and their mineral composition; the work of rivers, winds, glaciers and oceans as agents of erosion; and volcanoes and earthquakes as forces which change the surface of the earth are covered. The main purpose of the class is to stimulate student interest in the geological aspects of the environment in which they will spend their lives. Note: Geology 1 and Geology 6 taken together fulfill a laboratory science course.

6 Physical Geology Laboratory (2) UC:CSU

Prerequisite: Geology 1 or concurrent enrollment in Geology 1.

This course deals with laboratory exercises that aid students in the identification of rock-forming minerals, igneous, metamorphic and sedimentary rocks, and the interpretation of topographic and geologic maps. *Note: Geology 1 and Geology 6 taken together fulfill a laboratory science course).*

HEALTH

2 Health and Fitness (3) UC:CSU

This course promotes healthy physical and psychological lifestyles, with emphasis on disease prevention, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management and weight control. The physical fitness segment emphasizes individual improvement utilizing aerobic, flexibility and strengthening activities.

UC Transfer Credit Limit: A maximum of one course from Health 2 or Health 11.

7 Physical Fitness and Nutrition (3) UC:CSU

This course covers the importance of physical fitness and proper nutrition in our personal and social development. Students will construct a health behavior change project based on a thorough analysis of personal health and fitness choices. Students will evaluate various types of fitness activities, as well as diet plans based on fact rather than fad. The course also encourages good decision-making when selecting nutritive foods and healthy behaviors that enhance weight control goals, disease prevention and overall well-being.

11 Principles of Healthful Living (3) UC:CSU

This course is required for all students seeking an associate degree. It is also recommended for students entering the teaching profession, or in preparation for health care professions such as nursing, medicine, physical therapy, dentistry, and areas in the biological sciences. Emphasis is placed upon up-to-date and factual information related to personal, family, and public health, as well as approaches to critical thinking with reference to important health issues and publications. *UC Transfer Credit Limit: A maximum of one course from Health 2 or Health 11.*

12 Safety Education and First Aid (3) UC:CSU

This course meets the certification requirements of both the standard and advanced first-aid courses offered by the American Red Cross. It covers prevention of accidents, care of common injuries, and emergency procedures at an accident scene.

HEALTH OCCUPATIONS

51 Medical Office Microcomputer Management Applications (1)

In this course students learn the essential microcomputer management applications of the medical office. Topics include spreadsheets, accounts receivable, insurance data entry, patient demographic entry and scheduling systems.

52 Medical Office Procedures I (4)

This introductory course reviews the role of the Medical Assistant, office operations, communication, professionalism, legal/ethical issues and basic medical office procedures.

53 Medical Office Procedures II (4)

This course covers the role of the Medical Assistant, medical ethical and legal implications, and office procedures including patient processing, reception, appointment scheduling, telephone techniques, interpersonal relations, basic computer usage, written communication, records management and insurance/billing.

54 Human Disease for Health Occupations (4)

This course provides a review of medical and directional terminology and discusses the anatomy and physiology of body systems, common diseases and related diagnostic and medical procedures.

55 Clinical Assisting Techniques I (4)

This is the first of two courses that use lecture and training lab experiences to teach the clinical skills necessary to successfully perform the role of medical office assistant in a variety of health care settings. In addition, this course covers Occupational Safety and Health Act regulations, medical asepsis and infection control.

56 Clinical Assisting Techniques II (4)

This is the second of two courses that use lecture and training lab experiences to impart clinical skills necessary to successfully perform the role of medical office assistant. The new skills include medication administration, emergency responses and EKG techniques.

57 Medical Office Laboratory Procedures (3.5)

This course introduces student to methods of specimen collection, including blood test, urinalysis and other routine office laboratory tests.

58 Pharmacology for the Medical Assistant (2)

This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous, autonomic nervous, cardiovascular, renal, endocrine, respiratory and gastrointestinal. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic, ophthalmic and optic agents. Laboratory experience will be guided practice in medication administration.

59 Practicum for the Medical Assistant (2)

This course provide introductory practical experience in a health care setting for the Medical Assistant. Students will have observational and supervised work assignments.

60 Medical Assistant Clinical Internship (3)

This 8-week course allows the student to apply knowledge, perform administrative and clinical procedures and develop professional attitudes while interacting with other professionals and consumers in a health care setting. Student will work under the supervision of a medical assistant preceptor. Student is expected to complete 135 contact hours at the assigned placement and participate in weekly meetings with faculty supervisor.

61 Medical Insurance (3)

In this course students learn the different types of health insurance and billing procedures including procedure codes, international classification of diseases and clinical modifications.

71 Sustainability in Healthcare (3)

This course offers knowledge and skills related to sustainability in the healthcare environment. This includes communication, leadership, environmental sustainability, systems and processes and organizational knowledge. This course has particular relevance to those who are interested in Environmental Services, Building Services, Waste Management, Hospital Facilities, and/or Dietary Services.

HISTORY

NOTE: Check with the Counseling Office to determine which History courses meet the American Institutions Requirement.

1 Introduction to Western Civilization I (3) UC:CSU

This course provides a broad historical study of the main cultural, economic and political trends and events, from the rise of civilization in the Near East to the Age of Absolutism.

2 Introduction to Western Civilization II (3) UC:CSU

This course surveys Western Civilization from the Renaissance to the present. Major topics include the political, economic, and social organization of Europe, with particular emphasis upon the rise of the nation state and industrialization. Europe's expanding global influence in the nineteenth and twentieth centuries will also be examined.

5 History of the Americas I (3) UC:CSU

This course presents the major socio-cultural and economic developments that accompanied the discovery and colonization of the Americas, from the pre-Columbian era through the period of U.S. and Latin American independence.

6 History of the Americas II (3) UC:CSU

This course surveys the history of the Americas, from the Latin American wars of independence to the present, stressing Latin America development, inter-American relations and constitutional patterns.

COURSE DESCRIPTIONS

11 Political and Social History of the United States I (3) UC:CSU

This course surveys the political, social, economic and constitutional history of the United States, from the colonial settlements through the Civil War and reconstruction.

UC Transfer Credit Limit: A maximum of one course from History 11, 41, 43; African American Studies 4.

12 Political and Social History of the United States II (3) UC:CSU

This course presents the major socio-cultural, political and economic developments during the course of the history of the United States, from the Reconstruction period through the present day.

Note: UC Transfer Credit Limit - a maximum of one course from History 12, 13, 42, 44; African American Studies 5; and Chicano Studies 8.

29 Asian Civilization: The Middle East (3) UC:CSU

An introductory survey of the modern Middle East emphasizing Islamic culture and its political and socio-cultural development. The course deals with the life and teachings of Mohammed, development of the Islamic world, and the relationship between the Islamic world and the rest.

40 American History in Film (3) UC:CSU

This course will survey the development of American films, and explore the way in which American history has been both accurately and falsely presented for popular consumption.

41 The African-American in the History of the United States I (3) UC:CSU (Same as African-American Studies 4)

This course provides a survey of U.S. history from the early Colonial period through the Civil War, with special emphasis on the contributions of African-Americans. It provides a background in the political, economic, and social development of the United States for students majoring in the Social Sciences, and for those who want to gain a better understanding of the African-American in American society.

UC Transfer Credit Limit: A maximum of one course from History 11, 41, 43; African American Studies 4.

42 The African-American in the History of the United States II (3) UC:CSU (Same as African-American Studies 5)

In a survey of U.S. history from the end of the Civil War to the present time, this course provides information about the African-Americans' part in the social, economic, and political development of American society and culture. Also included is a continued survey of the United States Constitution.

UC Transfer Credit Limit: A maximum of one course from History 12, 13, 42, 44; African American Studies 5; and Chicano Studies 8.

43 The Mexican-American in the History of the United States I (3)

This course traces the historical evolution of the Mexican and Mexican American people and their institutions within the context of United States history. It surveys the contributions of the Mexican people to the United States with emphasis on the Southwest.

44 The Mexican-American in the History of the United States II (3) (Same as Chicano Studies 8)

A survey of U.S. history from the end of the Civil War through the present day, with special emphasis on the Mexican-American contribution to the social, economic, and political development of the United States. Included is a continued survey of the U.S. Constitution.

52 The Role of Women in the History of the United States (3) UC:CSU

This course will survey women's contributions to the economic, cultural and socio-political development of the United States between the Civil War and the present. The roles of women of African, Asian, European, and Hispanic descent will be emphasized.

86 Introduction to World Civilization I (3) UC:CSU

This survey course traces the development and interrelationships of the major world civilizations, their traditions and contributions, from the earliest times to the beginning of the era of European expansionism in the 16th century.

87 Introduction to World Civilization II (3) UC:CSU

This course will trace the development and interrelations of the major world civilizations and their traditions and contributions, from the beginning of the era of European expansion in the sixteenth century through modern times.

HOSPITALITY

302 Introduction to Hotel/Motel Operations (3) CSU

With employment opportunities growing every day in the hotel industry, this course will help open the door to those opportunities and start you on your way to a rewarding career. By providing an overview of the lodging industry, this course will introduce such topics as hotel classifications, accommodations, front and back office operations, logistics, accounting, the food and beverage division, hotel engineering, and the many employment opportunities available in the various sectors of the business. You'll learn industry terminology and the scope of the hotel industry's relationship to other parts of the tourism, travel and hospitality industries.

303 Hotel Front Office Operations (3) CSU

Exciting and rewarding careers are available in the fast growing hotel industry, and in this course students will become familiar with the nature of hotel front office operations including the scope of the industry. The relationship of hotels to other parts of the tourism, travel, and hospitality industries will be included. Among the many sectors will be front desk operations, departmental organization, industry terminology, front office accounting, customer service, interpersonal skills, decision-making skills, and teamwork.

310 Hospitality Sales (3)

Sales skills are the most important abilities any professional in the hospitality industry can possess. This course is designed to teach those skills based on a how-to approach to consultative sales. Students will learn sales skills used in the hospitality industry including prospecting for clients, opening techniques, probing for needs, presenting the product, overcoming objections, contracts, servicing the sale, price negotiations, closing the sale, and the importance of follow-up in maintaining a high rate of returning guests. People with the skills to effectively sell hospitality products are in great demand, earning high salaries and working in an industry with great benefits and unlimited potential.

311 Hospitality Marketing (3) CSU

Today's dynamic and competitive hospitality industry is seeking people who have the latest marketing skills. This course provides a solid background in hospitality marketing and advertising. The students will learn how to produce effective marketing plans as well as sales and marketing materials. They will learn to target the most appropriate customer markets to increase sales, and they will learn to recognize the most effective marketing strategies for the hospitality industry. Among the other topics covered are research and analysis, product development, public relations, promotion, publicity, marketing to the travel trade, pricing, and communications.

320 Hospitality Law (3)

For anyone considering a career in the Hospitality Industry, a thorough understanding of the duties, rights, and responsibilities of employers, employees and patrons is very important. Since laws covering the innkeeper-restaurateur are very different than most other businesses, this course not only covers the legal ramifications of dealing with patrons, it covers the relationship and responsibilities between employers and employees. The rapidly developing area of casino/resort law is also covered. By using a preventive approach, this course can keep the legal considerations of hotel and restaurant operations from becoming expensive problems.

325 Guest Relations Management (3) CSU

Without guests the hospitality industry would not exist, and the treatment of those guests is a very important aspect of the business. There are excellent career opportunities for people skilled in the proper treatment and management of guests and the guest experience. In this course students will learn the service principles of dealing with guests including meeting guest expectations, training the staff, motivation and empowerment, involving the guest, communicating, delivering the service, fixing service problems, the aspect of waiting for service, and the steps to service excellence.

330 Managing Technology and E-Commerce (3) CSU

The Internet is an emerging force in the hospitality industry, and this course will give the student the knowledge necessary to compete effectively in the marketplace. In this course emphasis is placed on providing a thorough understanding of how e-marketing, e-commerce and online information will be one of the most important areas of the hospitality industry in the coming years. Among the topics covered are definitions of e-terms, e-commerce models, software, business-to-business marketing and online information distribution.

340 Introduction to Professional Food Service (3)

The food and beverage branch of the hospitality industry is an exciting and often overlooked area of career opportunities. This course will provide students with a basic yet comprehensive introduction to foodservice operations and give them the foundation they need to make smart decisions in food and beverage operations. Students will learn the history and scope of the industry, food service operations, bar operations, budgeting, inventory control, and management techniques for efficient and effective resource utilization in the production and service of nutritious, safe, and high quality food.

HUMANITIES

1 Cultural Patterns of Western Civilization (3) UC:CSU

This course is designed to introduce the student to the general concepts or principles of the Humanities as evidenced in the ideas of applied aesthetics. Music, literature, painting, sculpture, architecture and other art forms are studied in relation to their background, function, medium, organization and style.

30 The Beginnings of Civilization (3) UC:CSU

This survey of the cultural heritage of Western civilization, from ancient Egypt, Mesopotamia and Greece to the Early Renaissance, presents a history of culture and values with emphasis on artistic, literary, musical, religious and philosophical traditions. A wide variety of audio/visual materials is used.

31 People in Contemporary Society (3) UC:CSU

This survey of the cultural heritage of Western civilization from the High Renaissance to the end of the twentieth century presents a history of culture and values, with an emphasis on artistic, literary, musical, philosophical, and cinematic traditions using a wide variety of audio/visual materials.

60 People and Their World: Technology and the Humanities (3) UC:CSU

This course provides opportunities to examine the interaction between society and technology. Challenging and stimulating questions about cultural and social values in light of the effects of modern technology are developed and discussed.

61 People and Their World: The Creative Process (3) CSU

This course focuses on the creative process. It surveys creativity as expressed through art, architecture, literature and music, incorporating historical, psychological and philosophical perspectives.

77 Medieval Cultures (3) UC:CSU

A comparative study of the cultures of the Middle Ages in Europe and the Middle East will include the literary, musical, and artistic traditions of Christianity, Islam, and Judaism.

JAPANESE

1 Elementary Japanese I (5) UC:CSU

This course provides the fundamentals of the Japanese language with emphasis on the spoken word. The Japanese syllabary for Hiragana, Katakana and basic Kanji are introduced. In addition, the course introduces the study of Japanese culture.

NOTE: Japanese 21 and Japanese 22 together are equivalent to Japanese 1.

2 Elementary Japanese II (5) UC:CSU

Prerequisite: Japanese 1 with a grade of "C" or better

This course continues students' development of fundamental linguistic communication skills in Japanese. The course also continues the study of Japanese culture.