

# Dental Assisting - Associate of Science Degree

This program is offered at **Visalia**.

## Program Description

This 75-school-week program is approved by the Dental Board of California and leads to an Associate of Science degree in Dental Assisting and meets prerequisite requirement for Dental Hygiene program. After successful completion of the program, the student is eligible to apply for and take the Dental Board of California examination for licensure as a Registered Dental Assistant. Drug and alcohol testing, criminal history background checks, health screenings and immunizations may all be conditions of acceptance for clinical and extern education in a dental setting. Student will need to be calculus free and show proof thereof, prior to participating in Term 2 courses. Student will be required to complete all health screening and immunization requirements of extern site prior to beginning externship hours. The College will pay for the cost of required screenings and immunizations.



## Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Identify and analyze the laws and regulations of the Dental Board and maintain the standards of an Allied Dental Health Professional.
2. Meet eligibility requirements for employment and the California Registered Dental Assistant's State Board examination by achieving standardized course learning outcomes in the following areas of expertise: CPR, Dental Radiology, Infection Control and DPA: Law and Ethics, Coronal Polish, Pit and Fissure Sealants
3. Perform all direct patient care duties legally assigned to the California Registered Dental Assistant.
4. Assist during commonly practiced dental treatments, including but not limited to, direct and indirect restorations, fixed prosthodontics, endodontics and orthodontic treatment.
5. Meet eligibility requirements to take the California Registered Dental Assistant's State Board examination.
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates.

## Admission Requirements

- Applicant must be age 18 by their expected start date.

The following courses are required to obtain a degree in this field:

Course ID	Course Name	Credit Units	Credit Hours
BIOL 10	Human Anatomy	4.0	90
BIOL 14	Microbiology	4.0	90
BIOL45	Human Physiology	5.0	105
CHE 3	General Chemistry	4.0	90
CHE 4	Introduction to Organic / Biochemistry	4.0	90
DA 105	Orientation to Dentistry	5.0	90
DA 110	Dental Anatomy and Patient Management	5.0	90
DA 115	Dental Regulations and Pre-Laboratory	5.0	90
DA 230	Dental Radiology	5.0	90
DA 235	Restorative Procedures	2.0	45
DA 305	Prosthodontics and Endodontic Specialties	2.0	45
DA 310	Periodontic and Oral Surgery Specialties	2.0	45
DA 315	Pediatric and Orthodontic Specialties	2.0	45
DA 405	Preventative Clinical Procedures	4.0	90
DA 515	Externship and Professional Experience	5.0	265
DA 520	RDA Licensure Review Seminar	2.0	45
ENG 121	Composition and Reading – Part A	3.0	45
ENG 122	Composition and Reading – Part B	3.0	45
MTH 121	College Algebra – Part A	3.0	45
MTH 122	College Algebra – Part B	3.0	45
SPC1A	Introduction to Public Speaking	3.0	45

PSY 1	General Psychology	3.0	45
SOC 1	Introduction to Sociology	3.0	45
<b>Degree Program Total</b>		<b>81.0</b>	<b>1720</b>

For a description of the courses listed above, please see Section 8.

**Program Graduation Requirements:**

*Students must meet the minimum requirement of the Infection Control, Radiology, Coronal Polish, Pit and Fissure Sealants, CPR and HIPAA components in order to be eligible for graduation.*

*In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 20 weeks to be eligible for graduation.*



# Dental Assisting - Certificate of Completion

This program is offered at **Bakersfield, Fresno, and Visalia.**

## Program Description

This 45-school-week program is approved by the Dental Board of California. After successful completion of the program, the student is eligible to apply for and take the Dental Board of California examination for licensure as a Registered Dental Assistant. Drug and alcohol testing, criminal history background checks, health screenings and immunizations may all be conditions of acceptance for clinical and extern education in a dental setting. Student will need to be calculus free and show proof thereof, prior to participating in Term 2 courses. Student will be required to complete all health screening and immunization requirements of extern site prior to beginning externship hours. The College will pay for the cost of required screenings and immunizations.



## Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Identify and analyze the laws and regulations of the Dental Board and maintain the standards of an Allied Dental Health Professional.
2. Meet eligibility requirements for employment and the California Registered Dental Assistant's State Board examination by achieving standardized course learning outcomes in the following areas of expertise: CPR, Dental Radiology, Infection Control and DPA: Law and Ethics, Coronal Polish, Pit and Fissure Sealants
3. Perform all direct patient care duties legally assigned to the California Registered Dental Assistant.
4. Assist during commonly practiced dental treatments, including but not limited to, direct and indirect restorations, fixed prosthodontics, endodontics and orthodontic treatment.
5. Meet eligibility requirements to take the California Registered Dental Assistant's State Board examination.
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.

## Admission Requirements

- Applicant must be age 18 by their expected start date.

The following courses are required to obtain a degree in this field:

Course ID	Course Name	Credit Units	Credit Hours
DA 105	Orientation to Dentistry	5.0	90
DA 110	Dental Anatomy and Patient Management	5.0	90
DA 115	Dental Regulations and Pre-Laboratory	5.0	90
DA 230	Dental Radiology	5.0	90
DA 235	Restorative Procedures	2.0	45
DA 305	Prosthodontics and Endodontic Specialties	2.0	45
DA 310	Periodontic and Oral Surgery Specialties	2.0	45
DA 315	Pediatric and Orthodontic Specialties	2.0	45
DA 405	Preventative Clinical Procedures	4.0	90
DA 515	Externship and Professional Experience	5.0	265
DA 520	RDA Licensure Review Seminar	2.0	45
<b>Certificate Program Total</b>		<b>39.0</b>	<b>940</b>

**For a description of the courses listed above, please see Section 8.**

## Program Graduation Requirements:

*Students must meet the minimum requirement of the Infection Control, Radiology, Coronal Polish, Pit and Fissure Sealants, CPR and HIPAA components in order to be eligible for graduation.*

*In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 20 weeks to be eligible for graduation.*

**BIO 110: Clinical Pathology****3.0 units – 45 hours**

An introduction of the major systems of the human body, signs and symptoms of various diseases, indications and extreme cautions of Therapeutic Massage for various disorders, and the physiology of the disease process. Emphasis on the abnormal health conditions frequently encountered in a Therapeutic Massage practice and gives special attention to massage contraindications, precautions and indications. The symptomology and etiology of each condition, review of medical approaches to treatment and positive or negative impact of Therapeutic Massage on the particular pathology are also discussed. Students will study the principles of disease control and universal precautions; learn symptoms of infectious diseases and how these diseases are transmitted. Students will learn to develop the necessary skills to make safe and effective decisions in the Therapeutic Massage practice.

**BIO 210: Palpation and Kinesiology****3.0 units – 45 hours**

Kinesiology is an in-depth study of the anatomy and physiology of the human body in motion. This course discusses the scope of kinesiology, a definition of movement as it applies to the body, basic biomechanical concepts and principles as they relate to the dynamics and analysis of human motion and the attachments of major muscle groups are emphasized as they relate to types of muscle contraction. Some commonly seen pathologies with kinesiological origins are covered with respect to their soft tissue assessment, massage approaches, and exercise indications. Students will learn to consider their clients' biomechanical histories and apply their understanding of human motion to serve their clients' soft tissue conditions.

**BIOL 10: Human Anatomy****4.0 units – 90 hours**

This course provides the study of human body structure including cellular, tissue, organ, and system levels of organization. Classroom instruction is supported by laboratory activities of models, charts, specimens, and virtual laboratory exercises.

**BIOL 14: Microbiology****4.0 units- 90 hours**

An introduction to microbiology covering the fundamental aspects of morphology, classification, genetics and reproduction, physiology, nutrition, growth and control, microbial metabolism, molecular biology and genetics. Emphasis will be on the diversity of the microbial world, including taxonomy and phylogeny, ecology and symbiosis, the pathogenicity of microbes and the immune response of the human body, as well as environmental and food microbiology. Basic techniques for culturing, staining, counting and identifying pathogenic and non-pathogenic microorganisms will be devoted during laboratory sessions.

**BIOL 45: Human Physiology****5.0 units – 105 hours**

This course provides the integrated study of the function of cells, organs, and systems in maintaining homeostasis. Physiological principles and concepts are supported with laboratory activity.

**BUS 100: Introduction to Business****5.0 units – 90 hours**

Concepts, principles, and operations of the private enterprise system are identified in this course. Students compare and contrast sole proprietorships, partnerships, and corporations, and learn the advantages and disadvantages of each. This course also discusses the functions of modern business management, marketing, ethics, and social responsibility. Human resource management is described, as well as how employers can motivate their employees. Bookkeeping, accounting, financial management and financial statements are also examined.

**BUS 102: Business Math****3.0 units – 45 hours**

This course focuses on the fundamentals of arithmetic processes, decimals, fractions, weights and measures. Special attention is given to percentages, interest calculations and general business math. Ten key operations are included in this course.

**BUS 125: Administrative Operations and Procedures****5.0 units – 90 hours**

This course focuses on the primary skills and duties of the Administrative Business Specialist. Topics covered include telephone techniques, office equipment use, appointment scheduling and management, utilization of Microsoft Outlook, telecommunications, and other effective communication methods and techniques. Meeting and agenda planning, travel arrangements, and human relations will also be covered. An introduction and overview of records management methods will be introduced. Organization, time and stress management, and communication are incorporated into all aspects of this course.

**BUS 135: Professional and Technical Writing****5.0 units – 90 hours**

This course focuses on effective writing techniques in the field of business to produce various communications and documents, including business letters, minutes and reports, emails, dictation and note taking. Focus is placed on the utilization of Microsoft Outlook as a communication method prevalent in the current field. Proper grammar, mechanics, number usage vocabulary, and proofreading are emphasized, as well as style, appearance, tone, and reader appeal.

**BUS 145: Business Math****5.0 units – 90 hours**

This course focuses on the fundamentals of arithmetic processes, decimals, fractions, weights and measures. Special attention is given to percentages, interest calculations, and general business math. Ten key operations are included in this course. This course is designed to provide introductory and intermediate skills in Microsoft Office Excel through hands-on operations and practice of simulated business projects and activities. Students will learn to build a worksheet using commands such as copying, formatting, identifying ranges, and the functions of formulas. Skill competency will be assessed throughout this course. Keyboarding skills are included.

**BUS 160: The Modern Office Professional****3.0 units – 45 hours**

This course prepares students to transition from the classroom to today's computerized office. Students will develop time management, organization, communication, telecommunication, and email skills. Students will create professional documents, meeting agendas, memos and office email messages throughout the course. A number of projects will be assigned in which students experience and resolve common problems encountered in the modern office environment.

**BUS 170: Strategic Management and Leadership****3.0 units – 45 hours**

This course focuses on strategic management and leadership in the business world. Students will examine and analyze strategic planning questions. Other topics include: Analytical and critical thinking development, competitive advantage and positioning, global environment, identification of opportunities and threats, and implementing strategy. Students will analyze case studies and participate in scenarios in conjunction with strategic management concepts, theories and models.

**BUS 180: Marketing and Sales****3.0 units – 45 hours**

This course provides a foundational and comprehensive overview of marketing and sales philosophies, activities, practices, and processes. Additional topics include external and internal factors of marketing, market segmentation, global marketing concepts, consumer decision-making, consumer products, advertising and sales promotion and personal selling. A strategic marketing plan will be defined and developed.

**BUS 210: Business Writing****2.0 units – 45 hours**

This course focuses on writing skills utilized in business to write various communications and documents. Proper grammar, punctuation, capitalization, vocabulary, proofreading, and number usage are emphasized as well as form and content. Stress is placed on style, appearance, tone, vocabulary, and reader appeal. This course also includes research and report writing projects. The importance of oral communication in business is also covered.

**BUS 400: Business Capstone****3.0 units – 45 hours**

This course is designed to give students a small business experience and opportunity to apply their business skills to simulated entrepreneurial circumstances. Students will apply skills and practice all aspects of a typical, small business operation: planning, financing, staffing, pricing, purchasing, inventory control, advertising and promotion.

**CHE 3: General Chemistry****4.0 units – 90 hours**

This course focuses on composition of matter and physical and chemical changes; fundamental laws and principles; atomic and molecular structure; acid-base chemistry, redox, equilibria; qualitative and quantitative techniques and theory.

**CHE 3A: Introduction to General Chemistry****4.0 units – 75 hours**

This course focuses on composition of matter and physical and chemical changes; fundamental laws and principles; atomic and molecular structure; acid-base chemistry, redox, equilibria; qualitative and quantitative techniques and theory.

**CHE 4: Introduction to Organic and Biochemistry****4.0 units – 90 hours**

This course is designed for allied health majors and focuses on the basic structural, physical, and chemical properties of organic and biochemical compounds. Topics include hydrocarbons and the chemistry of organic functional groups, and properties of carbohydrates, lipids, and proteins. The role of these compounds in metabolism and energy is also discussed.

**CJ 4: Criminal Law****3.0 units – 45 hours**

This course explores the historical development and philosophy of law as well as reviews the constitutional provisions. In addition, this course defines and classifies a variety of crimes, such as crimes against persons, property, and the state.

**CJ 14: Juvenile Law and Procedures****3.0 units – 45 hours**

This course identifies techniques for handling juvenile offenders and victims, prevention and repression of delinquency, diagnosis and referral procedures for juveniles, and the organization of community resources. Juvenile law and juvenile court procedures will also be covered.

**CJ 41: Advanced Threat Analysis****2.0 units - 45 hours**

This course examines the history, current trends, and management of workplace violence. The student will learn how to plan to reduce the risk of such incidents, identifying potential offenders, reacting to intruders and advising employers of proactive policies regarding appropriate legal and moral obligations as per the OSAH General Duty Clause. Domestic and International terrorist groups are identified and their agendas outlined.

**CJ 60A: Adult Corrections Officer Core Course****15.0 units – 270 hours**

This course meets the training requirement as set forth by the California Board of Corrections, Section 179 and 1020 of Title XV, California Administrative Code, and fulfills the mandatory training requirements for Corrections/Custodial Officers who are assigned to custody positions in city/county/private jails or facilities. The content is job-related and is certified by Corrections Standards Authority (CSA Certification #601-1253). The course includes First Aid/CPR/AED training, Defense Tactics, Control Techniques, and Fire/Life Safety Training.

### **CST 14A: Microsoft Server Operating Systems A**

**2.0 units – 45 hours**

This course teaches students to install, configure, and troubleshoot information systems that incorporate Microsoft Windows Server operating systems.

### **CST 14B: Microsoft Server Operating Systems B**

**2.0 units – 45 hours**

This course teaches students to manage, administer, and troubleshoot information systems that incorporate Microsoft Windows Server operating systems.

### **CST 20: Microsoft Client Operating Systems**

**5.0 units – 90 hours**

This course teaches students the installation, configuration, and administration of a Microsoft client operating system. This course prepares the student for the Microsoft Certified Professional (MCP) exam.

### **DA 105: Orientation to Dentistry**

**5.0 units – 90 hours**

This course focuses on the study of basic principles of microbiology, embryology, and morphology as they relate to the oral environment and dentistry. Nutrition from a whole body concept and its interrelated effects on dental health and an introduction to standard infection control procedures will be covered in this course. Procedures of the Dental Healthcare Professional (DHCP) will be introduced in a simulated laboratory setting.

### **DA 110: Dental Anatomy and Patient Management**

**5.0 units – 90 hours**

Emphasis of this course is on the basic study of the anatomy of the head and neck, blood supply of the head and neck and innervation of the teeth. This course also provides the theory as well as hands-on-approach to medical and dental emergencies. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

### **DA 115: Dental Regulations and Pre-Laboratory**

**5.0 units – 90 hours**

This course provides theory as well as hands-on applications to basic dental materials, instrumentation, and equipment. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

### **DA 230: Dental Radiology**

**5.0 units – 90 hours**

This course presents the principles of dental radiology, including terminology, characteristics, effects of exposure, safety precautions, protection, and monitoring. The course will also cover the clinical application of procedures involved in exposing, processing, and evaluating dental radiographs. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication. Students will be required to expose radiographs on manikins and clinical patients. A certificate of completion in Radiology Safety will be issued to the student after successfully completing graduation requirements. Students must be 18 years of age to expose and process radiographs. **A grade of "C" or better is required for completion of the course.**

### **DA 235: Restorative Procedures**

**2.0 units – 45 hours**

This course emphasizes the chairside application of restorative dentistry. The practical application of four handed dental techniques utilized in operative procedures will be covered. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

### **DA 305: Prosthodontics and Endodontic Specialties**

**2.0 units – 45 hours**

In this course students will study the practical applications of advanced four-handed dental techniques within Endodontic and Prosthodontic specialties. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

### **DA 310: Periodontic and Oral Surgery Specialties**

**2.0 units – 45 hours**

This course focuses on the study of basic surgical procedures. Procedures and instrumentation for a variety of oral and periodontal surgical procedures will be examined. The course also provides information on a variety of drug therapies commonly used to treat dental patients. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

### **DA 315: Pediatric and Orthodontic Specialties**

**2.0 units – 45 hours**

The study and practical applications of advanced chairside dental techniques within pediatric dentistry and orthodontic dental specialties are covered in this course. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication.

### **DA 405: Preventative Clinical Procedures**

**4.0 units – 90 hours**

This course presents the principles of preventive dentistry including coronal polish and pit and fissure sealants. Instruction in applicable oral anatomy, histology, physiology, oral pathology as well as normal and abnormal anatomical and physiological tooth descriptions will be covered. Students will be required to perform coronal polish and place pit and fissure sealants on laboratory typodonts as well as clinical patients. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory and pre-clinical setting, on patients, and clinical observation of dental practice management in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication. **A grade of "C" or better is required for completion of the course.**

### **DA 515: Clinical and Professional Experience**

**5.0 units – 265 hours**

This course relates to work experience in an extramural facility under direct supervision of the dentist. Students are required, once per week, to turn in completed hours and evaluations. This course is graded as a Pass or Fail. Failure of this course will result in the student repeating the clinical experience rotation.

### **DA 520: RDA Licensure Review Seminar**

**2.0 units – 45 hours**

This course gives the student the opportunity to review the theory and skills covered throughout the program in preparation for the written and practical RDA exam. This course is graded as a Pass or Fail based on successful completion of an Exit Exam which simulates the state RDA exam. Pass rate for both the practical and written examinations is 75% or higher; failure to pass with 75% or higher will result in the student retaking the course.

### **DH 4: Periodontics 2**

**3.0 units – 45 hours**

This course focuses on procedures applicable to the treatment of moderate to advanced periodontal disease, the maintenance of the periodontal patient, the assessment and treatment of periodontal emergencies, the ethical and clinical responsibilities in periodontal disorders. In addition, the relationship and legal ramifications of periodontics in the broad scope of dentistry are explored. **A grade of "C" or better is required for completion of the course.**

### **DH 10: Oral Biology**

**3.0 units – 45 hours**

#### **DH 110: Oral Biology Lab**

**CR – 15 hours**

This course covers the study of embryology and histology of oral structural formation, clinical recognition of normal oral structures, the physiological and structural functions of teeth and supporting tissues, and oral anatomy relative to the proper dental hygiene procedures. **A grade of "C" or better is required for completion of the course.**

### **DH 11: Oral Radiology**

**2.0 units – 30 hours**

#### **DH 111: Oral Radiology Lab**

**1.0 unit – 30 hours**

These courses provide the didactic, laboratory and clinical learning experiences to enable the student to distinguish the normal anatomical features of the oral cavity as they appear radiographically. Normal and pathological conditions, placing film for x-rays, and analyzing the quality of exposed radiographs will be covered. **A grade of "C" or better is required for completion of the course.**

### **DH 12: Head and Neck Anatomy**

**3.0 units – 45 hours**

#### **DH 112: Head and Neck Anatomy Lab**

**CR – 15 hours**

This course covers the anatomical structures of the head and neck regions and relates these structures to the clinical practice of dental hygiene. **A grade of "C" or better is required for completion of the course.**

### **DH 13: Dental Health Education**

**2.0 units – 30 hours**

This course covers the principles and practices of prevention and control of dental disease with emphasis on plaque control, motivation and chair-side patient education. **A grade of "C" or better is required for completion of the course.**

### **DH 14: Introduction to Clinic**

**2.0 units – 30 hours**

#### **DH 114: Introduction to Clinic Lab**

**2.0 units – 120 hours**

This course provides an introduction to the clinical procedures and skills needed for dental hygiene. **A grade of "C" or better is required for completion of the course.**

### **DH 20: Local Anesthesia Lecture**

**1.0 unit – 15 hours**

#### **DH 120: Local Anesthesia Lab**

**1.0 unit – 45 hours**

This course examines the pharmacology and physiology of local anesthetic agents and their proper use in dental hygiene therapy. The anatomy of the Trigeminal nerve, the physiology of nerve conduction and the mode of action of local anesthetic agents are included. Prevention and management of emergencies in the dental setting will be reviewed. The theory, rationale and protocol for nitrous oxide/oxygen administration will be explored. Students will have opportunity to administer local anesthesia and nitrous

### **DMS 260: Clinical Practicum II**

**10.0 units – 480 hours**

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect scanning skills in the clinical environment and to learn more advanced imaging techniques, protocols, and procedures required of the sonographer. The student will gain more experience in performing various ultrasound images of the patient undergoing abdominal, small parts, gynecological, obstetric, or vascular ultrasound examinations. The student will be assessed on supervised clinical practice and completion of clinical assignments and task based performance objectives. **A grade of "C" or better is required for completion of the course.**

### **DMS 300: ARDMS Certifying Examination Review**

**1.0 unit – 20 hours**

This course covers the application process and content specific outlines information for the ARDMS Sonography Principles and Instrumentation examination, the Abdominal and Small Parts specialty examination, and the Obstetrics and Gynecology specialty examination. Registry examination preparation techniques and strategies for achievement of successful examination outcomes are included. Administration of mock examinations will enable the student to identify specific strengths and weaknesses in subject matter in order to self-correct and improve performance on the ARDMS examinations. Guidance and direction toward additional registry preparation tools and resources are provided. The grade earned in this course is Pass/Fail. **A grade of "C" or better is required for completion of the course.**

### **EC 100: Basic Electricity Theory and Applications**

**5.0 units – 90 hours**

This course introduces, discusses and applies electron flow theory, magnetism, electrical generation and power distribution, conductors, insulators, fuses, DC and AC electricity and circuits, motors and motor circuits, air conditioning and refrigerating system components and circuits.

### **EC 200: Intermediate Electricity 1**

**5.0 units – 90 hours**

This course identifies and discusses the control devices used in refrigeration and air conditioning systems, practice of electrical drafting skills, interpretation of pictorial and ladder writing diagrams, and problem analysis, using various diagnostic techniques for domestic and light commercial ventilation, refrigeration, and air conditioning systems.

### **EC 302: Intermediate Electricity 2**

**3.0 units – 45 hours**

This course applies pictorial and schematic wiring diagrams, interpretation and various techniques for problem analysis and troubleshooting of domestic and light commercial refrigeration and air conditioning circuits.

### **EC 400: Advanced Electricity**

**2.0 units – 45 hours**

This course applies pictorial and schematic wiring diagrams interpretation, problem analysis, and the application of the, "Hop-Scotch" diagnostic technique for commercial refrigeration and air conditioning systems. This course also prepares students for the EPA Section 608, Technician's Certification Examination.

### **ECON 1: Economics**

**3.0 units – 45 hours**

This course provides a general introduction and overview of economics and the role economics plays in society today. Topics in the course include taxes, the roles of supply and demand, elasticity, productivity, GDP, unemployment, competitive pricing, and the role of money in the economy. Students will discuss the impact these topics have on our economy and society. Students will understand and illustrate how each person's daily decisions affect the economy.

### **ENG 121: Composition and Reading – Part A**

**3.0 units – 45 hours**

This is the first in a 2-part college level English course. In this course, students will learn the foundation of critically reading and writing in a variety of rhetorical modes. Students will read various essays and literature, and apply critical analysis to their own writing. Students will practice all aspects of the writing process, and by the end of Part B, they will meet a goal of writing a minimum of 6000 words through a variety of assignments.

### **ENG 122: Composition and Reading – Part B**

**3.0 units – 45 hours**

This course is the second portion of our college level English course. By building on the skills learned in Part A, students will continue to critically read and write in a variety of rhetorical modes. Students will read various essays and literature, and apply critical analysis to their own writing. In this course they will build information literacy skills through research, and describe the connection between effective communication and professionalism. Students will complete their goal of writing a minimum of 6000 words.

### **ESSM 2: Health Care Security and Safety Administration**

**2.0 units – 45 hours**

This course covers the International Association for Healthcare Security and Safety curriculum and safety training for security officers. Topics include: public and community customer relations, self-protection and defense, report preparation and writing, judicial process, courtroom procedures, testimony, criminal and civil law, fire safety and emergency preparedness, hazardous materials and emergency response, and techniques for effective assault management.

### **ESSM 10: Industrial Safety**

**5.0 units – 90 hours**

The fundamentals of safety planning and management in industrial settings are covered in this course. Students will identify common safety hazards and discuss the causes of accidents in the workplace. They will prepare to conduct safety inspections and employee trainings, write various safety plans and keep accurate Occupational Safety and Health Administration (OSHA) records. Students will earn certifications in OSHA basic 10-hour safety training, Confined Space Entry, and Oil Industry Safety (Passport).



treatment modalities learned in the second term including integrated deep tissue, sports massage, appropriate spa techniques, points, strokes, stretches, exercises and recommendations as instructed during supervision.

Supervisors discreetly monitor students throughout the progress of their treating and are available at any time for regular conferences regarding treatment preparations, recommendations, documentation of treatments, the use of specific points and techniques, the progress of the individual client, or difficult situations that may arise. Students keep accurate records, participate in administrative duties and receive feedback from their supervisors in addition to written evaluations completed by the clients at the end of client-pathology series.

At the end of the term students will submit a clinic term paper based on each of their clinic-pathology case studies during Massage Therapy Clinic II.

### **MTH 121: College Algebra – Part A**

**3.0 units – 45 hours**

This course integrates technology with mathematics through the use of online learning resources, and covers the fundamentals and terminology of algebra. Topics include real numbers, complex numbers, order of operations, ratios/proportions, single and multiple step linear equations and inequalities, use of formulas, algebraic expressions, polynomials, systems of equations, graphing and quadratic equations. Students will utilize the metric and U.S. standard systems, and scientific notation. The fundamentals and terminology of Geometry, including geometric shapes and the Pythagorean Theorem, will be provided. This course offers hands-on applications that allow students to relate to and to apply concepts to their field of study.

### **MTH 122: College Algebra – Part B**

**3.0 units – 45 hours**

This course integrates technology with mathematics through the use of online learning resources, and covers the fundamentals and terminology of algebra. Topics include use of formulas, algebraic expressions, polynomials, systems of equations, exponential and logarithmic expressions and quadratic equations. Students will utilize rational and radical expressions, conics and functions. This course offers hands-on applications that allow students to relate to and to apply concepts to their field of study.

### **NSC 1: Introduction to the Natural Sciences**

**3.0 units – 45 hours**

This course presents an overview of the basic concepts of the natural sciences, emphasizing biology, chemistry, physical, earth and space science. These concepts are taught both as a technical foundation and from a historical perspective. The subject matter is integrated into lecture discussions covering the environment, ecology, and the relevance of natural science to human affairs. Subjects discussed include current and relevant social, scientific and economic issues. Special projects and activities may be required.

### **PAS 101: Anatomy and Physiology 1**

**2.0 units – 60 hours**

This course focuses on the structure and function of the human body with emphasis on the HEENT, cardiovascular, pulmonary, gastrointestinal, and genitourinary systems. This course is designed to provide the student with an examination of the anatomical structure and function of the human body through virtual cadaver dissection and lecture. **A grade of "C" or better is required for completion of the course.**

### **PAS 102: Adult Medicine 1**

**8.0 units – 108 hours**

The student is exposed to the systematic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. Topics include dermatology, ophthalmology, otolaryngology, cardiovascular, respiratory, gastrointestinal, genitourinary, and health promotion disease prevention. **A grade of "C" or better is required for completion of the course.**

### **PAS 103: History and Physical Assessment 1**

**4.0 units – 116 hours**

The student is exposed to clinical gathering skills, how to elicit and write a medical history, introduction to physical examination using the problem oriented medical record and patient simulation. Emphasis will be placed on a normal history and physical exam, which correlate with the organ systems, covered in the PAS 102 Adult Medical 1 course. **A grade of "C" or better is required for completion of the course.**

### **PAS 104: Diagnostic Studies 1**

**1.0 unit – 24 hours**

The student will learn basic clinical skills applicable to interpretation and theory of body fluids/tissues analysis, electrocardiographs and pulmonary tests necessary to arrive at a preliminary diagnosis. Topics include clinical biochemistry; hematology; urinalysis; principles of electrocardiology; interpretation of 12 lead EKG and rhythm strips; basic principles and interpretation of arterial blood gases. **A grade of "C" or better is required for completion of the course.**

### **PAS 105: Pharmacology 1**

**2.0 units – 32 hours**

The student is introduced to the basic principles of pharmacology including pharmacokinetics, drug actions, drug interaction and drug toxicities involved in the clinical use of drugs. Emphasis will be placed on the physiological and biochemical actions, absorption, distributions, metabolism, excretions and therapeutic use of drugs, which correlate with the organ systems and diseases covered in the PAS 102 Adult Medicine 1 course. **A grade of "C" or better is required for completion of the course.**

### **PAS 107: Pathophysiology 1**

**2.0 units – 60 hours**

The course exposes the student to the pathophysiology of common disease processes in man for the following organ systems: integument, special senses, and pulmonary, cardiovascular, gastrointestinal, and genitourinary systems. **A grade of "C" or better is required for completion of the course.**

### **PSY 1: General Psychology**

**3.0 units – 45 hours**

This course covers the study of human behavior, moral development, and psychological theory as it applies to the individual, group and community. Behavioral disorders and treatment; social perceptions; emotions and motivation, social influence and group processes are topics included in this course.

### **RF 100: Basic Refrigeration Theory and Applications**

**5.0 units – 90 hours**

This course introduces, discusses, and practices the physical laws of matter, heat, transfer, gas laws and equations, pressure and temperature conversions, refrigerants and refrigerant recovery-recycle-reclaim methods and equipment. The refrigeration cycle, basic refrigerating systems and applications, codes, installation, safety practices, and EPA information are topics covered in this course.

### **RF 200: Intermediate Refrigeration 1**

**2.0 units – 45 hours**

This course discusses and applies the principles of theory and fundamentals to problem analysis and diagnostics for residential, light commercial, and commercial refrigeration systems. Students will practice the basics of brazing.

### **RF 302: Intermediate Refrigeration 2**

**5.0 units – 90 hours**

This course discusses and applies the principles of theory and fundamentals to problem analysis, diagnostics, and repair of small commercial refrigeration systems.

### **RF 400: Advanced Refrigeration**

**2.0 units – 45 hours**

This course applies the principles of theory and fundamentals to problem analysis and diagnostics for light commercial refrigeration systems. Students will describe typical commercial refrigeration problems and the possible factors that make the problems occur. Both self-contained and remote refrigeration systems are analyzed under proper performance and typical running conditions and compared to systems with air-flow problems, undercharge conditions, overcharge conditions and box temperature controls (both pressure and temperature) along with system safety switches and flow controls. In addition, this course prepares students for the HVAC-R industry certification.

### **RN 10: Foundations of Nursing Theory**

**3.0 units – 45 hours**

This course is an introduction of the foundation of nursing theory and concepts to promote and maintain safe, effective health care with culturally diverse patients. Students will integrate the professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and utilizing the nursing process in the promotion of health and the foundational care of client response to physiological and psychosocial health conditions of the adult client. **A grade of "C" or better is required for completion of the course.**

### **RN 10L: Foundations of Nursing Clinical**

**3.0 units – 135 hours**

This course consists of Skills Lab and Clinical hours that apply the theory concepts of RN 10. Selected psychomotor skills associated with the activities of daily living will be studied and practiced. Clinical site rotations include patient care units within skilled nursing agencies. **A grade of "C" or better is required for completion of the course.**

### **RN 11: Introduction to Medical Surgical Theory**

**3.0 units – 45 hours**

Introduction to concepts and practices as they relate to the non-critical young adult through geriatric adult in the medical-surgical environment. Through utilization of the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Selected psychomotor skills associated with the basic needs, medication administration and intravenous therapy will be studied and practiced. Introduction to Medical-Surgical Nursing 1 introduces the first year nursing student to concepts and practices as they relate to the adult patient in the Medical-Surgical environment. **A grade of "C" or better is required for completion of the course.**

### **RN 11L: Introduction to Medical Surgical Clinical**

**3.0 units – 135 hours**

This course consists of Skills Lab and Clinical hours that apply the theory concepts of RN11. Students will integrate the concepts and practices of health and wellness to care of the young adult through geriatric adult in the medical-surgical environment. Through utilization of the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Selected psychomotor skills associated with the basic needs and medication administration will be studied and practiced. Clinical site rotations include medical surgical units within acute care agencies. **A grade of "C" or better is required for completion of the course.**

### **RN 12: Nursing Seminar 1: Pathophysiology**

**2.0 units – 30 hours**

This course introduces the student to pathophysiology and disruptions in the normal body functioning. Assessment findings, diagnostic testing, and interventions for specific health problems are discussed. **A grade of "C" or better is required for completion of the course.**

### **RN 20: Maternal Child Nursing Theory**

**2.0 units – 30 hours**

This course will prepare the nursing student with the knowledge of current trends and the basic theoretical foundation of antepartum, intrapartum, postpartum, and newborn care and management. **A grade of "C" or better is required for completion of the course.**

### **RT 40: Advanced Respiratory Care**

**7.0 units – 152 hours**

The focus of this course is advanced pulmonary function testing and critical care with emphasis on hemodynamic monitoring. Topics include advanced physical, radiological, and clinical laboratory assessment along with invasively monitored cardiac assessment and special procedures. Routine and specialized pulmonary function tests are also covered. **A grade of "C" or better is required for completion of the course.**

### **RT 41: Specialized Respiratory Care**

**7.0 units – 152 hours**

The focus of this course is alternate work sites and job readiness for successful employment in Respiratory Care. Topics include land/air patient transport, disaster management, patient and family education and health management, case management, home care, long term care, pulmonary rehabilitation, and sleep studies. Job readiness along with licensure and credentialing examination preparation also occurs in this course. **A grade of "C" or better is required for completion of the course.**

### **SOC 1: Introduction to Sociology**

**3.0 units – 45 hours**

This course includes a survey of social structure and theory, and their implications for individuals in a dynamic environment. Cultures, family, organizations, groups, ethnic and political influences and politics are topics covered.

### **SOC 125: Diversity in the Workplace**

**3.0 units – 45 hours**

This course looks at the realities of working in a diverse environment. It also provides the tools that can be used by managers and employees to recognize and value differences. Students will examine stereotypical thinking, behaviors, attitudes, and how stereotypical thinking can impact the workplace, breakdown communication, and create obstacles to effective teamwork. Legal implications will also be studied.

### **SPC 1A: Introduction to Public Speaking**

**3.0 units – 45 hours**

The theory and techniques of public speaking will be addressed in this course. Emphasis on the logical organization and composition of informative and persuasive speeches and practice in clearly stating and developing ideas will be covered. Techniques and tools for confidence building and reducing anxiety are also included in this course.

### **STC 3: Clinical Experience 1**

**5.0 units – 225 hours**

Under direct supervision, at the assigned clinical site, the student will perform nonsterile and sterile surgical case management duties. Assignments may include the sterile processing department, preoperative holding area, surgery department, and the postanesthesia care unit. The clinical sites are located within a 60-mile radius of the campus. **A grade of "C" or better is required for completion of the course.**

### **STC 4: Clinical Experience 2**

**7.0 units – 315 hours**

Under direct supervision, at the assigned clinical site, the student will perform nonsterile and sterile surgical case management duties. The student must participate in a minimum of 120 select surgical cases. The clinical sites are located within a 60-mile radius of the campus. **A grade of "C" or better is required for completion of the course.**

### **STL 1: Surgical Case Management Lab**

**2 units – 45 hours**

In this course students will practice the basic skills related to the principles of asepsis and the practice of sterile technique. The three phases of surgical case management are learned in the simulated operating room. Corresponds with STT 12: Surgical Case Management. **A grade of "C" or better is required for completion of the course.**

### **STL 2: Basic Surgical Procedures Lab**

**2 units – 45 hours**

Building on the basic skills learned in STL 1, students will assimilate surgical case management into regular practice and carry out mock surgical procedures in the simulated operating room. **A grade of "C" or better is required for completion of the course.**

### **STT 11: Introduction to Surgical Technology**

**5 units – 90 hours**

This course covers development of medicine, surgery, and the field of surgical technology. Related professional practice issues are discussed. Patient care concepts, pharmacology, anesthesia, information technology, electricity, robotics, all-hazards preparation, and microbiology will also be studied. **A grade of "C" or better is required for completion of the course.**

### **STT 12: Surgical Case Management**

**3 units – 45 hours**

Orientation to the surgical environment includes introduction of the roles of the surgical team members, attire, furniture, instrumentation, equipment, and supplies. The principles of asepsis and the practice of sterile technique are introduced. Fundamental elements of the three phases of surgical case management are presented. Basic Life Support for Healthcare Providers (CPR) is included. **A grade of "C" or better is required for completion of the course.**

### **STT 22: Basic Surgical Procedures**

**9 units – 150 hours**

This course introduces noninvasive and invasive diagnostic procedures as well as basic surgical interventions for the following: general, obstetric and gynecologic, endoscopic, otorhinolaryngologic, genitourinary, trauma, and orthopedic. **A grade of "C" or better is required for completion of the course.**

## Modesto Campus

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### DEGREE PROGRAMS

Administrative Health Care Mgmt		
Business Administration		
Clinical & Admin Medical Assisting		
Industrial Technology		
Pharmacy Technology		
Therapeutic Massage		
AY 1	=	\$15,500.00
AY 2	=	\$14,250.00
<b>TOTAL</b>	<b>=</b>	<b>\$29,750.00</b>

### CERTIFICATE PROGRAMS

Administrative Health Care Mgmt		
Business Administration		
Clinical Medical Assisting		
Industrial Technology		
Therapeutic Massage		
AY 1	=	\$15,500.00
<b>TOTAL</b>	<b>=</b>	<b>\$15,500.00</b>

## Online Division

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### DEGREE PROGRAMS

Business Administration		
Human Resource Administration		
Construction Management		
AY 1	=	\$14,810.00
AY 2	=	\$14,810.00
<b>TOTAL</b>	<b>=</b>	<b>\$29,620.00</b>

Clinical & Admin Medical Assisting		
Clinical Medical Assisting		
Medical Office Administration		
AY 1	=	\$14,415.00
AY 2	=	\$14,415.00
<b>TOTAL</b>	<b>=</b>	<b>\$28,830.00</b>

### CERTIFICATE PROGRAMS

Business Administration		
Human Resource Administration		
AY 1	=	\$14,810.00
<b>TOTAL</b>	<b>=</b>	<b>\$14,810.00</b>

Clinical Medical Assisting		
Medical Office Administration		
AY 1	=	\$14,415.00
<b>TOTAL</b>	<b>=</b>	<b>\$14,415.00</b>

## Ontario Campus

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### DEGREE PROGRAMS

Administrative Health Care Mgmt		
Business Administration		
Clinical Medical Assisting		
Construction Management		
HVAC-R Technology		
Industrial Technology		

Pharmacy Technology		
AY 1	=	\$16,650.00
AY 2	=	\$15,300.00
<b>TOTAL</b>	<b>=</b>	<b>\$31,950.00</b>

Criminal Justice: Corrections		
AY 1	=	\$16,750.00
AY 2	=	\$16,750.00
<b>TOTAL</b>	<b>=</b>	<b>\$33,500.00</b>

Dental Hygiene		
AY 1	=	\$28,825.00
AY 2	=	\$28,825.00
<b>TOTAL</b>	<b>=</b>	<b>\$57,650.00</b>

Instrument Kit/Uniforms: \$3,950.00\*  
\*This fee is not refundable

Respiratory Therapy		
AY 1	=	\$21,560.00
AY 2	=	\$21,560.00
<b>TOTAL</b>	<b>=</b>	<b>\$43,120.00</b>

### CERTIFICATE PROGRAMS

Administrative Health Care Mgmt		
Business Administration		
Clinical Medical Assisting		
Industrial Technology		
Pharmacy Technology		
AY 1	=	\$16,650.00
<b>TOTAL</b>	<b>=</b>	<b>\$16,650.00</b>

## Rancho Cordova Campus

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### DEGREE PROGRAMS

Clinical & Admin Medical Assisting		
AY 1	=	\$16,650.00
AY 2	=	\$15,300.00
<b>TOTAL</b>	<b>=</b>	<b>\$31,950.00</b>

Respiratory Therapy		
AY 1	=	\$24,250.00
AY 2	=	\$24,250.00
<b>TOTAL</b>	<b>=</b>	<b>\$48,500.00</b>

### CERTIFICATE PROGRAMS

Clinical Medical Assisting		
AY 1	=	\$16,650.00
<b>TOTAL</b>	<b>=</b>	<b>\$16,650.00</b>

## San Diego Campus

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### DEGREE PROGRAMS

Dental Hygiene		
AY 1	=	\$28,825.00
AY 2	=	\$28,825.00
<b>TOTAL</b>	<b>=</b>	<b>\$57,650.00</b>

Instrument Kit/Uniforms: \$3,950.00\*  
\*This fee is not refundable

## Temecula Campus

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### DEGREE PROGRAMS

Administrative Health Care Mgmt		
Business Administration		
Clinical & Admin Medical Assisting		
HVAC-R Technology		
Pharmacy Technology		
AY 1	=	\$16,650.00
AY 2	=	\$15,300.00
<b>TOTAL</b>	<b>=</b>	<b>\$31,950.00</b>

Respiratory Therapy		
AY 1	=	\$21,560.00
AY 2	=	\$21,560.00
<b>TOTAL</b>	<b>=</b>	<b>\$43,120.00</b>

### CERTIFICATE PROGRAMS

Administrative Health Care Mgmt		
Business Administration		
Clinical Medical Assisting		
Pharmacy Technology		
AY 1	=	\$16,650.00
<b>TOTAL</b>	<b>=</b>	<b>\$16,650.00</b>

## Visalia Campus

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### DEGREE PROGRAMS

Business Administration		
Clinical & Admin Medical Assisting		
Computer Systems Administration		
Health Care Administration		
Human Resource Administration		
HVAC-R Technology		
Pharmacy Technology		
AY 1	=	\$15,500.00
AY 2	=	\$14,250.00
<b>TOTAL</b>	<b>=</b>	<b>\$29,750.00</b>

Criminal Justice: Corrections		
AY 1	=	\$15,875.00
AY 2	=	\$15,875.00
<b>TOTAL</b>	<b>=</b>	<b>\$31,750.00</b>

### Dental Assisting

AY 1	=	\$18,600.00
AY 2	=	\$15,345.00
<b>TOTAL</b>	<b>=</b>	<b>\$33,945.00</b>

Dental Hygiene		
AY 1	=	\$28,825.00
AY 2	=	\$28,825.00
<b>TOTAL</b>	<b>=</b>	<b>\$57,650.00</b>

Instrument Kit/Uniforms: \$3,950.00\*  
\*This fee is not-refundable

Physician Assistant		
AY 1	=	\$20,500.00
AY 2	=	\$20,500.00
AY 3	=	\$20,500.00
<b>TOTAL</b>	<b>=</b>	<b>\$61,500.00</b>

Respiratory Therapy		
AY 1	=	\$19,890.00
AY 2	=	\$19,890.00
<b>TOTAL</b>	<b>=</b>	<b>\$39,780.00</b>

Registered Nursing RN Program (generic)		
AY 1	=	\$29,485.00
AY 2	=	\$29,485.00
<b>TOTAL</b>	<b>=</b>	<b>\$58,970.00</b>

LVN to RN		
AY 2	=	\$34,750.00
<b>TOTAL</b>	<b>=</b>	<b>\$34,750.00</b>

LVN to RN (Non-Degree) 30-unit Option		
<b>TOTAL</b>	<b>=</b>	<b>\$34,750.00</b>

RN + additional courses\*  
\$475/per unit  
\*Additional degree requirements

Vocational Nursing		
AY 1	=	\$15,875.00
AY 2	=	\$15,875.00
<b>TOTAL</b>	<b>=</b>	<b>\$31,750.00</b>

#### **CERTIFICATE PROGRAMS**

Clinical Medical Assisting Industrial Technology		
AY 1	=	\$15,500.00
<b>TOTAL</b>	<b>=</b>	<b>\$15,500.00</b>

<b>Dental Assisting</b>		
<b>AY 1</b>	<b>=</b>	<b>\$18,600.00</b>
<b>TOTAL</b>	<b>=</b>	<b>\$18,600.00</b>