

## HEALTH

### 11 Principles of Healthful Living (3) UC:CSU

*Note:* 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. This course develops health knowledge and values with the goal of promoting a high quality of life for each individual. Areas of focus include nutrition, physical fitness, communicable diseases and other major health problems, consumer and environmental health, human sexuality and family life, mental and emotional health, tobacco, alcohol and drugs, aging, death and dying.

### 7 Physical Fitness and Nutrition (3) CSU

This course reviews the relationship of physical fitness and nutrition, and how it affects our personal and social development. Students will analyze their personal health and fitness choices and then construct a healthy behavior change plan. Various types of fitness activities and diet choices will be evaluated. The course encourages healthy behavior that enhances physical fitness, disease prevention, weight control, and overall well-being.

### 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) (RPT 2)

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) (RPT 1)

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) (RPT 1)

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.

## COURSE DESCRIPTION

### 62 Skill Set for the Health Care Professional (2)

This course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring, basic first aid, therapeutic communication and basic health documentation.

### 63 Basic Medical Terminology, Pathophysiology and Pharmacology for the Health Care Professional (2)

This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

### 64 Cultural and Legal Topics for Health Care Professionals (1)

This course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professional.

### 65 Fundamentals for the Health Care Professional (2.5)

This course explores career options in the health care industry, healthy behavior for health care workers, work ethics, professional resumes and interviewing skills and personality traits of a health care professional. There will be an internship during which area employers will introduce students to direct and indirect patient care opportunities.

### 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.

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## 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 sociocultural 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.

### 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 sociocultural, 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 sociocultural 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) UC:CSU

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) UC:CSU

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.

## 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.

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## HOSPITALITY

### 100 Introduction to the Hospitality Industry (3) CSU

This course is an introduction to the hospitality industry. The course will give students an overview of careers in hotels, resorts, restaurants, private clubs, and institutional settings. Students will learn how knowledge of duties, organization, marketing and revenue sources will open world-wide opportunities for students in this growing industry.

### 135 Meeting/Convention and Incentive Planning (3) CSU

This course is an introduction to meeting, event and convention planning including the scope of the industry, and its relationship to other parts of the tourism, travel and

hospitality industries. Students will be prepared to plan, promote and operate programs for meetings, conventions and incentive groups, including site selection, pricing, entertainment, supplier negotiations, and the use of technology for registration.

### 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.

## COURSE DESCRIPTION

### **315 Hospitality Accounts (3)**

This course provides a basic knowledge of hotel and motel record-keeping concepts and techniques. Among the topics are front office accounting procedures, night auditing, financial statements, expenses, and payroll as they apply to the hospitality industry.

### **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 food service 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.

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## 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.

### **89 Current Musical Dramatic & Art Events (2) CSU**

This course shall examine and discuss in depth selected current cultural events at major venues in the Los Angeles area, such as major art museums (The Getty Museum, LACMA), or concert/performance venues and/or theaters, utilizing resources and/or productions at such venues. This course shall vary from semester to semester depending upon production schedules at selected venues.