



SAN JOAQUIN VALLEY COLLEGE

2014 CATALOG



LETTER FROM THE BOARD OF DIRECTORS

Dear Future Graduates:

Welcome to *San Joaquin Valley College (SJVC)*! We are honored that you have chosen to pursue your education at *SJVC* and we commend you for taking the first step towards embracing the educational, professional, and personal goals you have set for yourself. Please be assured that we have the utmost confidence in your ability to reach your fullest potential and achieve your dreams and aspirations.

SJVC takes great pride in the high standards of instruction and the superior services we deliver to our students. Our faculty and administrative staff are committed to providing you with an excellent educational experience that we believe will build your self-confidence and develop your individual potential.

We can say with great confidence that in the thirty-six years since *SJVC* first began, our founding principle has not changed: An unwavering commitment to our students and their success. That we began with three Medical Assisting students in space rented month-to-month, does not change the point of that beginning: Whether three students or more than the 5,400 currently being nurtured at our ten campuses, our success is still measured by their success.

As such, we commit to partner with you in your educational and professional endeavors and to make every effort to assist you in achieving your goals and aspirations. In turn, we urge you to aim high, commit yourself to giving the time and effort required to learn, and to diligently persevere through the many challenges that you may face during this process. Please be assured that students have achieved their goals, regardless of their educational background, skill level, ethnicity, or life experience. We hope your time with us will be life-changing and will develop your talents and potential to the fullest. May it give you self-confidence and purpose beyond measure.

We look forward with you in anticipation of your graduation and your preparedness to pursue employment in a specific career field. We hope that your experience with *SJVC* will result in a desire to embrace life-long learning and to play an active role in community events. Please commit to joining the rank of the numerous *SJVC* graduates that have achieved their goals and dreams.

Sincerely,



Mark A. Perry
President



Michael D. Perry
Chief Executive Officer



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Visit us on the World-Wide Web at www.sjvc.edu

RIGHT TO CHANGE REQUIREMENTS

This catalog and its contents are subject to change without notice, as *SJVC* deems necessary and appropriate. Therefore, this catalog and the descriptions contained herein are not to be construed as a contract binding *SJVC* to any specific policies.

Students will normally follow certificate or degree requirements in effect at the time of admission. However, a student who changes educational programs or fails to maintain continuous enrollment may be required to follow the catalog and student handbook in effect at the time of the change. Furthermore, requirements of government agencies, accreditation agencies, and other regulatory bodies may influence a student's certificate or degree requirements. Possible changes include, but are not limited to, graduation requirements, admissions requirements, tuition, fees, curricula, and course content. Changes will be reflected in the annual publication of the catalog. Significant changes that occur between catalog publications will be published in a supplement.

SECTION 1

INTRODUCTION TO SAN JOAQUIN VALLEY COLLEGE

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THE HISTORY OF SAN JOAQUIN VALLEY COLLEGE



San Joaquin Valley College founders
Robert & Shirley Perry

San Joaquin Valley College (SJVC) was founded in April 1977 as a private, for profit, Career College dedicated to providing high quality occupational training. Founders Robert and Shirley Perry established the first campus in Visalia, California, training health care professionals. Today, the College offers Associate of Science Degrees and Certificates of Completion in the areas of medical,

business, and technology at its campuses in Bakersfield, Fresno, Hesperia, Lancaster, Modesto, Rancho Cordova, Ontario, San Diego, Temecula, Visalia, and the Aviation Campus at the Fresno Yosemite International Airport. The College also offers programs at the Visalia Extension Campus located in Hanford, Ca. In addition, the College offers several online education programs.

THE PHILOSOPHY OF SAN JOAQUIN VALLEY COLLEGE

SJVC is committed to the personal, academic, and professional success of its students. The College provides opportunities for developing career skills, critical thinking, professionalism, and an excellent learning experience for the classroom, workplace, and life. It incorporates hands-on, kinetically-inspired assignments and projects which are vital for the vocational-based program offerings. Instructors are expected to be facilitators of the classroom by engaging students in interpersonal, two-way dialogue. Individualized and personalized instruction is encouraged. *SJVC's* mission strongly emphasizes education directed toward career development and advancement. Real world education is paramount. Therefore, a plethora of resources are available to faculty members to assist in the delivery of real work instruction, such as mock medical, technical, and business settings within the classrooms, industry-specific equipment, interactive software with true-to-life scenarios, and field trips to businesses and medical settings. Most programs also include an externship or clinical experience.

The College is also responsive to the needs of each community where one of its campuses exists. These communities provide an ideal setting for the medical, business, and technical programs of *SJVC*.

MISSION STATEMENT

San Joaquin Valley College prepares graduates for professional success in business, medical, and technical career fields. The College serves a diverse student population with a common interest in professional development through career-focused higher education. The College is committed to student development through the achievement of measurable learning outcomes, emphasizing a balance of hands-on training and academic instruction. The College identifies and responds to the educational and employment needs of the communities it serves. *The College is committed to the success of every student.*

CORE VALUES STATEMENT

As a premier leader in career-focused education, *SJVC* values an education and employment environment which promotes:

Success – The College Community is committed to the personal, academic, and professional success of its students, employees, and graduates by providing high-quality education programs, instruction, professional development opportunities, support services, and guidance.

Integrity – The College Community expects personal and professional integrity in the fulfillment of its mission.

Excellence – The College Community sets excellence as a standard in all areas of operation.

Diversity – The College Community celebrates and embraces diversity; emphasizing inclusion and open dialogue.

Community Involvement – The College Community encourages and supports student and employee involvement in their respective communities to mutually enhance civic, personal, and intellectual development.

Lifelong Learning – The College Community fosters an environment where students and employees actively pursue lifelong learning.

Adopted by the Board of Directors, September 2009

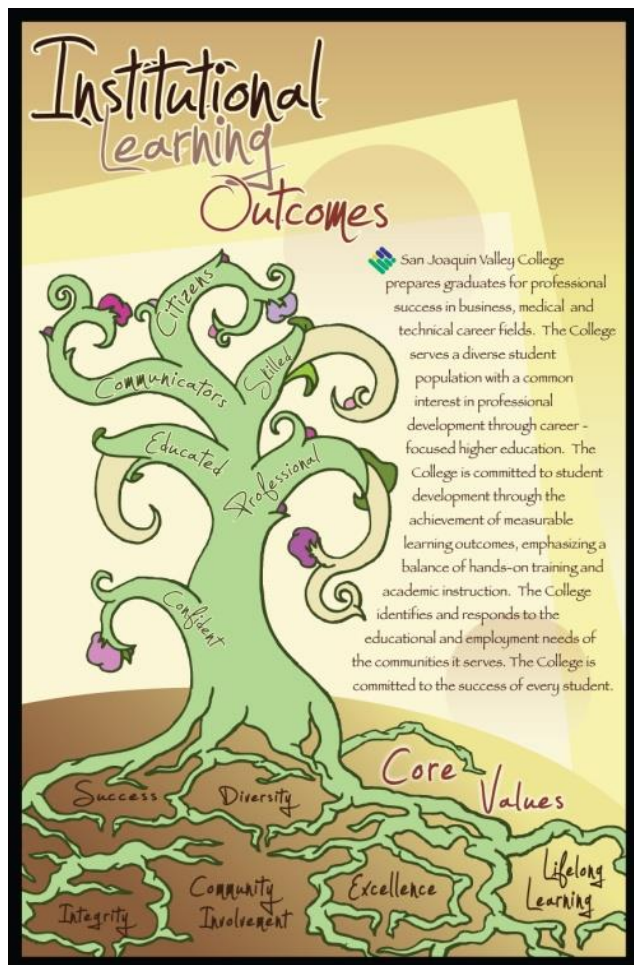


The first SJVC Campus in Visalia, CA

INSTITUTIONAL LEARNING OUTCOMES

Upon completion of any and all programs at San Joaquin Valley College, graduates will be:

Professional, Confident, Skilled, Educated, Communicators, and Citizens



When students successfully meet the ILOs they will characterize the following attributes:

Professional

- Critical thinkers
- Lifelong learners
- Solid work ethic
- Organization & time management skills
- Accountable and responsible
- Courteous and conscientious
- Aligned with standards of the profession
- Self-disciplined
- Integrity

Confident

- Sense of Purpose
- Role models for our families
- Persistent
- Goal-directed
- Taking Initiative
- Leaders
- Self-assured
- Self-reliant
- Successful

Skilled

- Hands-on practice
- Career-specific training
- Immediately employable
- Technology training
- On-the-job experience
- Learning the skill of learning

Educated

- Well-rounded
- Lifelong learners who continue to grow personally and professionally
- Effective time managers
- Problem solvers
- Decision makers
- Organized
- Degree or certificate holders

Communicators

- Effective writing skills
- Practicing good verbal communication
- Respecting and projecting diversity
- Collaborating with peers
- Interviewing skills
- Customer Service Skills
- Building teamwork

Citizens

- Compassionate
- Committed to the helping professions
- Building relationships
- Giving back to the community
- Ethical
- Dependable
- Responsible
- Appreciative of others and diversity

SERVICE OUTCOMES

Upon interaction with our various student and employee services, participants will be able to:

1. Express opinions and feedback of services
2. Retrieve information about services from a variety of sources
3. Access resources easily
4. Utilize services for personal success
5. Confirm satisfaction of high quality and timely service

ASSESSMENT STATEMENT

Philosophy: Assessment is an ongoing process which ensures the entire organization continually evaluates and reflects upon contributions to the development of a qualified career candidate.

Purpose: The assessment process is used to continually guide, analyze and improve student learning, resource allocation and support services to align the organization with the SJVC mission statement.

Principle: Assessment is student focused, faculty/staff driven, outcome-based and follows the six-step cycle of continuous quality improvement.

1. Define and refine learning/service outcomes
2. Plan and provide learning/service opportunities
3. Assess outcomes using a variety of methods
4. Collect and analyze assessment data results
5. Make institutional improvements based on assessment data results
6. Close the loop- Re-evaluate

GOVERNANCE AND ADMINISTRATION

SJVC operates under a shared governance structure comprised of the Board of Governors, Board of Directors, Senior Management, Executive Council, and Campus Administration. Joint responsibility, authority, and decision making are accomplished through the collaboration of managers, faculty, staff, and students. All constituencies work together to plan for the future and develop policies, regulations, and recommendations which guide the College. Broad participation from all segments of the College community is both encouraged and expected in the governance structure.

Governing Board:

Mark Perry, President and Board Member

Business Affiliation: San Joaquin Valley College

Michael Perry, Chief Executive Officer and Board Member

Business Affiliation: San Joaquin Valley College

Donn Ritter, Chairman of the Board

Business Affiliation: United Parcel Service

Nina Clancy, Board Member

Business Affiliation: Montessori Preschool

Joanne Farnsworth, Board Member

Business Affiliation: Total Office Products

Susan Good, Board Member

Business Affiliation: Business Consultant

Carol McLellan, Board Member

Business Affiliation: Meridian Wellness Center

*A listing of key members of the organizational structure is provided in Section 9: Administration and Faculty.

ACCREDITATION & APPROVALS

Institutional Accreditation

SJVC is accredited by The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC/WASC), which is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The contact information for the ACCJC is provided below:

Accrediting Commission for Community and Junior Colleges
10 Commercial Boulevard, Suite 204
Novato, California 94949.
(415) 506-0234

Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org.

Programmatic Accreditation

The following **SJVC** programs are accredited by programmatic accrediting bodies, which are responsible to determine license/certification exam eligibility.

Program	Accrediting Entity	Approval/Licensure/Certification	Contact Information
Aviation Maintenance Technology	Federal Aviation Administration, US Department of Transportation	Airframe and Powerplant (A&P) [National Certification]	Flight Standards District Office 4955 E. Andersen Ave., Ste. 110 Fresno, CA 93727 (559) 454-0286 http://www.faa.gov
Criminal Justice: Corrections	<ol style="list-style-type: none"> California Commission on Peace Officer Standards and Training (POST) California Department of Corrections and Rehabilitation/Corrections Standards Authority Bureau of Security and Investigative Service (BSIS) 	<ol style="list-style-type: none"> PC 832 Certification (Firearms and Laws of Arrest) Adult Corrections Officer Core Course Certificate of Completion (Academy) Security Guard Card Training Certification 	<ol style="list-style-type: none"> California POST 1601 Alhambra Blvd. Sacramento, CA 95816-7083 (916) 227-3909 http://www.post.ca.gov Corrections Standards Authority 600 Bercut Drive Sacramento, CA 95811 (916) 445-5073 http://www.cdcr.ca.gov/CSA Bureau of Security and Investigative Service PO Box 980550 West Sacramento, CA 980550 (916) 322-4000 or (800) 952-5210 http://www.bsis.ca.gov
Dental Assisting	Department of Consumer Affairs, Dental Board of California (DBC)	Registered Dental Assistant (RDA) [State Registered License]	Dental Board of California 2005 Evergreen Street, Suite 1550 Sacramento, CA 95815 (916) 263-2300 http://www.dbc.ca.gov
Dental Hygiene	The American Dental Association's Commission on Dental Accreditation (CODA)	Registered Dental Hygienist (RDH) [State Registered License]	Commission on Dental Accreditation 211 East Chicago Ave. Chicago, IL 60611-2678 (312) 440-2500 http://www.ada.org/117.aspx
Emergency Services and Safety Management	<ol style="list-style-type: none"> California Commission on Peace Officer Standards and Training (POST) Bureau of Security and Investigative Service (BSIS) National Registry of Emergency Medical Technicians (NREMT) 	<ol style="list-style-type: none"> PC 832 Certification (Firearms and Laws of Arrest) Security Guard Card Training Certification and Exposed Firearm Certification of Completion Emergency Medical Technician (EMT certification) 	<ol style="list-style-type: none"> California POST 1601 Alhambra Blvd. Sacramento, CA 95816-7083 (916) 227-3909 http://www.post.ca.gov Bureau of Security and Investigative Service PO Box 980550 West Sacramento, CA 980550 (916) 322-4000 or (800) 952-5210 http://www.bsis.ca.gov National Registry of Emergency Medical Technicians Rocco V. Morando Building, 6610 Busch Blvd. PO Box 29233 Columbus, Ohio 43229 (614) 888-4484 http://www.nremt.org

Physician Assistant	Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)*	Physician Assistant Certification (PA-C) [National Certification] Physician Assistant License [State Licensure]	Accreditation Review Commission on Education for the Physician Assistant 12000 Findley Road, Ste. 150 Johns Creek, GA 30097 (770) 476-1224 http://www.arc-pa.org
Registered Nursing	California Board of Registered Nursing (BRN)	Registered Nurse (RN) [State Registered License]	Board of Registered Nursing 1747 North Market Blvd., Suite 150 Sacramento, CA 95834 (916) 322-3350 http://www.rn.ca.gov
Respiratory Therapy	Commission on Accreditation for Respiratory Care (CoARC)	Certified Respiratory Therapist (CRT)[National Entry-Level Certification] Registered Respiratory Therapist (RRT) [National Advanced-Level Registration] California Licensed Respiratory Care Practitioner (RCP) [State License]	Commission on Accreditation for Respiratory Care 1248 Harwood Rd. Bedford, TX 76021-4244 (817) 283-2835 http://www.coarc.com
Surgical Technology	On the basis of compliance with the Standards and recommendation of the Accreditation Review Council on education in Surgical Technology and Surgical Assisting (ARC/STSA), accreditation is granted by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)	Certified Surgical Technologist (CST) [National Certifying Exam] The National Board of Surgical Technology and Surgical Assisting (NBSTSA, http://nbstsa.org) is the sole qualifying organization to the exam	ARC-STSA 6 W. Dry Creek Circle, Suite #110 Littleton, CO 80120 (303) 694 9262 http://arcst.org CAAHEP 1361 Park Street Clearwater, FL 33756 (727) 210 2350 http://www.caahep.org
Veterinary Technology	Committee on Veterinary Technician Education and Activities (CVTEA), American Veterinary Medical Association	Registered Veterinary Technician (RVT) [State License]	CVTEA-AVMA 1931 N Meacham Rd., Suite 100 Schaumburg, IL 60173-4360 (847) 925-8070 or (800) 248-2862 http://www.avma.org
Vocational Nursing	Board of Vocational Nursing and Psychiatric Technicians (BVNPT)	Licensed Vocational Nurse (LVN) [State License]	BVNPT 2535 Capital Oaks Dr., Ste. 205 Sacramento, CA 95833 (916) 263-7800 http://www.bvnpt.ca.gov

*At its March 2012 meeting, Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) voted to place the San Joaquin Valley College Physician Assistant program on Probation until its next comprehensive review in March 2014.

Accreditation - Probation is a temporary status of accreditation conferred when a program does not meet the Standards and when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, programs that still fail to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and/or risk having their accreditation withdrawn.

Specific questions regarding the Program and its plans should be directed to the Program Director and/or the appropriate institutional official(s).

Pursuant to 20 U.S.C. §1092(a) (1) (2), institutions must allow prospective and current students to review documents describing accreditation, approval, or licensing. A request to review records pursuant to this section, must be submitted in writing and clearly identify the requested record(s). Within ten (10) business days of receipt of the request, the College will notify the requesting party of the date, time and location where the requested record(s) may be inspected.

Questions or requests to review documents pertaining to accreditation should be directed to:

Crystal G. VanderTuig, Accreditation Liaison Officer

San Joaquin Valley College, 3828 West Caldwell Avenue, Visalia, CA 93277, (559) 734-9000 Crystal.VanderTuig@sjvc.edu

STATE APPROVALS

"San Joaquin Valley College is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes San Joaquin Valley College to offer field placements within the following degree program: Associate of Science in Clinical Medical Assisting. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430."



SJVC LOCATIONS AND PROGRAM OFFERINGS



Central Administrative Office

3828 West Caldwell Avenue

Visalia, California 93277

Phone: (559) 734-9000

www.sjvc.edu

The Central Administrative Office (CAO) provides technical and administrative oversight, direction, and support to all of the *SJVC* campuses.



Bakersfield Campus

201 New Stine Road

Bakersfield, California 93309

Phone: (661) 834-0126

The Bakersfield Campus was founded in 1982. Located in the Southern San Joaquin Valley, this campus serves students and employers in all neighboring communities between Visalia and Santa Clarita. The following programs are offered at the Bakersfield Campus:

Associate of Science Degree Programs

Business Administration

Clinical and Administrative Medical Assisting

Criminal Justice: Corrections

Diagnostic Medical Sonography

Emergency Services and Safety Management

HVAC-R Technology

Industrial Technology

Medical Billing Specialist

Pharmacy Technology

Respiratory Therapy

Surgical Technology

Therapeutic Massage

Certificate of Completion Programs

Clinical Medical Assisting

Dental Assisting

Diagnostic Medical Sonography

Industrial Technology

Therapeutic Massage



Fresno Campus

295 East Sierra Avenue

Fresno, California 93710

Phone: (559) 448-8282

The Fresno Campus was founded in 1985. Located in the heart of the San Joaquin Valley, this campus serves students and employers in all neighboring communities between Modesto and Visalia. The following programs are offered at the Fresno Campus:

Associate of Science Degree Programs

Business Administration

Clinical and Administrative Medical Assisting

Criminal Justice: Corrections

HVAC-R Technology

Medical Billing Specialist

Pharmacy Technology

Surgical Technology

Veterinary Technology

Certificate of Completion Programs

Clinical Medical Assisting

Dental Assisting

Industrial Technology



Fresno Aviation Campus

4985 Andersen Avenue

Fresno, California 93727

Phone: (559) 453-0123

The Fresno Aviation Campus was founded in 1991. Located in the heart of the San Joaquin Valley, this specialized aviation campus serves students and employers in the aviation maintenance industry throughout the Western United States.

The Fresno Aviation Campus offers an Associate of Science degree program in Aviation Maintenance Technology.



Hanford Campus

215 West 7th Street
Hanford, California 93230
Phone: (559) 584-8840

Originally an extension of the Visalia Campus, this site was established in July of 2004 to better serve the educational needs of students and employers in Kings and Tulare counties. The site is now a full-fledged SJVC branch campus and offers the following programs:

Associate of Science Degree Programs:

Business Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Medical Billing Specialist

Certificate of Completion Programs:

Business Administration
Clinical Medical Assisting
Medical Office Administration



Hesperia Campus

9331 Mariposa Road
Hesperia, California 92344
Phone: (760) 948-1947

The Hesperia Campus was founded in 2009. Located in the High Desert community of Victor Valley, this campus serves students and employers in the cities of Hesperia, Adelanto, Victorville, and Apple Valley. The following programs are offered at the Hesperia Campus:

Associate of Science Degree Programs

Business Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections

HVAC-R Technology
Industrial Technology
Medical Billing Specialist
Pharmacy Technology

Certificate of Completion Programs

Business Administration
Clinical Medical Assisting
Industrial Technology
Medical Office Administration
Pharmacy Technology



Lancaster Campus

42135 10th Street West
Lancaster, CA 93534
Phone: (661) 974-8282

The Lancaster Campus was founded in October of 2012. Located in the Lancaster-Palmdale area, this campus serves students and employers in the Antelope Valley. The following programs are offered at the Lancaster Campus:

Associate of Science Degree Programs

Business Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Industrial Technology
Medical Billing Specialist
Pharmacy Technology

Certificate of Completion Programs

Business Administration
Clinical Medical Assisting
Industrial Technology
Medical Office Administration
Pharmacy Technology



Modesto Campus

5380 Pirrone Road
Salida, California 95368
Phone: (209) 543-8800

The Modesto Campus was founded in September of 2004. Located in the northern San Joaquin Valley, this campus serves students and employers in all neighboring communities between Merced and Stockton. The following programs are offered at the Modesto Campus:

Associate of Science Degree Programs

Business Administration
Clinical and Administrative Medical Assisting
Industrial Technology
Medical Billing Specialist
Pharmacy Technology
Therapeutic Massage

Certificate of Completion Programs

Business Administration
Clinical Medical Assisting
Industrial Technology
Medical Office Administration
Therapeutic Massage

Criminal Justice: Corrections
Dental Hygiene
HVAC-R Technology
Industrial Technology
Medical Billing Specialist
Pharmacy Technology
Respiratory Therapy

Certificate of Completion Programs

Business Administration
Clinical Medical Assisting
Industrial Technology
Medical Office Administration
Pharmacy Technology



Rancho Cordova Campus

11050 Olson Drive, Suite 100
Rancho Cordova, California 95670
Phone: (916) 638-7582

The Rancho Cordova Campus was founded in June of 2005. Located in Northern California, this campus serves students and employers in all neighboring communities in and around Sacramento. The following programs are offered at the Rancho Cordova Campus:

Associate of Science Degree Programs

Respiratory Therapy



Ontario Campus

4580 Ontario Mills Parkway
Ontario, CA 91764
Phone: (909) 948-7582

The Ontario Campus, formerly known as the Rancho Cucamonga Campus, was founded in 2001. Located in the heart of the Inland Empire, this campus serves students and employers in all neighboring communities between San Bernardino and Pomona. The following programs are offered at the Ontario Campus:

Associate of Science Degree Programs

Business Administration
Clinical and Administrative Medical Assisting
Construction Management



San Diego Campus

303 H Street
Chula Vista, CA 91910
Phone: (619) 426-7582

The San Diego Campus, located in Chula Vista, serves students and employers in the greater San Diego area. The campus was founded in July of 2012 and offers the following programs:

Associate of Science Degree Programs

Dental Hygiene



Temecula Campus

27270 Madison Avenue, Suite 103

Temecula, CA 92590

Phone: (951) 296-6015

The Temecula Campus was founded in July of 2011. Located in the southwestern region of the Inland Empire, this campus serves students and employers in the cities of Temecula, Lake Elsinore, Wildomar, Canyon Lake, and Sun City. The following programs are offered at the Temecula Campus:

Associate of Science Degree Programs

Business Administration

Clinical and Administrative Medical Assisting

HVAC-R Technology

Medical Billing Specialist

Pharmacy Technology

Respiratory Therapy

Certificate of Completion Programs

Business Administration

Clinical Medical Assisting

Medical Office Administration

Pharmacy Technology



Visalia Campus

8344 West Mineral King

Visalia, California 93291

Phone: (559) 651-2500

The Visalia Campus was founded in 1977. Located in the heart of the San Joaquin Valley, this campus serves students and employers in all neighboring communities between Fresno and Bakersfield. The following programs are offered at the Visalia Campus:

Associate of Science Degree Programs

Business Administration

Clinical and Administrative Medical Assisting

Computer System Administration

Criminal Justice: Corrections

Dental Assisting
Dental Hygiene
HVAC-R Technology
Human Resource Administration
Medical Billing Specialist
Pharmacy Technology
Physician Assistant
Registered Nursing / LVN to RN
Respiratory Therapy
Vocational Nursing

Certificate of Completion Programs

Clinical Medical Assisting

Dental Assisting

Industrial Technology

Online Division

http://www.sjvc.edu/campus/SJVC_Online/

Phone: (877) FOR-SJVC

The Online Division was established in 2001 in order to better serve the educational needs of students and employers outside the geographical areas served by the on-ground campuses. The Online Division provides instruction to students in all 50 U.S. states, Puerto Rico, and the Virgin Islands. The following programs are offered through the Online Division:

Associate of Science Degree Programs

Business Administration

Clinical and Administrative Medical Assisting

Clinical Medical Assisting

Construction Management

Human Resource Administration

Medical Billing Specialist

Certificate of Completion Programs

Business Administration

Clinical Medical Assisting

Human Resource Administration

Medical Office Administration

TYPES OF INSTRUCTION

SJVC offers a variety of instructional delivery modes as described below. The Admissions Office can provide specific information pertaining to the types of instruction offered at a particular **SJVC** campus or in a specific program.

On-Ground Courses

On-Ground courses are offered on campus during academic sessions scheduled throughout the year. School is open and each class starts with a ten-minute break to prepare for class. Session length and the number of meetings per week may vary by program.

Blended/On-Ground (Hybrid) Courses

Blended/On-Ground courses consist of any combination of instruction, course work, exams, etc., provided partially on-ground and partially online.

Online Courses

Distance learning is a mode of education in which instruction occurs when there is a geographical distance between the teacher and the student. Students in distance learning classes do not need to come

to campus each week but learn from and communicate with their instructors using a variety of technologies.

Online programs have the same student learning outcomes, general topics, and credit load as the corresponding on-ground version of the programs. Online programs are offered for differing session lengths depending upon the program. Students interested in **SJVC**'s online programs should check the website for the most current offerings:

http://sjvc.edu/campus/SJVC_Online/

To be eligible for participation in an online program, students must have access to a personal computer and internet connection which meets the minimum requirements of the College (for more information, please visit the following website: http://www.sjvc.edu/pages/Online_Technical_Requirements/).

REQUIRED FEDERAL DISCLOSURE INFORMATION

For information on graduation rates, median debt of graduates completing programs, and other important institutional information, visit <http://www.sjvc.edu/consumer-information>.



SECTION 2

ADMISSIONS

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ADMISSION PROCEDURES AND REQUIREMENTS

The Admissions Department is dedicated to assisting prospective students in selecting programs that best suit their needs and qualifications. In order to ensure that prospective students are a good match for their selected program of interest, *SJVC* has established the following admission procedures and requirements:

1. Applicants must possess a high school diploma or the equivalent.
2. Applicants must participate in an interview with an admissions advisor.
3. Applicants to on-ground programs must participate in an admissions assessment. The assessment instrument(s) and process varies by program. The purpose of the assessment is to evaluate the cognitive ability of prospective students. Each program has a required minimum entry score. The Admissions Department utilizes the results from the assessment(s) to select prospective students who have the best opportunity to achieve success in their chosen program. Some programs have additional entrance procedures and requirements which may be found in the Admission Requirements statement listed for each program that appears in this catalog.
4. Applicants must meet with either the Enrollment Services Director or a campus manager or their designee for an acceptance interview. In addition to this acceptance interview, applicants may be required to meet with the Director of their selected program.
5. Applicants must meet with the Financial Services Department to confirm arrangements to meet tuition obligations.
6. Upon completion of the above, the applicant will sign an Enrollment Agreement which sets forth specific information such as start and graduation dates, tuition information, academic schedule, etc.

No person will be denied admission, graduation, or other rights and privileges on the basis of pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, sex, physical or mental disability, medical condition (including genetic characteristics), marital status, registered domestic partner status, age (for persons 40 and older), veteran status, sexual orientation, gender identification, or any other basis protected by federal, state or local law, ordinance, or regulation. Certain programs may have regulatory licensure requirements that prohibit enrollment of applicants with relevant past criminal convictions. Programs leading to occupations requiring licensure may have licensing requirements that prohibit enrollment of applicants with relevant past criminal convictions.

INTERNATIONAL STUDENTS

SJVC is approved to issue F-1 and M-1 Visas to qualified international students. Students holding J or H Visas may also be eligible to attend as an international student. The following items are required from international applicants:

- A TOEFL score of at least 500, paper-based; 61, internet based; or 173, computer based.
- Certified Statement regarding Financial Support.
- Transcripts from high school and/or college attended.
- Verification of good health.
- Purchase of medical insurance to cover the school year.
- Proof of International J or H Visa status, if applicable.

EVALUATION OF PRIOR CREDIT

Credits Earned at Regionally Accredited Institutions

SJVC may accept prior credit earned for coursework completed at other regionally accredited institutions to be applied towards a program.

The following terms and conditions apply:

- Students who intend to transfer in previously earned credit must notify the Registrar's Office.
- Students must provide official transcripts from the institution where the previous credit was earned. The Registrar's Office will evaluate the prior credit and make a determination as to whether credit will be awarded.
- Credits transferred in to specifically fulfill *SJVC*'s requirements must be graded 2.0 ("C") or higher.
- Some science courses require completion within the past seven (7) years in order to be considered for prior course credit.
- Students may transfer no more than a maximum of 30 units of the total units required in the major or program.
- Course credit assessment must be completed prior to the academic year in which the student is scheduled to take the applicable course(s).

A tuition credit of \$75.00 per accepted academic unit will be credited to the student account. All transcripts submitted become the property of *SJVC* and cannot be returned to students or forwarded to other institutions.

Credits Earned at Military Schools

Students may be granted appropriate credit for degree programs or specific coursework completed while on active duty in the armed forces. A military transcript must be provided to the Registrar for evaluation. The Registrar will make the determination on whether or not credit will be granted. Military transcripts may be ordered from the following website: www.military.com.

Credits Earned in Foreign Institutions

Students who have completed coursework in foreign institutions must have their transcripts evaluated by a foreign evaluation service in order to have that coursework considered for academic credit towards an Associate of Science degree. Upon completion of this process, the evaluation report must be sent directly to the Registrar's Office. The Registrar will evaluate the report and make a determination on whether credit will be awarded.

Credits Earned by Examinations and Advanced Placement Courses

SJVC accepts credits for specific general education courses from the following testing sources:

- AP (Advanced Placement Program of the College Board)
- CLEP (College Level Examination Program)
- DSST (DANTES Subject Standardized Test)
- EXCELSIOR COLLEGE EXAMINATIONS (formerly Regents or ACT/PEP)

Please contact the Registrar for further information.

Credit Earned through Course Challenge

Students may earn general education course credit in the areas of math and English through successful course challenge. To challenge a course, students are required to take an examination which tests their knowledge of the objectives and learning outcomes covered in the particular course. Students who successfully pass the examination will be granted the appropriate academic credit. Students must complete this process prior to the first scheduled start date of the applicable course. No tuition credit will be given to students who successfully pass the examination.

Contact the Academic Dean for further information.

Credit Earned for Experiential Learning

SJVC does not grant credit or allow course challenge for experiential learning or previous experience.

Credit Earned at *SJVC* under a Certificate Program

Credits earned in certificate programs after July 2004 are eligible for block transfer to degree programs.

Credit Earned at *SJVC* and Transfers to Other Institutions

Students should consider the greatest value of their education at *SJVC* as leading to employment in a specific career field, as all *SJVC* programs lead to a terminal Associate of Science Degree or Certificate of Completion. Students should not automatically expect to transfer credits earned at *SJVC* to other colleges. Receiving institutions have the right to determine what credit is transferable. There may be a minimum grade required for transfer credit.

To find out which institutions have agreed to accept credits earned at *SJVC*, please contact the Registrar or refer to the list of Articulation Agreements on the College's website:

<http://static.sjvc.edu/downloads/docs/ArticulationFAQs.pdf>

CRIMINAL BACKGROUND CHECKS

As part of its responsibility to provide a safe learning environment, *SJVC* reserves the right to conduct criminal background checks on applicants for admission and current students.

SJVC has several reasons for this requirement. First and foremost, *SJVC* has an interest in evaluating the character, maturity, and responsibility of its students. Second, *SJVC* can better academically advise students of difficulties that may arise in the course of the student's efforts to obtain externship and clinical placements, professional licensure, and/or other job placement. Certain extern

and clinical sites and professional licensing boards are required by law and/or policy to exclude people with certain convictions.

This does not necessarily mean that *SJVC* will deny admission to, or expel a student from the College. *SJVC* will evaluate each case on its facts. Generally speaking, *SJVC* will look at the rational relationship between the nature, severity, and recentness of the crime; *SJVC's* interests and needs; and the responsibility and repentance of the person convicted in determining whether to take action.

SJVC expects each applicant and/or student to provide *SJVC* with truthful, accurate, and complete information about his/her convictions. This includes a continuing duty to notify *SJVC* of any arrests or convictions during the time that the student is enrolled at *SJVC*. Failure to comply with this policy may result in immediate denial of admission or suspension and/or expulsion from *SJVC*.

ACADEMIC CALENDAR

Classes are offered continuously throughout the year at *SJVC*. All educational programs have frequent points of enrollment. The majority of *SJVC's* programs operate on a five week start date cycle. The programs that operate on this cycle allow for student enrollment every five weeks. The five week start dates for the remainder of 2014 and the 2015 academic year are published below. Please note that some of these programs have closed start dates within the calendar years reflected below. A closed start date essentially means that no new students will be allowed to start these programs on those dates. For further information, please contact the Admissions Office.

START DATES

2014

01/21/2014
02/24/2014
03/31/2014
05/05/2014
06/09/2014
07/14/2014
08/18/2014
09/22/2014
10/27/2014
12/01/2014

2015

01/12/2015
02/17/2015
03/23/2015
04/27/2015
06/01/2015
07/06/2015
08/10/2015
09/14/2015
10/19/2015
11/23/2015

The following programs are linear which means that students must complete each term in sequence. Linear programs do not operate on a five week start date cycle. The start dates for each of these programs for the remainder of 2013 and the 2014 academic year are listed below.

AVIATION MAINTENANCE TECHNOLOGY

Aviation-Fresno Campus

01/16/2014
03/19/2014
05/15/2014
07/15/2014
09/11/2014
11/10/2014
01/21/2015
03/23/2015
05/19/2015
07/16/2015
09/15/2015
11/12/2015

DENTAL HYGIENE

2014-2015

Ontario Campus

06/02/2014
02/02/2015
09/28/2015

San Diego Campus

08/04/2014
04/06/2015
11/30/2015

Visalia Campus

02/03/2014
09/29/2014
06/01/2015

DIAGNOSTIC MEDICAL SONOGRAPHY

Bakersfield Campus

01/03/2014
03/28/2014
06/21/2014
09/12/2014
12/05/2014
03/06/2015
05/29/2015
08/21/2015
11/13/2015

LICENSED VOCATIONAL NURSING TO REGISTERED NURSING

Visalia Campus

01/02/2014
01/07/2015
02/13/2015 (30-unit certificate program)

REGISTERED NURSING

Visalia Campus

04/01/2014

RESPIRATORY THERAPY

2014-2015

Bakersfield and Visalia Campuses

03/31/2014
08/08/2014
01/12/2015
06/01/2015
10/19/2015

Rancho Cordova and Ontario Campuses

01/21/2014
06/09/2014
10/27/2014
03/23/2015
08/10/2015

Temecula Campus

01/21/2014
06/09/2014
01/22/2015
06/01/2015

SURGICAL TECHNOLOGY

Bakersfield and Fresno Campuses

04/07/2014
11/24/2014
07/20/2015

VETERINARY TECHNOLOGY

Fresno Campus

03/31/2014
05/05/2014
07/14/2014
10/27/2014
12/01/2014
09/14/2015

VOCATIONAL NURSING

Visalia Campus

03/03/2014
10/27/2014
06/29/2015

HOLIDAY OBSERVATIONS

The College observes the following holidays:

REMAINING 2014 HOLIDAYS

May 26, 2014	Memorial Day
July 4, 2014	Independence Day
September 1, 2014	Labor Day
November 11, 2014	Veteran's Day
November 27-28, 2014	Thanksgiving
December 24-31, 2014	Winter Break

2015 HOLIDAYS

January 1-4, 2015	New Year's Day
January 19, 2015	Martin Luther King Day
February 16, 2015	President's Day
April 3 (12 p.m.)	Good Friday
May 25, 2015	Memorial Day
July 3, 2015 (Observed)	Independence Day
September 7, 2015	Labor Day
November 11, 2015	Veteran's Day
November 26-27, 2015	Thanksgiving
December 24-31, 2015	On-ground Holiday Break
December 25-31, 2015	Online Holiday Break



TUITION FEES

The tuition fees for each program are listed below.¹

Aviation Campus

DEGREE PROGRAMS

Aviation Maintenance Technology		
AY 1	=	\$13,620.00
AY 2	=	\$13,620.00
AY 3	=	\$2,970.00
TOTAL	=	\$30,210.00

Bakersfield Campus

DEGREE PROGRAMS

Business Administration		
Clinical & Admin Medical Assisting		
Emergency Services & Safety Mgmt		
HVAC-R Technology		
Industrial Technology		
Medical Billing Specialist		
Pharmacy Technology		
Therapeutic Massage		
AY 1	=	\$15,950.00
AY 2	=	\$14,800.00
TOTAL	=	\$30,750.00

Criminal Justice: Corrections		
AY 1	=	\$15,995.00
AY 2	=	\$15,995.00
TOTAL	=	\$31,990.00

Diagnostic Medical Sonography		
AY 1	=	\$20,250.00
AY 2	=	\$20,250.00
TOTAL	=	\$40,500.00

Respiratory Therapy		
AY 1	=	\$20,375.00
AY 2	=	\$20,375.00
TOTAL	=	\$40,750.00

Surgical Technology		
AY 1	=	\$15,875.00
AY 2	=	\$15,875.00
TOTAL	=	\$31,750.00

CERTIFICATE PROGRAMS

Dental Assisting		
AY 1	=	\$18,600.00
TOTAL	=	\$18,600.00

Diagnostic Medical Sonography		
AY 1	=	\$20,250.00
AY 2	=	\$20,250.00
TOTAL	=	\$40,500.00

Clinical Medical Assisting		
Industrial Technology		
Therapeutic Massage		
AY 1	=	\$15,950.00
TOTAL	=	\$15,950.00

Fresno Campus

DEGREE PROGRAMS

Business Administration		
Clinical & Admin Medical Assisting		
HVAC-R Technology		
Medical Billing Specialist		
Pharmacy Technology		
AY 1	=	\$15,950.00
AY 2	=	\$14,300.00
TOTAL	=	\$30,250.00

Criminal Justice: Corrections		
AY 1	=	\$15,995.00
AY 2	=	\$15,995.00
TOTAL	=	\$31,990.00

Surgical Technology		
Veterinary Technology		
AY 1	=	\$15,875.00
AY 2	=	\$15,875.00
TOTAL	=	\$31,750.00

CERTIFICATE PROGRAMS

Clinical Medical Assisting		
Industrial Technology		
AY 1	=	\$15,950.00
TOTAL	=	\$15,950.00

Dental Assisting		
AY 1	=	\$18,600.00
TOTAL	=	\$18,600.00

Hanford Center

DEGREE PROGRAMS

Business Administration		
Clinical and Administrative Medical Assisting		
Medical Billing Specialist		
AY 1	=	\$15,950.00
AY 2	=	\$14,300.00
TOTAL	=	\$30,250.00

Criminal Justice: Corrections		
AY 1	=	\$15,995.00
AY 2	=	\$15,995.00
TOTAL	=	\$31,990.00

CERTIFICATE PROGRAMS

Business Administration		
AY 1	=	\$15,500.00
TOTAL	=	\$15,500.00

Clinical Medical Assisting		
Medical Office Administration		
AY 1	=	\$15,950.00
TOTAL	=	\$15,950.00

Hesperia Campus

DEGREE PROGRAMS

Business Administration		
Clinical & Admin Medical Assisting		
HVAC-R Technology		
Industrial Technology		
Medical Billing Specialist		
Pharmacy Technology		
AY 1	=	\$17,250.00
AY 2	=	\$15,700.00
TOTAL	=	\$32,950.00

Criminal Justice: Corrections		
AY 1	=	\$17,375.00
AY 2	=	\$17,375.00
TOTAL	=	\$34,750.00

CERTIFICATE PROGRAMS

Business Administration		
Clinical Medical Assisting		
Industrial Technology		
Medical Office Administration		
Pharmacy Technology		
AY 1	=	\$17,250.00
TOTAL	=	\$17,250.00

Lancaster Campus

DEGREE PROGRAMS

Business Administration		
Clinical & Admin Medical Assisting		
Industrial Technology		
Medical Billing Specialist		
Pharmacy Technology		
AY 1	=	\$17,250.00
AY 2	=	\$15,700.00
TOTAL	=	\$32,950.00

Criminal Justice: Corrections		
AY 1	=	\$17,375.00
AY 2	=	\$17,375.00
TOTAL	=	\$34,750.00

¹ Tuition fees are also accessible on the College's portal website, **InfoZone**, and the sjvc.edu website. (**InfoZone** access is only available to enrolled students.) The pathway for accessing tuition fees via these websites is as follows:
InfoZone: InfoZone/Information Center/SJVC Publications/Tuition Fees. **College website:** <http://consumerinfo.sjvc.edu/downloads/TuitionFees.pdf>

CERTIFICATE PROGRAMS

Business Administration		
Clinical Medical Assisting		
Industrial Technology		
Medical Office Administration		
Pharmacy Technology		
AY 1	=	\$17,250.00
TOTAL	=	\$17,250.00

Modesto Campus

DEGREE PROGRAMS

Business Administration		
Clinical & Admin Medical Assisting		
Industrial Technology		
Medical Billing Specialist		
Pharmacy Technology		
Therapeutic Massage		
AY 1	=	\$15,950.00
AY 2	=	\$14,045.00
TOTAL	=	\$29,995.00

CERTIFICATE PROGRAMS

Business Administration		
Clinical Medical Assisting		
Industrial Technology		
Medical Office Administration		
Therapeutic Massage		
AY 1	=	\$15,950.00
TOTAL	=	\$15,950.00

Online Division

DEGREE PROGRAMS

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

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

CERTIFICATE PROGRAMS

Business Administration		
Human Resource Administration		
AY 1	=	\$14,810.00
TOTAL	=	\$14,810.00

Clinical Medical Assisting		
Medical Office Administration		
AY 1	=	\$14,415.00
TOTAL	=	\$14,415.00

Ontario Campus

DEGREE PROGRAMS

Business Administration		
Clinical and Administrative Medical Assisting		
Construction Management		
HVAC-R Technology		
Industrial Technology		
Medical Billing Specialist		
Pharmacy Technology		
AY 1	=	\$17,250.00
AY 2	=	\$15,700.00
TOTAL	=	\$32,950.00

Criminal Justice: Corrections		
AY 1	=	\$17,375.00
AY 2	=	\$17,375.00
TOTAL	=	\$34,750.00

Dental Hygiene		
AY 1	=	\$28,825.00
AY 2	=	\$28,825.00
TOTAL	=	\$57,650.00

Instrument Kit/Uniforms: \$3,950.00*

*This fee is not refundable

Respiratory Therapy		
AY 1	=	\$21,995.00
AY 2	=	\$21,995.00
TOTAL	=	\$43,990.00

CERTIFICATE PROGRAMS

Business Administration		
Clinical Medical Assisting		
Industrial Technology		
Medical Office Administration		
Pharmacy Technology		
AY 1	=	\$17,250.00
TOTAL	=	\$17,250.00

Rancho Cordova Campus

DEGREE PROGRAMS

Respiratory Therapy		
AY 1	=	\$24,250.00
AY 2	=	\$24,250.00
TOTAL	=	\$48,500.00

San Diego Campus

DEGREE PROGRAMS

Dental Hygiene		
AY 1	=	\$28,825.00
AY 2	=	\$28,825.00
TOTAL	=	\$57,650.00

Instrument Kit/Uniforms: \$3,950.00*

*This fee is not refundable

Temecula Campus

DEGREE PROGRAMS

Business Administration		
Clinical & Admin Medical Assisting		
HVAC-R Technology		
Medical Billing Specialist		
Pharmacy Technology		
AY 1	=	\$17,250.00
AY 2	=	\$15,700.00
TOTAL	=	\$32,950.00

Respiratory Therapy		
AY 1	=	\$21,995.00
AY 2	=	\$21,995.00
TOTAL	=	\$43,990.00

CERTIFICATE PROGRAMS

Business Administration		
Clinical Medical Assisting		
Medical Office Administration		
Pharmacy Technology		
AY 1	=	\$17,250.00
TOTAL	=	\$17,250.00

Dental Assisting		
AY 1	=	\$18,600.00
TOTAL	=	\$18,600.00

Visalia Campus

DEGREE PROGRAMS

Business Administration		
Clinical & Admin Medical Assisting		
Computer Systems Administration		
Human Resource Administration		
HVAC-R Technology		
Medical Billing Specialist		
Pharmacy Technology		
AY 1	=	\$15,950.00
AY 2	=	\$14,300.00
TOTAL	=	\$30,250.00

Criminal Justice: Corrections		
AY 1	=	\$15,995.00
AY 2	=	\$15,995.00
TOTAL	=	\$31,990.00

Dental Assisting		
AY 1	=	\$18,600.00
AY 2	=	\$15,345.00
TOTAL	=	\$33,945.00

Dental Hygiene		
AY 1	=	\$28,825.00
AY 2	=	\$28,825.00
TOTAL	=	\$57,650.00

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
TOTAL	=	\$61,500.00

Respiratory Therapy

AY 1	=	\$20,375.00
AY 2	=	\$20,375.00
TOTAL	=	\$40,750.00

Registered Nursing RN Program (generic)

AY 1	=	\$29,485.00
AY 2	=	\$29,485.00
TOTAL	=	\$58,970.00

LVN to RN

AY 2	=	\$34,750.00
TOTAL	=	\$34,750.00

LVN to RN (Non-Degree) 30-unit Option

TOTAL	=	\$34,750.00
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RN + additional courses*

\$475/per unit

*Additional degree requirements

Vocational Nursing

AY 1	=	\$15,875.00
AY 2	=	\$15,875.00
TOTAL	=	\$31,750.00

CERTIFICATE PROGRAMS

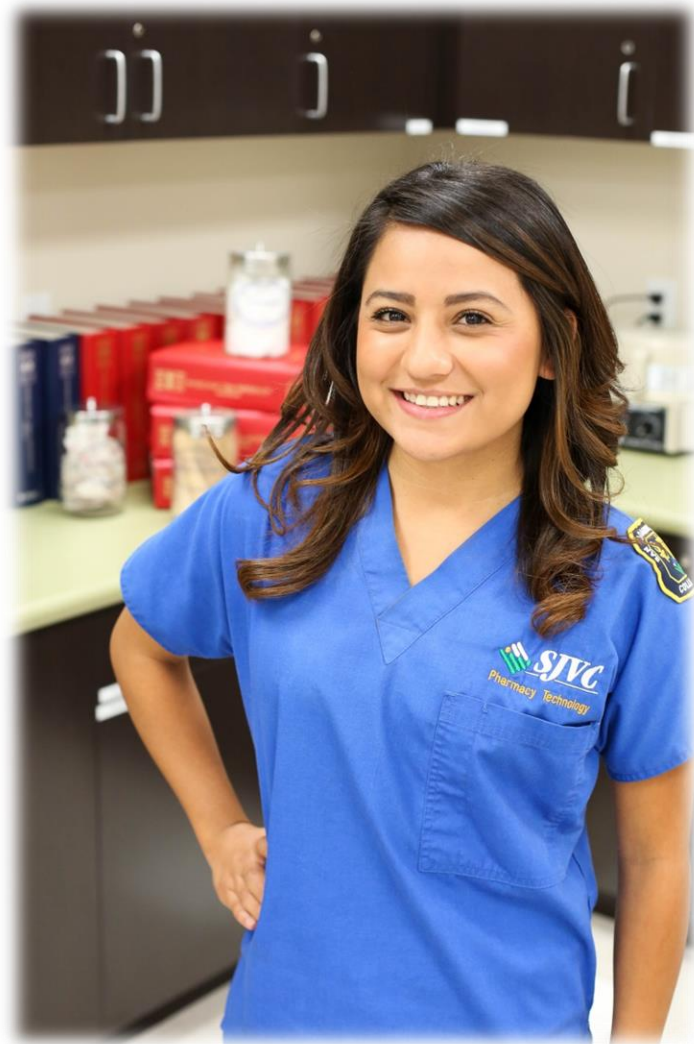
Clinical Medical Assisting

Industrial Technology

AY 1	=	\$15,950.00
TOTAL	=	\$15,950.00

Dental Assisting

AY 1	=	\$18,600.00
TOTAL	=	\$18,600.00



SECTION 3

FINANCIAL SERVICES

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FINANCIAL AID ASSISTANCE

Students who wish to apply for financial aid assistance must establish financial aid eligibility each year. In order to determine financial aid eligibility, students must complete the application process, meet academic progress standards, and be enrolled at least part-time.

Financial assistance awarded through *SJVC* may consist of a combination of grants, loans, and scholarships. *SJVC* participates with federal, state and private agencies in providing various aid programs.

TYPES OF FINANCIAL AID AVAILABLE

Federal Pell Grant Program

The Federal Pell Grant is an important source of aid for students who demonstrate a financial need. It is dependent upon determination of eligibility, enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education. A grant does not have to be repaid.

Federal Supplemental Educational Opportunity Grants

Each year *SJVC* makes a limited number of awards to students through the Federal Supplemental Education Opportunity Grant program. These funds are targeted to those students who have the lowest calculated family income.

Federal Direct Stafford Loans Subsidized

Students requiring additional financial assistance may apply for a federal loan. Repayment of this loan begins six months after graduation or termination from the program, whichever occurs first. Students who do not qualify for a Subsidized Federal Direct Stafford Loan may apply for an Unsubsidized Federal Direct Stafford Loan.

Federal Direct Stafford Loans Unsubsidized

Independent students may also borrow from the Unsubsidized Federal Direct Stafford Loan program and begin interest payments while in school and principal payments upon either graduation or termination from *SJVC*, whichever occurs first.

Federal Direct PLUS

Through the Federal Parent Loan for Undergraduate Students program, parents of dependent students may borrow funds to meet educational expenses. Repayment of this loan begins once the loan is fully disbursed (paid out).

Institutional Loan

The College offers a low interest loan program. This loan may be used only to pay tuition charges not covered by financial aid. Students should check with the Financial Aid Office for repayment options and application requirements.

Student Scholarships

The College awards up to \$40,000 annually in scholarships to high school seniors who meet certain requirements. High school seniors should inquire within their high school counseling office or career center for information about an *SJVC* scholarship application or they may contact the nearest *SJVC* campus.

APPLICATION PROCESS

Financial Aid Officers are available to assist students in obtaining the financial assistance required to meet their educational needs. Students may apply for financial aid by contacting the *SJVC* Campus Financial Aid Office to discuss the process and timelines to apply for aid and complete the Free Application for Federal Student Aid (FAFSA).

The purpose of the FAFSA is to determine the amount of assistance for which students are eligible. This analysis takes into account factors such as income, assets, the number of family members in a household, and the number of family members who are enrolled in college.

When to Apply

Students should apply for financial aid prior to enrollment at *SJVC*.

How to Apply

The Financial Aid Office will provide students with the forms required to begin the financial aid application process. Students should have a complete financial aid file to ensure timely receipt of financial aid funds. A complete financial aid file consists of *SJVC*'s receipt of a student's FAFSA data from the Department of Education, a completed loan entrance interview (if required), and submission of verification items (if required).

A financial aid application will only be processed if: The student has been admitted to *SJVC* as a regular student, or is a returning student in good academic standing with *SJVC*; and the student has completed the FAFSA or the Renewal FAFSA.

Students may come in person to their respective Campus Financial Aid Office to complete the FAFSA or renewal. These forms can also be completed online at <http://www.fafsa.ed.gov>. In order to complete the application, you must include *SJVC*'s federal school code, 014741.

What Happens Next?

Upon submission of the FAFSA, students will be sent a Student Aid Report (SAR). The SAR should be checked for accuracy and any necessary corrections should be made as soon as possible. Once the SAR has been determined to be complete, a financial aid award letter will be sent to the student which will state the student need (education cost), family contribution, amount of grants awarded, and the amount of loans monies available, if needed. In order to receive unsubsidized or subsidized loan funds, students must complete a Master Promissory Note and return it to the lender.

Funds are then dispersed by the Student Accounts Manager, as described in the **Award Letter**.

REFUNDS

If a student withdraws from school, two separate calculations will be performed. The first calculation is the Institutional Refund calculation which determines how much tuition the student will be charged for the time attended. The second is a required calculation for all Title IV recipients, and is called the Return to Title IV

calculation. This step determines the amount of financial aid that the student is able to retain. The two calculations are separate from each other and it is possible that Title IV funds may have to be refunded, leaving institutional charges to be paid by the student. Each calculation is explained below.

TYPES OF REFUNDS

Delay of Start

If the start date of a student's program is delayed more than ninety days, the student will receive a 100% refund of all money paid to *SJVC*. Whether the student provides notice to *SJVC* of his/her intent to withdraw will have an impact on the determination of the student's financial obligation and refund calculations.

Withdrawal with Official Notification

Students who intend to withdraw from school should provide official notification to the Dean of Student Services. Students may provide official notification by letter, phone, e-mail or in person, but are strongly encouraged to provide written notice. The institution will perform the Return to Title IV refund calculation and the institutional refund calculation upon receipt of notification. The withdrawal date used to determine the amount of tuition owed or refund due will be the last documented date of attendance, whichever is later.

Withdrawal without Notification

The institution will determine that a student has withdrawn when he/she has been absent for fourteen (14) consecutive calendar days (including weekends and holidays) without notice. The institution will perform the Return to Title IV refund calculation and the institutional refund calculation once this determination is made.

Student Financial Obligation: Institutional Refund Calculation (IR)

If a student withdraws or is terminated from *SJVC* during the first week of class, there will be no tuition charge. If a student drops or is terminated from *SJVC* after the first week of classes, he/she will owe the College tuition as follows:

Determine the percentage of the academic year completed by dividing the number of weeks attended by the number of weeks in the academic year. Locate that percentage in the chart below to determine the amount of tuition owed.

TIME COMPLETE	TUITION OWED
.01% - 10%	10%
10.01% - 20%	20%
20.01% - 30%	30%
30.01% - 40%	40%
40.01% - 50%	50%
50.01% - 60%	60%
60.01% - 100%	100%

If a student drops or is terminated at any time after beginning the second academic year, the student will owe the College tuition as described in the chart above.

For example: Assume that a student enrolled in an academic year of thirty weeks, with \$16,000 tuition, withdraws from *SJVC* after completing five weeks and paying \$4,600.00 to the College.

Step 1: Divide 5 (the number of weeks completed) by 30 (the weeks in the academic year). The number derived in this step (.167) is called a decimal fraction and is converted to a percent by multiplying by 100. (.167 x 100 = 16.7%)

Step 2: Find 16.7% on the above –referenced chart to determine the amount of tuition owed (20%).

Step 3: Multiply the tuition by 20%. In order to do this, convert the percent back to a decimal fraction. (\$16,000.00 x .20 = \$3,200.00)

Step 4: Determine whether tuition money is owed to *SJVC*, or whether the College owes the student a refund by subtracting the amount owed from the amount of tuition that has been paid. In this example, the student paid \$4,600.00 - \$3,200.00 that was owed = \$1,400.00 refund due.

Retaining Financial Aid Received: Return to Title IV Funds calculation (R2T4)

The College is required to use the Title IV (R2T4) Refund Calculation prior to the Institutional Refund (IR) Calculation. Any refunds due from this calculation must be made, regardless of how much tuition is owed to the College. This calculation is different than the one used to determine tuition owed. In this calculation, we divide the calendar days the student attended by the calendar days in the enrollment period. Financial aid is awarded and posted for one enrollment period (academic year) at a time.

For example, a student completed 35 days in an enrollment period of 210 days. Dividing 35 by 210 would result in the decimal fraction .166, converted to 16.6% by multiplying by 100. The student completed 16.6% of the enrollment period.

The student may keep only 16.6% of the Title IV financial aid posted or that could have posted to his/her account. If the College could have received \$10,000, only \$1,660 may be kept, with the difference returned to the financial aid source in the manner described in the section below.

If the student is eligible for more funding than was disbursed, the College will provide written notification and instructions for receiving a post-withdrawal disbursement.

RETURN OF FUNDS

College Return of Funds

If tuition has been paid with a government or private loan, *SJVC* will make the refund to the lender, not the student. The student will owe the lender for the amount applied to his/her account with *SJVC*. If the tuition has been paid with a grant, those amounts are returned to the government. If a student has not made payments equal to the amount of tuition owed at the time he/she is dropped or terminated, the student will owe that amount to *SJVC*. In either of these cases, *SJVC* will work with students to develop a repayment plan.

If any portion of the tuition was paid from student financial aid programs, refunds must be distributed in the following order:

- Federal SLS Loan
- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Unsubsidized Federal Direct Stafford Loan
- Subsidized Federal Direct Stafford Loan
- Federal Direct PLUS Loan
- Federal Perkins Loan
- Federal Pell Grant
- FSEOG
- Other SFA Programs
- State aid (i.e. Cal Grants)
- Institutional aid
- Private sources of aid
- The student

A portion of the refund can be paid to students only if funds remain after the refund has been returned to the Student Financial Aid programs and other sources in order.

Funds returned to any student financial aid program may not exceed those received from that program. Refunds will be made within 45 days of the date it was determined that the student withdrew.

Student Return of Funds

Students who have personally received monies from a grant, and this payment is for more training than received, the student must return 50% of the unearned aid. The payment must be made to *SJVC*, who will return it to the Federal Grant Account. If a student is unable to make this payment in full, *SJVC* will assist the student

in contacting the Department of Education for an approved repayment plan. If a student is eligible for more funding than what was disbursed, *SJVC* will provide the student with written notification.

STUDENT ACCOUNTS

SJVC reserves the right to withhold certain services, materials, merchandise, or any combination thereof from students who fail to pay a fee or debt owed to the College. This may include, but is not limited to, withholding permission to receive a certificate or degree, when the student has otherwise successfully fulfilled all graduation requirements. If a student disputes the validity of an asserted unpaid fee or debt, the student may contact the Assistant Controller, whose contact information is provided below. The Assistant Controller will review all pertinent information and advise the student of the findings and conclusion of the matter.

Greg Evangelho
Assistant Controller
San Joaquin Valley College
3828 West Caldwell Avenue
Visalia, CA 93277
Phone: (559) 734-9000
Greg.Evangelho@sjvc.edu



SECTION 4

INSTITUTIONAL POLICIES

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STUDENT CONDUCT STANDARDS

Students are expected to conduct themselves in a professional, ethical and civil manner at all times while on campus or at any time when they are representing the College. *SJVC* has established specific rules governing student behavior along with applicable disciplinary actions that may be taken against any student found in violation of these rules. The **Student Code of Conduct**, published in the **Student Handbook**, sets forth the behavioral standards students are expected to meet along with the College's discipline policy. By enrolling in *SJVC*, students agree to abide by the terms of the **Student Code of Conduct**. Students are responsible for familiarizing themselves with the **Student Code of Conduct**.

The **Student Handbook** is available at every *SJVC* Campus Administrative Office and may be accessed on the InfoZone homepage (<https://infozone.sjvc.edu>).

ACADEMIC FREEDOM

Academic freedom is the right of faculty and students to express their ideas verbally or in writing, free from political, religious or institutional restrictions, even if these ideas are unpopular. In recognition of this right, *SJVC* strives to foster and maintain a climate of academic freedom as set forth below.

- Instructors and students have the right to express their ideas in the classroom, verbally and in writing, within the boundaries of good taste and socially established standards. *SJVC* will promptly conduct an investigation upon learning of an instructor who has allegedly expressed his/her personal opinions without the balance of introducing other sources of instructional integrity or critical thinking practices.
- *SJVC* extends the definition of academic freedom to include the methods used by instructors to facilitate learning of the approved course curriculum. Instructional methods used to achieve the Course Learning Outcomes (CLOs) and deliver the learning materials may vary by individual instructor to include a wide range of choices, including but not limited to:
 - Lectures
 - Audio Visual Presentations
 - Class Discussion
 - Guest Speakers
 - Role Playing
 - Simulations
 - Skill Demonstrations
 - Case Studies and Research

CAMPUS DISTURBANCE

SJVC is dedicated to the maintenance of academic freedom in the classroom and in co-curricular activities. While freedom of expression is encouraged, forms of protest that disrupt the normal activities of the College and interfere with the rights of other students will not be tolerated. *SJVC* will take strict disciplinary action, as set forth in the **Student Code of Conduct**, against any student who violates this policy.

COOPERATION WITH COLLEGE STAFF

Students are required to cooperate with College staff at all times. Failure to comply, resisting, or obstructing College staff in the performance of their duties will not be tolerated. Examples of such misconduct include but are not limited to: failure to show proper identification upon request or failure to leave a classroom or office when asked to do so by an instructor, a security officer, or any *SJVC* staff member. *SJVC* will take strict disciplinary action, as set forth in the **Student Code of Conduct**, against any student who violates this policy.

ACADEMIC HONESTY

The entire *SJVC* community is expected to uphold the highest standards of academic honesty. For students, this requires that they do their own work honestly, without cheating or plagiarizing. Students who engage in honest academic behavior(s) will have the satisfaction of knowing that they have received the best education available to them and that they will be thoroughly prepared to enter their chosen career field upon graduation. Administrators and faculty are required to promote an environment where true learning is embraced and, ultimately, to support the standards of academic honesty in all aspects of the educational process. This joint effort will result in a sense of mutual respect, trust, and integrity.

SJVC does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College.

If intentional acts of dishonest behavior occur, the College has established clear-cut procedures designed to address these types of situations along with appropriate penalties to censure such activities, both of which are set forth below. This section is limited to those areas of campus life that are directly related to academic conduct and ethics.

Violations

Three basic categories of dishonest behavior are noted below, along with several examples of each.

1. Misrepresentation of academic work:

- a. Using another's statements or thoughts without giving that source proper credit (plagiarism).
- b. Submission for credit an assignment prepared by another person (or persons).

2. Interference with academic pursuits requiring independent effort:

- a. Giving, receiving, or using unauthorized assistance on examinations.
- b. Collaboration with others when independent work is required.
- c. Deliberately defacing or removing course materials, thereby making them unavailable to others.

3. **Buying, selling, or bribing:**

- a. Offering to buy or sell unauthorized assistance on examinations, papers, or grades.
- b. Offering or accepting bribes related to academic work.

Investigation and Penalty

1. If any of the above behaviors is suspected, the instructor will speak with the student immediately to state the observation and concern.
2. The incident will be investigated and the Dean of Student Services will make a determination as to the seriousness of the charge.
3. If an investigation reveals that a student has engaged in dishonest behavior, he/she will receive penalty consistent with the seriousness of the offense, up to and including termination.

ACCESS TO STUDENT RECORDS AND PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. §1232g, guarantees certain rights and protections to students concerning their school records and the information they provide to the College. The Act protects students from having their education records or identifying information (i.e., any information that would allow a reasonable person in the school community to identify the student with reasonable certainty) released to outside parties without their written permission. Specifically, the provisions of the Act guarantee students the rights to:

1. The right to inspect and review their education records within 45 days of the day the College receives a request for access².

A student should submit to the Registrar or other appropriate college official, a written request that identifies the record(s) the student wishes to inspect. The Registrar or the other college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request that the College correct education records which the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to request that the College correct an education record should submit a written request to the Registrar or other college official clearly identifying the part of the record the student wants changed and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

² Education records are defined as records, files, documents, and other materials which contain information directly related to the student and which are maintained by the College.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education record, except to the extent that FERPA authorizes disclosure without consent.

Under the FERPA exception, the College discloses education records without a student's prior written consent to the following parties or under the following conditions:

- School officials with legitimate educational interest³;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to a specific state law.

In addition to the above, certain information may be made available by the College without the student's written permission. This information is known as "directory information," and includes the following: name, address, telephone number, photograph, date and place of birth, level of education, major, degrees and awards received. If a student does not want this information released, he/she must notify the Registrar in writing at the time of enrollment.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The office that administers FERPA is:

FAMILY POLICY COMPLIANCE OFFICE

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4805

Social Security Confidentiality Act

The Social Security Number Confidentiality Act (42 U.S.C. §405(c)(2)(C)(viii)(I)), protects students from identify theft by prohibiting the College from disclosing social security account numbers or related records. Any publicly displayed document will exclude students' social security numbers.

Additional information regarding the maintenance of student records can be obtained from the Registrar's Office.

³ A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

CHANGE OF STUDENT INFORMATION

Students should immediately report any change in their personal information (such as name, address, telephone number, etc.) to the Registrar's Office. *SJVC* will not be held responsible for any mail sent to the wrong address due to an incorrect address on file with the College.

Students' names on official *SJVC* records and transcripts must reflect their names as they appear on official documents, such as driver's licenses, social security cards, passports, etc. In order for a student to change his/her name on *SJVC* records, a marriage certificate, divorce decree, or court document must be presented to substantiate the change.

NOTICE OF NON-DISCRIMINATION

SJVC complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 and all other applicable federal, state and local laws. *SJVC* does not discriminate on the basis of any characteristic⁴ protected by federal, state, or local law, ordinance, or regulation. Any discriminatory action should be reported to the Campus Director. If the Campus Director does not appropriately address a student's concern, or if a student is not comfortable in making the report at this level, notification should be sent to:

Wendy Mendes, Vice President of Administration
San Joaquin Valley College
3828 West Caldwell Avenue
Visalia, CA 93277
(559) 734-9000
WendyM@sjvc.edu

The Vice President of Administration serves as *SJVC*'s Title IX Coordinator. Any questions concerning this policy and/or the procedures to report discriminatory actions should be directed to Campus Administration.

HARASSMENT

SJVC is committed to providing an environment that is healthy, safe, and free from all forms of discrimination and unlawful harassment, in compliance with the provisions of the Civil Rights Act of 1991, the Fair Employment and Housing Act, Title IX of the Education Amendments of 1972, and other human rights and equal opportunity laws. *SJVC* policy strictly prohibits the harassment of any student, staff or faculty member, or visitor to the College. Harassment is any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by law⁵. Harassment may be verbal, visual or non-verbal, and/or physical. Examples of some of the forms of harassment include, but are not limited to: Content that is racial, sexual, or personal in nature conveyed through graffiti, verbal

statements, phone calls, emails, gestures, or other means defined by law. The College *absolutely forbids* any form of harassment.

Any harassing conduct involving verbal or physical abuse, assault, battery, threats of violence (to include verbal harassment and intimidation) that threatens the safety or well-being of any visitor or member of the College community will not be tolerated. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, who has been found to have engaged in harassing behavior. Students will be subject to the full range of disciplinary actions contained in the **Student Code of Conduct**, which range anywhere from suspension up to dismissal from *SJVC*, including legal prosecution, when appropriate.

Sexual Harassment

SJVC expressly prohibits sexual harassment of any student, staff or faculty, member, or visitor to the College. The California Fair Employment and Housing Act defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. Among the behaviors considered to be sexual harassment are: unwanted sexual advances, physical touching (beyond normal greetings) or assault, as well as impeding or blocking movements, leering, verbal insults (in reference to sex and/or sexual orientation), explicit sexual gestures, displays of sexually suggestive materials (cartoons, objects, photos, etc.), making or using derogatory comments, epithets, slurs, or jokes, sexual comments, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations. Offering a favorable grade or threatening an unfavorable grade in exchange for or demand for sexual favors; as well as offering sexual favors in exchange for a favorable grade is prohibited.

Sexual Misconduct

Sexual misconduct is strictly prohibited and will not be tolerated at *SJVC*. All members of *SJVC*'s community, including but not limited to students, faculty (including adjunct faculty), staff, volunteers and independent contractors are subject to this policy.

Sexual misconduct is defined as the threat or the commission of behavior used to obtain sexual gratification against another's will or at the expense of another such as inducing fear, shame, or mental suffering.

Sexual misconduct includes unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. Silence does not in and of itself constitute consent. The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, minors, the developmentally disabled, and vulnerable individuals regardless of age.

⁴ Protected characteristics race, color, national origin/ancestry, sex, religion, age (for persons 40 and over) mental or physical disability, veteran status, military status, medical condition (including genetic characteristics), marital status, registered domestic partner status, sexual orientation, gender identification, pregnancy, or any other basis protected by law.

⁵ Protected characteristics are listed in footnote1.

Sexual misconduct may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling, and threat of sexual assault.

SJVC urges individuals to formally report if he/she is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct as defined by this policy to the Dean of Student Services, the Campus Director, and/or the Title IX Coordinator, as per the procedure provided below (See **Formal Complaint and Reporting Procedures**).

Reports of sexual misconduct will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible to protect the identity of reporting parties.

Individuals who violate this policy will be subject to disciplinary action that may include removal from campus, suspension, cancellation of contract, or any other appropriate institutional sanctions or any other means necessary to correct the situation. Prosecution by governmental authorities may also occur.

Options Following an Act of Sexual Misconduct

- 1.) Call 911 if life threatening conditions exist.
- 2.) Report the incident to the Dean of Student Services, Campus Director, or Title IX Coordinator, and/or local law enforcement.
- 3.) Seek appropriate medical evaluation and treatment as soon as possible (**Appendix A** provides a list of locations near each campus where victims may seek medical treatment).

A person who is the victim of sexual misconduct (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action against the perpetrator. (See Appendix A for a list of locations near campus where victims may have medical/legal evidence collected.)

Whether or not one makes a formal report, a person who is the victim of sexual misconduct is encouraged to obtain information, counseling, and support. Counselors at a variety of agencies can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, or filing a report with authorities.

Information, support and advice are available for anyone who wishes to discuss issues related to sexual misconduct, whether or not an act of sexual misconduct has actually occurred, and whether or not the person seeking information has been assaulted, accused of an act of sexual misconduct, or is a third-party.

The degree to which confidentiality can be protected depends upon whether SJVC has a legal duty to respond to the allegations and the professional role of the person consulted. The scope of confidentiality should be addressed by that professional person before specific facts are disclosed. Please refer to Appendix A for a

list of locations near each SJVC campus where victims may seek counseling and psychiatric assistance.

Title IX Violations

If a student has been subjected to behavior that is considered to be unlawful discrimination or harassment of any kind by his/her fellow students, faculty, staff, college employees, or third parties, he/she is encouraged to immediately identify the offensive behavior to the harasser, and request that it stop. In instances involving sexual assault, the College does not expect, and does not encourage, a student to seek to resolve the situation with the alleged perpetrator.

If the student is uncomfortable in addressing the matter directly with the harasser, or if the behavior does not stop after having done so, he/she may elect to utilize one of the following mechanisms to report incidents of Title IX violations:

Lodging a Formal Complaint

If a student has been the subject of unlawful discrimination, harassment, or sexual misconduct, or has witnessed another individual of the college community being subjected to such acts, he/she may file a formal complaint. Complaints can be made in person or in writing. If in writing, the complaint must be legible, dated, and addressed to the Dean of Student Services, and/or the Campus Director, and/or the Title IX Coordinator.

Reporting Incidents of Sexual Misconduct

An individual who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct is encouraged to make a formal report to:

- The Dean of Student Services, the Campus Director and/or the College's Title IX Coordinator; and/or
- Local law enforcement authorities.
Please refer to **Appendix A** for a list of local law enforcement contact information near each *SJVC* campus.

Whether or not a witness or victim elects to report an act of sexual misconduct or the warning signs of sexual misconduct to the police, he or she is urged to contact the Dean of Student Services, the Campus Director and/or the College's Title IX Coordinator.

Confidentially Reporting Incidents of Title IX Violations

SJVC has a process in place for students, faculty, staff, and administrators to confidentially report any criminal acts or violations of any of the Title IX policies (discrimination and harassment) by submitting an email to the following *SJVC* address:

TitleIXSupport&Assistance@sjvc.edu

Investigation, Mediation, and Hearing

(1) Receipt of Complaint, Initial Investigation, & Notice of Charge

Following receipt by the College of a complaint of discrimination, harassment, or sexual misconduct that allegedly violates Title IX, the Dean of Student Services for the campus at issue shall submit the complaint to the Campus Director and *SJVC*'s Title IX Coordinator.

The Title IX Coordinator shall then provide the complaint to two investigators from the staff, administration and/or faculty (referred to as judicial board) who do not have a conflict of interest to perform an investigation into the allegations contained in the complaint. The two investigators shall be drawn from a pre-designated pool of potential investigators who have received appropriate investigatory and Title IX training. This initial investigation will normally take approximately two weeks. More complex investigations or severe circumstances, however, may require additional investigation time.

The College will obtain consent from the complainant before beginning an investigation. If the complainant requests confidentiality or requests that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request for confidentiality may limit the College's ability to respond appropriately to the complaint. The College may also weigh the complainant's request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same individual, the accused's rights to receive information about allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act ("FERPA"), and other factors otherwise required by applicable law.

The investigators shall determine if the allegations in the complaint are supported by some evidence that the conduct occurred. If there is no evidence of any kind to support the allegations in the complaint, the investigators shall advise the Dean of Student Services that a charge should not be issued. The Dean of Student Services will then meet with the complainant and advise him/her of same.

Any member of the college community who provides knowingly false information or refuses to cooperate in an investigation related to this policy will be subject to disciplinary action, up to and including removal from campus, suspension, cancellation of contract, or any other appropriate institutional sanctions or any other actions deemed appropriate for the situation.

If the conduct at issue appears to violate Title IX, the investigators shall advise the Dean of Student Services for the campus at issue that he or she should formulate a charge. A charge shall be in writing and shall include the specific actions or behavior on the part of the accused individual(s) that allegedly violated Title IX and/or *SJVC* policy. *SJVC* will then deliver the written charge to the respondent(s) who allegedly violated Title IX and/or *SJVC* policy. Complainant(s) shall also be provided with a copy of the charge, if not otherwise barred by applicable law.

All complaints must be brought within one (1) year of the occurrence of the alleged behavior or conduct. After that time, the College's judiciary boards will not consider a complaint concerning Title IX violations. However, as some state statutes of limitations are longer than one (1) year, a student may pursue claims in criminal or civil court after this time. Furthermore, the College, in its discretion, may consider complaints brought after this one (1) year period if the cause of the late reporting is the direct result of the active concealment of the alleged behavior by the alleged transgressor or any individual other than the complainant.

Where a complaint involves allegations of potentially criminal conduct, the College will not delay its investigation to await the results of any investigation or proceeding conducted by law enforcement or other legal authorities. Individuals who believe that they have been the victim of criminal activity have the right to file a complaint concerning the alleged offense with the appropriate law enforcement agency.

(2) Pre-Hearing Meeting

Following receipt of the charge, respondent(s) will be invited to meet with the Dean of Student Services to review the charge and its content. Prior to the meeting, the College will advise the respondent(s) that, during the meeting, the respondent(s) will have the option of having another member of the college community present as an advisor. The respondent(s) will also be provided with copies of the *SJVC Student Handbook* and *College Catalog* for his or her reference during the meeting.

During the meeting, the Dean of Student Services will advise the respondent(s) that he or she is not required to accept responsibility for the charge and can request a judicial board hearing. If the respondent(s) requests a hearing, he or she shall be advised that he or she can have an advisor present during the hearing.

The complainant(s) shall also have an opportunity to review the charge prior to any hearing, unless he or she is prohibited from knowing certain details of the charge due to respondent's FERPA or other applicable statutory rights. Prior to the meeting, the College will advise the complainant(s) that, during the meeting, the complainant(s) will have the option of having another member of the College's community present as an advisor. The complainant(s) will also be provided with copies of the *Student Handbook* and *College Catalog* for his/her reference during the meeting.

Neither complainant(s) nor respondent(s) may have an attorney present as an advisor for this meeting.

(3) Pre-Hearing Mediation

Charges that do not involve allegations of sexual assault may be mediated by mutual agreement of the complainant and the respondent. The Dean of Student Services will advise both parties of the availability of pre-hearing mediation. Mediation is not mandatory and either party can opt to proceed directly to a formal hearing at any time during the mediation process.

If the parties do opt for pre-hearing mediation, the Title IX Coordinator will select a mediator from a pre-selected panel of faculty, staff, and administrators who does not have a conflict of interest. The mediator will then meet with the parties to attempt to reach an informal resolution.

(4) Hearing and Decision

The judicial board constituted for a disciplinary hearing shall be composed of three (3) members of the College's administration, faculty, and/or staff selected from a pre-designated panel by the Title IX Coordinator. If practicable, the members of the judicial board should be drawn from *SJVC* campuses other than the one attended by the complainant(s) and respondent(s). These three judicial board

members shall not have any conflicts of interest. If any judicial board member selected by the Title IX Coordinator does have a conflict of interest, the Title IX Coordinator shall select another individual from the pre-designated panel.

Typically, hearings will take place within 30 days after delivery of the charge to complainant(s) and respondent(s). More complex initial investigations, unavailability of the parties and/or witnesses, or other severe circumstances, however, may require additional time before a hearing can be scheduled.

All charges referred to a judicial board for disciplinary action will generally follow the procedures below:

All complainants and respondents shall be made aware that they:

- Can speak on their own behalf, although they will be bound by any statements they make by the judicial board during the hearing and during future appeals, if any.
- Can be represented by a representative who must be a member of the faculty, staff, or student body of the College. Neither complainant(s) nor respondent(s) may have an attorney present at the hearing.
- Can have witnesses appear at the hearing and make statements, under oath, concerning relevant facts and to present other relevant evidence.

Only those individuals who have direct, first-hand knowledge of the conduct or behavior at issue and representatives of either party are allowed to be present.

Emergency hearings may be called, but the complainant(s) and respondent(s) should be advised of the three privileges outlined above before the hearing may proceed.

If a student is uncertain about any of the procedures for hearings listed herein, he or she may schedule an appointment with the Dean of Student Services for clarification.

If either the complainant(s) or the respondent(s) is unable to attend a scheduled hearing due to unavoidable circumstances, he or she must notify, in writing, the Dean of Student Services as soon as the conflict is known. In his or her notice, the complainant(s) or respondent(s) must detail the extenuating circumstances and provide relevant documentation proving same, if possible. Failure to give timely notice or to provide a satisfactory excuse for nonattendance may result in additional judicial action. The judicial board may also proceed with the hearing and decision process in the individual's absence.

A complainant may choose to not attend a hearing. Alternatively, he or she may request to have a partition or other divider placed between him or her and the respondent.

Before the hearing commences, the judicial board shall select a chairman/chairwoman. This individual will preside at the hearing. The following procedures apply to all hearings:

- The judicial board chairman/chairwoman will read the allegations.
- Respondent(s) will then be asked whether (1) he or she has heard the allegations against him or her, (2) he or she understands the allegations, and (3) whether he or she admits or denies the allegations in the charge.
- If a respondent admits that the allegations in the charge are true and correct, the judicial board shall allow the respondent(s) to provide an explanation, as well, if he or she so chooses. Thereafter, the hearing shall cease and the complainant(s), respondent(s), and any other non-judicial board parties shall be asked to leave the hearing room. The judicial board shall then deliberate and reach a decision concerning the charge.
- All parties who will make statements or answer questions, including complainant(s), respondent(s), and witnesses shall be sworn to testify under oath.
- Witnesses shall be taken to another room to await their turns to speak.
- The chairman/chairwoman shall conduct the initial questioning of all witnesses. He or she shall then open up questioning to other members of the judicial board.
- Both complainant(s) and respondent(s) shall also have the opportunity to question witnesses during the hearing and to present other, relevant evidence.
- A respondent shall not have the opportunity to directly question a complainant, and a complainant shall not have the opportunity to directly question a respondent. A complainant or respondent will, however, have the opportunity to submit proposed questions for a complainant to the judicial board. The judicial board shall consider these questions and, in its discretion, may ask a party to respond to some or all of the questions. The judicial board may also, in its discretion, decide not to ask a party any of the questions submitted by a complainant or respondent.
- The judicial board may recall any witness if they have follow-up questions or if clarification is required.
- After all witnesses, and complainant or respondent, if applicable, has been heard, and all other relevant evidence has been accepted by the judicial board, both complainant(s) and respondent(s) will be given the opportunity to make a closing statement.
- Following any closing statement(s), the hearing room shall be cleared and the judicial board shall begin its deliberations.
- The judicial board shall determine whether the conduct alleged occurred. In making this determination, the judicial board shall use a preponderance of the evidence standard. This means that the judicial board shall determine whether it is more likely than not that the alleged conduct occurred.

- If the judicial board determines that it is more likely than not that the given conduct occurred, it shall determine whether that conduct violated Title IX, and/or the College policies and/or Student Code of Conduct.
- If the judicial board determines that the conduct did violate Title IX, and/or the College policies and/or Student Code of Conduct, it shall also decide the appropriate discipline or sanctions for that conduct.
- If the judicial board has reached a decision within a reasonable period of time, the respondent(s), and his or her representative, if any, shall be called back to the hearing room to hear the decision. The complainant(s), and his or her representative, if any, shall also be called back to the hearing room to hear the decision, unless he or she is prohibited from knowing the details of the decision due to respondent's FERPA or other applicable statutory rights. Complainant(s) and respondent(s) shall also receive written notification of the decision within 48 hours of the decision, if reasonably possible.
- If the judicial board's deliberations are more time consuming, the chairman/chairwoman of the judicial board shall prepare a written statement informing the respondent(s) of the decision of the judicial board. The complainant(s), and his or her representative, if any, shall also receive a copy of the detailed decision, unless he or she is prohibited from knowing the details of the decision due to respondent's FERPA or other applicable statutory rights. The statement shall also be submitted to the Dean of Student Services and the Title IX Coordinator. This written notification of the decision will be given to the parties within 48 hours of the decision, if reasonably possible. If necessary, the chairman/chairwomen will also notify relevant college officials and departments of the outcome and any sanctions.
- If found responsible for the conduct, the respondent(s) shall be advised of his or her right to appeal the decision.

For proven violations, possible sanctions may include, but are not limited to, expulsion, suspension, removal from campus, cancellation of contract and/or termination. The College will also take steps to prevent recurrence of any discrimination or harassing conduct and will also take steps to correct any discriminatory effects on the complainant(s) or other students, faculty, staff, or contractors, if appropriate.

Where an investigation and hearing reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the College took. However, the privacy rights of the persons involved often prevent the College from providing such information. Disciplinary actions are generally considered confidential. The complainant, however, will be notified that:

- The investigation and hearing have been completed;
- Each of the issues raised has been reviewed; and
- Appropriate action is being taken (depending on the circumstances, it may or may not be appropriate to inform the complainant of the specific actions being taken).

In any investigation and/or hearing resulting from a complaint pertaining to sexual assault, the outcome of such a proceeding must be disclosed to the complainant and the respondent. For other crimes of violence, federal law permits disclosure of the results of any disciplinary proceeding to the alleged victim.

(5) Appeal of Decision

A complainant or respondent may appeal the College's decision by submitting a written appeal to the Campus Director within five (5) business days (Monday thru Friday, excluding holidays) of the effective decision date.

A copy of the appeal shall also be forwarded to the College's Title IX Coordinator by the judicial board.

The appeal must be submitted in writing. The College will provide an appeal form to a complainant or respondent upon request. The grounds on which an appeal will be considered are as follows:

- Improper hearing procedures that substantively and/or unfairly affected the outcome of the hearing;
- New evidence, not available at time of original hearing; or
- Imposition of an inappropriate sanction.

Appeals filed after the deadline will not be considered.

Upon receipt of an appeal, the Title IX Coordinator shall select a panel of three individuals from a pre-designated list of the College's senior administrators and officers to form an appeal committee. The appeal committee will consider the allegations in the appeal, will weigh the merits of the charge, and then vote whether or not to order a re-hearing of the charge. The appeal committee shall then prepare a written decision within 30 days after the request for an appeal has been submitted, unless unforeseen events or unusual circumstances compel a longer review period. This written decision will then be delivered to the appealing party and the non-appealing party, unless otherwise prohibited by FERPA or other applicable law. All decisions of the appeal committee are final.

Definitions

"advisor" – a member of the faculty, staff, or student body of the College selected by a complainant or respondent to assist him or her during the pre-hearing meeting.

"appeal committee" – three members of the College's senior administration or officers of the College selected by the Title IX Coordinator from a pre-designated list to hear an appeal of a decision of a judicial board.

"charge" – a written statement of the specific actions or behavior on the part of the accused individual(s) that allegedly violated Title IX and/or SJVC policy. This document is drafted by the Dean of Student Services after he or she receives a report from investigators that the allegations in an individual's complaint are supported by some evidence.

"College" – San Joaquin Valley College and its campuses.

"College's community" – the students, faculty, staff, administration, and other employees of San Joaquin Valley College.

"complaint" – a report, either verbal or in writing, to the College by a student who feels that he or she has been subjected to discrimination and/or harassment in violation of Title IX on the part of other students, faculty, staff, or employees of the College, or third parties.

"complainant" – a student who lodges with the College a complaint alleging conduct in violation of Title IX.

"conflict of interest" – a conflict of interest occurs where an individual's personal objectives or interests are at odds with his or her professional responsibilities. For example, if a judicial board member had also served as an advisor for a party to a complaint, there may be a conflict of interest.

"judicial board" – a group of three members College's administration, faculty, and/or staff selected from a pre-designated panel by the Title IX Coordinator. This group is tasked with processing a charge alleging violations of Title IX as specified in the Hearing and Decision policy herein.

"may" – is used in the permissive sense.

"policy" – any official policy of the College specified in its publications, including, but not limited to, the Student Handbook and Student Catalog.

"receipt" – the oral or physical presentation by an individual to the College's designated representatives of a complaint concerning an alleged violation of Title IX.

"respondent" – the party to a complaint who allegedly committed conduct that violated Title IX.

"shall" – is used in the imperative sense.

Non-Retaliation

SJVC prohibits retaliation against any individual who in good faith reports an incident of discrimination, harassment, and/or sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. *SJVC* also prohibits retaliation against any individual who cooperates with an investigation regarding any matter covered by these anti-discrimination, anti-harassment, and anti-sexual misconduct policies.

Public Information

All requests from the media, the campus community at large or the general public, for information concerning an alleged incident of sexual misconduct should be directed to Wendy Mendes, Vice President at 3828 West Caldwell Avenue, Visalia, CA 93277, (559) 734-9000. Compliance with this policy will promote campus safety and protect the integrity of this policy and the investigation process.

As required by law, *SJVC* collects and annually reports statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, *SJVC* also alerts the campus community to incidents and trends of immediate concern.

GENERAL STUDENT GRIEVANCE POLICY

SJVC has established the **General Student Grievance Policy** in order to provide for the prompt, effective, and equitable resolution of student grievances not governed by a specific policy or procedure. Under the provisions of the **General Student Grievance Policy**, students have the right to submit grievances, have their grievances considered by Campus Administration, and be notified of the College's decision on the grievance. A full description of the **General Student Grievance Policy** is published in the **Student Handbook**. Any questions or additional information concerning this policy should be directed to Campus Administration.

STUDENTS WITH DISABILITIES

In conformity with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, *SJVC* shall not discriminate, on the basis of disability, against any student in its academic programs, services, and activities.

Individual students will be given reasonable and necessary accommodation based on specific information and assessment data documented by qualified medical professionals. Students who have special needs related to a permanent or temporary disability may request an accommodation from the Dean of Student Services at any phase of their educational experience at *SJVC*. An accommodation may be requested for an unlimited or a specified period of time. Each request for accommodation will be evaluated on a case-by-case basis. Consideration for an accommodation, however, cannot be retroactive. Once accommodations are agreed upon between the College and the student, faculty and staff will implement the accommodations.

SJVC facilities are essentially barrier free and accessible to the disabled. All buildings are equipped with restroom and telephone services for the disabled and assistance is available for library resources.

For further information on the College's guidelines concerning disabled students and accommodation policies and procedures, please refer to the **Student Disability Accommodation Policy** available through Campus Administration or InfoZone: Information Center>*SJVC* Publications>2013 Student Disability Policy.

ILLEGAL DRUG AND SUBSTANCE ABUSE POLICY

SJVC is committed to providing a work place and campus environment free of illegal drugs and substance abuse. *SJVC* absolutely forbids the use, distribution, or possession of narcotic or hallucinogenic drugs or substances or inhalation or ingestion of poison⁶, by any student or employee while on College property or

⁶ Poisonous substances are classified as such by Schedule D, Section 4160 of the California Business and Professions Code.

during a school activity. Any individual deemed to be under the influence, while on campus, will be asked to leave immediately.

The College will conduct a fair and thorough investigation into the matter. If the College determines that a student has violated this policy, it will take appropriate disciplinary action against the student, up to and including termination from *SJVC*. (Please refer to the **Student Code of Conduct** for a list of the possible disciplinary actions that may be taken against a student who violates this policy.) Violation of this policy may also result in the College referring the matter to the criminal justice system for prosecution. In addition, *SJVC* reserves the right to require any student who has been found in violation of this policy to submit to periodic drug testing and/or to complete an appropriate educational or rehabilitation program as a condition of continuance with the College.

Students should be aware that many of the hospitals and medical clinics that serve as externship or clinical sites require students to be tested for illegal drug and substance abuse as a condition of acceptance as an intern into their facility. If substance abuse is detected through screening tests, the facility may not allow the affected student to participate in the externship/clinical rotation. For information concerning substance abuse prevention, please refer to the **Substance Abuse Prevention Program Handbook** available through Campus Administration or InfoZone: Information Center>*SJVC* Publications>2013-14 Substance Abuse Prevention Program Handbook.

ALCOHOL USE ON CAMPUS

SJVC strictly prohibits the consumption or possession of alcoholic beverages on its property. Any individual deemed to be under the influence or in possession of an alcoholic beverage while on campus, will be asked to leave immediately. Students who violate this policy may be subject to any of the disciplinary actions contained in the **Student Code of Conduct**, up to and including termination from *SJVC*'s academic programs. *SJVC* reserves the right to require any student who has been found in violation of this policy to complete an appropriate educational or rehabilitation program as a condition of continuance with the College.

For further information, please refer to the **Substance Abuse Prevention Program Handbook** available through Campus Administration or InfoZone (see pathway provided above).

CAMPUS SAFETY

In order to ensure the safety of the entire College community, *SJVC* has developed and implemented specific procedures to be used in the case of natural disasters, bomb threats, medical emergencies, and/or civil disturbances. A full description of the emergency procedures are published in the **Campus Safety Procedures Manual** which is available through Campus Administration or on InfoZone: Information Center/*SJVC* Publications/Campus Safety Procedures.

In addition to the above, the entire College community is required to adhere to the following policies:

VIOLENCE PREVENTION

SJVC is committed to campus safety. As a part of this commitment, *SJVC* is specifically committed to providing a campus that is free of threats or acts of violence and to protecting its employees and students from such conduct on College premises. In keeping with this commitment and in conjunction with other policies, *SJVC* has established a strict policy that prohibits employee and/or student behavior that is violent, threatening, or intimidating while conducting College business.

This policy applies to all employees and students. *SJVC* has zero tolerance for employees or students who make threats, engage in threatening behavior, or commit acts of violence against others. In addition, the College is committed to preventing violent or threatening behavior on its premises by employees, students, visitors, guests, or family members of students and employees.

This policy prohibits not only physically violent behavior but also behavior that is threatening, harassing or intimidating. Prohibited behavior includes, but is not limited to:

- Possession or use of firearms, explosives, weapons such as knives, or any other hazardous or dangerous devices on College property or at any College function, whether on or off campus.
- Disorderly conduct on College property, including fighting, inciting or provoking another to fight, battery, attempted bodily injury or physically abusing an employee, student, or visitor.
- Directly or indirectly using abusive or threatening language, coercing, threatening, or otherwise harassing any employee, student or visitor.
- Actual or direct or indirect threatened physical violence towards another employee, student or visitor.

Keeping the campus free of violence can only be accomplished if every employee and student takes personal responsibility for being aware of and reporting potentially violent behavior. Therefore, all employees and students are responsible for immediately reporting to their Campus Director any incident involving threats or acts of violence. Employees or students making such reports will not be retaliated against, nor will the College tolerate any such retaliation. Employees and students are required to immediately notify campus security if they witness someone on campus with a weapon. In the event that campus security cannot be located, students must immediately report the incident to the nearest campus staff member.

Students or employees found in violation of this policy will be subject to the full range of disciplinary actions set forth in the **Student Code of Conduct** (applicable to students only) or the **Employee Handbook** (applicable to employees only).

In addition, students and employees are strongly urged to notify the Campus Director about any restraining order in effect for themselves or any potentially violent situation outside of school or work that could result in violence on the campus.

CAMPUS SECURITY REPORT

A Campus Security Report is published annually for each *SJVC* campus. Information on the following is included in the report:

- Campus policies on reporting criminal actions and other emergencies
- Security and access to campus facilities
- Crime prevention programs
- Policy on the possession, use and sale of alcoholic beverages and illegal drugs
- Drug and alcohol abuse programs
- Crime statistics

Copies of the report are distributed annually to all *SJVC* students and employees and may be requested from members of the Campus Administration.

TECHNOLOGY POLICIES

SJVC supports and encourages the use of technology in the educational process. The College recognizes the importance of equipping students with the necessary technological resources to achieve their educational goals and objectives. As such, students have access to various technology resources both on and off-campus. The technological resources available for student use include personal computers, computer equipment, and a network which allows access to the email system, internet, portal ("InfoZone") and Learning Management System. These resources are to be used for the primary purpose of facilitating and enhancing the educational experience. Any other use is limited and priority is given to individuals using the resources for educational purposes.

This section sets forth the College's policies pertaining to the use of its technological resources. This information is provided to give students an understanding of the various technological resources available to them as well as the College's expectations of all students who utilize these resources. By using these resources, students agree to comply with all applicable policies and guidelines published herein.

Computer Locations

Computers are located in designated classrooms (referred to as "computer labs") and other professional rooms, as determined by the Campus Director. The main locations for students to access computers outside of the classroom are in the Student Center, and the Library and Learning Resources Center (LLRC). The hours of operation for the Student Center, and the LLRC's are posted at each campus location.

In addition, some classrooms provide wireless connection to the College's network. Please see an instructor for more information.

Portal Website

The College's portal website, known as InfoZone, provides access to essential student information. InfoZone may be accessed at <https://infozone.sjvc.edu>

InfoZone makes it possible for students to view their campus calendar, *SJVC* publications and handbooks, access discussion boards and current college news, and download their unofficial transcripts.

InfoZone also gives students access to their course schedules, current courses and assignments, learning resources, grades, attendance, account statements, financial aid information, and more.

In addition, InfoZone provides easy access to various educational resources on the Internet including libraries, web sites, databases, museums and repositories of research.



Computer Use Policy

SJVC's computers, software, and any files stored on the computer or network are College property. All hardware and software are to be used primarily for educational purposes. Although students have passwords that restrict access to their computer accounts, *SJVC* may access personal e-mail accounts and any files stored or deleted from the computer system, at any time.

All software that resides on any of *SJVC's* computers must be licensed. *SJVC* prohibits the installation or removal of any software, unless directly related to a specific assignment approved and under the direction of an instructor. Users are also forbidden from altering or copying licensed software.

SJVC will not tolerate destruction or vandalism of any of its computer equipment. It also forbids the deliberate waste of computer resources. Disciplinary penalties, as outlined in the **Student Code of Conduct**, may be imposed upon any student who has been found in violation of this policy.

When leaving a computer terminal, students must either log off or shut the computer down in order to preserve and maintain the security of the network.

SJVC provides students with access to the internet for the purpose of enriching their educational experience. Although it is the College's intent that the internet will be used for achievement of educational goals and course objectives, every student should be aware that some material accessible via the internet could contain items that are illegal, defamatory, inaccurate, or potentially offensive. Each individual user is strongly cautioned to exercise prudent judgment in what materials are viewed, stored, or routed to others.

Students are solely responsible for using this resource in an educationally effective, efficient, ethical, non-discriminatory, and lawful manner. The following list, while not exhaustive, describes the acceptable and unacceptable usage of the internet through the *SJVC* network.

Acceptable Use

1. Using the internet to conduct research related to the course(s) in which a student is enrolled.
2. Using a current and valid *SJVC* user account.
3. Using the internet to engage in electronic communication with *SJVC* instructors, administration, staff, or fellow students through email and discussion boards.
4. Any purpose that supports the educational mission of *SJVC* and is in keeping with the laws of the State and Federal government.

Prohibited Use

1. Using the internet for commercial purposes and/or private enterprises that are not College related.
2. Creating, displaying, or transmitting threatening, racist, sexist, discriminatory, pornographic, obscene or harassing language and/or material.
3. Using the College's computer network to engage in illegal downloading and/or unauthorized distribution of copyrighted material, including peer-to-peer file sharing.
4. Misrepresenting oneself as another user.
5. Providing, assisting in, or attempting to modify or gain access to files, passwords, and data belonging to other users.
6. Attempting to access restricted areas of the computer network belonging to *SJVC*.
7. Attempting to undermine or compromise the security of the College's computer network or any other computer network or workstation.
8. Destruction of or damage to the equipment, software, or data belonging to the College or other users.
9. Activities that interfere with the ability of others to use resources effectively.
10. Activities that result in the loss of another user's work or unauthorized access to another user's work.
11. Disclosure of user identification and/or password to another individual; using another individual's computer account for any purpose.
12. Any other activity conducted through the College's computer network, including personal e-mail accounts, or use of the internet deemed by the College to be in violation of the **Student Code of Conduct**, College rules, and State or Federal laws.

Any misuse of the internet through the *SJVC* network constitutes a breach of the **Student Code of Conduct**. *SJVC* is the sole judge of what constitutes a breach. If the College determines that a student has engaged in unacceptable use of its technological resources, the student may be subject to the full range of disciplinary actions set forth in the **Student Code of Conduct**.

Computer Copyright Infringement

Students, faculty and staff are prohibited from using the *SJVC* computer network to illegally download or share music, videos, or other copyrighted materials. *SJVC* supports the Higher Education Opportunity Act (HEOA) and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, the College may be obligated to provide copyright holders and law enforcement officials information about *SJVC* network users who have violated the law.

SJVC network users should be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the College's **Technology Policies** and may subject student offenders to the full range of disciplinary actions set forth in the **Student Code of Conduct**. In addition to violating college policy, offenders may also be subject to various penalties under civil and criminal copyright law, including monetary damages and prison time.

Network users are responsible to ensure that any file that they are downloading is not a copyrighted work, unless they have prior, written permission from the copyright holder.

To protect their intellectual property, companies have licensed hundreds of digital partners who offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading sites, visit the RIAA website at www.riaa.com. Questions pertaining to copyright issues should be directed to an instructor.

Email Use Policy

SJVC provides an email account for every student with a current network account and valid password. Students may use the email system for the primary purpose of communicating with their instructors, College administration and staff, and fellow students concerning their coursework or College related business. The College reserves the right, if circumstances warrant, to access, inspect and disclose the contents of messages created, sent, or received using the email system.

It is the responsibility of all email account holders to manage the use, message content, and size of their email accounts. Reading e-mail daily, removing old messages, and deleting messages and attachments of unknown origin are among the most common practices that help ensure an efficient email system.

Unacceptable use of the email system puts both the user and the College at risk. Unacceptable use of the email system includes, but is not limited to:

1. Unauthorized attempts to access another's email account.
2. Sharing email account passwords.
3. Violation of Federal, State or local laws or statutes pertaining to electronic communications.
4. Sending harassing, threatening, abusive, or obscene messages.
5. Broadcasting excessively large amounts of data (chain letters, graphic presentations, etc.) in such a way as to cause network congestion and failure.

Any misuse of the College's email system may result in the imposition of disciplinary actions as outlined in the **Student Code of Conduct**.

Monitoring

In addition to College staff supervision during computer lab sessions, the classroom, the Student Center, or in the LLRC, **SJVC** reserves the right to audit or randomly audit student computer user accounts. Upon discovery of a possible violation of the policies stated herein, a student's computer privileges may be suspended immediately. Such suspected violations will be reported to the appropriate member(s) of the Campus Administration. Violations of these policies will be addressed in a manner consistent with violations of other College policies or State and/or Federal law and may result in the College taking disciplinary action against the student as well as possible legal action. In such review, the full range of disciplinary sanctions is available including the loss of computer privileges, termination from **SJVC**, and legal action.

Reporting Suspected Violations

Any suspected violations of the **Computer, Internet, or Email Use Policies** should be immediately reported to Campus Administration. Questions concerning this section should be directed to the Campus Administration.

STANDARDS FOR PROFESSIONAL DRESS

SJVC believes that it is important for each student to appear well groomed and professionally dressed while on campus or in situations in which students are representing the College. As such, **SJVC** has established standards for professional dress which all students are expected to adhere to. The standards include the requirement that students dress for class, including externships and clinical rotations, in the professional work-related **SJVC** uniform designated for their particular program of study.

Students are not permitted to wear their uniforms at events or functions that are not sponsored by the College. Any exception to the professional dress standards needed to comply with religious requirements must be discussed with the Dean of Student Services. For information on additional dress and grooming standards, please refer to the **Student Handbook**.

In addition to this policy, many **SJVC** programs have specific professional dress code requirements that students are expected to comply with. For information concerning specific programmatic

dress codes, please see the respective Program Director or Division Manager.

ADDITIONAL POLICIES & PROCEDURES

The following publications contain additional information on student policies and procedures.

Student Handbook

Statement of Student Rights
Student Code of Conduct
Student Complaints & Grievances
Academic Honesty
Dress Code & Grooming Requirements
Student Computer and Network Use
Eating and Drinking
Smoking
Cell Phone Usage
Attendance
Academic Policies
Change of Student Information

Student Disability Accommodation Policy

Discrimination Prohibited
Admissions, Enrollment, and Recruitment
Academic Adjustments
Procedures for Determining Disability and Accommodations
Grievance Procedures Concerning Disputes over Accommodations

Substance Abuse Prevention Program Handbook

Substance Abuse
Medical Marijuana
California Drug and Alcohol Punishment

- Opiates and Depressants
- Marijuana
- Alcoholic Beverages

Federal Penalties
Federal Trafficking Penalties – Marijuana
Drugs of Abuse/Uses and Effects

Campus Safety Procedures Manual

Medical Emergencies
Hazardous Material Spill or Release
Fire/Emergency Evacuation Protocol
Fire Alarm
Bomb Threat
Civil Disturbance
Earthquake
Communicable Disease
Widespread Emergencies

Students should also consult their program handbook for any additional information, policies and procedures pertaining to their educational experience at **SJVC**.⁷

⁷ Please see an instructor to determine if there is a program handbook in effect for a particular program.

SECTION 5

STUDENT SERVICES

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STUDENT SERVICES

Every *SJVC* campus offers a wide range of academic, professional, and personal opportunities designed to support students' educational programs and learning needs. Student services vary by campus according to the needs of each student population however, the services discussed in this section are provided at every *SJVC* campus location.

For a full description of the services available at a particular campus location, students should contact the Dean of Student Services.

STUDENT ADVISING

SJVC is committed to the success of its students, both personally and academically. Students with academic concerns are encouraged to speak with their instructors as soon as possible in order to develop a course of action to assist them in becoming a successful student at *SJVC*. Students experiencing problems of a personal nature may discuss them with the Dean of Student Services. Members of Campus Administration may also refer students to appropriate community agencies that may be able to assist them with particular needs.

TUTORING SERVICES

SJVC offers a variety of tutoring services to its students, free of charge. The College recognizes the importance of tutoring in helping students achieve their educational goals. Students experiencing academic difficulties are strongly encouraged to take advantage of the tutoring services available to them as soon as possible. Some of the tutoring services provided by the College include one-on-one tutoring with an *SJVC* instructor or Student Center Coordinator, the development of personal training plans based on assessment examinations, and assistance in the development of study habits and techniques. Please refer to the **Student Handbook** for a complete description of the tutoring services provided by *SJVC* as well as the points of contact for those services.

LIBRARY AND LEARNING RESOURCE CENTERS

Every *SJVC* campus features a Library and Learning Resource Center ("LLRC") which provides students with educational materials and services that support the *SJVC* curriculum, aid in independent study, and enrich the College experience. Some of the materials and services available through the LLRCs include access to reference materials, an extensive book and periodical collection, videos, computers with Internet access and word processing capabilities, specific internet educational databases and collections, copy machines, and additional in-class learning resources which support the requirements of programs offered by the College. The LLRCs are staffed with trained and knowledgeable individuals who are

available to provide students with research instruction and assistance as well as assistance in checking materials out of the LLRC. For information on hours of operation, library and loan policies, checkout and return of resources, and overdue or lost materials, students should visit the LLRC at their campus.

For more information on the specific materials and services offered at the LLRCs, please refer to the **Student Handbook**.

STUDENT CENTERS

In addition to providing tutoring, Student Centers assist students in general education courses, primarily preparation for success in math and English courses. Student Centers are based in computer labs or in the Learning Resource Center, are staffed by qualified personnel, and are available Monday through Friday.

MYLABS PLUS

Additional resources available for students are the free online tutoring programs, *MyLabs Plus* (www.sjvc.mylabsplus.com). (MyLabs may also be accessed through **InfoZone** by clicking on the **Links** tab.)

CAREER SERVICES

The Career Services Department offers a wide variety of career planning and employment-related services to current *SJVC* students and alumni. While *SJVC* does not guarantee employment, Career Services staff is available to assist students in developing job-readiness skills and to pursue employment in their chosen career fields. Some of the services offered include:

- Resume development
- Job search assistance
- Interview techniques
- Career development courses
- Career information panels
- Employment related workshops and programs

In addition, the Career Services Department offers the web-based *SJVC* Alumni Association which provides graduates with information concerning advertised job opportunities, career fairs, special events, and career related programs. The Alumni Association may be accessed through the College's official website (www.sjvc.edu) or on InfoZone. (Click on "SJVC Alumni" which appears in the left-hand navigation bar). For more information, please see a Career Services Advisor.

ADDITIONAL INFORMATION AND STUDENT SERVICES

Additional information related to the provision of student services and campus life in general may be found in the **Student Handbook**, including:

- New Student Orientation
- Computer Locations
- InfoZone
- Financial Aid
- Tuition, Fees, and Billing
- Loan Management
- Student Advising
- Tutoring
- Library and Learning Resources Center
- Library and Information Resources Network
- Personal Resources
- Career Services
- Alumni Association
- Transcript Requests
- Enrollment Verification
- Campus Activities
- Student Participation in the College Governance System
- Associated Student Body
- Student Clubs and Organizations
- Graduation Ceremony
- Campus Safety
- Animals on Campus
- Guests on Campus
- Skateboards and Rollerblades
- Parking
- Posting of Displays
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- Student Contacts



SECTION 6

ACADEMIC POLICIES AND REGULATIONS

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DEFINITION OF A CREDIT HOUR

A credit hour is the amount of work represented in intended student learning outcomes and the coursework completed, inside and outside of the classroom. One credit hour is equivalent to a minimum of:

- (1) 15 hours of lecture/direct faculty instruction and 30 hours of outside of class student learning; or
- (2) 30 hours of lab/application and 15 hours of outside of class student learning; or
- (3) 45 hours of clinical experience/externship in a course.

AUDITING COURSES

Generally, SJVC does not allow courses to be audited. However, an SJVC graduate may audit a course within two years of graduation with Campus Director approval.

ATTENDANCE POLICY

Students are expected to attend all class meetings. Regular class attendance is an integral component in achieving satisfactory grades. When a student has been absent or expects to be absent from class, he/she should call or e-mail the instructor to advise him/her of the reason for the absence.

Students who are absent for fourteen (14) consecutive calendar days (including weekends and holidays) will be terminated from their program of study.

In addition to this policy, certain education programs have additional attendance requirements. For more information concerning specific programmatic attendance requirements, please see the respective Program Director or Division Manager.

Online Courses

For those students enrolled in a course(s) offered through *SJVC's* Online Division, attendance is counted through participation in one of the following activities: posting and/or replying to a discussion forum, submission of a written assignment, completion of a quiz or exam, or attending/reviewing a live lecture.

Students who are absent for fourteen (14) consecutive calendar days (including weekends and holidays) will be terminated from their program of study.

STUDENT EXTERNSHIPS

In recognition of the importance of hands-on training, SJVC offers several programs which feature an externship component.⁸ In externship, students have the opportunity to apply their newly acquired knowledge and skills in a real-life setting. The externship serves as the final phase of student preparation for entry into their chosen profession.

In order to optimize this learning experience, students must successfully complete all program courses and all other graduation requirements prior to entry into their externship.

INDEPENDENT STUDY

The College is aware that certain situations and/or circumstances may arise during the course of a student's education when the student would benefit from participation in independent study. To be eligible for independent study, the following three conditions must exist:

1. The student must be able to realistically complete the Course Learning Outcomes off-site;
2. The student is maintaining satisfactory academic progress; and
3. There is no programmatic attendance policy that would preclude participation in independent study.

Students who meet these eligibility requirements may complete a maximum of 6.0 semester credit hours per program through independent study.

To request an independent study, students must submit a written petition to their instructor explaining the need for the independent study and the requested duration.⁹ The instructor will develop an independent study plan which will be submitted to the Division Manager for approval. If the independent study request and corresponding plan are approved, the student, instructor and Division Manager will meet and confirm the details of the Independent Study plan.

LEAVE OF ABSENCE

The College recognizes that certain situations may arise during the course of a student's education that would require a leave of absence. Students should plan carefully prior to taking a leave of absence and the following process must be completed prior to the beginning of the requested leave date:

1. Immediately submit a written request for a leave of absence to the Dean of Student Services (Campus Dean, if applicable). The request must be signed and dated prior to the requested leave date.
2. The Dean will meet with the student to discuss possible alternatives to taking a leave of absence. If it is determined that a leave of absence is in the best interest of the student, he/she, if receiving financial aid, will be required to meet with a Financial Aid Officer to discuss possible financial aid ramifications.
3. After these first two steps have been completed, the student will meet with the Dean to discuss issues such as changes to his/her academic schedule, graduation date, etc.

The total combined leave time cannot exceed 180 days in any 12 month period. Exceptions include leaves granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act.

⁸ To determine if a specific program includes an externship, please refer to the Program Descriptions in Section 7. Questions about externships should be directed to the Externship Coordinator or the Dean.

⁹ An independent study may be granted for an entire module or portion of a module if the student anticipates less than fourteen (14) consecutive days' absence.

Students who do not return as scheduled from a leave of absence will be terminated from the College, effective immediately.

An unapproved leave of absence may be granted by *SJVC* and treated as a withdrawal for financial aid purposes. A financial aid refund calculation will be made based on the beginning of the leave of absence.

GRADES AND CREDITS

Grades represent the evaluation of a student's achievement of course requirements, objectives, and learning outcomes. Specifically, grades are based upon scores earned on quizzes, homework assignments, projects, skill performance, professional development, and mid-course and final exams. All scores earned are converted to the percentage of the total score possible within each course and the final course grade will be determined by the percent range converted to the letter grade shown in the chart below (some programs utilize a different grading system. Please see either the respective Program Director or Division Manager for further information).

90-100%	= A	4.0 Grade Points
80-89%	= B	3.0 Grade Points
70-79%	= C	2.0 Grade Points
65-69%	= D	1.0 Grade Points
Below 65%	= F	0.0 Grade Points

Grades of "A," "B," "C," and "D*," are considered passing grades and correspond to the definitions of excellent, good, satisfactory, and passing. Students are required to maintain a 2.0 grade point average in order remain in satisfactory academic progress (For more information, please refer to the College's policy on **Satisfactory Academic Progress**).

Each final course grade a student earns will be recorded on his/her permanent record at the end of each module or academic term.

*Varies by program. Please refer to program descriptions for additional information.

Mid and Final Course Exam Make-Up Policy

If a student will be absent on the day of the mid-course or final exam, he/she must make prior arrangements with the course instructor to take the examination within three (3) class days of the scheduled exam. Exams taken late are subject to a ten percent (10%) reduction of the total points earned. With the exception of the Aviation Maintenance Technology and Vocational Nursing programs, quizzes may not be taken if missed when originally scheduled.

Grade of Incomplete (I)

Students may be granted a grade of Incomplete (I) if they are unable to complete course requirements due to:

- Unforeseeable, but fully justified reasons; or
- Medical reasons verified by written documentation from the student's treating physician

The course instructor will make the determination as to whether a student's situation meets the criteria for granting an incomplete. Students may be granted an Incomplete only twice (2x) in a scheduled academic year.

Students must complete and submit a Petition for Incomplete to the course instructor prior to the end date of the course. Petition forms are available in the Registrar's Office.

If a petition for Incomplete is granted, the instructor will advise the student of the course work to be completed, including assignments, due date, and points possible. Students must complete the remaining course requirements by the end of the next grading period following the course for which the incomplete was granted. If a student does not complete the coursework in the allotted time, the final grade will be based on the total points earned at the time the incomplete was granted. The instructor will update the student's academic record with the actual grade earned in the course at the end of the next grading period.

For more information or clarification on the policy and procedures related to grades of Incomplete, please see an instructor or the Registrar.

Withdrawal from College (W)

If a student withdraws or is terminated from the College, he/she will be awarded a grade of "**W**" in all current courses. A grade of "**W**" will be counted as attempted credits but will not be used in the computation of the cumulative grade point average.

Students are strongly encouraged to notify the Dean of Student Services as soon as they become aware of the need to withdraw from college.

Grade Point Average

The grade point average (GPA) is computed by dividing the total grade points earned by the total units attempted. Courses with a grade of "**PASS**," "**FAIL**," "**W**," "**I**," and "**T**" are not included in the calculation of the grade point average.

If a student is required to repeat a course due to substandard academic performance, only the highest grade earned for the course will be used in the computation of the grade point average.

Grade Appeal Policy

If a **student** is of the opinion that a grade received for a particular course is incorrect, the student has the right to take formal action by utilizing the Grade Appeal Process. Appeals are limited to situations in which a student believes the grade was a mistake in calculation, demonstrable bias, gross negligence or misapplication of stated criteria.

In order to appeal a final grade, students must utilize the Grade Appeal Process published in the **Student Handbook**.

PROGRAMMATIC GRADE REQUIREMENTS

Students enrolled in certain programs will be required to meet or exceed the educational standards established for progression through the program. Examples of some of the standards include achievement of minimum grades in coursework and the attainment and maintenance of a minimum grade point average, as designated by the particular program.

Course work that earns less than the established minimum grade requirement will not count for units earned, but will count for units attempted, and will be counted in the calculation of the grade point average until the course is retaken. Courses completed with less than the established minimum grade requirement must be retaken for credit in order to advance through the program and to meet

graduation requirements. Specific programmatic educational requirements are located in the program listings in this Catalog.

COURSE FAILURE

All failed courses must be repeated until a passing grade is earned for the purpose of assuring that all program and graduation requirements are fulfilled. Students who fail a course will be placed on a waiting list in order to secure an available seat in the course the next time it is offered. Failing any course is likely to delay a student's graduation date and may require a leave of absence and/or financial aid update. Students are strongly encouraged to make every effort to satisfactorily complete all scheduled courses and to take advantage of the various academic support services available to them.

SATISFACTORY ACADEMIC PROGRESS

Students are required to maintain Satisfactory Academic Progress (SAP) while enrolled at **SJVC**. SAP is a measure of a student's qualitative (grade point average) and the quantitative (completion of attempted credit hours) academic progress. SAP is evaluated on a fifteen week or term basis, which is referred to as the evaluation period.

To achieve SAP, students are required to maintain a minimum cumulative grade point average of 2.0 and must complete their program of study in 150 percent of the normal projected time frame. Therefore, students must satisfactorily complete at least 67% of all attempted credit hours at each evaluation period. It is college policy to round up to the next whole number for the quantitative evaluation. For example, 66.6% completion = 67%.

The impact that the following grading symbols will have on a student's SAP is demonstrated in the tables below:

GRADE	DEFINITION	GRADE POINTS	COUNT AS UNITS		INCLUDED IN SAP CALCULATION	
			ATTEMPTED?	EARNED?	GPA?	QUANTITATIVE?
A	Excellent	4.00 per unit	YES	YES	YES**	YES
B	Good	3.00 per unit				
C	Satisfactory	2.00 per unit				
D	Passing*	1.00 per unit				
F	Failing**	0 per unit		NO		
PASS	Satisfactory	Not applicable		YES		
FAIL	Unsatisfactory			NO		
W	Withdraw			NO		
I	Incomplete		Not applicable		NO	
T	Transfer		YES	YES		

* A grade of "D" may not be passing, nor will it count as units earned, in some programs. Refer to detailed program descriptions for additional information.

** When a failed course is repeated, all experiences are counted as units attempted. However, only the higher grade is counted as units earned, and included in calculations of GPA and satisfactory academic progress.

Students who do not achieve SAP at the initial evaluation will be placed on Financial Aid Warning status. If a student fails to meet SAP at the second evaluation period, he/she will be terminated. If the termination is appealed, and won, the student will be placed on Financial Aid Probation, with attendance and student advising milestones (see **REINSTATEMENT** policy below). Students must meet SAP at the next evaluation or they will be terminated from SJVC. **This policy applies to all students regardless of funding sources.**

Financial Aid Warning

Students who have not met either or both of the minimum requirements for achieving SAP in a given evaluation period will be placed on Financial Aid Warning. Students will remain on Financial Aid Warning status until the end of the next evaluation period. If at that time the student has satisfied the requirements for SAP, the student will be removed from Warning status; however, if the student has not satisfied the requirements for SAP, the student will be terminated.

Students' financial aid eligibility is not affected by placement on Financial Aid Warning status.

APPEAL PROCESS FOR TERMINATION DUE TO UNSATISFACTORY ACADEMIC PROGRESS

Students who have been terminated from *SJVC* due to unsatisfactory academic progress may appeal their termination based upon mitigating circumstances such as the death of a relative, an injury, serious illness of the student or other special

circumstances. The appeal procedure is published in the **Student Handbook**.

REINSTATEMENT

Students who are reinstated with a grade point average below 2.0 or who have not successfully completed at least 67% of the units attempted will be placed on Financial Aid Probation for one evaluation period. Campus Administration may impose certain conditions upon a student's probation, such as requiring students to participate in tutoring and/or student advising meetings. A student's financial aid eligibility will not be affected by placement on probation. Students who are unable to meet either of the minimum standards for satisfactory academic progress during or at the end of the probation period will be permanently terminated from *SJVC*. No appeal is possible should this second termination occur.

RE-ENROLLMENT POLICY

The College, at the discretion of the Campus Director, may allow former students who have withdrawn or been terminated from *SJVC* to re-enroll into an educational program. Questions concerning this policy should be directed to the **Registrar**.



SECTION 7

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

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PROGRAMS OF STUDY LEADING TO AN ASSOCIATE OF SCIENCE DEGREE

BAKERSFIELD CAMPUS

Business Administration.....	53
Clinical and Administrative Medical Assisting.....	55
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Emergency Services and Safety Management	70
HVAC-R Technology.....	72
Industrial Technology.....	76
Medical Billing Specialist	77
Pharmacy Technology	79
Respiratory Therapy	88
Surgical Technology	90
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FRESNO AVIATION CAMPUS

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FRESNO CAMPUS

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Clinical and Administrative Medical Assisting.....	55
Criminal Justice: Corrections	62
HVAC-R Technology.....	72
Medical Billing Specialist	77
Pharmacy Technology	79
Surgical Technology	90
Veterinary Technology	94

HANFORD CENTER (Visalia Campus Extension)

Business Administration.....	53
Clinical and Administrative Medical Assisting.....	55
Criminal Justice: Corrections	62
Medical Billing Specialist	77

HESPERIA CAMPUS

Business Administration.....	53
Clinical and Administrative Medical Assisting.....	55
Criminal Justice: Corrections	62
HVAC-R Technology.....	72
Industrial Technology.....	76
Medical Billing Specialist	77
Pharmacy Technology	79

LANCASTER CAMPUS

Business Administration.....	53
Clinical and Administrative Medical Assisting.....	55
Criminal Justice: Corrections	62
Industrial Technology.....	76
Medical Billing Specialist	77
Pharmacy Technology	79

MODESTO CAMPUS

Business Administration.....	53
Clinical and Administrative Medical Assisting.....	55
Industrial Technology.....	76
Medical Billing Specialist	77

Pharmacy Technology	79
Therapeutic Massage	92

RANCHO CORDOVA CAMPUS

Respiratory Therapy	88
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ONTARIO CAMPUS

Business Administration.....	53
Clinical and Administrative Medical Assisting.....	55
Construction Management	60
Criminal Justice: Corrections	62
Dental Hygiene	66
HVAC-R Technology	72
Industrial Technology.....	76
Medical Billing Specialist	77
Pharmacy Technology	79
Respiratory Therapy	88

SAN DIEGO CAMPUS

Dental Hygiene	66
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TEMECULA CAMPUS

Business Administration.....	53
Clinical and Administrative Medical Assisting.....	55
HVAC-R Technology	72
Medical Billing Specialist	77
Pharmacy Technology	79
Respiratory Therapy	88

VISALIA CAMPUS

Business Administration.....	53
Clinical and Administrative Medical Assisting.....	55
Computer Systems Administration	59
Criminal Justice: Corrections	62
Dental Assisting	64
Dental Hygiene	66
HVAC-R.....	72
Human Resource Administration.....	74
Medical Billing Specialist	77
Pharmacy Technology	79
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ONLINE DIVISION

Business Administration.....	53
Clinical and Administrative Medical Assisting.....	55
Clinical Medical Assisting	57
Construction Management	60
Human Resource Administration.....	74
Medical Billing Specialist	77

Aviation Maintenance Technology

This program is offered at **Fresno Aviation**.

Program Description

This 67-school-week program is a fully approved FAA Airframe and Power plant Maintenance course of study. The Aviation Maintenance Technology Program provides the background and experience enabling the student to understand the necessary facts and concepts to perform aircraft, airframe and power plant overhaul, maintenance, servicing, inspection, checking, trouble shooting and repair, including airframe and power plant systems and components. The program is designed to meet and exceed the requirements set forth by the Federal Aviation Administration (FAA) for the Airframe and Power plant (A & P) certificates.

Program Student Learning Outcomes

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

1. Demonstrate a solid foundation of general aviation knowledge as required to perform effectively and safely as a capable licensed Airframe and Powerplant mechanic.
2. Service, inspect, repair, and troubleshoot airframe structures and related components in accordance with applicable regulations while following safety procedures.
3. Service, inspect, repair, and troubleshoot aircraft engines and related components in accordance with applicable regulations while following safety procedures.
4. Apply appropriate concepts of communication, critical thinking, ethics, and interpersonal interaction to both personal and professional situations.
5. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates.

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

Course ID	Course Name	Credit Units	Credit Hours
AERO 30	Aircraft Basic Science	9.0	256
AERO 31	Basic Electricity and Electronics	9.0	256
AERO 32	Reciprocating Engine Theory and Engine Overhaul	9.0	256
AERO 33	Sheet Metal Structures and Airframe Auxiliary Systems	9.0	256
AERO 34	Turbine Engines	9.0	256
AERO 35	Composite Structures	9.0	256
AERO 36	Propellers and Engine Auxiliary Systems	9.0	256
AERO 37	Aircraft Landing Gear	9.0	256
AERO 51*	Professional Licensing Seminar	2.0	96
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
PHIL 1C	Ethics	3.0	45
PSY 1	General Psychology	3.0	45
SOC 1	Introduction to Sociology	3.0	45
A.S. Degree Program Total		95.0	2,459

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

Program Graduation Requirements:

Students must earn a grade of "C" or higher in all AERO courses. The AMT Program abides by FAA grading policies. Please see instructor for details.

**AERO 51 fulfills the CS Seminar requirement for Aviation students. GE requirements for science education are met within AERO 31.*



Business Administration

This program is offered at **Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Online, Ontario, Temecula** and **Visalia**.

Program Description

This 60-school-week general business program includes the business procedures used in the majority of business operations today. Students develop the skills to organize and manage work tasks and information through the use of microcomputer technology utilizing the Microsoft Office Suite: Word, Access, Outlook, Excel, and PowerPoint.

Program Student Learning Outcomes

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

1. Perform general business functions.
2. Demonstrate resource management and accounting skills.
3. Demonstrate a working understanding of economics and marketing and how they correlate to current global business trends.
4. Demonstrate keyboarding and ten key skills commensurate with industry standards.
5. Demonstrate proficiency in Word, Excel, PowerPoint, and accounting software.
6. Interact confidently and communicate effectively with businesses and community organizations.
7. 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.
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.



The following courses are offered at **Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Ontario, Temecula**, and **Visalia** and are required to obtain a degree in this field.

Course ID	Course Name	Credit Units
ACT 101	Principles of Accounting	5.0
ACT 102	Intermediate Accounting	3.0
BA 210	Business Writing	2.0
BUS 102	Business Math	3.0
BUS 160	The Modern Office Professional	3.0
BUS 170	Strategic Management & Leadership	3.0
BUS 180	Marketing & Sales	3.0
BUS 400	Business Capstone	3.0
CMP 101	Introduction to Microsoft Office 1	5.0
CMP 102	Introduction to Microsoft Office 2	5.0
ECON 1	Economics	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HR 100	Human Resource Management and Administration	2.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
A.S. Degree Program Total		67.0

The following courses are offered **Online** and are required to obtain a degree in this field:

Course ID	Course Name	Credit Hours
BUS 100	Introduction to Business	5.0
BUS 125	Administrative Operations and Procedures	5.0
BUS 135	Professional and Technical Writing	5.0
BUS 145	Business Math	5.0
CMP 101	Introduction to Microsoft Office I	5.0
ECON 1	Economics	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HEA 10	Health and Wellness	3.0
HR 155	Human Resource Management and Administration	5.0
MGT 104	Office Supervision and Organization	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
SOC 125	Diversity in the Workplace	3.0
SPC 1A	Introduction to Public Speaking	3.0
A.S. Degree Program Total		69.0

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

Program Graduation Requirements:

Student must reach minimum keyboarding speed requirements of 45 net wpm to be eligible for graduation from this program.

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.



Clinical and Administrative Medical Assisting

This program is offered at **Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Ontario, Online, Temecula, and Visalia.**

Program Description

This 60-school-week program provides specialized training for employment in medical offices and medical specialty clinics. The curriculum includes theory and practical applications in both administrative and clinical medical procedures. Topics and applications in the following subjects are included in this program: human anatomy and physiology, medical terminology, medical clinical procedures such as vital signs, injections, venipuncture, and ECG, health histories, patient care and emergency procedures, office management, patient records and files, bookkeeping, professional communications, insurance claims preparation, and the professional organization and operation of the health care facility. Students will participate in discussions of customer service, human relations, and professional behavior applications throughout this program. The student will also receive training in HIPAA, CPR & first aid. 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 medical setting. Student will be required to complete all health screening and immunization requirements of extern site prior to beginning externship hours. San Joaquin Valley 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. Manage the front office of a health care facility and perform administrative duties such as patient charting, billing, letter writing, and handling coding procedures for insurance purposes using a variety of applicable software.
2. Perform clinical skills such as taking vital signs, dosage computations, venipuncture, injections, hematology, administration of medication, specimen collection, and emergency procedures.
3. Distinguish the various systems of the human body and explain their function using proper medical terminology.
4. Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for the Registered Medical Assistant (RMA) exam.
5. 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.
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.

The following courses are offered at **Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Ontario, Temecula, and Visalia** and are required to obtain a degree in this field.

Course ID	Course Name	Credit Units
ENG 121	Reading and Composition – Part A	3.0
ENG 122	Reading and Composition – Part B	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 201	Diseases and Disorders	3.0
HCP 202	Microsoft Office for Health Care Professionals	3.0
HCP 203	Medical Office Management	3.0
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 125	Clinical Procedures	3.0
MAP 205	Front Office Procedures	2.0
MAP 215	Back Office Procedures	2.0
MAP 225	Certification Readiness	3.0
MAP 500	Externship	4.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
AS Degree Program Total		65.0

The following courses are offered at **Online** and are required to obtain a degree in this field.

Course ID	Course Name	Credit Units
AMA 223	Medical Office Management and Computer Applications	5.0
AMA 33	Medical Insurance	3.0
CL 110	Computer Literacy and Applications for the Healthcare Professional	2.0
CMA 31	Medical Laboratory Procedures 1	2.0
CMA 41	Medical Laboratory Procedures 2	2.0
CMA 42	Medical Office Simulations and Professional Development	3.0
CMA 201	Medical Assisting Applications 1	2.0
CMA 202	Medical Assisting Applications 2	2.0
ENG 121	Reading and Composition – Part A	3.0
ENG 122	Reading and Composition – Part B	3.0
HTH 103	Human Relations and Health Care	3.0
HTH 107	Anatomy / Physiology and Medical Terminology	6.0
HTH 500	Externship or Clinical Rotations	4.0
MCA 103	Clinical Applications	4.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
AS Degree Program Total		62.0

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

Program Graduation Requirements:

Students must earn a grade of "C" or higher in all CAMA lab courses. Students must also meet the minimum requirement of the HIPAA component 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.



Clinical Medical Assisting

This program is offered **Online**.

Program Description

This 60-school-week program provides specialized training for employment in medical offices and medical specialty clinics. The curriculum includes theory and practical applications in clinical medical procedures. Topics and applications in the following subjects are included in this program: human anatomy and physiology, medical terminology, medical clinical procedures such as vital signs, injections, venipuncture and ECG, health histories, patient care, HIPAA, instrument set-ups, instrument sterilization and emergency procedures. 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 medical setting. 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.

For Online, the College will pay for the cost of required screenings and immunizations up to \$175 (see Student Enrollment Agreement for details).

Program Student Learning Outcomes

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

1. Manage the front office of a health care facility and perform administrative duties such as patient charting, billing, letter writing, and handling coding procedures for insurance purposes using a variety of applicable software.
2. Perform clinical skills such as taking vital signs, dosage computations, venipuncture, injections, hematology, administration of medication, specimen collection, and emergency procedures.
3. Distinguish the various systems of the human body and explain their function using proper medical terminology.
4. Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for the Registered Medical Assistant (RMA) exam.
5. 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.
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.

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

Course ID	Course Name	Credit Units
CMA 121	Basic and Advanced Phlebotomy Theory	5.0
CMA 141	Medical Assisting Competencies	5.0
CMA 161	Introduction to Pharmacology and Administration of Medication	5.0
CMA 170	Medical Office Applications and Communications	5.0
CMA 501	Exam Preparation	1.0
ECON 1	Economics	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HEA 10	Health and Wellness	3.0
HTH 107	Anatomy/Physiology and Medical Terminology	6.0
HTH 500	Externship	4.0
MGT 104	Office Supervision and Organization	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
A.S. Degree Program Total		67.0

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



Program Graduation Requirements:

Students must earn a grade of "C" or higher in all CMA lab courses and meet the minimum requirement of the HIPAA component 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.



Computer Systems Administration

This program is offered at **Visalia**.

Program Description

This 60-school-week program is designed for the student who wants to work with computer hardware, operating systems, applications and network elements of the modern networked enterprise. Students will receive instruction in computer hardware, supporting users and applications, Microsoft Windows operating systems, network configuration, and security.

Program Student Learning Outcomes

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

1. Obtain cutting-edge, internationally recognized industry certifications.
2. Troubleshoot, manage and administrate computer hardware.
3. Troubleshoot, manage and administrate computer software.
4. Troubleshoot, manage and administrate client and network operating systems.
5. Troubleshoot, manage and administrate network infrastructure.
6. Troubleshoot, manage and administrate security infrastructure.
7. 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.
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.

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

Course ID	Course Name	Credit Units
CSA 5	Network+	5.0
CSA 20	Microsoft Client Operating System	2.0
CSA 32	Configuring the Active Directory	2.0
CSA 42	Configuring Network Infrastructure	2.0
CSA 56	Security+	5.0
CSA 302	Intermediate Networking A	2.0
CSA 303	Intermediate Networking B	2.0
CST 3A	A+ Certification	5.0
CST 4A	A+ Certification Lab	5.0
CST 14A	Microsoft Network Operating Systems A	2.0
CST 14B	Microsoft Network Operating Systems B	2.0
CST 20	Microsoft Client Operating Systems	5.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
ICS 2	Intermediate Computer Skills 2	2.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
A.S. Degree Program Total		60.0

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

Program Graduation Requirements:

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.



Construction Management

This program is offered **Online** and at **Ontario**.

Program Description

This 60-school-week program provides a student-centered educational process with a focus on the construction industry and emphasis on construction management. The program will expose the student to a broad variety of topics such as: residential and commercial project planning, estimating, design theory, scheduling, construction laws, and computer applications. Students are also exposed to reading and interpretation of building and civil construction blueprint plans and specifications, including all essential plan components, details, notes and coordinating design documents. The Construction Management curriculum has been developed in cooperation with experts from the construction industry and its guidelines established by ACCE (American Council for Construction Education).

Program Student Learning Outcomes

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

1. Manage, sequence, and organize project assets from predevelopment, design, and construction through project closeout, in order to complete a project on or ahead of schedule, within or under budget, and without compromising quality or safety expectations and standards, while ensuring successful outcomes both financially and professionally.
2. Utilize project management tools such as project scheduling software, budget estimating, constructability reviews and project management communication protocols in order to appraise project variables and challenges, identify opportunities and resources for solutions, and generate those solutions.
3. Apply verbal and written communication skills and competencies to effectively supervise people and build teamwork.
4. Evaluate situations that involve potential legal issues and create or coordinate responses.
5. Embrace and apply the principles of a diverse world, display a teachable attitude, and maintain a commitment to professional development and learning.
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.

The following courses are offered **Online** and are required to obtain a degree in this field.

Course ID	Course Name	Credit Units
CON 111	Materials and Architectural Design	5.0
CON 112	Construction Documents and Methods	5.0
CON 113	Construction and Labor Laws	5.0
CON 114	Computer Applications and Strategic Communications	5.0
CON 115	Applied Mathematics for Construction Management	3.0
CON 126	Project Scheduling and Control	5.0
CON 135	Estimating and Bidding for Residential and Commercial Projects	5.0
CON 141	Construction Management Supervision	3.0
CON 145	Construction Project Management	5.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
AS Degree Program Total		65.0



The following courses are offered at **Ontario** and are required to obtain a degree in this field.

Course ID	Course Name	Credit Units
CMP 110	Computer Applications in Construction Management	5.0
CON 100	Construction Materials	3.0
CON 105	Design Theory	3.0
CON 106	Blueprint and Plan Reading	3.0
CON 116	Construction Business, Accounting, and Financial Management	3.0
CON 120	Construction Methods	3.0
CON 125	Scheduling and Control	5.0
CON 136	Labor & Construction Laws	3.0
CON 137	Quantity, Survey, Estimating & Bidding for Construction	5.0
CON 141	Construction Supervision	3.0
CON 146	Construction Project Management and Contract Documents	5.0
CON 155	Competitive Business Presentation and Strategic Communications	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
AS Degree Program Total		68.0

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

Program Graduation Requirements:

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.



Criminal Justice: Corrections

This program is offered at **Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Ontario, and Visalia.**

Program Description

This 60-school-week program prepares graduates to pursue a career in corrections. The program includes instruction in criminal law, evidence, report writing, institutional corrections, physical agility training, firearms, and arrest/control techniques.

Program Student Learning Outcomes

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

1. Explain the history, theories and relationship of corrections and the criminal justice system.
2. Apply definitions and theories of crime and criminal codes to the criminal justice systems.
3. Analyze criminal cases using knowledge of rules of investigation, interrogation, and evidence.
4. Examine the concepts of morality, ethics, and law and apply the philosophies within the criminal justice system.
5. Write a complete, competent and relevant report.
6. Handle inmates appropriately both verbally and physically incorporating Title 15 regulations.
7. Use a firearm safely and demonstrate appropriate arrest, search and seizure techniques, as prescribed by the Commission on Peace Officer Standards and Training (POST).
8. 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.
9. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates.

Admissions Requirements

- U.S. Citizenship
- Proof of High School Graduation
- No felony criminal convictions
- No misdemeanor convictions that would prohibit applicant from possessing a firearm
- No legal conditions that would prohibit applicant from possessing a firearm
- Valid California driver license
- Applicant must be in good health and physically fit
- Applicant must be age 18 by program start date

Enrollment in the Criminal Justice: Corrections program is subject to the approval of the CJC Program Director or their designee.



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

Course ID	Course Name	Credit Units
CJ 4	Criminal Law	3.0
CJ 14	Juvenile Law and Procedures	3.0
CJ 60A	Adult Corrections Officer Core Course	15.0
CJ 61A	PC 832 - Laws of Arrest	3.0
CJ 61B	PC 832 - Firearms Course	2.0
CO 2	Introduction to Administration of Justice	3.0
CO 3	Criminal Procedures	3.0
CO 5	Community and Human Relations	3.0
CO 8	Introduction to Investigation	3.0
CO 10	Writing for Criminal Justice	3.0
CO 20A	Introduction to Corrections	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
A.S. Degree Program Total		68.0

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

Program Graduation Requirements:

A grade of 70 percent or better on all Job Knowledge Tests and successful completion of all skill examinations is required in CJ60A to receive STC Certification.

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.



Dental Assisting

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
Degree Program Total		81.0	1720

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 Hygiene

This program is offered at **Ontario, San Diego, and Visalia.**

Program Description

This 60 school-week program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education. Graduating from an accredited program allows students to be eligible to sit for the National Dental Hygiene Board Examination and the California State Dental Hygiene Board Clinical Examination. Upon successful completion of these examinations, the student will be given California licensure to practice dental hygiene.

The Dental Hygiene Program offers a curriculum that provides students the appropriate academic and clinical skills instruction to be eligible to take the National Board written examination and the State Board Examination for licensure as a Registered Dental Hygienist in California. Upon completion of the Dental Hygiene Program and the general education requirements, the graduate will be eligible for an Associate of Science degree in Dental Hygiene.

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 medical setting. Students will be required to complete all health screening and immunization requirements prior to beginning their clinical experience at the onsite dental clinic. 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 each patient's physical and oral health status by collecting patient data through a process of comprehensive patient assessment procedures.
2. Analyze assessment findings and use critical thinking in order to address the patient's dental hygiene treatment needs.
3. Establish a dental hygiene care plan that reflects the realistic goals and treatment strategies to facilitate optimal oral health.
4. Provide patient-centered treatment and evidence-based care in a manner minimizing risk and optimizing oral health.
5. Measure the extent to which goals identified in the dental hygiene care plan are achieved.
6. Complete and accurately record all documentation relevant to patient care.
7. Adapt to changes in demographics and cultural diversity in dental hygiene practice and health care delivery.
8. Interact with the dental community and professional organizations for professional growth and lifelong learning.

Prerequisites

The following courses must be completed at a regionally accredited college or university with a minimum of a "C" grade and an overall GPA of 2.75 or higher:¹⁰

- General/Inorganic Chemistry (with lab)
- General Microbiology (with lab)
- Human Physiology (with lab)
- Speech / Oral Communication
- Introduction to Sociology
- Organic/Biochemistry (with lab)
- Human Anatomy (with lab)
- Writing and Composition
- Intermediate Algebra or higher (not included in the minimum GPA requirements for entry into the program)
- General Psychology

Students meeting all of the program prerequisites and minimum requirements will be selected using points earned from the following criteria: GPA on all prerequisite courses, a reading comprehension exam, allied health or related work experience, and a personal interview.

¹⁰ The College will offer microbiology (BIOL14) and organic chemistry (CHE 4) courses to students who meet all other program admission requirements.

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

Course ID	Course Name	Credit Units
DH 4	Periodontics 2	3.0
DH 10	Oral Biology	3.0
DH 11	Oral Radiology	2.0
DH 12	Head and Neck Anatomy	3.0
DH 13	Dental Health Education	2.0
DH 14	Introduction to Clinic	2.0
DH 20	Local Anesthesia Lecture	1.0
DH 21	General and Oral Pathology	4.0
DH 22	Patient Management and Geriatrics	2.0
DH 24	Clinic Seminar 1	1.0
DH 26	Community Oral Health	2.0
DH 30	Periodontics 1	3.0
DH 31	Pharmacology	3.0
DH 32	Dental Materials	2.0
DH 33	Clinic Seminar 2 Advanced Clinical Topics	1.0
DH 42	Clinical Seminar 3	2.0
DH 45	Nutrition	2.0
DH 46	Legal and Ethical Responsibilities	2.0
DH 110	Oral Biology Lab	CR
DH 111	Oral Radiology Lab	1.0
DH 112	Head and Neck Anatomy Lab	CR
DH 114	Introduction to Clinic Lab	2.0
DH 120	Local Anesthesia Lab	1.0
DH 123	Clinical Practice 1	3.0
DH 124	Clinic Seminar 1 Lab	1.0
DH 132	Dental Materials Lab	1.0
DH 133	Clinic Seminar 2 Advanced Clinical Topics Lab	1.0
DH 134	Clinical Practice 2	4.0
DH 143	Clinical Practice 3	5.0
DH 399*	Dental Hygiene Review Seminar 1	CR
DH 499**	Dental Hygiene Review Seminar 2	1.0
DH 601*	Dental Hygiene Review*	CR
DH 602*	Dental Hygiene Clinical Experience*	CR
A.S. Degree Program Total		60.0

**Courses are not required for completion of an A.S. degree in dental hygiene.*

***Fulfills the Career Services Seminar graduation requirement.*

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

Program Graduation Requirements:

Students must earn a grade of "C" or higher in all DH courses and meet the minimum requirement of the HIPAA component in order to graduate from the program.

The CS Seminar graduation requirement is fulfilled in DH499.

Diagnostic Medical Sonography

This program is offered at **Bakersfield**.

Program Description:

This 73-school-week-program is designed to thoroughly prepare the student to work in the allied medical field as an entry-level general sonographer. This will be accomplished through quality lecture, laboratory courses, and clinical instruction in the theoretical knowledge, skills, and responsibilities. The successful program graduate will be able to perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of sonographic diagnostic services, provide appropriate and compassionate patient care for patients undergoing ultrasound examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.

Graduates of the Diagnostic Medical Sonography Program will be qualified to work as an entry-level general sonographer in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, a mobile ultrasound service, as a freelance sonographer, as a traveling sonographer, or as an applications specialist for an ultrasound manufacturing company.



Program Student Learning Outcomes

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

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner.
7. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health.
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.

Prerequisites:

A minimum of a "C" grade completed at a regionally accredited college or university in the following courses:¹¹

- Writing and Composition
- Intermediate Algebra or Higher
- Anatomy and Physiology
- Medical Terminology

Admissions Requirement:

Applicants must be at least 18 years of age.

Applicants to the Diagnostic Medical Sonography Program are selected based on points earned in an evaluation process that includes assessment, transcript review, professional reference and personal interview. Enrollment is subject to the Program Director or their designee.

¹¹ The Anatomy and Physiology and Medical Terminology course prerequisites may also be satisfied through the successful passage of the challenge exams developed for these courses. Students who do not pass the challenge exams will be given the option to satisfy these prerequisites through the HTH 106 (Medical Terminology) and BIO 24 (Anatomy and Physiology) courses which are offered online. See an Admissions Advisor for more information.

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

Course ID	Course Name	Credit Units
DMS 200	Orientation to Ultrasound Imaging Seminar	P/F
DMS 210	Abdominal and Small Parts Ultrasound Imaging	6.0
DMS 210L	Abdominal and Small Parts Ultrasound Imaging Laboratory	5.0
DMS 215	Fundamentals of Sonography	1.0
DMS 220	Obstetrics and Gynecology Ultrasound Imaging	6.0
DMS 220L	Obstetrics and Gynecology Ultrasound Imaging Laboratory	5.0
DMS 225	Patient Care for Sonographers	3.0
DMS 230	Introduction to Vascular Ultrasound Imaging	6.0
DMS 230L	Introduction to Vascular Ultrasound Imaging Laboratory	5.0
DMS 235	Professional Aspects of Sonography	1.0
DMS 240	Physical Principles & Instrumentation of Ultrasound	6.0
DMS 240L	Physical Principles & Instrumentation of Ultrasound Laboratory	5.0
DMS 250	Clinical Practicum I	10.0
DMS 260	Clinical Practicum II	10.0
DMS 300	ARDMS Certifying Examination Review	1.0
	General Education Requirement**	18.0
A.S. Degree Program Total		88.0

**Total units for general education courses may be slightly higher depending upon the unit value of the courses transferred in for credit.

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

Program Graduation Requirements:

Students must earn a grade of "C" or higher in all DMS academic and clinical work. Students must also meet the minimum requirement of the HIPAA component in order to be eligible for graduation. An Associate of Science Degree in Diagnostic Medical Sonography is granted upon graduation from this program with successful completion of the following general education requirements:*

Arts, Literature, Philosophy, and Foreign Languages (3 unit minimum)

The following:

- Philosophy 1C

Social, Political, Economic Institutions and Behavior and Historical Background (6 unit minimum)

Two of the following:

- Economics 1
- Psychology 1
- Sociology 1

*Credits transferred in to specifically fulfill *SJVC's* general education course requirements must be graded 2.0 ("C") or higher.

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.



Emergency Services and Safety Management

This program is offered at **Bakersfield**.

Program Description

This 60-school-week program prepares the graduate to work in a variety of public and private First Responder positions, including: emergency medical care, private security, loss prevention, campus security, and industrial safety management. Protection techniques for persons and property, strategies for Cal/OSHA compliance, and techniques to identify and control assaultive behavior at the workplace are included. The curriculum incorporates Peace Officer Standards and Training (POST) PC 832, Bureau of Security and Investigative Services (BSIS) AB2880 and SB1626, International Association of Healthcare Security and Safety (IAHSS), Emergency Medical Technician (EMT-1), and requires training to obtain state certifications, including exposed firearms, pepper spray, and Security Guard Card.

Program Student Learning Outcomes

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

1. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates.
2. 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.
3. Monitor and enforce at an entry level, facility and personnel safety.
4. Reference and use statutory codes and laws in a variety of professional emergency services.
5. Prevent, suppress, and react to, as well as lead in, emergency situations in the workplace.
6. Perform the skills and behaviors of a Certified Professional Responder.
7. Obtain the following certifications:
 - PC 832 firearms
 - PC 832 Arrest and Control
 - BSIS California Guard Card
 - BSIS Exposed Firearm Permit
 - Campus Security Officer Certification
 - Oil Industry Safety Passport
 - Confined Space Entry Training Certificate
 - Basic OSHA Safety Training Certificate
 - First Aid Certification
 - CPR Certification

Admissions Requirements

- No felony criminal convictions
- No misdemeanor convictions that would prohibit applicant from possessing a firearm
- No legal conditions that would prohibit applicant from possessing a firearm
- Valid California driver license
- Applicant must be in good health and physically fit
- Applicant must be age 18 by his/her expected start date

Enrollment in the Emergency Services and Safety Management program is subject to the approval of the ESSM Program Director or their designee.



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

Course ID	Course Name	Credit Units
CJ 4	Criminal Law	3.0
CJ 41	Advanced Threat Analysis	2.0
CJ 62A	PC832 Laws of Arrest	3.0
CJ 62B	PC832 Police and Security Weapons	2.0
ENG 121	Reading and Composition – Part A	3.0
ENG 122	Reading and Composition – Part B	3.0
ESSM 2	Health Care Security and Safety Administration	2.0
ESSM 10	Industrial Safety	5.0
ESSM 21	Applied Anatomy and Physiology	2.0
ESSM 33	HazMat/HazWoper	2.0
ESSM 43	Campus Security	2.0
ESSM 46	BSIS Security Officer Academy	5.0
ESSM 50	EMT Academy	10.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
AS Degree Program Total		62.0

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

Program Graduation Requirements:

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.



Heating, Ventilation, Air Conditioning, and Refrigeration

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

Program Description

This 60-school-week program covers the theories of heating, refrigeration, air-conditioning and electricity. Successful students will learn the proper procedures for installation, operation, maintenance and repair of both residential and light commercial air conditioning and commercial refrigeration equipment and systems. Students have the opportunity to earn Environmental Protection Agency (EPA) certification, Refrigerant 410a certification, and the national Air-conditioning and Refrigeration Institute and the Gas Appliance Manufacturers Association (ARI/GAMA) national Industry Competency Examinations (ICE) for entry-level residential and light-commercial air conditioning and commercial refrigeration technicians.

Program Student Learning Outcomes

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

1. Discuss theories of heating, refrigeration, and air conditioning and relate these concepts to practical applications.
2. Apply proper procedures for the installation, operation, maintenance and repair of both residential and light air conditioning commercial refrigeration equipment and systems.
3. Demonstrate requisite mastery to apply for and obtain certifications from organizations such as the Environmental Protection Agency (EPA), the national Air-conditioning and Refrigeration Institute and the Gas Appliance Manufacturers Association (ARI/GAMA), and the national Industry Competency Examinations (ICE).
4. Create documents and reports using word processing software.
5. Apply advanced electrical concepts and critical thinking skills to interpret and draft schematic wiring diagrams, and perform system diagnostics and interpret results.
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

- Valid California driver license
- No DUI convictions for the past 3 years



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

Course ID	Course Name	Credit Units
AC 100	Basic Air Conditioning Theory and Applications	5.0
AC 302	Intermediate Air Conditioning	2.0
AC 400	Advanced Air Conditioning	2.0
EC 100	Basic Electricity Theory and Applications	5.0
EC 200	Intermediate Electricity 1	5.0
EC 302	Intermediate Electricity 2	3.0
EC 400	Advanced Electricity	2.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
RF 100	Basic Refrigeration Theory and Applications	5.0
RF 200	Intermediate Refrigeration 1	2.0
RF 302	Intermediate Refrigeration 2	5.0
RF 400	Advanced Refrigeration	2.0
SOC 1	Introduction to Sociology	3.0
A.S. Degree Program Total		62.0

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

Program Graduation Requirements:

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.



Human Resource Administration

This program is offered **Online** and at **Visalia**.

Program Description

This 60-school-week program introduces the student to the procedures, policies and practices found in the modern human resource department. The student will develop personal, professional and human relations skills in addition to the skills needed to perform the duties of a human resource administrator. The program has an emphasis on the administration of human resources, including personnel hiring, evaluation, compensation, benefits, payroll management, employee labor laws and related areas.

Program Student Learning Outcomes

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

1. Identify and uphold ethical behavior within an organization.
2. Protect all organizational assets, focusing on employee health, safety, and security.
3. Identify workplace laws, incorporating the principles of confidentiality and diversity to employee and employer rights.
4. Communicate confidently and effectively orally and in writing.
5. Perform administrative roles such as record keeping, computer usage, and payroll.
6. Develop the role of employee advocate, managing HR activities such as motivation and retention of employees.
7. Develop and implement employee training programs.
8. Partner with management for organizational decision making in areas such as strategic planning, policy and procedure development, staffing, and talent management.
9. Utilize critical thinking skills to resolve conflict, process grievances, and appraise employee performance.
10. 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.
11. Demonstrate the social skills, professional appearance, attitudes, and behavior that employers expect of all **SJVC** graduates.



The following courses are offered **Online** and are required to obtain a degree in this field:

Course ID	Course Name	Credit Units
CMP 101	Introduction to Microsoft Office I	5.0
CMP 102	Introduction to Microsoft Office II	5.0
ECON 1	Economics	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HEA 10	Health and Wellness	3.0
HRA 21	Human Resource Management and Compensations	5.0
HRA 22	Human Resource Laws, Policies, and Procedures	5.0
HRA 23	Accounting and Payroll Management	5.0
HRA 24	Ethics in Human Resources	5.0
MGT 104	Office Supervision and Organization	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Intro to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Intro to Sociology	3.0
SPC 1A	Intro to Public Speaking	3.0
A.S. Degree Program Total		66.0

The following courses are offered at **Visalia** and are required to obtain a degree in this field:

Course ID	Course Name	Credit Units
BA 210	Business Writing	2.0
BUS 170	Strategic Management & Leadership	3.0
CMP 101	Introduction to Microsoft Office 1	5.0
CMP 102	Introduction to Microsoft Office 2	5.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HRA 25	Workforce Analysis, Planning, and Staffing	3.0
HRA 26	Workforce Training, Managing, and Safeguarding	3.0
HRA 31	Labor Laws: Employee Rights	3.0
HRA 32	Labor Laws: Equal Employment Opportunity	3.0
HRA 40	Introduction to Accounting Principles	2.0
HRA 42	Payroll Management	3.0
HRA 44	Business Ethics	3.0
HRA 56	Benefits and Compensation	3.0
HRA 400	HRA Capstone	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	Introduction to Psychology	3.0
SOC 1	Intro to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
A.S. Degree Program Total		68.0

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

Program Graduation Requirements:

Student must reach minimum keyboarding speed requirements of 35 net wpm to be eligible for graduation from this program.

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.



Industrial Technology

This program is offered at **Bakersfield, Hesperia, Lancaster, Modesto, and Ontario.**
Certificate only in Fresno and Visalia (page 108)

Program Description

This 60-school-week program is designed to provide fundamental, hands-on training of electrical equipment, motor control, programmable logic controllers, fluid power systems, bearing application, and power transmission systems which are utilized in an industrial facility. Students will learn electricity theory with emphasis in those energy sources developed for commercial and manufacturing use. Students will also learn central concepts and applications of Programmable Logic Controllers (PLCs). In addition, students will study the basic principles, applications, concepts, functions of hydraulic systems, bearings, and power transmission components.

Program Student Learning Outcomes

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

1. Apply basic concepts of electrical theory related to motor control.
2. Operate and maintain machinery and machinery components such as industrial bearings, gear systems, and shaft joining and coupling devices.
3. Perform advanced hydraulic testing procedures, maintenance, and hydraulic systems operation.
4. Program, install, and perform diagnostic functions on programmable logic controllers (PLC).
5. Use a computer and associated hardware and software to generate documents, prepare electronic spreadsheets, manage databases, conduct Internet research, and communicate via electronic mail.
6. Demonstrate ethical proficiency in management and supervisory skills in customer service, conflict resolution, communication in the workplace, and other functional office practices necessary in the operation of a business.
7. 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.
8. Demonstrate the social skills, professional appearance, attitudes and behaviors that employers expect of all **SJVC** graduates.

Admission Requirements

- Valid California driver license
- No felony convictions
- No misdemeanor convictions for property or drug crimes

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

Course ID	Course Name	Credit Units
ECON 1	Economics	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HEA 10	Health and Wellness	3.0
IT 101	Industrial Electricity	10.0
IT 110	Power Transmission	5.0
IT 120	Fluid Power	5.0
IT 201	Programmable Logic Controllers	10.0
MTG 104	Office Supervision and Organization	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
A.S. Degree Program Total		66.0

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

Program Graduation Requirements: *In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.*



Medical Billing Specialist

This program is offered at **Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Ontario, Temecula, Visalia, and Online.**

Program Description

This 60-school-week program provides specialized training for employment in physician offices, medical specialty clinics and hospitals. The curriculum includes medical terminology, computerized office organization, records management, HIPAA, bookkeeping and accounting, professional communications, insurance claims preparation, standardized medical coding and the professional operation of the health care facility.

Program Student Learning Outcomes

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

1. Perform administrative skills such as scheduling and receiving patients as well as charting and maintaining patient records
2. Operate and manage a computerized medical office that includes bookkeeping and accounting tasks
3. Code, submit, and manage insurance claims accurately
4. Manage emergency situations requiring CPR or first aid
5. Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams
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



The following courses are offered at **Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Ontario, Temecula and Visalia** and are required to obtain a degree in this field.

Course ID	Course Name	Credit Units
BUS 102	Business Math	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 201	Diseases and Disorders	3.0
HCP 202	Microsoft Office for Health Care Professionals	3.0
HCP 203	Medical Office Management	3.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Hospital Billing	2.0
MOP 140	ICD Coding	3.0
MOP 210	Medical Office Principles	2.0
MOP 220	Medical Office Capstone	2.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1 C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
A.S. Degree Program Total		65.0

The following courses are offered **Online** and are required to obtain a degree in this field.

Course ID	Course Name	Credit Units
BCS101	Basic Computer Skills	5.0
ECON1	Economics	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HCM40	Medical Insurance Principals	5.0
HCM102	CPT, HCPCS, and ICD Coding	5.0
HCM103	Health Care Management	5.0
HCM105	Hospital Billing and Legal Issues in Insurance	5.0
HEA10	Health and Wellness	3.0
HTH107	Anatomy/Physiology & Medical Terminology	6.0
MTH121	College Algebra – Part A	3.0
MTH122	College Algebra – Part B	3.0
NSC1	Introduction to the Natural Sciences	3.0
PSY1	General Psychology	3.0
SOC1	Introduction to Sociology	3.0
SPC1A	Introduction to Public Speaking	3.0
A.S. Degree Program Total		61.0

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

Program Graduation Requirements:

Students must reach minimum keyboarding speed requirements of 35 net wpm and the minimum requirement of the HIPAA component to be eligible for graduation from this program. 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.



Pharmacy Technology

This program is offered at **Bakersfield, Fresno, Hesperia, Lancaster, Modesto, Ontario, Temecula, and Visalia.**

Program Description

This is 60 school week specialized program provides basic knowledge and skills needed to work under the direct supervision of a Registered Pharmacist. The technician assists in various activities of compounding, distribution and dispensing of medications. Drug and alcohol testing, and health screenings and immunizations may all be conditions of acceptance for clinical and extern education in a medical setting. Student will be required to complete all health screening and immunization requirements of extern site prior to beginning externship hours. The College will pay the cost of required screenings and immunizations, as well as a one-time certification exam fee.

Program Student Learning Outcomes

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

1. Exhibit accurately the competencies of a Pharmacy Technician including:
 - Legal limitations within the law
 - How and why aseptic techniques are used
 - Legal requirements for prescription forms and labels
 - Correct medical terminology
 - Stability characteristics and storage requirements of commonly prescribed drugs
 - Drug to drug interactions of commonly prescribed drugs
 - Indications of commonly prescribed drugs
 - The trade (brand) and generic names of commonly prescribed drugs
2. Read, interpret, transcribe, troubleshoot, and process prescriptions and medical orders accurately.
3. Demonstrate the ethical principles of the pharmacy profession.
4. Possess and display professional skills related to dependability, customer service, team work, flexibility & adaptability in working with patients, medical staff, insurance staff, and other pharmacy personnel.
5. Characterize a medical professional capable of learning, growing and adapting to varied environments and activities in working with a licensed Pharmacist.
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.

Admissions Requirements

- Official transcript from High School or GED/Equivalent



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

Course ID	Course Name	Credit Units
ENG 121	Reading and Composition – Part A	3.0
ENG 122	Reading and Composition – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PHR 15	Pharmacy Science and Applications 2	5.0
PHR 20	Pharmacy Law and Ethics	3.0
PHR 25	Pharmacy Records and Documentation	3.0
PHR 30	Pharmacy Math and Calculations	3.0
PHR 100	Pharmacy Science and Applications 1	5.0
PHR 120	Pharmacy Clinical Applications 1	2.0
PHR 135	Pharmacy Clinical Applications 2	3.0
PHR 203	Pharmaceutical Laboratory Applications 1	2.0
PHR 231	Anatomy, Physiology, and Pharmacology 1	3.0
PHR 303	Pharmaceutical Laboratory Applications 2	2.0
PHR 312	Pharmacy Business Simulations and Computer Applications	3.0
PHR 371	Professional Development	2.0
PHR 512	Clinical Experience	2.0
PHR 513	Externship Seminar	1.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
A.S. Degree Program Total		63.0

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

Program Graduation Requirements:

Students must earn a grade of "C" or higher in all PT courses and meet the minimum keyboarding speed requirements of 35 net wpm to be eligible for graduation from this program (must be attained prior to extern placement). Students must also meet the minimum requirement of the HIPAA component 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.



Physician Assistant

This program is offered at **Visalia**.

Program Description

The program is divided into three consecutive phases of instruction conducted over the period of two years. The first phase is a 53-week intensive didactic experience in the basic medical sciences; behavioral and social sciences and clinical preparatory sciences. The second phase of instruction is spent in supervised clinical practice for 32 weeks in outpatient, inpatient, emergency department, and operating room settings. Students are assigned to a preceptor (supervising physician, physician assistant, nurse practitioner or other approved health care professional) on clinical rotations that include Family Medicine, Internal Medicine, Pediatrics, Women's Health, Psychiatry, Emergency Medicine, and Surgery. The final 16-week phase of training is the Preceptorship. Each student is paired and assigned to work with a preceptor in Primary Care or Emergency Medicine whose practice must be located in a rural or underserved community. This experience affords students an opportunity to refine skills and knowledge in an environment similar to that in which he or she will function as a health professional. Drug and alcohol testing, criminal history background checks, health screenings and immunizations may all be conditions of acceptance for clinical rotations in a medical setting. The student will be required to complete all health screening and immunization requirements of clinical site prior to beginning clinical rotations. 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. Understand and apply principles of ethical and moral practice essential to role of a physician assistant.
2. Communicate effectively through listening, speaking, and writing to produce, inform, and convey ideas essential for providing information in the professional medical environment.
3. Apply pre-clinical, clinical, and behavioral sciences skills that form the foundation for functioning as a physician assistant.
4. Demonstrate core knowledge of the spectrum of normal anatomical and physiological components of human body and correctly use medical, anatomical and directional terminology commonly used in the medical profession.
5. Demonstrate competence in understanding case presentation, the principles of pathophysiologic processes that commonly cause deviations in normal clinical measurements, clinical techniques, and psychological modalities.
6. Explain the fundamentals of health maintenance, management and disease prevention.
7. Practice a systematic process of problem solving for the diagnosis of diseases and interpretation of routine laboratory tests and diagnostic procedures.
8. Perform a complete or focused history and physical exam, order and interpret diagnostic tests with careful consideration of the test properties, risks and complications, and implement a plan to manage patient's overall therapeutic goals.
9. Apply knowledge and skills to recommend appropriate decisions regarding the safe and effective use of medications or the need for referral to other health care providers.
10. Synthesize a working knowledge of basic research methods and its role in furthering the practice of medicine.
11. Apply practice experiences and perform evidence-based learning activities in the healthcare environment as a professional member of the interdisciplinary team.
12. Demonstrate understanding of the connectedness of global and local communities and make appropriate consideration for ethnic, cultural and sociologic variations of the patient population in a given community or medical practice.

Prerequisites:

- Completion of 60 semester units or 90 quarter units with an overall G.P.A. of 2.5 on a 4.0 scale.
- Non-science prerequisite courses must be completed with a grade of "C" or better. Science prerequisites should be completed with a grade of "B" or better.
- A minimum of 3 semester or 4 quarter units is required for the following courses:
 - College Algebra or higher*
 - Psychology 1
 - Speech 1, 4 or 8
 - Sociology 1 or Anthropology 10
 - Writing & Composition
 - Biology 30 (Human Anatomy with lab)
 - Chemistry 20 (General Chemistry) or Chemistry 30
 - Biology 31 (Human Physiology with lab)
 - Biology 40 (General Microbiology with lab)

*College algebra must be equivalent in depth to SJVC's Math 121/122.

- 2,000 hours of direct patient-care experience. Hours accrued as a student in a training program cannot be used towards this total. Both paid and volunteer hours are acceptable.
- No coursework "In Progress" will be accepted; and advanced placement, transfer of PA credits, or credit for experiential learning is not permitted. Students must participate in the full 24 month curriculum.

Board Pass Rates

Graduating Class	Number of PA Students	1st time test taker passing rates	Graduates Certified on retest
2005	20	90%	100%
2006	16	87%	100%
2007	18	78%	100%
2008	17	76%	94%
2009	20	80%	95%
2010	20	95%	100%
2011	19	95%	100%
2012	21	71%	90%
2013*	21	86%	95%
Overall	172	84%	97%

*as of 3/13/14

Program graduate placement								
Year/number of graduates	2005 n=20	2006 n=16	2007 n=18	2008 n=17	2009 n=20	2010 n=20	2011 n=19	2012 n=21
Percentage of graduates entering a Primary Care Specialty	85%	69%	78%	59%	70%	80%	74%	74%
Percentage of graduates practicing in Medically Underserved Areas / Populations	85%	63%	72%	53%	60%	90%	63%	58%

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

Course ID	Course Name	Credit Units
PAS 101	Anatomy and Physiology 1	2.0
PAS 102	Adult Medicine 1	8.0
PAS 103	History and Physical Assessment 1	4.0
PAS 104	Diagnostic Studies 1	1.0
PAS 105	Pharmacology 1	2.0
PAS 107	Pathophysiology 1	2.0
PAS 201	Adult Medicine 2	8.0
PAS 202	History and Physical Assessment 2	4.0
PAS 203	Diagnostic Studies 2	1.0
PAS 204	Pharmacology 2	2.0
PAS 206	Anatomy and Physiology 2	2.0
PAS 207	Pathophysiology 2	2.0
PAS 301	Clinical Skills	1.0
PAS 302	Medical Specialties: OB/GYN	2.0
PAS 303	Medical Specialties: Pediatrics	3.0
PAS 304	Medical Specialties: Geriatrics	2.0
PAS 305	Medical Specialties: Emergency Medicine	3.0
PAS 306	Medical Specialties: Surgery	2.0
PAS 400*	PA Profession	1.0
PAS 402	Clinical Rotation 1	14.0
PAS 500	Introduction to Research and Medical Literature Review	1.0
PAS 502	Clinical Rotation 2	14.0
PAS 602	Preceptorship	15.0
A.S. Degree Program Total		96.0

For a description of the courses listed above, please see the 2013/2014 College Catalog (Section 8).

Program Graduation Requirements:

Students must earn a grade of "C" or higher in all PA courses and meet the minimum clinical and didactic requirements in order to graduate from the program.

**PA400 fulfills the CS Seminar requirement for Physician Assistant students.*



Registered Nursing

This program is offered at **Visalia**.

Program Description

The Registered Nursing Program is approved by the California Board of Registered Nursing (BRN). The curriculum is offered over the course of 90 school weeks. Upon successful completion of the program the student will be awarded an Associate of Science Degree in Nursing. In addition, the student will be eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN), which is a requirement for practice as a registered nurse.

The College also offers a career ladder advanced placement option for California Licensed Vocational Nurses (LVN). The LVN to RN option covers curriculum designed to assist in the transition of LVNs to the Registered Nursing role. Upon completion of the program the graduates are prepared for entry level positions as registered nurses.

30-Unit Certificate Option

In accordance with the Board of Registered Nursing Policy (Section 1435.5) California Licensed Vocational Nurses may apply for the non-degree program. This program is commonly referred to as the "30-Unit option" and prepares the student to take the NCLEX-RN Examination, but does not award an AS Degree. This option is not supported by the nursing community as a whole. Completion of this option may not meet the criteria to practice in other states. Non-degree applicants will be considered on a space available basis only and if program resources allow. See the Program Director for more information.

Program Student Learning Outcomes

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

1. Assist individuals from diverse backgrounds to achieve optimal health utilizing the knowledge gained from biological, social, and nursing sciences.
2. Formulate a comprehensive plan of care that minimizes risk and optimizes safety using the nursing process.
3. Integrate the role of professional nurse into clinical practice.
4. Apply psychological, social, and cultural knowledge to nursing practice.
5. Use inter-and intra-professional communication and collaboration skills to deliver evidence-based, patient-centered care.
6. Assume the role of advocate to improve health care delivery by communicating and acting according to the expressed needs of the individual.
7. Interpret data and apply evidence to support clinical judgment.
8. Develop and implement patient education based on identified need and in collaboration with the patient.
9. Utilize a variety of resources, including electronic media and medical technology to provide safe, quality care of the patient and family.
10. Provide leadership, manage resources, delegate and supervise members of the healthcare team.
11. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.

Prerequisites

A minimum of 35 units in the following courses must be completed at a regionally accredited college or university with a GPA of 2.5 or higher.

- Human Anatomy with lab
- Microbiology with lab
- Human Physiology with lab
- General Chemistry with lab
- Writing & Composition
- Intermediate Algebra or higher
- General Psychology
- Introduction to Sociology or Cultural Anthropology
- Introduction to Public Speaking / Oral Communication



In addition, students must complete 3 units within GE Breadth Area C2 (literature, philosophy, foreign language) to fulfill the general education associate degree requirements. If the student does not have units to transfer, the following course may be taken at *SJVC*.

- PHIL 1C: Ethics 3.0 Units

Ethics must be taken at *SJVC* if not transferred in at the time of enrollment.

Registered Nursing Program Requirements for Associate Degree

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

RN Term 1 – 20 weeks

Course ID	Course Name	Credit Units
RN10	Fundamentals of Nursing Theory	3.0
RN10L	Fundamentals of Nursing Clinical	3.0
RN43	Mental Health Nursing Theory	3.0
RN43L	Mental Health Nursing Clinical	2.0
RN12	Nursing Seminar 1: Pathophysiology	2.0
Total per term:		13.0 units

RN Term 3 – 20 weeks

Course ID	Course Name	Credit Units
RN35	Intermediate Medical/Surgical Nursing Theory	3.0
RN35L	Intermediate Medical/Surgical Nursing Clinical	3.0
RN37	Pediatrics Theory	3.0
RN37L	Pediatrics Clinical	2.0
RN36	Health Appraisal	2.0
Total per term		13.0 units

RN Term 2 – 20 weeks

Course ID	Course Name	Credit Units
RN24	Beginning Medical/Surgical Nursing Theory	3.0
RN24L	Beginning Medical/Surgical Nursing Clinical	3.0
RN23	Maternal Newborn Nursing Theory	3.0
RN23L	Maternal Newborn Nursing Clinical	2.0
RN22	Nursing Seminar 2: Pharmacology	2.0
Total per term:		13.0 units

RN Term 4 – 20 weeks

Course ID	Course Name	Credit Units
RN30	Gerontology/Community Nursing Theory	1.0
RN30L	Gerontology/Community Nursing Clinical	1.0
RN46	Advanced Medical Surgical Nursing Theory	3.0
RN46L	Advanced Medical Surgical Nursing Clinical	4.0
*RN44	Leadership	3.0
Total per term:		12.0 units

Total Required for ADN Program: 89.0 units

**RN44 fulfills the CS Seminar requirement for Nursing students.*

LVN to RN option- Registered Nursing Associate Degree

This program is offered over the course of 49 school weeks. California LVN's may apply for advanced placement in the Registered Nursing program. All program prerequisite courses must be completed prior to beginning the RN 28 Health Promotion Course.

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

- Block Transfer Credit for LVN Academic Course Work 6.0 Units

RN Term 3 – 27 weeks

Course ID	Course Name	Credit Units
RN28	Health Promotion	4.0
RN30	Geron-Comm Health Nursing – Theory	1.0
RN30L	Geron-Comm Health Nursing – Clinical	1.0
RN35	Intermediate Medical Surgical Nursing – Theory	3.0
RN35L	Intermediate Medical Surgical Nursing – Clinical	3.0
RN43	Mental Health Nursing – Theory	3.0
RN43L	Mental Health Nursing – Clinical	2.0
Total per term:		17.0

RN Term 4 – 20 weeks

Course ID	Course Name	Credit Units
RN34	Maternal/Child/Nursing	3.0
RN34L	Maternal/Child Nursing-Clinical	2.0
RN44*	Leadership	3.0
RN45	Advanced Medical Surgical Nursing – Theory	3.0
RN45L	Advanced Medical Surgical Nursing – Clinical	3.0
RN50	Work Study	0.0
RN51	NCLEX Review	0.0
Total per term:		14.0

Total Required for Degree: 31.0**

**RN44 fulfills the CS Seminar requirement for Nursing students.*

***Plus the 34 units of general education course prerequisites and the 6 units of credit for previous LVN coursework.*

LVN to RN Non-Degree (30 Unit) Option

This 50-school-week program consists of the following courses which lead to a certificate in this field.

BIOL14*	Microbiology	4.0
BIOL45*	Human Physiology	4.0
RN30	Geron-Comm Health Nursing Theory	1.0
RN30L	Geron-Comm Health Nursing Clinical	1.0
RN35	Intermediate Medical Surgical Nursing Theory	3.0
RN35L	Intermediate Medical Surgical Nursing Clinical	3.0
RN43	Mental Health Nursing Theory	3.0
RN43L	Mental Health Nursing Clinical	2.0
RN44**	Leadership	3.0
RN45	Advanced Medical Surgical Nursing Theory	3.0
RN45L	Advanced Medical Surgical Nursing Clinical	3.0
RN54	NCLEX Review	0.0
Total Units for Certificate:		30.00

**These courses are prerequisite requirements in this section.*

***RN44 fulfills the CS Seminar requirement for Nursing students.*

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

Program Standards

There are many demands in the nursing program. Most students find it difficult to carry the load of the nursing program and work more than part time. This must be considered carefully by each individual. Classroom and clinical scheduling cannot be altered due to an individual's outside employment.

When applying for licensure in the State of California to the Board of Registered Nursing (BRN), applicants are required to report any disciplinary action against a professional license and/or misdemeanor or felony convictions; certain convictions may result in denial of licensure. Each case is considered individually by the BRN.

A background check (criminal record) and drug test may be required by clinical agencies.

Students are expected to be in good physical and mental health as determined by provisions of a completed physical examination. Current required immunizations and freedom from TB as required by clinical agencies must be provided prior to the beginning of nursing courses and maintained throughout the program.

A current CPR card for healthcare providers issued by the American Heart Association must be provided at the time of admission to the program and maintained throughout the program.

Nursing Program policies and guidelines may be found in the RN Application Packet and the RN Student Handbook. These documents supplement the *SJVC* catalog.

Program Graduation Requirements:

Students must earn 75% or better in all RN courses, including general education. Students must also meet the minimum requirement of the HIPAA component in order to graduate from the program.



Respiratory Therapy

This program is offered at **Bakersfield, Rancho Cordova, Ontario, Temecula** and **Visalia**.

Program Description

The 83-school-week Respiratory Therapy program prepares graduates for advanced-level respiratory care practice.

The Respiratory Therapist is an advanced level provider who assumes primary responsibility for all respiratory care procedures and is required to exercise considerable independent clinical judgment in the respiratory care of patients. Students complete courses in general education, biological sciences, basic and advanced respiratory care, and directed clinical practice. A significant portion of the program occurs in hospitals and health care institutions involving year round travel to clinical sites for training. 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 medical setting. 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. Perform clinically as a competent advanced-level Respiratory Therapist.
2. Exemplify critical thinking and judgment skills.
3. Demonstrate personal and professional behavior consistent with a Respiratory Therapist.
4. Earn Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support Provider (PALS), and Neonatal Resuscitation Provider (NRP) certifications.
5. Become a Registered Respiratory Therapist.
6. Characterize the philosophies of lifelong learning and professional growth by participating in continued education and community research.
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.

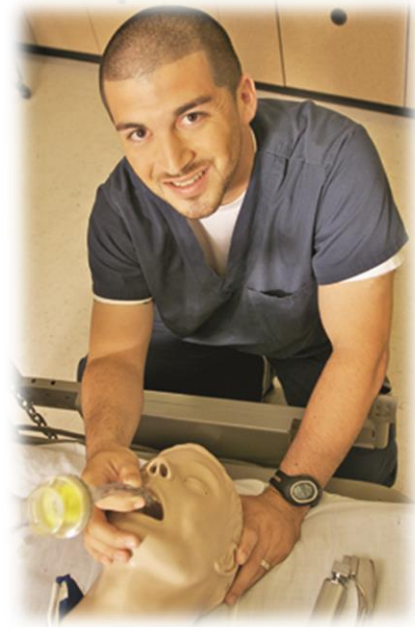
The Respiratory Therapy programs offered at the Bakersfield, Rancho Cordova, Ontario and Visalia campuses have been approved to operate under the Continuing Accreditation status granted by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road Bedford, TX 76021, 1-817-283-2835, <http://www.coarc.com>.

SJVC Temecula holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the Standards through the completion and submission of an acceptable Self Study Report (SSR) and other documentation required by the CoARC Board. The conferral of Provisional Accreditation denotes a new program that has made significant progress towards meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Initial Accreditation. It is recognized by the National Board for Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC accredited program.

Admission Requirements

- Applicant must be in good health and physically fit
- Applicant must be age 18 by his/her expected graduation date

Applicants to the Respiratory Therapy program are selected based on points earned in an evaluation process that includes assessment, professional reference, personal interview and previous academic achievement with emphasis on successful completion of college-level math and science courses. Enrollment is subject to the approval of the RT Program Director or his/her designee.



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

General Education Courses

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0

Medical Science Courses

Course ID	Course Name	Credit Units
BIO 24	Human Anatomy and Physiology	4.0
CHE 3A	Introduction to General Chemistry	4.0
BIO 31	Microbiology	4.0

Core Respiratory Therapy Courses

Course ID	Course Name	Credit Units
RT 10	Introduction to Respiratory Care	10.0
RT 20	Fundamentals of Respiratory Care	4.0
PHAR 21	Pharmacology	2.0
RT 30	Principles of Respiratory Care	7.0
RT 31	Essentials of Respiratory Care	7.0
RT 40	Advanced Respiratory Care	7.0
RT 41	Specialized Respiratory Care	7.0
RT 1	Clinical Practice – Rotation 1	1.0
RT 2	Clinical Practice – Rotation 2	5.0
RT 3	Clinical Practice – Rotation 3	6.0
RT 4	Clinical Practice – Rotation 4	6.0
A.S. Degree Program Total		95.0

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

Program Graduation Requirements:

Students must earn a grade of "C" or higher in all RT courses, including co-requisite general education and science course work. Students who do not achieve this minimum grading requirement, will not be allowed to advance to the next term while waiting to repeat the course(s). Students must also meet the minimum requirement of the HIPAA component and pass the skills competencies and program certifications in the term in which they are given in order to be eligible for graduation. In addition, students must document a minimum of 85% attendance in each academic and clinical course. Excess absences are grounds for termination from the program.

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.

Surgical Technology

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

Program Description

This 65-school-week program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The program provides the classroom, lab, and clinical instruction required to perform the duties of an entry level Surgical Technologist. The curriculum includes instruction in the following subject areas: medical terminology, anatomy and physiology, pathophysiology, microbiology, pharmacology, technological sciences, surgical case management, surgical procedures, legal, moral, and ethical aspects, HIPAA, communication and behavioral sciences, and professional development. General education courses, such as math, English, sociology, ethics, and psychology, required for the Associate of Science degree are included in the program. Drug and alcohol testing, criminal history background checks, health screenings and immunizations may all be conditions of acceptance for clinical experience in a medical setting. The student will be required to complete all clinical site health screening and immunization requirements prior to beginning clinical 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. Complete eligibility requirements for the National Certification Exam for Surgical Technologists.
2. Demonstrate knowledge of surgical technology skills be successfully accomplishing controlled learning activities.
3. Employ information obtained from biological, social and psychological studies.
4. Obtain and use knowledge in providing culturally fitting patient care.
5. Apply acquired skills and knowledge within the clinical setting.
6. Practice surgical asepsis in diverse clinical backgrounds.
7. Function as a surgical team member to deliver excellence in patient care.
8. Demonstrate the development and consistent application of a surgical conscience.
9. Practice accountability, competence, and character demonstrative of a trained professional.
10. Practice ownership of learning and maintain responsibility and self-discipline to appraise and incorporate continued learning.
11. 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.
12. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.

Admission Requirements

- Applicant must be in good health and physically fit
- Applicant must be age 18 by his/her expected graduation date

Applicants to the Surgical Technology program are selected based on points earned in an evaluation process that includes assessment, transcript review, professional reference and personal interview. Enrollment is subject to the approval of the ST Program Director or his/her designee.



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

Course ID	Course Name	Credit Units
APMT 1	Anatomy and Physiology with Medical Terminology	5.0
ENG 121	Reading and Composition – Part A	3.0
ENG 122	Reading and Composition – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
STC 3	Clinical Experience 1	5.0
STC 4	Clinical Experience 2	7.0
STL 1	Surgical Case Management Lab	2.0
STL 2	Basic Surgical Procedures Lab	2.0
STT 11	Introduction to Surgical Technology	5.0
STT 12	Surgical Case Management	3.0
STT 22	Basic Surgical Procedures	9.0
STT 33	Advanced Surgical Procedures	7.0
STT 44	Professional Development	6.0
A.S. Degree Program Total		72.0

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

Program Graduation Requirements:

Students must earn a grade of "C" or higher in all ST course and meet the minimum requirement of the HIPAA component 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 15 weeks to be eligible for graduation.



Therapeutic Massage

This program is offered at **Bakersfield** and **Modesto**.

Program Description

This program 65-school-week program offers high quality Therapeutic Massage training for the serious student seeking a successful Therapeutic Massage career. *SJVC*'s cutting edge curriculum presents extensive didactic education in the biosciences providing the important foundation and context for the diverse, practical hands-on training offered in the program. Taking a multidisciplinary approach to the practice of massage and bodywork therapy, this program provides advanced training in several massage and bodywork therapy specialties. These include: Swedish Therapeutic Massage, Shiatsu, Integrated Deep Tissue, Sports Massage and Spa Therapy: Management, Techniques and Modalities. This program also offers an onsite, professionally supervised, intense clinical internship providing the training ground where student practitioners are challenged to integrate all aspects of their education. This phase of training offers students their final preparation and transition into occupational certification in the professional Therapeutic Massage arena and the best possible opportunity for success as practicing massage therapists.

Program Student Learning Outcomes

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

1. Assess client and safely perform the most relevant type of massage and bodywork therapy for the client's situation, condition, and special needs
2. Perform administrative duties including recordkeeping, appointment scheduling, and ordering supplies
3. Recognize emergency situations and perform life-saving skills of CPR and first aid properly and in a timely manner
4. Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams
5. Exhibit the highest standards of ethical conduct and maintain a safe and clean working environment
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 and clients expect of all *SJVC* graduates

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

Course ID	Course Name	Credit Units
BIO 24	Anatomy and Physiology	4.0
BIO 110	Clinical Pathology	3.0
BIO 210	Palpation and Kinesiology	3.0
BUS 104	Business Essentials & Professional Development	3.0
CPR 1	CPR/First Aid	1.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MAS 110	Introduction to Eastern Theory and Shiatsu Techniques	4.0
MAS 120	Palpation and Myology	4.0
MAS 130	Swedish Massage Therapy Technique	4.0
MAS 210	Integrated Deep Tissue Massage	3.0
MAS 220	Swedish Massage Therapy Applied Techniques	3.0
MAS 230	Sports Massage	3.0
MAS 240	Spa Therapy: Management, Techniques, and Modalities	3.0
MTC 1	Massage Therapy Clinic 1	2.0
MTC 2	Massage Therapy Clinic 2	2.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
PHIL 1C	Ethics	3.0
PSY 1	Introduction to General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
A.S. Degree Program Total		63.0

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



Program Graduation Requirements:

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.



Veterinary Technology

This program is offered at **Fresno**.

Program Description

This 65-school-week specialized program is designed to prepare the student to perform all aspects of veterinary patient care. Graduates will possess the skills, knowledge, and confidence to be able to assist in surgery, provide basic pet care and handling, identify common animal diseases and disorders, administer medication and treatments, take and develop radiographs, as well as perform various laboratory procedures. Students will also practice the communication, patient education, and organizational skills needed to work effectively in the clinical setting. Students will work primarily with small animal (dog and cat) procedures; large animal and exotic animal care are also included in the program.

SJVC's Veterinary Technology program holds provisional accreditation by the American Veterinary Medical Association (AVMA). Graduates will be able to work as a Veterinary Assistant and qualifying students are eligible to sit for the Registered Veterinary Technician (RVT) exam for state licensure immediately upon graduation.

Program Student Learning Outcomes

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

1. Perform the duties pertaining to veterinary clinic reception, bookkeeping, office management, and general computer skills.
2. Perform the various duties of a veterinary assistant, such as venipuncture, administering of injections, placing of IV catheters, intubation, and the monitoring of anesthesia in a surgical setting.
3. Perform dental prophylaxis, with capability to instruct and demonstrate in-home dental care, providing detailed explanation for future recommendations.
4. Apply the concepts of animal husbandry, common diseases, signs, treatment, and prevention of disease to the Veterinary Technician profession.
5. Perform and apply laboratory procedures, as well as radiographic film processing regarded as diagnostic contributions in animal health care.
6. Demonstrate confidence in the execution of exam room protocols, such as proper pet restraining techniques, the obtaining of vitals, accurate recording of patient history and client communication within the examination process.
7. 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.
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.



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

Course ID	Course Name	Credit Units
BIO 3	Introduction to General Biology	3.0
ENG 121	Reading and Composition – Part A	3.0
ENG 122	Reading and Composition – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
VRT 101	Anatomy and Physiology of Domestic Animals	5.0
VRT 102	Fundamentals of Animal Nursing	5.0
VRT 205	Laboratory Procedures	5.0
VRT 206	Companion Animal Nursing	3.0
VRT 207	Farm Animal Nursing	3.0
VRT 208	Introduction to Pharmacology	3.0
VRT 300	Beginning Diagnostic Imaging	2.0
VRT 301	Beginning Surgical Assisting A	3.0
VRT 306	Beginning Surgical Assisting B	2.0
VRT 308	Advanced Pharmacology	3.0
VRT 310	Advanced Surgical Procedures A	3.0
VRT 320	Advanced Surgical Procedures B	2.0
VRT 390	Veterinary Clinical Rotation	1.0
VRT 403	Advanced Diagnostic Imaging Applications	2.0
VRT 406	Exotic and Lab Animals	3.0
VRT 407	Course Review and Essential Skills	2.0
VRT 490	Externship A	4.0
VRT 491	Externship B	1.0
AS Degree Program Total		76.0

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

Program Graduation Requirements: Student must earn a grade of "C" or higher in all VRT courses.

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.



Vocational Nursing

This program is offered at **Visalia**.

Program Description

Nursing is a dynamic, rapidly changing profession which involves assisting individuals to meet their health care needs through a unique set of skills. These skills are assessment, caring, counseling, and comforting those in your care. This 64-school-week program is accredited by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). This program prepares nurses for practice at the vocational nursing level. The vocational nurse works under the supervision of the registered nurse or physician to provide physical care and emotional support to patients. Nurses, both men and women, have many exciting career choices and may work in a wide variety of settings. Passing drug and alcohol testing, criminal history background checks, health screenings and immunizations are all conditions of acceptance for clinical and extern education in a health care setting. Students will be required to complete all screenings and immunization requirements of clinical sites prior to beginning clinical 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. Use nursing knowledge, judgment and skills to establish baseline data for the nursing process.
2. Demonstrate competence in diagnostic and therapeutic nursing techniques.
3. Use strong, developed self-concept in combination with creative/critical thinking, nursing judgment, knowledge and skills to provide nursing care in all health care settings.
4. Embody caring and compassion as evidenced by interpersonal interactions and therapeutic practice.
5. Use communication skills and collaboration with clients/families, and other members of the health care delivery team.
6. Apply organizational skills to focus the care on the client's needs while working with interdisciplinary teams of allied health workers.
7. Use nursing judgment to provide cost-effective client care.
8. Use leadership and professionalism to be a client advocate and bring about any needed change in the health care delivery system of today.
9. Pass the Licensed Vocational Nurse Board Examination for licensure.
10. 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.
11. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.

Admission Requirements

- Applicant must be in good health and physically fit
- Applicant must be age 18 by his/her expected start date

Applicants to the VN program are selected based on points earned in an evaluation process that includes assessment, transcript review, professional reference and personal interview. Enrollment is subject to the approval of the VN Program Director or his/her designee.



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

Course ID	Course Name	Credit Units	Credit Hours
ENG 121	Reading and Composition – Part A	3.0	45
ENG 122	Reading and Composition – Part B	3.0	45
MTH 121	College Algebra – Part A	3.0	45
MTH 122	College Algebra – Part B	3.0	45
PHIL 1C	Ethics	3.0	45
PSY 1	General Psychology	3.0	45
SOC 1	Introduction to Sociology	3.0	45
VN 9	Anatomy and Physiology for Vocational Nurses	3.0	45
VN 11	Clinical Pharmacology for Nurses	4.0	60
VN 14	Nursing Fundamentals Theory	6.0	90
VN 21	Nursing of the Mature Adult Theory	8.0	120
VN 32	Maternity Nursing Theory	3.0	45
VN 33	Pediatric Nursing Theory	3.0	45
VN 40	Critical Care Concepts Theory	8.0	120
VN 46	Nursing Ethics and Professionalism	2.0	30
VN 51	Pharmacology: Dosages and Calculations	2.0	30
VN 100	Nursing Fundamentals of the Adult Clinical Rotation	3.0	160
VN 112	Nursing Fundamentals Skills Lab	1.0	80
VN 201	Nursing of the Mature and Older Adult Clinical Rotations	5.0	240
VN 301	Maternity and Pediatric Nursing Clinical Rotations	5.0	240
VN 401	Advanced Nursing Care in Medical/Surgical, Mental and Community Health Clinical Rotations	5.0	240
VN 501	Comprehensive Licensure Exam Review	2.0	40
A.S. Degree Program Total		75.0	1900

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

Program Graduation Requirements:

Students must earn 74% or better in all VN courses, including general education, and meet the minimum requirement of the HIPAA component in order to graduate from the program.

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.



GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF SCIENCE DEGREE

An Associate of Science Degree will be awarded to students upon the satisfactory completion of the following requirements:

- A minimum of 60 units of college work,
- Completion of all required core courses,
- Completion of the program's general education requirements,
- Completion of the Career Services Seminar or equivalent,
- "C", 2.0 cumulative grade point average, and
- Fulfillment of any program-specific graduation requirements.¹²

Proficiency in Basic Skills

All students granted an Associate of Science degree must have demonstrated college-level competence in reading, written expression, and math skills.

Reading and written expression proficiency *must* be satisfied by one of the following:

- Completion with a grade of "D" or better in the following at *SJVC*:
 - English 121 & 122
- Completion with a grade of "C" or better in a course equivalent to English 121&122 from a regionally accredited College or University.

Math proficiency *must* be demonstrated by one of the following:

- Completion with a grade of "D" or better in the following at *SJVC*:
 - Math 121 & 122
- Completion with a grade of "C" or better in a course equivalent to Math 121 & 122 from a regionally accredited College or University.

Please note: Unless otherwise defined by program requirements, a grade of "D" in the above-referenced courses will satisfy proficiency in basic skills and is considered a passing grade. However, a student with a "D" in one or more of these courses must maintain a 2.0 *cumulative* GPA in order to remain in Satisfactory Academic Progress.

Career Services Seminar

This seminar concentrates on the job search preparation and process. Topics include services provided by the Career Services Department, resume writing, interview techniques, networking skills, portfolio presentation, and workplace success. **Passing this seminar or equivalent is a graduation requirement.**

¹² Program-specific graduation requirements are listed in the Program Descriptions.

GENERAL EDUCATION

General Education courses are offered on all *SJVC* campuses.

Philosophy

SJVC believes a well-rounded education is essential to a successful career. General Education courses are integrated into the programs and are designed to give students a diverse educational experience. Our General Education curriculum introduces students to the major areas of knowledge and guides them to develop thoughtful perspectives about life, others, and the world around them.

Breadth

To be a well-rounded educated person, it is vital that college graduates experience the variety of major areas of knowledge: communication, mathematics, humanities, natural sciences and social sciences. At *SJVC*, we have chosen a core curriculum of introductory courses designed to give students a broad experience in each knowledge area, encouraging inquiry and literacy throughout the curriculum.

Depth

The competencies of General Education can be found within each course a student takes at *SJVC*. In both General Education and vocationally-focused courses students will write, use technology, perform computations, and interact with others in a professional and ethical manner. Through our hands-on activities and real-world applications, Students practice the skills of critical thinking and analysis while anticipating future career situations. Through this cross-curricular approach to General Education skills and competencies, students gain a full education.

Rigor

To ensure application and retention of General Education principles, students are consistently challenged to apply their new knowledge to real-life situations in their careers and personal lives. Authentic activities and assessment help measure their success. Through regular Program Review, using data, experience, and comparison to other accredited institutions as a framework, *SJVC* strives to ensure our General Education courses meet an appropriate level of rigor for college courses.



General Education Outcomes

PLOs

While General Education is not a program in and of itself at *SJVC*, but rather an integral part of each program offered, you will find the tenets of General Education represented within the Program Learning Outcomes (PLOs) of our career-focused programs in the following common Program Outcome:

Upon completion of all programs at SJVC, the graduate will be able to 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.

Each program, through its Assessment Plan, identifies the courses and Course Learning Outcomes that lead students to the achievement of this outcome, whether the course is vocational in nature or one of the General Education courses.

ILOs

General Education courses lead students directly to success the Institutional Learning Outcomes (ILOs) of *SJVC*. Our ILOs state that all graduates shall be professional, confident, skilled, educated citizens and communicators, and we find that General Education courses play a vital role in helping our students accomplish these outcomes. The student success on Course Learning Outcomes (CLOs) within the General Education courses provides assessment data of our ILOs.

SJVC Required General Education Courses:

	ENG 121 & ENG 122 Reading and Composition 6 units	MTH 121 & MTH 122 College Algebra 6 units	NSC 1 Introduction to the Natural Sciences* 3 units	PHIL 1C Ethics 3 units	PSY 1 General Psychology 3 units	SOC 1 Introduction to Sociology 3 units
Major Areas of Knowledge						
Language and Rationality	X	X				
Humanities (Arts, Literature, Philosophy)	X			X		
Natural Science			X			
Social Science					X	X
General Education Skills & Competencies						
Written Communication Skills	X			X	X	X
Oral Communication Skills	X			X	X	X
Computer Literacy	X	X	X	X	X	X
Information Competency	X	X	X	X	X	X
Scientific & Quantitative Reasoning		X	X		X	
Critical Analysis/ Logical Thinking	X	X	X	X	X	X
Ethical & Effective Citizen			X	X	X	X
Interpersonal Skills	X			X	X	X
Respect for Diversity	X	X	X	X	X	X

* In the RT, VN, and VT medical programs, students take various medical science courses instead of *Introduction to the Natural Sciences*.

* Students enrolled in the AMT program, study over 3 units of Physics within AERO 31 instead of taking *Introduction to the Natural Sciences*.

PROGRAMS OF STUDY LEADING TO A CERTIFICATE

BAKERSFIELD CAMPUS

Clinical Medical Assisting	102
Dental Assisting	104
Diagnostic Medical Sonography	105
Industrial Technology	108
Therapeutic Massage	112

FRESNO CAMPUS

Clinical Medical Assisting	102
Dental Assisting	104
Industrial Technology	108

HANFORD CENTER (Visalia Campus Extension)

Business Administration	101
Clinical Medical Assisting	102
Medical Office Administration	109

HESPERIA CAMPUS

Business Administration	101
Clinical Medical Assisting	102
Industrial Technology	108
Medical Office Administration	109
Pharmacy Technology	111

LANCASTER CAMPUS

Business Administration	101
Clinical Medical Assisting	102
Industrial Technology	108
Medical Office Administration	109
Pharmacy Technology	111

MODESTO CAMPUS

Business Administration	101
Clinical Medical Assisting	102
Industrial Technology	108
Medical Office Administration	109
Therapeutic Massage	112

ONTARIO CAMPUS

Business Administration	101
Clinical Medical Assisting	102
Industrial Technology	108
Medical Office Administration	109
Pharmacy Technology	111

TEMECULA CAMPUS

Business Administration	101
Clinical Medical Assisting	102
Dental Assisting	104
Medical Office Administration	109
Pharmacy Technology	111

VISALIA CAMPUS

Clinical Medical Assisting	102
Dental Assisting	104
Industrial Technology	108

ONLINE DIVISION

Business Administration	101
Clinical Medical Assisting	102
Human Resource Administration	107
Medical Office Administration	109

Business Administration Certificate

This program is offered at **Hanford, Hesperia, Lancaster, Modesto, Online, Ontario** and **Temecula**.

Program Description

This 30-school-week general business program includes the business procedures used in the majority of business operations today. Students develop the ability to organize and manage work tasks and information through the use of microcomputer technology utilizing the Microsoft Office Suite: Word, Access, Excel, Outlook and PowerPoint.

Program Student Learning Outcomes

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

1. Perform general business functions
2. Demonstrate resource management and accounting skills
3. Demonstrate a working understanding of economics and marketing and how they correlate to current global business trends
4. Demonstrate keyboarding and ten key skills commensurate with industry standards
5. Demonstrate proficiency in Word, Excel, PowerPoint, and accounting software
6. Interact confidently and communicate effectively with businesses and community organizations
7. 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
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates



The following courses are offered at **Lancaster, Hanford, Hesperia, Modesto, Ontario** and **Temecula** and are required to obtain a certificate in this field:

Course ID	Course Name	Credit Units
ACT 101	Principles of Accounting	5.0
BA 210	Business Writing	2.0
BUS 102	Business Math	3.0
BUS 160	The Modern Office Professional	3.0
BUS 170	Strategic Management & Leadership	3.0
BUS 180	Marketing & Sales	3.0
CMP 101	Introduction to Microsoft Office I	5.0
CMP 102	Introduction to Microsoft Office II	5.0
HR 100	Human Resource Management and Administration	2.0
Certificate Program Total		31.0

The following courses are offered **Online** and are required to obtain a certificate in this field:

Course ID	Course Name	Credit Units
BUS 100	Introduction to Business	5.0
BUS 125	Administrative Operations and Procedures	5.0
BUS 135	Professional and Technical Writing	5.0
BUS 145	Business Math	5.0
CMP 101	Introduction to Microsoft Office I	5.0
HR 155	Human Resource Management and Administration	5.0
Certificate Program Total		30.0

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

Program Graduation Requirements:

Students must reach minimum keyboarding speed requirements of 45 net wpm to be eligible for graduation from this program.

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.

Clinical Medical Assisting Certificate

This program is offered at **Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Online, Ontario, Temecula** and **Visalia**.

Program Description

This 30-school-week program provides specialized training for employment in medical offices and medical specialty clinics. The curriculum includes theory and practical applications in clinical medical procedures. Topics and applications in the following subjects are included in this program: human anatomy and physiology, medical terminology, medical clinical procedures such as vital signs, injections, venipuncture and ECG, health histories, patient care, instrument set-ups, instrument sterilization and emergency procedures. Students will participate in discussions of customer service, human relations, and professional behavior applications throughout this program. 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 medical setting. 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. Manage the front office of a health care facility and perform administrative duties such as patient charting, billing, letter writing, and handling coding procedures for insurance purposes using a variety of applicable software
2. Perform clinical skills such as taking vital signs, dosage computations, venipuncture, injections, hematology, administration of medication, specimen collection, and emergency procedures
3. Distinguish the various systems of the human body and explain their function using proper medical terminology
4. Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for the Registered Medical Assistant (RMA) exam
5. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

The following courses are offered at **Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Ontario, Rancho Cordova, Temecula** and **Visalia** and are required to obtain a certificate in this field.

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 125	Clinical Procedures	3.0
MAP 500	Externship	4.0
MTH 121	College Algebra – Part A	3.0
Certificate Program Total		31.0

The following courses are offered **Online** and are required to obtain a certificate in this field.

Course ID	Course Name	Credit Hours
CMA 121	Basic and Advanced Phlebotomy Theory	5.0
CMA 141	Medical Assisting Competencies	5.0
CMA 161	Introduction to Pharmacology and Administration of Medication	5.0
CMA 170	Medical Office Applications and Communications	5.0
CMA 501	Exam Preparation	1.0
CSS 100	Career Services Seminar	P/F
HTH 107	Anatomy/Physiology and Medical Terminology	6.0
HTH 500	180 hour Externship and Professional Experience	4.0
Certificate Program Total		31.0

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



Program Graduation Requirements:

A grade of "C" or higher is required in all clinical/ lab classes. Students not achieving a grade of "C" or higher in each clinical/lab course will be required to retake those courses. Students must also meet the minimum requirement of the HIPAA component 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

This program is offered at **Bakersfield, Fresno, Temecula, 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
Certificate Program Total		39.0	940

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.

Diagnostic Medical Sonography Certificate

This program is offered at **Bakersfield**.

Program Description:

This 73-school-week program is designed to thoroughly prepare the student to work in the allied medical field as an entry-level general sonographer. This will be accomplished through quality lecture, laboratory courses, and clinical instruction in the theoretical knowledge, skills, and responsibilities. The successful program graduate will be able to perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of sonographic diagnostic services, provide appropriate and compassionate patient care for patients undergoing ultrasound examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.



Graduates of this program will be qualified to work as an entry-level general sonographer in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, a mobile ultrasound service, as a freelance sonographer, as a traveling sonographer, or as an applications specialist for an ultrasound manufacturing company.

Program Student Learning Outcomes

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

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner.
7. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health.
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates.

Prerequisites:

A minimum of a "C" grade completed at a regionally accredited college or university in the following courses:

- Writing & Composition
- Intermediate Algebra or Higher
- Anatomy and Physiology
- Medical Terminology

Admission Requirement:

Applicants must be at least 18 years of age.

Applicants to the Diagnostic Medical Sonography Program are selected based on points earned in an evaluation process that includes assessment, transcript review, professional reference and personal interview. Enrollment is subject to the Program Director or his/her designee.

The following courses are required to obtain a certificate in this field.

Course ID	Course Name	Credit Units
DMS 200	Orientation to Ultrasound Imaging Seminar	P/F
DMS 210	Abdominal and Small Parts Ultrasound Imaging	6.0
DMS 210L	Abdominal and Small Parts Ultrasound Imaging Laboratory	5.0
DMS 215	Fundamentals of Sonography	1.0
DMS 220	Obstetrics and Gynecology Ultrasound Imaging	6.0
DMS 220L	Obstetrics and Gynecology Ultrasound Imaging Laboratory	5.0
DMS 225	Patient Care for Sonographers	3.0
DMS 230	Introduction to Vascular Ultrasound Imaging	6.0
DMS 230L	Introduction to Vascular Ultrasound Imaging Laboratory	5.0
DMS 235	Professional Aspects of Sonography	1.0
DMS 240	Physical Principles & Instrumentation of Ultrasound	6.0
DMS 240L	Physical Principles & Instrumentation of Ultrasound Laboratory	5.0
DMS 250	Clinical Practicum I	10.0
DMS 260	Clinical Practicum II	10.0
DMS 300	ARDMS Certifying Examination Review	1.0
Certificate Program Total		70.0

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

Program Graduation Requirements:

Students must earn a grade of "C" or higher in all DMS academic and clinical work. Students must also meet the minimum requirement of the HIPAA component 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 15 weeks to be eligible for graduation.



Human Resource Administration Certificate

This program is offered **Online**.

Program Description

This 30-school-week program is designed to introduce the student to the procedures, policies and practices found in the modern human resource department. The student will develop personal, professional and human relations skills in addition to the skills needed to perform the duties of a human resource administrator. The program has an emphasis on the administration of human resources, including personnel hiring, evaluation, compensation, benefits, payroll management, employee labor laws and related areas.

Program Student Learning Outcomes

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

1. Identify and uphold ethical behavior within an organization
2. Protect all organizational assets, focusing on employee health, safety, and security
3. Identify workplace laws, incorporating the principles of confidentiality and diversity to employee and employer rights.
4. Communicate confidently and effectively orally and in writing.
5. Perform administrative roles such as record keeping, computer usage, and payroll.
6. Develop the role of employee advocate, managing HR activities such as motivation and retention of employees.
7. Develop and implement employee training programs
8. Partner with management for organizational decision making in areas such as strategic planning, policy and procedure development, staffing, and talent management.
9. Utilize critical thinking skills to resolve conflict, process grievances, and appraise employee performance.
10. Relate and apply concepts communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
11. Demonstrate the social skills, professional appearance, attitudes, and behavior that employers expect of all SJVC graduates.



The following courses are required to obtain a certificate in this field.

Course ID	Course Name	Credit Units
CMP 101	Introduction to Microsoft Office 1	5.0
CMP 102	Introduction to Microsoft Office 2	5.0
HRA 21	Human Resource Fundamentals	5.0
HRA 22	Regulations and Laws Affecting Human Resources	5.0
HRA 23	Accounting and Payroll Management	5.0
HRA 24	Ethics in Human Resources	5.0
Certificate Program Total		30.0

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

Program Graduation Requirements:

Students must reach minimum keyboarding speed requirements of 35 net wpm to be eligible for graduation from this program.

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.

Industrial Technology Certificate

This program is offered at **Bakersfield, Fresno, Hesperia, Lancaster, Modesto, Ontario, and Visalia.**

Program Description

This 30-school-week program is designed to provide fundamental, hands-on training of electrical equipment, motor control, programmable logic controllers, fluid power systems, bearing application, and power transmission systems which are utilized in an industrial facility. Students will learn electricity theory with emphasis in those energy sources developed for commercial and manufacturing use. Students will also learn central concepts and applications of Programmable Logic Controllers (PLCs). In addition, students will study the basic principles, applications, concepts, functions of hydraulic systems, bearings, and power transmission components.



Program Student Learning Outcomes

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

1. Apply basic concepts of electrical theory related to motor control
2. Operate and maintain machinery and machinery components such as industrial bearings, gear systems, and shaft joining and coupling devices
3. Perform advanced hydraulic testing procedures, maintenance, and hydraulic systems operation
4. Program, install, and perform diagnostic functions on programmable logic controllers (PLCs)
5. Use a computer and associated hardware and software to generate documents, prepare electronic spreadsheets, manage databases, conduct Internet research, and communicate via electronic mail
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

- Valid California driver license
- No felony convictions
- No misdemeanor convictions for property or drug crimes

The following courses are required to obtain a certificate in this field.

Course ID	Course Name	Credit Units
IT 101	Basic Industrial Electricity	10.0
IT 110	Power Transmission	5.0
IT 120	Fluid Power	5.0
IT 201	Programmable Logic Controllers	10.0
Certificate Program Total		30.0

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

Program Graduation Requirements:

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.

Medical Office Administration

This program is offered at **Hanford, Hesperia, Lancaster, Modesto, Online, Ontario, and Temecula**.

Program Description

This 30-school-week program provides specialized training for employment in physician offices, medical specialty clinics and hospitals. The curriculum includes medical terminology, computerized office organization, records management, bookkeeping and accounting, professional communications, insurance claims preparation, standardized medical coding and the professional operation of the health care facility.

Program Student Learning Outcomes

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

1. Perform administrative skills such as scheduling and receiving patients as well as charting and maintaining patient records
2. Operate and manage a computerized medical office that includes bookkeeping and accounting tasks
3. Code, submit, and manage insurance claims accurately
4. Manage emergency situations requiring CPR or first aid
5. Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates



The following courses are offered at **Hanford, Hesperia, Lancaster, Modesto, Ontario, and Temecula** and are required to obtain a certificate in this field:

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Hospital Billing	2.0
MOP 140	ICD Coding	3.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
MTH 121	College Algebra – Part A	3.0
Certificate Program Total		31.0

The following courses are offered **Online** and are required to obtain a certificate in this field:

Course ID	Course Name	Credit Units
BCS 101	Basic Computer Skills	5.0
HCM 40	Medical Insurance Principles	5.0
HCM 102	CPT, HCPS, and ICD Coding	5.0
HCM 103	Health Care Management	5.0
HCM 105	Hospital Billing and Legal Issues in Insurance	5.0
HTH 107	Anatomy/Physiology and Medical Terminology	6.0
Certificate Program Total		31.0

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

Program Graduation Requirements:

Students must reach minimum keyboarding speed requirements of 35 net wpm and the minimum requirement of the HIPAA component 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.



Pharmacy Technology Certificate

This program is offered at **Hesperia, Lancaster, Ontario, and Temecula.**

Program Description

This 30-school-week specialized program provides basic knowledge and skills needed to work under the direct supervision of a Registered Pharmacist. The technician assists in the various activities of compounding, distribution and dispensing of medications. Students will also receive a HIPAA certificate. Drug and alcohol testing, and health screenings and immunizations may all be conditions of acceptance for clinical and extern education in a medical setting. 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. Exhibit accurately the competencies of a Pharmacy Technician including:
 - Legal limitations within the law
 - How and why aseptic techniques are used
 - Legal requirements for prescription forms and labels
 - Correct medical terminology
 - Stability characteristics and storage requirements of commonly prescribed drugs
 - Drug to drug interactions of commonly prescribed drugs
 - Indications of commonly prescribed drugs
 - The trade (brand) and generic names of commonly prescribed drugs
2. Read, interpret, transcribe, troubleshoot, and process prescriptions and medical orders accurately.
3. Demonstrate the ethical principles of the pharmacy profession.
4. Possess and display professional skills related to dependability, customer service, team work, flexibility & adaptability in working with patients, medical staff, insurance staff, and other pharmacy personnel.
5. Characterize a medical professional capable of learning, growing and adapting to varied environments and activities in working with a licensed Pharmacist.
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

- Official transcript from High School or GED/Equivalent

The following courses are required to obtain a certificate in this field.

Course ID	Course Name	Credit Units
PHR 15	Pharmacy Science and Applications 2	5.0
PHR 20	Pharmacy Law and Ethics	3.0
PHR 25	Pharmacy Records and Documentation	3.0
PHR 30	Pharmacy Math and Calculations	3.0
PHR 100	Pharmacy Science and Applications 1	5.0
PHR 120	Pharmacy Clinical Applications 1	2.0
PHR 135	Pharmacy Clinical Applications 2	3.0
PHR 312	Pharmacy Business Simulations and Computer Applications	3.0
PHR 512	Clinical Experience	2.0
PHR 513	Externship	1.0
Certificate Program Total		30.0

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

Program Graduation Requirements:

Students must earn a grade of "C" or higher in all PT courses and meet the minimum keyboarding speed requirements of 35 net wpm to be eligible for graduation from this program (which must be attained prior to extern placement). Students must also meet the minimum requirement of the HIPAA component 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.



Therapeutic Massage Certificate

This program is offered at **Bakersfield** and **Modesto**.

Program Description

This 35-school-week program provides a strong foundation of education, training and experience for graduates to successfully begin working as Therapeutic Massage professionals. Studies include training in both Eastern and Western forms of massage and bodywork therapy including Shiatsu and Swedish Massage, as well as an essential grounding in the biosciences providing an important context for the hands-on training taught in the program. This program also offers an onsite, professionally supervised clinical internship providing the training ground where student practitioners experience their final preparation and transition into the professional Therapeutic Massage arena.

San Joaquin Valley College has satisfied all of the criteria put forth by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) and is designated as an Assigned School for Nationally Certified Massage Therapists and Bodyworkers. Graduates from the SJVC Therapeutic Massage program are eligible to sit for the NCBTMB Exam to become Nationally Certified.



Program Student Learning Outcomes

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

1. Assess client and safely perform the most relevant type of massage and bodywork therapy for the client's situation, condition, and special needs.
2. Perform administrative duties including recordkeeping, appointment scheduling, and ordering supplies.
3. Recognize emergency situations and perform life-saving skills of CPR and first aid properly and in a timely manner.
4. Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams.
5. Exhibit the highest standards of ethical conduct and maintain a safe and clean working environment.
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 and client expect of all SJVC graduates.

The following courses are required to obtain a certificate in this field.

Course ID	Course Name	Credit Units
BIO 24	Anatomy and Physiology	4.0
BIO 110	Clinical Pathology	3.0
BUS 104	Business Essentials/Professional Development	3.0
CPR 1	CPR/First Aid	1.0
ENG 121	Composition and Reading – Part A	3.0
MAS 110	Introduction to Eastern Theory and Shiatsu Techniques	4.0
MAS 120	Palpation and Myology	4.0
MAS 130	Swedish Therapeutic Massage Technique	4.0
MTC 1	Massage Therapy Clinic 1	2.0
MTH 121	College Algebra – Part A	3.0
Certificate Program Total		31.0

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

Program Graduation Requirements:

In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.



GRADUATION REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION

SJVC will issue Certificates of Completion to those students who satisfactorily complete the requirements and are able to demonstrate proficiency and competency in a prescribed vocational training program. The certificate is widely recognized and accepted by employers as verification of job preparedness and skill achievement. Certificates of Completion are issued to those students completing a prescribed vocational program under all of the following conditions:

- Students are required to complete all courses of the certificate program with a 2.0 cumulative grade point average or better.
- Substitutions or a waiver of required courses are not allowed.
- Completion of the Career Services Seminar or equivalent: *The Career Services Seminar concentrates on the job search preparation and process. Topics include services provided by the Career Services Department, resume writing, interview techniques, networking skills, portfolio presentation, and workplace success.*

Most certificate courses can be applied toward an Associate of Science degree. Students who intend on obtaining a certificate and a degree should see their admissions representative for general education and other requirements beyond those required for their certificate.

SECTION 8

COURSE DESCRIPTIONS

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ALPHABETICAL LIST OF COURSE DESCRIPTIONS

AC 100: Basic Air Conditioning Theory and Applications

5.0 units – 90 hours

This course introduces, discusses and demonstrates the practical applications of the physical properties of air, (psychometrics), blueprint interpretation, floor plan layout, calculating building heat loads, air distribution systems, types of air conditioning equipment and systems, codes, and installations. This course also introduces EPA, Section 608.

AC 302: Intermediate Air Conditioning

2.0 units – 45 hours

This course applies pictorial and schematic wiring diagrams, interpretation and various techniques for problem analysis and troubleshooting of air conditioning and heating units. Students will work with gas, propane and oil-fired furnaces.

AC 400: Advanced Air Conditioning

2.0 units – 45 hours

This course includes: refrigerant recovery/recycle practices, proper evacuation procedures, major component replacement and brazing techniques, leak testing methods, system charging procedures, system performance analysis, problem analysis, diagnostics and repair procedures for heating and air conditioning systems including heat pumps. In addition, this course prepares the students for the HVAC-R industry certification.

ACT 101: Principles of Accounting

5.0 units – 90 hours

This course examines the Generally Accepted Accounting Principles, the purpose and nature of accounting systems, the accounting cycle, and their relation to function. Subjects covered include accounting careers, the basic accounting equation, the double entry accounting system, financial statements, general ledger, general journal, the accounting worksheet, adjusting entries, closing entries, post closing trial balance and automated accounting.

ACT 102: Intermediate Accounting

3.0 units – 45 hours

This course examines the theory, concepts and practices of accounting, and their relation to function. Emphasis will be on financial statements and year-end accounting, accounting for merchandising inventory, accounting for partnerships, automated accounting and analysis of related accounting functions.

AERO 30: Aircraft Basic Science

9.0 units – 256 hours

This course provides a review of blueprint reading, mechanical drawings, fabrication of fluid lines and fittings, nondestructive testing methods, aircraft hardware and material identification, precision measuring techniques, aircraft corrosion control, and FAA documentation. Students will also use FAA and manufacturers' specifications and discuss mechanic privileges and limitations. **A grade of "C" or better is required for completion of the course.**

AERO 31: Basic Electricity and Electronics

9.0 units – 256 hours

Math concepts and application, basic electricity and electronics involving capacitance, inductance, volts, ampere, resistance and AC/DC circuits will be reviewed. The use of and interpretations of electrical schematics, flow-charts and diagrams is emphasized. This course will also cover the inspection and servicing of aircraft batteries and the physics of an aircraft with emphases on flight characteristics and weight & balance. **A grade of "C" or better is required for completion of the course.**

AERO 32: Reciprocating Engine Theory and Engine Overhaul

9.0 units – 256 hours

This course will focus on the inspection and repair of reciprocating engines. Operational concepts of reciprocating aircraft engines and accessories, and the overhaul of a piston engine with removal and inspection of a piston engine will be covered. The student will also learn the procedures involved in the inspection and servicing of engine instrument systems. **A grade of "C" or better is required for completion of the course.**

AERO 33: Sheet Metal Structures and Airframe Auxiliary Systems

9.0 units – 256 hours

This course will cover aircraft sheet metal fabrication including layout, drilling, and riveting. There will be a continued study of the fabrication and repair of plastics, honeycomb and bonded aluminum structure. This course will also cover autopilot, communication and navigation systems. **A grade of "C" or better is required for completion of the course.**

AERO 34: Turbine Engines

9.0 units – 256 hours

This course will focus on the inspection, servicing, troubleshooting, overhauling, and repair of turbine engines and supporting elements. Powerplant, electrical and auxiliary systems are also covered. **A grade of "C" or better is required for successful completion of the course.**

AERO 35: Composite Structures

9.0 units – 256 hours

Inspection and repair of wood, composite and fabric-covered structures, techniques for aircraft conformity and airworthiness inspection, techniques involved with aircraft electronic systems, including autopilot, communication and navigation systems, and techniques involving the application of aircraft finishes, including paint and dope, will be examined in this course. This course will also include techniques of welding and the fabrication and repair of structures by welding. **A grade of "C" or better is required for completion of the course.**

AERO 36: Propellers and Engine Auxiliary Systems**9.0 units – 256 hours**

This course will focus on the inspection, troubleshooting, overhaul, and repair techniques of carburetors, engine fuel metering systems and components. Engine fire detection and extinguishing systems, propellers and propeller control systems, and engine auxiliary systems are also covered. **A grade of "C" or better is required for completion of the course.**

AERO 37: Aircraft Landing Gear**9.0 units – 256 hours**

This course will cover the inspection, troubleshooting and repair of landing gear retraction systems, including shock struts, wheels, brakes, and tires. Topics include: checking and servicing of fuel management and dump systems, inspection and repair of aircraft auxiliary systems, including ice and rain control, smoke and carbon monoxide warning systems, and fire detection and extinguishing systems and landing gear. **A grade of "C" or better is required for completion of the course.**

AERO 51: Professional Licensing Seminar**2.0 units – 96 hours**

The focus of this course is the review and practical application of the AMT license examination. Students will prepare for both the written and practical examinations. The course also covers a review of the professional opportunities for the AMT graduate. **A grade of "C" or better is required for completion of the course.**

AMA 33: Medical Insurance**3.0 units – 45 hours**

This course presents a comprehensive look at medical insurance billing requirements and skills necessary to successfully file claims and effect collection of payment for medical services given.

AMA 223: Medical Office Management & Computer Applications**5.0 units - 90 hours**

In this course, students will learn the skills necessary to manage the front office of a health care facility. They will learn to manage Electronic Health Records (EHR) and basic procedures for processing fee-for-service, insurance and coding procedures for various insurance and HMO applications. Students will demonstrate patient and appointment management, telephone procedures, as well as the operation of software used to run the modern medical office facility. Keyboarding skills are a part of each class session.

APMT 1: Anatomy and Physiology with Medical Terminology**5.0 units – 90 hours**

This course provides an overview of medical terminology including basic word construction, abbreviations and symbols used in the profession. An extensive study of the human body includes basic chemistry, organization, cells, tissues, membranes and human diseases. Emphasis is placed on the integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. **A grade of "C" or better is required for completion of the course.**

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

This course focuses on the effective writing techniques utilized in business to produce various communications and documents, including business letters, minutes and reports, and dictation and note taking are the emphasis of this course. The keeping of minutes and transcription of dictated material into usable business communication will be practiced throughout the course. Specialized business terminology (legal, banking, insurance and real estate) will be reviewed. Proper grammar, punctuation, capitalization, vocabulary, proofreading, and number usage are emphasized as well as form and content. Importance is placed on style, appearance, tone, vocabulary and reader appeal. This course involves research and report writing projects. The importance of oral communication in business is also covered.

BCS 101: Basic Computer Skills**5.0 units – 90 hours**

The course is designed to provide the student with an introduction to the components of the Microsoft Office Suite. Emphasis of the class will be Microsoft Word, Microsoft Excel, and PowerPoint. Students will be tested for skill competency on a regular basis. Keyboarding skills are part of each class session. Students will participate in timed keyboarding skill tests.

BIO 3: Introduction to General Biology**3.0 units – 45 hours**

The introduction to general biology is designed to provide a basic foundation. The course will focus on the study of cell structure, function, and genetics. Evolution of life forms from bacteria to advanced species and principles of chemistry with an emphasis on the structure and function of biological molecules will also be covered. **A grade of "C" or better is required for completion of the course.**

BIO 24: Human Anatomy and Physiology**4.0 units – 75 hours**

This course provides an introduction to the structure and function of the major organs, essential structures, and physiological principles of the human body with emphasis on primary organ systems to students in health majors. Integration of multi-organ functions and relevant terminology will be included.

BIO 31: Microbiology**4.0 units – 75 hours**

This course provides an introduction to microbiology covering the fundamental aspects of taxonomy, morphology, classification, genetics and reproduction, physiology, nutrition and growth, control, host – parasite relationships, and immunology. Bacteria, fungi, protozoa, and viruses and their roles and importance in the biological world will be covered. Basic techniques for culturing, staining, counting and identifying microorganisms are emphasized in the laboratory.

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.

CJ 61A: PC 832 – Laws of Arrest**3.0 units – 45 hours**

This is the mandatory introductory course of training prescribed by the Commission on Peace Officer Standards and Training (POST) for every person described in the Penal Code as a peace officer. This training is required for all Correctional/Custodial Officers in California. This course is provided through a POST certified outside contractor. All standards of attendance and professionalism are in effect. Should a student fail the course, the student assumes responsibility for all costs associated with retake.

CJ 61B: PC 832 – Firearms Course**2.0 units – 45 hours**

This course includes the mandatory introductory course of firearms training prescribed by the Commission on Peace Officer Standards and Training (POST) for every person described in the Penal Code as a peace officer who carries a firearm. This training is required for all Correctional/Custodial Officers in California who carry a firearm during the course of their employment and meets Reserve Level III requirements. Also included in this course is an 8-hour Bureau of Security and Investigative Services (BSIS) Power to Arrest Guard Card training, which a security guard must complete prior to being placed on a post. All students must have a handgun, holster, and a reloading device for their weapon to participate in firearms training. The firearms portion of this course is provided through a POST certified outside contractor, and BSIS training is provided by a certified BSIS instructor. All standards of attendance and professionalism are in effect. Should a student fail the course, the student assumes responsibility for all costs associated with retake.

CJ 62A: PC 832 Laws of Arrest**3.0 units – 45 hours**

This is the mandatory introductory course of training prescribed by the Commission on Peace Officer Standards and Training (POST) for every person described in the Penal Code as a peace officer. This training is required for all Correctional/Custodial Officers in California. This course meets Reserve Level III requirements. This course is provided through a POST certified outside contractor. All standards of attendance and professionalism are in effect. Should a student fail the course, the student assumes responsibility for all costs associated with retake.

CJ 62B: PC 832 Police and Security Weapons**2.0 units – 45 hours**

This is the mandatory introductory course of firearms training prescribed by the Commission on Peace Officer Standards and Training (POST) for every person described in the Penal Code as a peace officer that carries a firearm. This training is required for all Correctional/Custodial Officers in California that carry a firearm. The course meets Reserve Level III requirements. All students must have a handgun, holster, and a reloading device for their weapon to participate in firearms training. This course is provided through a POST certified outside contractor. All standards of attendance and professionalism are in effect. Should a student fail the course, the student assumes responsibility for all costs associated with retake.

CL 110: Computer Literacy and Applications for Healthcare Professionals**2.0 units – 45 hours**

This course provides an introduction to computer concept with Word and Excel processing through hands-on operation. Topics include information on basic computer technology, file management, creation and execution of documents and spreadsheets and e-mail. Computer activities include Internet research and the creation of various documents and reports related to the medical field.

CMA 31: Medical Laboratory Procedures 1**2.0 units – 45 hours**

The theory and technique of electrocardiograms (ECG), hematology, chemistry, lab values and various other lab procedures are discussed and performed in this course. **A grade of "C" or better is required for completion of the course.**

CMA 41: Medical Laboratory Procedures 2**2.0 units – 45 hours**

The review of theory and techniques of venipuncture, hematology, and various other lab procedures are discussed and performed in this class. An introduction to radiology is provided. **A grade of "C" or better is required for completion of the course.**

CMA 42: Medical Office Simulations and Professional Development 2**3.0 units – 45 hours**

This course will focus on professional development and preparing for the Registered Medical Assistant (RMA) exam. The course includes the review and application of clinical skills and concepts such as medical terminology, body systems, injections, vital signs, venipuncture, and the use of surgical instruments. *Students will participate in discussion of customer service, human relations and professional behavior applications throughout this course.*

CMA 121: Basic and Advanced Phlebotomy Theory**5.0 units – 90 hours**

This course covers essential techniques and step-by-step procedures for venipuncture and various specimen collections focusing on the Medical Assistant's scope of practice for laboratory procedures. Topics include Occupational Safety and Health Administration (OSHA) and Clinical Laboratory Improvement Amendment (CLIA) regulations, universal precautions, infection control and sterile techniques. An overview of anatomy and physiology of the circulatory system and hematology are introduced. The Medical Assistant's responsibility in providing patient education, quality care, and demonstrating professional behavior are emphasized throughout this course.

CMA 141: Medical Assisting Competencies**5.0 units – 90 hours**

This course focuses on the role of the Medical Assistant in assisting with various exams. Students will be introduced to fundamental clinical skills such as obtaining and recording vital signs, preparing rooms and setting up trays. Topics include OSHA guidelines, regulations, ambulation and mobility instruction, basic concepts of diet and exercise and the theory of cardiopulmonary resuscitation (CPR), First Aid, emergency procedures and medical office safety procedures. An overview of anatomy, physiology, and medical terminology related to the cardiovascular and respiratory systems are covered. In addition, students will receive an introduction to basic concepts of radiology. The Medical Assistant's responsibility in providing patient education, quality care and demonstrating professional behavior are emphasized throughout this course.

CMA 161: Introduction to Pharmacology and Administration of Medication**5.0 units – 90 hours**

This course will review the anatomy, physiology and terminology as it pertains to pharmacology, injections, immunizations, and medication administration. Patient charting and instrumentation for injections and general medical procedures pertaining to the administration of medication are covered. Students will learn the components of a prescription and the terminology associated with medication orders. Students will review basic math concepts and learn dosage calculations. The Medical Assistant's responsibility in providing patient education, quality care, and demonstrating professional behavior are emphasized throughout this course. **A grade of "C" or better is required for completion of the course.**

CMA 170: Medical Office Applications and Communication**5.0 units – 90 hours**

This course provides comprehensive HIPAA (Health Insurance Portability and Accountability Act) compliance training and focuses on communication skills, telephone etiquette, and the administrative duties performed in a medical office. Students are introduced to basic computer concepts with an emphasis on the application of medical office practice management software and word processing software. Professional development and employment skills are covered in this course. The Medical Assistant's responsibility in demonstration professional behavior is emphasized throughout this course.

CMA 201: Medical Assisting Applications 1**2.0 units – 45 hours**

This course teaches pharmacology, administration of medication, and the skills of patient preparation and assessment for various clinical procedures. Sites and techniques of injections, and various other clinical procedures as well as health and nutritional concepts are included in this course. **A grade of "C" or better is required for completion of the course.**

CMA 202: Medical Assisting Applications 2**2.0 units – 45 hours**

This course teaches the skills required for various clinical procedures. Basic equipment set-ups, step-by-step procedures, venipuncture techniques and specimen collection are included in this course. **A grade of "C" or better is required for completion of the course.**

CMA 501: Exam Prep**1.0 units – 15 hours**

This course will focus on professional development and preparing for appropriate certification examinations. This course includes review of clinical skills and concepts of medical terminology, body systems, injections, vital signs, venipuncture, prescription drug dosage calculations and the use of surgical instruments.

CMP 101: Introduction to Microsoft Office 1**5.0 units – 90 hours**

This course is designed to provide introductory and intermediate skills in Microsoft Office through hands-on operations and practice of simulated business projects and activities. Emphasis is placed on Word and PowerPoint applications. This course includes functions such as word processing, document formatting, mail merge, automating your work, and organization and arrangement of PowerPoint presentations. Skills competency will be assessed throughout this course. Keyboarding skills are included.

CMP 102: Introduction to Microsoft Office 2**5.0 units – 90 hours**

This course is designed to provide introductory and intermediate skills in Microsoft® Office through hands-on operations and practice of simulated business projects and activities. Emphasis is placed on Excel and Access applications. Students will learn to build a worksheet using commands such as copying, formatting, identifying ranges, and the functions of formulas. Students will also learn the basics of Access, how to create, maintain, and work with a database. Skill competency will be assessed throughout this course. Keyboarding skills are included.

CMP 110: Computer Applications in Construction Management**5.0 units – 90 hours**

This course provides a foundational approach to Construction Industry software, including a basic introduction to Estimating and Project Scheduling. The curriculum is designed to provide a fundamental overview of the software packages that students will utilize in subsequent coursework.

CO 2: Introduction to Administration of Justice**3.0 units – 45 hours**

This course covers the history and philosophy of justice as it has evolved throughout the world. This course offers an in-depth study of the American system and the various sub-systems, roles, and role expectations of criminal justice agents and their interrelationship with society; concepts of crime causation; punishment and rehabilitation; ethics; and education in training relating to professionalism in the social system.

CO 3: Criminal Procedures**3.0 units – 45 hours**

This course examines the legal processes of search warrants, reasonable cause for detention of a person, probable cause for arrest, criminal trials, procedural hearings, and sentencing. This course offers a review of the history of case and common law, conceptual interpretations of law as reflected in court decisions, a study of case law methodology and case research, and how the decisions impact the procedures of the justice system.

CO 5: Community and Human Relations**3.0 units – 45 hours**

This course explores the roles of administration of justice practitioners and their agencies. Through interaction and study, the student becomes aware of the interrelationships and role expectations between the various members of the system and the public. Professional development and employment skills including resume writing, interview techniques, and personalized job search planning will also be covered in this class. The final grade in this class includes projects and assignments related to professional development and employment skills.

CO 8: Introduction to Investigation**3.0 units – 45 hours**

The fundamentals of investigation are introduced in this course through the following topics: techniques of crime scene search and recording, collection and preservation of physical evidence, modus operandi, sources of information, interview and interrogation, and follow-up investigation.

CO 10: Writing for Criminal Justice**3.0 units – 45 hours**

This course focuses on the techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner using the various types of criminal justice terminology. The use of English and organization of information, introduction to computer keyboarding, word processing, data entry, and report writing are also included.

CO 20A: Introduction to Corrections**3.0 units – 45 hours**

This course examines a survey of the field of correctional science through historical development, current concepts and practice, and explanations of criminal behavior. The functions and objectives of the criminal justice system concerned with institutional, probation, and the parole processes as they modify the offender's behavior are also covered. A survey of professional career opportunities in public and private agencies will be introduced.

COM 100: Strategic Communications**3.0 units – 45 hours**

This course explores communication in the workplace. The course will study group dynamics, work relationships, and cultural awareness. The course will focus on the importance of verbal, non-verbal and listening skills as effective communication tools. Conflict management, leadership skills, and public presentation strategies will be covered in this course. Critical thinking is encouraged through written and/or oral assignments and case studies.

CON 100: Construction Materials**3.0 units – 45 hours**

This course provides an overview and study of the principle construction materials used within the construction industry: concrete, masonry, metals, woods, and thermal materials. The course also examines the general requirements of a construction project and the techniques of project mobilization. This course focuses on CSI Divisions 1-7 (Master Format 1994) and is designed to accompany CON 120.

CON 105: Design Theory**3.0 units – 45 hours**

This course is an introduction to architectural related design and working document evolution, including the design process, the establishment of architectural criteria, blueprint reading, technical specifications, and related and accompanying design and drawing development. In addition, students will enhance their critical communication skills necessary to interact with design professionals.

CON 106: Blueprint and Plan Reading**3.0 units – 45 hours**

Students will learn a fundamental approach to construction industry blueprint and plan reading, focusing on both residential and commercial construction. They will also develop the skills needed to learn to read the construction drawings that are used to communicate information about buildings. Students will utilize these skills in subsequent coursework.

CON 111: Materials and Architectural Design**5.0 units – 90 hours**

This course provides an overview and study of the principal construction materials used within the construction industry and an introduction to architectural related design and working document evolution. Construction materials covered include concrete, masonry, metals, woods, thermal and moisture protection, openings, and interior finishes. The course examines the general requirements of a construction project and the techniques of project mobilization with a focus on CSI Divisions 1-9 and 31 (Master Format 2004). The design process, the establishment of architectural criteria, blueprint reading, technical specifications, and related and accompanying design and drawing development are also covered. In addition, students will enhance their critical communication skills necessary to interact with design professionals.

CON 112: Construction Documents and Methods**5.0 units – 90 hours**

This course examines various documents utilized within the construction industry to record and communicate with others. The document practice introduced in this course will provide students with the exposure to proper communication procedures with project owners, designers, subcontractors, and local governmental agencies. This course also provides an overview and study of specialties, equipment, furnishings, special construction, conveying equipment, fire suppression, plumbing systems, heating, ventilating, air-conditioning, electrical, electronic safety, and security systems, used within the construction industry to complete a construction project. The course focuses on CSI Divisions 10-30, 32-48 (Master Format 2004).

CON 113: Construction and Labor Laws**5.0 units – 90 hours**

This course focuses on federal and state labor-oriented regulations as applied to the construction industry practices. The student will investigate the interaction between technical and legal aspects of personnel administration practices, work force management, labor standards, employment discrimination, strikes and picketing, union organization, collective bargaining, pre-hire agreements, hiring hall referrals, union and non-union shop construction. This course also provides an orientation to the rules and regulations governing the construction industry, including building codes, state lien laws, contractor's license law, health and safety laws, worker's compensation, and employment insurance and taxes.

CON 114: Computer Applications and Strategic Communication**5.0 units – 90 hours**

This course provides a foundational approach to Construction Industry software and how students use the software to employ effective communication in the field. The curriculum is designed to provide a fundamental overview of the software packages that students will utilize in subsequent coursework and provides the skills for effective strategic communication and presentations through the use of practical exercises.

CON 115: Applied Math for Construction Management**3.0 units – 45 hours**

This course provides topics in fundamental algebra to include: operations on expressions, variables, monomials, polynomials, solving and graphing linear equations and inequalities. Emphasis is placed on operations involving formulas, factoring, problem-solving, radicals, and rational expressions. This course also provides topics in fundamental plane geometry to include: congruence, similarity, perpendicular and parallel lines, angles, theorems, and properties of polygons and circles. Emphasis is placed on constructions and calculations for perimeter, area and volume of common and complex geometric figures. In addition, this course offers hands-on applications which allow students to relate and apply concepts, developed through inductive and deductive reasoning, to real world situations.

CON 116: Construction Business, Accounting and Financial Management**3.0 units – 45 hours**

This course provides students with the fundamentals of business management, financial management and accounting for construction companies. Emphasis is placed on construction business strategic planning and organization, as well as the systems, methods and report analysis of accounting as it relates to construction management. Additionally, this course provides fundamental financial principles, focusing on cash flow for both company and project needs, methods and sources for financial resources, productivity analysis and financial analysis. Using inductive and deductive reasoning, students relate and apply the concepts, through hands-on applications to real world situations.

CON 120: Construction Methods**3.0 units – 45 hours**

This course provides an overview and study of the equipment, systems, finishes, and manufacturing specialties used within the construction industry to complete a construction project. The course also focuses on CSI Divisions 8-16 (Master Format 1994) and is designed to accompany CON 100.

CON 125: Scheduling and Control**5.0 units – 90 hours**

This course is the study and application of the critical path method, which includes planning, scheduling and control of the construction project. Students will discuss the use of logic, time assignment and computation, analysis, re-evaluation, computer applications, and management responsibilities. This course provides an introduction to the ethical problems and issues in modern society. Students will discuss current events related to ethical issues and participate in group discussions.

CON126: Project Scheduling and Strategic Communication**5.0 units – 90 hours**

This course is the study and application of Critical Path Method which includes planning, scheduling and control of construction projects together with a foundational approach to Construction Industry software. The student will discuss the use of logic, time assignment and computation, analysis, re-evaluation, computer applications, and management responsibilities.

CON135: Estimating & Bidding for Residential & Commercial Projects**5.0 units – 90 hours**

This course focuses on the introduction to residential cost estimating, including: reading and interpretation of blue print, plans, specifications and other project documents; principles of building costs; estimate and construction cost control; and practice in preparing bids for prospective buyers. Techniques and rationale used for analysis in estimating residential, commercial, and heavy construction projects are discussed, along with format and preparation of competent construction cost estimates with an emphasis on computer applications. Students will plan and prepare competitive bids for the firm-price heavy construction projects.

CON 136: Labor and Construction Laws**3.0 units – 45 hours**

This course provides an orientation to the rules and regulations that govern the construction industry. Students will study contract law, state lien laws, tort law, federal and state labor-oriented regulations, along with dispute resolution methods. They will discuss organized labor's role in construction industry practices.

CON 137: Quantity Survey, Estimating and Bidding for Construction**5.0 units – 90 hours**

This course focuses on the introduction to residential and commercial cost estimating, including: reading and interpretation of blue print, plans, specifications and other project documents; principles of building costs; estimate and construction cost control; and practice in preparing bids for prospective buyers. Techniques and rationale used for analysis in estimating residential, commercial, and heavy construction projects are discussed, along with format and preparation of competent construction cost estimates with an emphasis on computer applications and mathematical formulas used in estimating.

CON 141: Construction Management Supervision**3.0 units – 45 hours**

All the methods of field supervision in construction will be identified in this course. Topics will include administrative procedures, quality control, scheduling, and bidding. Students will also investigate and discuss basic principles of business management, how to be an effective manager, and the best practices of supervision, motivation, and leading a team to successful outcomes.

CON 145: Construction Project Management**5.0 units – 90 hours**

This course will discuss the construction manager's relationship and interaction with internal organization, owner, architect, engineer, public, press, legal aid, unions, trades, equipment, utilities, insurance, finances, government and others. In addition, the student will examine the administration aspects as well as monitoring, budgeting, expediting, and achieving a quality construction project.

CON 146: Construction Project Management & Contract Documents**5.0 units – 90 hours**

Students in this course will discuss the construction manager's relationship and interaction with internal organization, owner, architect, engineer, public, press, legal aid, unions, trades, equipment, utilities, insurance, finances, government and others. They will examine the administration aspects including monitoring, budgeting, expediting, and achieving a quality construction project, along with the various documents utilized within the construction industry to record, communicate and enter into legal agreements with others.

CON 155: Competitive Business Presentations and Strategic Communication**3.0 units – 45 hours**

This course equips construction supervisors with the skills necessary to become effective communicators in the workplace. The goal of this course is to introduce a culture of open and accurate communication which will lead to trust between the construction supervisor and those who are intrinsic to his/her productivity of work flow. The course will focus on the importance of verbal, non-verbal, and listening skills as effective communication tools. Topics in this course include persuasion and negotiation strategies; constructive and corrective feedback; and electronic and written communication. Critical, active thinking and decision-making are expected and encouraged through group activity, class discussion, and self-reflective assignments. Students will learn the fact gathering process of organizational, presentation skills, and aids through preparation and execution of competitive business presentations.

CPR 1: CPR/First Aid**1.0 unit – 15 hours**

Students will participate in First Aid, CPR (Cardiopulmonary Resuscitation) and basic life support training, including information essential for the development of student's first aid knowledge, skill ability, and personal judgment in basic life support using CPR.

CSA5: Network +**5.0 units – 90 hours**

This course covers a wide range of vendor and product neutral networking technologies. At the end of this course, students will possess the knowledge needed to configure and operate a variety of networking products. Students will be prepared to take the Comp TIA Exam Network +. Successful completion of this exam leads to Network + Certification.

CSA20: Microsoft Client Operating Systems**2.0 units – 45 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.

CSA 32: Configuring the Active Directory**2.0 units – 45 hours**

In this course students will learn to configure domain name systems, infrastructure, and additional server roles for information systems incorporating Microsoft Windows Server Active Director. Students will also learn to install, configure, manage, and troubleshoot information systems incorporating Microsoft Windows Server Active Directory.

CSA42: Configuring Network Infrastructure**2.0 units – 45 hours**

This course teaches students to install, configure, and troubleshoot information systems that incorporate a Microsoft Windows Server Network Infrastructure. Students will learn to manage information systems that incorporate a Microsoft Windows Server Network Infrastructure.

CSA56: Security +
5.0 units – 90 hours

This course focuses on the security in a network environment. Students will learn to implement and provide security for different environments, including the recommended practices for implementing a proper configuration of the cryptographic system, how to manage digital certificates and public keys, and how to create a disaster recovery plan and security policy. Students will be prepared to take the Security + certification exam upon the completion of this course.

CSA302: Intermediate Networking A
2.0 units – 45 hours

This course serves as a guide for Wide Area Network (WAN) technologies; connecting to a WAN; basic security and wireless concepts: routing and switching; the TCP/IP and OSI models; IP addressing; and implementing NAP and DHCP. This course, coupled with Intermediate Networking B, will prepare students for the Cisco CCENT (640-822) exam Certification.

CSA303: Intermediate Networking B
2.0 units – 45 hours

This course serves to build on the knowledge acquired in Intermediate Networking A for Wide Area Network (WAN) technologies; security and wireless concepts; routing and switching; the TCP/IP and OSI models; operating and configuring IOS devices; implementing NAT and DHCP; and configuring simple networks. This course, coupled with Intermediate Networking A, will prepare students for the Cisco CCENT (640-822) exam Certification.

CST 3A: A + Certification A
5.0 units – 90 hours

This course is a comprehensive class which covers topics on how computers work, how hardware and software work together, the system board, floppy drives and other essential devices, hard drive installation and support, troubleshooting fundamentals, customizing a personal computer system, understanding and managing memory, electricity and power supplies, supporting Windows 9x to Windows XP. Students will learn installing, maintaining, troubleshooting, upgrading and repairing PCs with specific coverage of the system board, floppy drives, hard drives, memory power supplies, troubleshooting fundamentals, customization and support of Windows 9x to Windows XP. This course prepares students for the A+ Certification Service Technician exam – core and PC modules. This course includes a lab component.

CST 4A: A + Certification Lab
5.0 units – 90 hours

In this course students will practice the necessary competencies for an entry-level IT professional who has hands-on experience in the lab or the field. They will learn the skills required to install, configure, upgrade, and maintain PC workstations, the Windows Operating System and SOHO networks. Students will be able to utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices.

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.

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 oxide/oxygen in the laboratory setting. **A grade of "C" or better is required for completion of the course.**

DH 21: General and Oral Pathology**4.0 units – 60 hours**

This course examines the pathological processes of inflammation, immunology defense, degeneration, neoplasm, developmental disorders, and healing and repair. Abnormalities in the human body with a special emphasis on normal and abnormal conditions in the oral cavity are covered. **A grade of "C" or better is required for completion of the course.**

DH 22: Patient Management and Geriatrics**2.0 units – 30 hours**

This course teaches the characteristics of individual patients, their motivation and management as well as interpersonal communications. Treatment of the compromised patient and myofunctional therapy is presented. **A grade of "C" or better is required for completion of the course.**

DH 24: Clinical Seminar 1**1.0 unit – 15 hours****DH 124: Clinical Seminar 1****1.0 unit – 30 hours**

These courses provide expanded clinical learning experiences through lectures, demonstrations and practice. Items to be introduced are instrumentation using gracey curets and files, air polishing, and management of medical emergencies. Items to be reviewed are principles of instrumentation, sharpening, and ultrasonic scaling. **A grade of "C" or better is required for completion of the course.**

DH 26: Community Oral Health**2.0 units – 30 hours**

This course introduces students to the principles and practices of dental public health. Emphasis is placed on the role of the dental hygienist as an innovator of, and an educator in, community health programs. Public health issues will be introduced and thoroughly discussed. **A grade of "C" or better is required for completion of the course.**

DH 30: Periodontics 1**3.0 units – 45 hours**

This course includes identification of the normal periodontium and recognition of deviations from normal; the etiology and principles of periodontal diseases, examination procedures, treatment and preventive measures. **A grade of "C" or better is required for completion of the course.**

DH 31: Pharmacology**3.0 units – 45 hours**

This course includes the classification and study of drugs according to original, physical and chemical properties and the therapeutic effect and values, particularly of drugs used in dentistry. **A grade of "C" or better is required for completion of the course.**

DH 32: Dental Materials**2.0 units – 30 hours****DH 132: Dental Materials Lab****1.0 unit – 30 hours**

These courses cover the composition and use of various materials used in dental procedures, and the fundamentals of chair-side assisting while using dental materials. The concepts of the entire dental team in performing responsibilities in the care of oral dentition will also be covered. **A grade of "C" or better is required for completion of the course.**

DH 33: Clinic Seminar 2 Advanced Clinical Topics**1.0 unit – 15 hours****DH 133: Clinic Seminar 2 Advanced Clinical Topics Lab****1.0 units – 30 hours**

These courses focus on soft tissue diagnosis and evaluation. The student will enhance clinical understanding of comprehensive periodontal treatment plans by preparing various treatment plans. Students will learn criteria for use of advanced instrumentation strategies, soft tissue management and post-treatment procedures for use on (or applicable to) periodontally involved cases. **A grade of "C" or better is required for completion of the course.**

DH 42: Clinical Seminar 3**2.0 units – 30 hours**

This course provides an expanded exposure to the clinical experience through development of case studies taken from the student's personal clinical practice. Case studies will be presented in class to fellow students. Occasional guest speakers from the dental specialty fields will provide case presentations as well. **A grade of "C" or better is required for completion of the course.**

DH 45: Nutrition**2.0 units – 30 hours**

This course provides the basic principles of nutrition and their relationship to dental health. Students will perform dietary surveys on clinic patients and plan nutritional dietary programs. **A grade of "C" or better is required for completion of the course.**

DH 46: Legal and Ethical Responsibilities**2.0 units – 30 hours**

This course looks at the ethical and legal considerations of practice in the field of dental hygiene. Fundamental factors, such as professional responsibility, decision making, and Health Insurance Portability and Accountability Act (HIPAA) of 1996 are addressed. This course covers the regulation of the practice of Dental Hygiene with the focus on the policies of the state dental practice act and the code of ethics of the American Dental Hygienists' Association. **A grade of "C" or better is required for completion of the course.**

DH 123: Clinical Practice 1**3.0 units – 120 hours**

This course provides beginning experience in the treatment of adults and children utilizing skills of oral inspection, cancer screening, dental and periodontal charting, radiographic technique, plaque control instructions, scaling, polishing, and fluoride application. This course is graded Pass or Fail.

DH 134: Clinical Practice 2**4.0 units – 180 hours**

This course provides the beginning learner experiences in the treatment of dental hygiene patients by expanding on the procedures and techniques introduced in earlier courses. This course is graded Pass or Fail.

DH 143: Clinical Practice 3**5.0 units – 240 hours**

This course provides students with the opportunity to become competent in the clinical skills learned and practiced in previous clinical courses and to prepare them for success on their state and national board examinations. This course is graded Pass or Fail.

DH 399: Dental Hygiene Review Seminar 1**CR – 30 hours**

This course presents an overview of all dental hygiene theory for the purpose of National Board Exam review.

DH 499: Dental Hygiene Review Seminar 2**1.0 unit – 30 hours**

This course presents an overview of all dental hygiene theory for the purpose of National Board Exam review. Professional development and employment skills including resume writing, interview techniques, and personalized job search planning will be covered in this class. The final grade in this class includes projects and assignments related to professional development and employment skills. This course satisfies the CSS100 graduation requirements. **A grade of "C" or better is required for completion of the course.**

DH 601: Dental Hygiene Review**CR – As needed**

This course focuses on review for the Dental Hygiene National Board Exam. Students will be required to complete some of the course through self-study and completion of assignments, pre and post-tests. This course is not a requirement for obtaining a degree in dental hygiene.

DH 602: Dental Hygiene Clinical Experience**CR – As needed**

This course focuses on the clinical skills to be utilized during the State Dental Hygiene Exam. Patient selection, case management, and clinical practice will be covered. Students may use approved extramural dental sites for their clinical portion of the class. Enrollment in this course is required for students to continue their clinical experience until the time of the California State Dental Hygiene Board Examination. Upon passing the California State Dental Hygiene Board Examination or showing satisfactory performance in the clinical setting, students will receive a passing grade. Enrollment in DH 602 may be extended through two additional California Dental Hygiene Board Examinations. This course is not a requirement for obtaining a degree in dental hygiene.

DMS 200: Orientation to Ultrasound Imaging Seminar**Pass/Fail – 8 hours**

This instructional seminar is a prerequisite to the DMS program. This seminar provides an overview of the scope and content of the DMS program. It focuses upon the elementary operational principles of diagnostic medical ultrasound, basic ultrasound terminology specific to the profession, anatomic imaging planes and body directions used in ultrasound imaging, and the image orientation on the ultrasound display. **A grade of "C" or better is required for completion of the course.**

DMS 210: Abdominal and Small Parts Ultrasound Imaging**6.0 units – 96 hours**

This course covers the aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. Emphasis is placed upon basic anatomy and physiology, normal and abnormal appearances of the organs of the abdominal cavity, retroperitoneum, breast, thyroid, parathyroid, prostate, and testes. The student will develop competency in assessing the ultrasonic appearance of normal versus abnormal images through the use of PowerPoint slides and studies. Clinical indications for ultrasound examination of the abdomen and small parts, and differential diagnoses will also be presented and considered. **A grade of "C" or better is required for completion of the course.**

DMS 210L: Abdominal and Small Parts Ultrasound Imaging Laboratory**5.0 units – 150 hours**

This course focuses on the application of generally accepted scanning techniques and protocols utilized for ultrasound examination of the abdomen, related structures, and small parts. This course includes instruction and demonstration related to patient preparation and positioning employed to achieve optimum ultrasound images. Proper identification and representation of normal and abnormal anatomy is stressed. Laboratory demonstrations and scanning exercises coincide with DMS 210 to integrate and reinforce understanding of the didactic and hands on elements in sonographic evaluation of the abdomen and small parts. **A grade of "C" or better is required for completion of the course.**

DMS 215: Fundamentals of Sonography**1.0 unit – 15 hours**

This course provides a broad overview of the field of diagnostic medical sonography. It covers the history and evolution of ultrasound as an imaging modality, the sonographer's role, required skills and abilities, and effective learning techniques. The student will learn causes of ergonomic injuries, how to prevent them, and causes of sonographer stress. Students will also discuss the different imaging modalities within the radiology department and their value in providing diagnostic information. **A grade of "C" or better is required for completion of the course.**

DMS 220: Obstetrics and Gynecology Ultrasound Imaging**6.0 units – 96 hours**

This course is an in-depth study of the normal and abnormal conditions that affect the reproductive organs of the female pelvic cavity and the developing fetus, including cross-sectional anatomy, physiology, pathology, and pathophysiology. Emphasis is placed upon ultrasonic identification and assessment of the normal and pathological conditions of the uterus, ovaries and fetus. The sonographer's role in determining fetal biometry measurements, age, weight, and well-being is covered. Clinical indications and differential diagnoses for OB/GYN ultrasound examinations are also discussed. **A grade of "C" or better is required for completion of the course.**

DMS 220L: Obstetrics and Gynecology Ultrasound Imaging Laboratory

5.0 units – 150 hours

Students learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal versus abnormal anatomy, optimization of ultrasonic images, ultrasound documentation of findings, biometry measurements, and preparation of initial preliminary reports to the interpreting physician. Demonstration and instruction in patient preparation and patient positioning techniques are also included. DMS 220 didactic instruction and laboratory instruction coincide to reinforce and integrate theory and hands on scanning skills. **A grade of "C" or better is required for completion of the course.**

DMS 225: Patient Care for Sonographers

3.0 units – 52 hours

This course presents the student with different aspects of patient care that are relevant to the sonographer. Focus is placed on patient/sonographer interaction, patient confidentiality and HIPAA compliance, sonographic positioning techniques, history taking, patient preparation for different ultrasound examinations, vital signs, body mechanics for patient transfer, techniques utilized for patients with tubing, standard precautions for infection control, aseptic/sterile technique, isolation techniques, emergency medical situations, caring for special needs patients, and communications with patients and other health care professionals. CPR/BLS training for the health care professional will be included. **A grade of "C" or better is required for completion of the course.**

DMS 230: Introduction to Vascular Ultrasound Imaging

6.0 units – 96 hours

This introductory course in vascular ultrasound introduces the student to the hemodynamic considerations of the arterial and venous vascular systems. Also covered are the principles and techniques of spectral analysis, waveform analysis and interpretation, Color Doppler, and Power Doppler. The course focuses on the anatomy and physiology of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. The student will develop competency in assessing the ultrasonic appearance of normal versus abnormal images through the use of PowerPoint slides and studies. Emphasis will be placed on types of vascular ultrasound examinations most commonly ordered, the clinical indications for various types of vascular duplex examinations, differentiation of normal versus abnormal conditions, and interpretation of ultrasound findings. **A grade of "C" or better is required for completion of the course.**

DMS 230L: Introduction to Vascular Ultrasound Imaging Laboratory

5.0 units – 150 hours

Students will learn standard ultrasound imaging techniques and protocols for duplex examination of the most commonly ordered vascular ultrasound examinations of the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. The course is designed to prepare the student to perform the most common vascular ultrasound studies that may be required of the general sonographer. DMS 230 didactic instruction and laboratory instruction approximately coincide to integrate and reinforce theory and hands on scanning skills. **A grade of "C" or better is required for completion of the course.**

DMS 235: Professional Aspects of Sonography

1.0 unit – 15 hours

The aspects of sonography as a career will be examined in this course. Topics of discussion include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, medical ethics and legal aspects of sonography, professional behavior, sonographer employment venues, resume writing and interview techniques. **A grade of "C" or better is required for completion of the course.**

DMS 240: Physical Principles & Instrumentation of Ultrasound

6.0 units – 96 hours

This course provides a firm foundation in the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit. Coursework includes the basic acoustic principles of ultrasound, propagation of ultrasound in tissue, the physics of pulsed ultrasound, Doppler principles, the components of the ultrasound imaging instrument, common artifacts in imaging, quality assurance, bio-effects, and safety in operation of the ultrasound imaging system. **A grade of "C" or better is required for completion of the course.**

DMS 240L: Physical Principles & Instrumentation of Ultrasound Laboratory

5.0 units – 150 hours

This course emphasizes operation of the instrumentation controls required for optimum operation of the ultrasound imaging instrument. Students are provided with hands on instruction in equipment operation and adjustment of gray scale and Doppler controls required for the production of ultrasound images. Maintenance of the ultrasound scanning unit and patient safety considerations in equipment operation are also covered. DMS 240 didactic instruction and laboratory instruction approximately coincide to integrate and reinforce theory and hands on scanning and equipment operation skills. **A grade of "C" or better is required for completion of the course.**

DMS 250: Clinical Practicum I**10.0 units – 480 hours**

During this course, the student will be assigned and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising sonographer or supervising physician and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through both observation of and participation in clinical case studies of patients undergoing 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 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).

ESSM 21: Applied Anatomy and Physiology**2.0 units – 45 hours**

This course focuses on basic anatomy and physiology of the human body. Emphasis is placed on the use of anatomical knowledge to identify and assess critical emergency situations. Students will be prepared to effectively understand the process of human anatomy in relation to mental preparedness for emergency situations.

ESSM 33: HazMat/HazWoper**2.0 units – 45 hours**

This course meets the requirements of Title 19 (Public Safety). This course examines the role of the first responder (peace officer, firefighter, emergency medical technician) in the handling of hazardous materials, as well as the role of all employers in hazardous materials waste operations and emergency response. The student will be familiar with the indicators and warning systems that identify specific types of hazardous materials in order to respond safely and effectively to hazardous materials incidents. The student will demonstrate a clear understanding of the need for safety, isolation and notification when acting as a first responder at the scene of a hazardous materials incident.

ESSM 43: Campus Security**2.0 units – 45 hours**

This course focuses on the role and responsibilities of school security officers, security awareness in the educational environment, mediation and conflict resolution, strategies for management of disasters and emergencies, the dynamics of student behavior, and the law and liability issues inherent in the school environment. This course prepares the student with all of the necessary "Basic" training that allows them to be considered as a viable candidate to become an entry level Campus Security Officer. This course meets all of the requirements of the Bureau of Security and Investigative Services of the State of California for Campus Security Officer.

ESSM 46: BSIS Security Officer Academy**5.0 units – 90 hours**

This course focuses on the role and responsibilities of school security officers, security awareness in the educational environment, mediation and conflict resolution, strategies for management of disasters and emergencies, the dynamics of student behavior, and the law and liability issues inherent in the school environment. This course prepares the student with all of the necessary "Basic" training that allows them to be considered as a viable candidate to become an entry level Campus Security Officer. This course meets all of the requirements of the Bureau of Security and Investigative Services of the State of California for Campus Security Officer.

ESSM 50: EMT Academy**10.0 units – 180hours**

This course prepares students to work as Emergency Medical Technicians. As they prepare to become first responders, students will analyze the EMT role in relationship to other medical service providers and apply the principles of human anatomy and physiology to rescue situations. Students will learn how to assess and treat people during medical emergencies; rescue techniques for infants, children, and pregnant patients; and environmental and disaster management and control; Students will be placed in the field to work with the fire department to apply the skills and training learned in this course.

HCM 40: Medical Insurance Principles**5.0 units – 90 hours**

This course covers career role and responsibilities of an insurance business billing specialist. Topics and subjects include: the basics of health insurance; CPT (procedural coding) and ICD-9-CM (diagnostic coding). This course also includes health care payers and managed care systems. Special plans which include Medicaid and other state programs, Medicare, TriCare, worker's compensation, and disability income insurance along with its benefits. Other topics include employment opportunities as an insurance billing specialist.

HCM 102: CPT, HCPCS, and ICD Coding**5.0 units – 90 hours**

Students will learn coding concepts associated with the Current Procedural Terminology manual and the HCPCS code book. The Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology/Laboratory, and Medicine sections will be covered with emphasis on Section Guidelines and proper code selection. The student will also cover 3 volumes from the International Classification of Diseases and Clinical Modification codebook. This will prepare the student to code medical diagnoses accurately for proper reimbursement of payments for services rendered by the medical provider.

HCM 103: Health Care Management**5.0 units – 90 hours**

Fundamental office procedures applied to health care administration. Principles and applications of common office procedures such as: telephone techniques, scheduling, bookkeeping, banking procedures, and office management. Computer applications are emphasized in this course. Computerized medical office management systems are used for practical applications of insurance billing, records management, and practice management.

HCM 105: Hospital Billing and Legal Issues in Insurance**5.0 units – 90 hours**

This course is designed to introduce the student to the basics of hospital billing and correct completion of the UB-04 claim form through a practical, focused approach. Students will also learn and respond to patient right to privacy laws, collection procedures, medical ethics and legal ramifications as they relate to health care insurance procedures.

HCP 101: Structural Anatomy and Terminology**3.0 units – 45 hours**

Students will learn the foundational principles of structural body systems, such as the skeletal, muscular, and nervous systems, and be able to discuss common diseases and disorders related to these systems. Students will be able to effectively use medical terminology as they study the principles of word construction, elements, abbreviations, and symbols with emphasis on spelling and pronunciation.

HCP 102: Body System Anatomy and Terminology**3.0 units – 45 hours**

Students will learn the foundational principles of internal body systems, such as the digestive, reproductive and cardiovascular systems, and be able to discuss common diseases and disorders related to these systems. Students will be able to effectively use medical terminology as they study the principles of word construction, elements, abbreviations, and symbols with emphasis on spelling and pronunciation.

HCP 103: Foundational Office Skills**2.0 units – 45 hours**

In this course students will learn the fundamental administrative and communication skills needed to work in a medical office. They will discuss medical coding, medical law and ethics, HIPAA regulations, as well as insurance plans and forms. Students will practice using electronic medical software, and learn basics of CPT and ICD coding. Students will also improve keyboarding skills as a part of this course.

HCP 201: Diseases and Disorders**3.0 units – 45 hours**

Students will apply their basic knowledge of anatomy and physiology to a deeper examination of diseases, disorders, etiology, pathology, diagnostic testing, and common treatments. Students will apply medical terminology to situations in their professions.

HCP 202: Microsoft Office for Health Care Professionals**3.0 units – 45 hours**

Using medical office setting scenarios, students will use the various software applications in the Microsoft Office Suite. They will build professional documents, spreadsheets, presentations using Word, Excel and PowerPoint, and practice managing email, schedules, tasks and contacts using MS Outlook.

HCP 203: Medical Office Management**3.0 units – 45 hours**

Adding to the fundamental administrative and communication skills needed to work in a medical office, student will distinguish the skills needed to manage a medical office. They will analyze legal and ethical scenarios, discuss how to care for patients with special needs, and how to provide excellent customer service. Students will identify the responsibilities that come with managing an office, and practice the professional behavior needed required in the healthcare setting.

HEA 10: Health and Wellness**3.0 units – 45 hours**

This course is designed to promote desirable health attitudes and practices. Students will examine the various dimensions of health, which include physical, psychological, social, and environmental health. Students will also review a variety of health related topics, including stress, nutrition, fitness, sexuality, disease, and drug use and abuse, and evaluate healthy lifestyle choices in their own lives.

HR 100: Human Resource Management and Administration**2.0 units – 45 hours**

This course will provide an overview of the tasks and responsibilities associated with the administration of human resources in the business environment. Topics include: recruitment, selection, and hiring practices, legal and regulatory factors, employee and labor relations, and compensation and benefits. This course addresses diversity and equal employment opportunity, sexual harassment, discrimination, employee handbooks, employee privacy, performance management and appraisal, and issues related to worker's compensation and investigation.

HR 155: Human Resource Management and Administration**5.0 units – 90 hours**

This course will provide an overview of the tasks and responsibilities associated with the administration of human resources in the business environment. Topics include: recruitment, selection, and hiring practices; legal and regulatory factors; employee and labor relations; and compensation and benefits. This course addresses diversity and equal employment opportunity, sexual harassment, discrimination, employee handbooks, employee privacy, performance management and appraisal, and issues related to worker's compensation and investigation.

HRA 21: Human Resource Fundamentals**5.0 units – 90 hours**

This course introduces the fundamentals of staffing and personnel decisions. It incorporates concepts of diversity and Equal Employment Opportunity into strategic human resource planning and management. Students will analyze and evaluate job components, recruitment, selection, retention, and placement of employees. Students will also learn the essentials of benefits and compensation management. Topics include the basics of compensation determination, job analysis and evaluation, pay structure designs, employee benefits and administration, control of compensation, and an overview of the types of HRMS/HRIS software.

HRA 22: Regulations and Laws Affecting Human Resources**5.0 units – 90 hours**

This course will provide an overview of the regulatory environment of the human resource professional. Students will investigate and discuss employment relationships, employee privacy topics, and wage and hour law issues. By defining Title VII of the Civil Rights Act, as well as other Equal Employment Opportunity Commission (EEOC) regulations, students will be able to evaluate employer responsibilities and the variety of situational applications that involve human resources management.

HRA 23: Accounting and Payroll Management**5.0 units – 90 hours**

The fundamentals of payroll, basic bookkeeping, and accounting are covered in this course. Students will investigate and discuss the need for and the requirements of the laws affecting payroll and personnel records. They will be introduced to accounting concepts and practices and will utilize a computerized payroll system to perform various HR functions. Activities include computing wages; working with social security, income, and unemployment compensation taxes; posting, verifying, and adjusting transactions; creating financial statements; and performing period-end closings.

HRA 24: Ethics in Human Resources**5.0 units – 90 hours**

In this course, students will apply ethical theory to business situations and practices. Students will describe the roles of corporate culture and leadership in a social and global economy, as well as discuss legislation regulating employer and employee rights and responsibilities. Students will analyze ethical situations and develop solutions needed by Human Resource Administrators.

HRA 25: Workforce Analysis, Planning, and Staffing**3.0 units – 45 hours**

This course introduces the fundamentals of staffing and personnel decisions. It incorporates concepts of diversity and Equal Employment Opportunity into strategic human resource planning and management. Students will analyze and evaluate job components, recruitment, selection, retention, and placement of employees.

HRA 26: Workforce Training, Managing, and Safeguarding**3.0 units – 45 hours**

This course continues the development of staffing and personnel decision-making skills. Students will gain skills needed to train and develop employees. They will practice performance appraisals, describe due process procedures, as well as define regulations that ensure organizational safety.

HRA 31: Labor Laws: Employee Rights**3.0 units – 45 hours**

This course will provide an overview of the regulatory environment of the human resource professional. Specifically addressed are the effect and impact on employers of Federal regulations dealing with employee rights, including employment-at-will, employee handbooks, employee privacy issues, wage related issues, safety and health issues, and labor relations.

HRA 32: Labor Laws: Equal Employment Opportunity**3.0 units – 45 hours**

This course provides an overview of the regulatory environment of the human resource professional. By defining Title VII of the Civil Rights Act as well as other Equal Employment Opportunity Commission (EEOC) regulations, students will be able to evaluate employer responsibilities in a variety of situational applications.

HRA 40: Introduction to Accounting Principles**2.0 units – 45 hours**

This course provides an introduction to basic bookkeeping and accounting. Emphasis is on accounting concepts and practices, transactions and adjustments, journalizing, general ledger, and financial statements.

HRA 42: Payroll Management**3.0 units – 45 hours**

The fundamentals of payroll are covered in this course. The focus is on payroll and personnel records, computing and paying wages and salaries, social security taxes, income tax withholding, and unemployment compensation taxes.

HRA 44: Business Ethics**3.0 units – 45 hours**

This course focuses on the ethical responsibilities of a Human Resource Administrator. Topics include: ethical issues in business, whistle blowing, privacy and technology, diversity, sexual harassment, workplace safety, environmental protection, marketing and advertising, and product liability.

HRA 56: Benefits and Compensation Management**3.0 units – 45 hours**

Students will learn the essentials of benefits and compensation management. Topics include the basics of compensation determination, job analysis and evaluation, pay structure designs, employee benefits and administration, control of compensation, and an overview of the types of HRMS/HRIS software.

HRA 400: HRA Capstone**3.0 units – 45 hours**

This course is designed to give students practical experience and opportunity to apply their human resource (HR) administration skills within simulated circumstances. Students will problem solve HR situations, analyze case studies, interpret labor laws, facilitate employee interviews and plan employee development and orientation.

HTH 103: Human Relations and Health Care**3.0 units – 45 hours**

This course focuses on the role of the health care professional in real life situations relating to a variety of patients. The interactive skills necessary for dealing with individual differences, personalities and socioeconomic factors are emphasized. The course includes an overview of legal and ethical problems within the health care professions. Conflict resolution is also covered in this course.

HTH 106: Medical Terminology**3.0 units – 45 hours**

This course provides an overview of the basic principles of anatomy and physiology of various systems of the human body. Medical terminology, vocabulary and applications, and medical specialties pertaining to the various body systems are the focus of this course.

HTH 107: Anatomy/Physiology and Medical Terminology**6.0 units - 90 hours**

In this course students will learn the fundamental principles of human body systems, their structure and functions, and the common diseases, symptoms, etiologies, treatments, and diagnostic testing of common diseases. Students will study the principles of word construction and word analysis of medical terminology associated with various medical specialties including word elements, abbreviations, and symbols with emphasis on spelling and pronunciation.

HTH 500: 180 hour Externship and Professional Experience**4.0 units – 180 hours**

Students will apply their acquired skills and knowledge in taking on the responsibilities and duties of an extern trainee in a practical setting under direct supervision of the Physician, PA, NP, RN, LVN, or office manager. Maintaining SJVC expected professionalism, proper policy and protocol along with upholding the state and federal law at all times is essential. The teaching/learning facility will provide appropriate supervision and evaluation of student performance under the direction of Extern/Clinical Coordinator. The grade earned in this course is Pass/Fail. **Passing this course is a graduation requirement.**

ICS 2: Intermediate Computer Skills 2**2.0 units – 45 hours**

This course focuses on database concepts using Microsoft Access. Students will be tested for skill competency on a regular basis. Keyboarding skills are part of each class session. Students will participate in timed keyboarding skill tests.

IT 101: Industrial Electricity**10.0 units – 180 hours**

This seven-part course discusses the elements and applications of electricity that are common to any industrial facility. In strict accordance with the National Electric Code, this course will introduce students to electrical theory with an emphasis in those energy sources developed for commercial and manufacturing use.

IT 110: Power Transmission**5.0 units – 90 hours**

This course includes the operation, maintenance, safety, and troubleshooting of machinery, industrial bearings, industrial drive gears and gear systems, shaft joining and coupling devices.

IT 120: Fluid Power**5.0 units – 90 hours**

This course presents basic concepts and operation of fluid power, demonstrating knowledge in maintenance, safety, and troubleshooting. Students will perform fluid power operation in the use of hydraulic power systems, symbols and schematic interpretation, industrial hydraulics, pressure control valves, directional control valves, check valves, flow control valves, actuators, pumps, oil conditioners and measuring instruments. .

IT 201: Programmable Logic Controllers**10.0 units – 180 hours**

This course presents basic concepts and applications of PLC's such as the PLC language, performing installation and diagnostic functions, using program tools, basic communications and logic operations. The practical instruction of this course is performed with Allen Bradley equipment and RSLogix software, both of which are predominantly used within the manufacturing industry.

MAP 105: Laboratory Procedures**5.0 units – 90 hours**

Students will learn to perform a variety of laboratory techniques. They will practice venipuncture, capillary punctures, urinalysis, and various hematology tests. They will discuss the concepts of hematology and lab values. Students will be trained in CPR and First Aid. **A grade of "C" or better is required for completion of the course.**

MAP 115: Pharmacology and Medication Administration**5.0 units – 90 hours**

Students will learn to perform injections and a variety of clinical procedures. They will discuss basic pharmacology, immunizations, and apply a variety of medication administration techniques. Students will calculate medication dosages and complete appropriate documentation. **A grade of "C" or better is required for completion of the course.**

MAP 125: Clinical Procedures**3.0 units – 45 hours**

In this course students will discuss the role of the medical assistant in a clinical setting. Students will perform non-invasive procedures such as electrocardiograms and vital signs. They will prepare exam rooms, exam trays, and apply sterile techniques. They will discuss bloodborne pathogen guidelines for a safe medical office. **A grade of "C" or better is required for completion of the course.**

MAP 205: Front Office Procedures**2.0 units – 45 hours**

In this course, students will bring together all the skills needed in the front office. They will use appropriate coding terminology, use medical office software, and demonstrate the administrative tasks they will likely be doing in a medical office.

MAP 215: Back Office Procedures**2.0 units – 45 hours**

In this course students will bring together all the skills needed in the back office. They will perform various invasive and comprehensive laboratory and clinical procedures. They will study and apply more advanced injection techniques, medication administration, and laboratory and patient testing. They will apply techniques to assist with various patient exams and specialty procedures. **A grade of "C" or better is required for completion of the course.**

MAP 225: Certification Preparedness**3.0 units – 45 hours**

In this course, students will assess their performance and application of acquired skills and knowledge in general, administrative, and clinical categories. They will also learn study skills needed for the certification exam.

MAP 500: Externship**4.0 units – 180 hours**

Students will apply their acquired skills and knowledge in taking on the responsibilities and duties of an extern trainee in a practical setting under direct supervision of the Physician, PA, NP RN, LVN, or office manager. Maintaining SJVC expected professionalism, proper policy and protocol along with upholding the state and federal law at all times is essential. The teaching/learning facility will provide appropriate supervision and evaluation of student performance under the direction of Extern/Clinical Coordinator. The grade earned in this course is Pass/Fail. Passing this course is a graduation requirement.

MAS 110: Introduction to Eastern Theory and Shiatsu**Techniques****4.0 units – 90 hours**

Introduction to Eastern Theory and Shiatsu provides the specific foundation, context, and technical hands-on skills for basic Shiatsu practice. The basic philosophy, eastern anatomy and physiology, specific channels and points, as well as the principles of assessment, patterns of imbalance and organ dysfunction are studied. Basic point palpation and location will also be practiced to help students develop the sensitivity and skills necessary for effective Shiatsu treatment. Students are prepared to perform a full body Shiatsu sequence using the fundamentals of body mechanics, proper placement of the body to access the channels, as well as stretches, transitions and protocols for each element.

MAS 120: Palpation and Myology**4.0 units – 90 hours**

Palpation and Myology offers an in-depth look at the human muscular system including the characteristics of muscle tissue and its histological classification into skeletal, cardiac, and smooth types. Students will learn to superficially outline and explain the shape and fiber direction of the various muscles and muscle groups located in the head, neck and trunk as well as the different muscle groups that cause movement of the extremities. Students will learn to physically locate, palpate and demonstrate the actions of the major muscle groups, related bones and bony landmarks, as well as other related additional structures on a diagram, skeleton and classmates.

MAS 130: Swedish Massage Therapy Technique**4.0 units – 90 hours**

Swedish Massage Therapy Technique includes the history of massage tracing it from ancient to contemporary times and a model of the scope and field of the massage and bodywork profession. The basic strokes of Swedish technique are defined, demonstrated and then practiced as they are weaved into the complete treatment for both the anterior and posterior aspects of the body. Students are also instructed on the proper use of massage oils, lotions and creams, the massage table, and draping and bolstering techniques on partners. The effects, benefits, indications and contraindications of Swedish massage are also emphasized. Students will also be introduced to state laws, regulations and professional ethics for Massage Therapists. Strong emphasis is placed on the importance of the student developing coordination, balance, control and stamina.

MAS 210: Integrated Deep Tissue Massage**3.0 units – 45 hours**

The integrated deep tissue massage course builds upon the firm foundation provided in Swedish Massage Technique enabling students to advance to the next level of practice. During this course students learn to integrate various massage and bodywork therapy modalities including neuromuscular therapy, Swedish massage, cross fiber, connective tissue techniques, stretching and energy work into numerous integrated deep tissue massage routines for either full body or specific treatment areas and conditions. Students are taught how to work with tissue in the different layers of the fascia, as well as palpate, locate and treat areas that may be compromised. Students will learn how to relax and lengthen tissue helping to release holding patterns in the most effective and energy efficient way. They learn to facilitate the fundamental goal of integrated deep tissue massage which is to help restore balance and harmony to the body through advanced techniques and manipulations that affect the deeper layers of muscle and connective tissue. This course also emphasizes evaluation and treatment of postural imbalances including those due to injury and habit. Beneficial exercises and other forms of self-care that clients can do at home for the purpose of enhancing treatment are taught as part of this course.

MAS 220: Swedish Massage Therapy Applied Technique**3.0 units – 45 hours**

The main focus of this course is the introduction and integration of advanced techniques into the full body Swedish massage and their various applications to the more serious, but common pathological conditions professional massage therapists see. Swedish Massage Therapy Applied Technique begins with a comprehensive practical review of the basic Swedish full-body treatment. This course then provides an introduction to the underlying principles of assessment used in treatment planning, review of the fundamental principles and physiological effects of Swedish Therapeutic Massage, its indications and precautions. Finally students are introduced to Sports Massage including its purposes, goals, and major benefits, contraindications, stress points, warm-up exercises, pre-and post-event treatment, maintenance, and the most effective and commonly used massage techniques. Students are also taught to assess post-event conditions and practice the hands-on techniques for aiding in their relief.

MAS 230: Sports Massage**3.0 units – 45 hours**

Sports Massage provides students with an understanding of the fundamental theory and practical basis for using sports massage to keep athletes in top shape, recover from injuries and improve performance. The student will learn and practice massage techniques and procedures involved in conducting effective sports massage sessions, including determining goals, organizing the session, the choosing and applying techniques. Medications and massage, specialized massage techniques, joint movements, stretching, remedial and rehabilitation applications will also be taught. Instruction in pre-, inter- and post-event massage, as well as learning to use sports massage in an integrative sports medicine clinic, private practice or clinic, or in a sports massage program in a school or university is covered.

MAS 240: Spa Therapy: Techniques and Modalities**3.0 units – 45 hours**

This course prepares the student to successfully perform spa modalities either as a sole practitioner adding spa services to a massage practice, or as a valuable employee in a spa. The course covers the theory behind these techniques, contraindications, the benefits of each treatment, the history of spas and bathing, the roots of spas in antiquity, and the differences in Asian, European and American spa models as they developed over time.

MCA 103 Clinical Applications**4.0 units - 90 hours**

This course focuses on initial patient assessment and fundamental pre-clinical skills such as sterile technique, OSHA regulations, and equipment operation and maintenance. Skills learned include CPR/BLS, First Aid, taking and recording vital signs, emergency procedures, basic instrument identification, sanitization, disinfecting, sterilizing, and autoclaving.

MGT 104: Office Supervision and Organization**3.0 units – 45 hours**

This course emphasizes functional office practices necessary in the operation of any business. Students will examine the manager's environment including social responsibility, law and ethics, efficient business organization, and human resources management. Other topics covered include an introduction and overview of office operations, an overview of typical business structure, day-to-day operations and procedures, and information systems.

MGT 110: Career Development**3.0 units – 45 hours**

This course helps to prepare the online student with certain skills that are useful for the job search as well as for career development. Professional development and employment skills are the focus and topics covered include resume and professional letter writing, interview techniques, and conducting the job search through the internet. In addition, planning strategies and resources are also examined with an emphasis on maximizing career advancement potential and long-term professional growth. Students will complete assignments, projects, exams, and a final portfolio that emphasize career development and employment skills.

MOP 110: Medical Insurance Principles**5.0 units – 90 hours**

In this course students will learn the fundamental administrative and communication skills needed to work in a medical office. They will discuss medical coding, medical law and ethics, as well as insurance plans and forms. Students will practice using electronic medical software, and learn basics of CPT and ICD coding. Students will be trained in CPR and First Aid, and will also improve keyboarding skills as a part of this course.

MOP 120: CPT/HCPCS Coding**3.0 units –45 hours**

Students will learn coding concepts associated with the Current Procedural Terminology manual and the HCPCS code book. The Evaluation and Management, Anesthesia, Surgery Radiology, Pathology/Laboratory and Medicine sections are covered with emphasis on section guidelines and proper code selection. Students will also improve keyboarding skills while in this course.

MOP 130: Billing Principles**2.0 units –45 hours**

Students will learn the procedures for billing in both hospital and clinical settings. They will identify the variety of source documents billing uses, compare and complete the forms used in hospitals and offices, analyze the revenue cycles, and apply the correct codes to the different venues.

MOP 140: ICD Coding**3.0 units –45 hours**

Students will learn coding concepts associated with the three volumes of the International Classification of Diseases (9th edition) and Clinical Modification codebook. Students will practice using terminology, following documentation guidelines and applying codes to various forms and documents. Students will improve keyboarding skills while in this course.

MOP 210: Medical Office Principles**2.0 units –45 hours**

Students will learn basic bookkeeping and accounting procedures. They will practice the effective communication and documentation skills required in the medical office.

MOP 220: Medical Office Capstone**2.0 units –45 hours**

In this capstone course, students will apply coding and medical billing skills learned throughout the program to a variety of scenarios and situations. They will make decisions, process claims, interpret source documents, use critical thinking skills, and handle difficult situations as professionals.

MOP 500: Externship**3.0 units –135 hours**

Students will utilize their skills and knowledge by working in a medical office, hospital, billing office, or insurance company under direct supervision of the professional office manager or medical director. Students are required to turn in completed hours and evaluations, and the grade earned in this course is Pass/Fail. Passing this course is a graduation requirement.

MOP 510: Externship Seminar**1.0 units –15 hours**

In this course students will assess their performance and application of acquired skills and knowledge. They will learn skills to prepare for the certification exam, practice professional behavior, and complete their typing requirement.

MTC 1: Massage Therapy Clinic 1**2.0 units – 60 hours**

Massage Therapy Clinic 1 challenges the student practitioners to integrate all aspects of their education during an intense internship. This phase of training offers students the excitement and responsibility of applying the knowledge & skills they have learned to the treatment of clients from the community under direct supervision of their instructors. Graduates are offered their final preparation & transition for occupational certification into the professional Massage Therapy arena.

MTC 2: Massage Therapy Clinic II**2.0 units – 60 hours**

Massage Therapy Clinic II is the training ground where student practitioners are challenged to integrate all aspects of their education during an intense internship. During this second phase of clinic, students will be required to apply deeper levels of their knowledge, assessment and technical skills and abilities during a series of different treatment sessions. They will treat, make recommendations, care for, and follow-up on their clinic clients presenting with various pathological conditions.

During Massage Therapy Clinic II, student clinicians are required to complete at least 25 one-hour, full-body treatments on no less than 4 individual clients and no more than 6, that are focused on the client's particular problems, conditions, complaints or pathologies and which are meant to be therapeutic and remedial. It is recommended that when working on a particular client with a specific complaint or pathology that the client be given 4-6 consecutive, weekly or otherwise properly spaced, treatments. This affords the best educational experience for the student clinician providing enhanced opportunities for supervision and follow-up. It also allows for continued dialog about client symptomology, and experience in adjusting treatment protocol to better promote healing and the overall well-being of the client. During these treatment series the student clinician can integrate additional techniques and 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.**

PAS 201: Adult Medicine 2**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 Endocrinology, Rheumatology, Orthopedics, Psychiatry, Neurology, Hematology, Oncology, and Infectious Diseases. **A grade of "C" or better is required for completion of the course.**

PAS 202: History and Physical Assessment 2**4.0 units – 124 hours**

The student is exposed to the continuation of clinical data gathering skills related to history and physical assessment. Emphasis will be placed on a normal history, and physical exam, which correlate with the organ systems, covered in the Adult Medicine 2 PAS 201, including breast and gynecological examination. Additional interviewing techniques are also covered, including effective interpersonal communication, age groups and multicultural issues pertaining to the medical interview. **A grade of "C" or better is required for completion of the course.**

PAS 203: Diagnostic Studies 2**1.0 unit – 24 hours**

This class is a continuation of PAS 104 covering basic clinical skills applicable to interpretation and theory of body fluids/tissues analysis and diagnostic imaging necessary to arrive at a preliminary diagnosis. Topics include clinical biochemistry, hematology, serology, urinalysis and basic principles and interpretation of diagnostic imaging. **A grade of "C" or better is required for completion of the course.**

PAS 204: Pharmacology 2**2.0 units – 32 hours**

This class is a continuation of PAS 105. 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 201 Adult Medicine II course. **A grade of "C" or better is required for completion of the course.**

PAS 206: Anatomy & Physiology 2**2.0 units – 60 hours**

This course focuses on the structure and function of the human body with emphasis on the endocrine; musculoskeletal; neurological; hematological; immunological and reproductive 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 207: Pathophysiology 2**2.0 units – 60 hours**

The course exposes the student to the pathophysiology of common disease processes in man for the following organ systems: endocrine, musculoskeletal, nervous, hematologic, immune, and reproductive system. **A grade of "C" or better is required for completion of the course.**

PAS 301: Clinical Skills**1.0 unit – 44 hours**

The student is exposed to technical procedures common to primary care practice. Topics include: airways management, asepsis technique, bandaging and splinting, casting, suturing, injections, starting IV's, nasogastric tubing placement, routine urinalysis, venipuncture and the written drug order. **A grade of "C" or better is required for completion of the course.**

PAS 302: Medical Specialties: OB/GYN**2.0 units – 36 hours**

The student is introduced to knowledge of basic principles in the following areas of ambulatory obstetrics and gynecology: family planning, pregnancy and childbirth, diagnosis and management of common complaints germane to the female reproductive system, recognition and initial management of urgent and emergent conditions and appropriate use of consultation and referral. **A grade of "C" or better is required for completion of the course.**

PAS 303: Medical Specialties: Pediatrics**3.0 units – 54 hours**

The student is introduced to knowledge of basic principles in the following areas of ambulatory pediatrics and adolescent medicine: obtaining a pediatric history, diagnosis and management of common complaints germane to the pediatric and adolescent patient, recognition and initial management of urgent and emergent conditions, and appropriate use of consultation and referral. **A grade of "C" or better is required for completion of the course.**

PAS 304: Medical Specialties: Geriatrics**2.0 units – 32 hours**

The student is introduced to knowledge of basic principles in the health care and disorders of the aging population. Topics covered include: preventative and rehabilitative therapeutic modalities for the evaluation, counseling and treatment of the elderly. **A grade of "C" or better is required for completion of the course.**

PAS 305: Medical Specialties: Emergency Medicine**3.0 units – 44 hours**

The student is introduced to knowledge of basic principles in the recognition and management of acute emergency conditions that may be encountered in the Emergency Department. Topics covered include: evaluation of the ER patient, HEENT, cardiovascular, gastrointestinal, urological, OB/GYN, endocrine, musculoskeletal, neurological, psychiatric, pediatric, wound care, environmental and toxicological emergencies. **A grade of "C" or better is required for completion of the course.**

PAS 306: Medical Specialties: Surgery**2.0 units – 30 hours**

The student is introduced to a basic overview of surgical principles, procedures and management encountered in primary care. Topics include asepsis and antisepsis, wound repair and healing, infections, classification and management of burns, surgical evaluation and management of abdomen, breast and cardiothoracic conditions and diseases.

PAS 400: PA Profession**1.0 unit – 16 hours**

The student is exposed to issues pertinent to Physician Assistant practice. Topics include: history of the profession, professional, accrediting and regulatory organizations, PA/Physician/Patient interaction, California law pertaining to Physician Assistant practice, Physician Assistant's role in health care delivery systems, and professional development. **A grade of "C" or better is required for completion of the course.**

PAS 402: Clinical Rotation 1**14.0 units – 560 hours**

Students are assigned to four week clinical rotations in one of the following specialties: Family Medicine, Internal Medicine, Pediatrics, Women's Health, Emergency Medicine/Occupational Medicine/Urgent Care, Geriatrics, General Surgery and Psychiatry. Students are assigned patients for medical history, physical examination, diagnostic testing and patient education, management and supportive involvement in major and minor surgical procedures. When applicable, students attend daily grand rounds, attending physician's seminars and additional continuing medical education. Students are required to return to campus once a week for didactic lectures on Community resources, Nutrition, give case presentations and testing. **A grade of "C" or better is required for completion of the course.**

PAS 500: Introduction to Research and Medical Literature Review**1.0 unit – 16 hours**

This course will expose the student to the medical literature as an exercise into scientific inquiry. The course will focus on the application of methods utilized in defining clinical problems and analysis and application of the information presented. The skills gained through this course will also develop the student's ability in the use of evidence-based medicine during their clinical practice. **A grade of "C" or better is required for completion of the course.**

PAS 502: Clinical Rotation 2**14.0 units – 560 hours**

Students are exposed to continuation of clinical experiences described in PAS 402. Students are assigned to four week clinical rotations in one of the following specialties: Family Medicine, Internal Medicine, Pediatrics, Women's Health, Emergency Medicine, Geriatrics, General Surgery and Psychiatry. Students are assigned patients for medical history, physical examination, diagnostic testing and patient education, management and, supportive involvement in major and minor surgical procedures. When applicable, students attend daily grand rounds, attending physician's seminars and additional continuing medical education. Students are required to return to campus once a week for lectures on Evidence-Based Medicine, give case presentations and testing. **A grade of "C" or better is required for completion of the course.**

PAS 602: Preceptorship**15.0 units – 576 hours**

Students are assigned to a sixteen-week outpatient primary care clinical experience. Under supervision, students participate in patient care experiences including: taking a medical history, physical examination, diagnostic testing, patient education, management and referral. Students are required to return to campus once a week for additional didactic lectures, presentations and testing. **A grade of "C" or better is required for completion of the course.**

PHAR 21: Pharmacology**2.0 units – 30 hours**

This course will study the drugs administered to treat pulmonary disease. It will also include other classifications of drugs that have an effect on cardiopulmonary status. Areas will include drug calculations, indications, classification, proper dosage, modes of administration, the physiological actions of pharmacokinetics, pharmacodynamics, and pharmacogenetics, side effects, precautions, hazards, therapeutic effects and patient monitoring. **A grade of "C" or better is required for completion of the course.**

PHIL 1C: Ethics**3.0 units – 45 hours**

This course provides an introduction to the ethical problems and issues in modern society. Students will discuss current events related to ethical issues and participate in group discussions.

PHR 15: Pharmacy Science and Applications 2**5.0 units – 90 hours**

This course emphasizes the theory of anatomy, physiology, pathophysiology, and related pharmacology of the urinary, circulatory, and respiratory systems. Lab applications involving drug information retrieval and prescription processing serve to reinforce theory of pharmacological effects and mechanisms of action of urinary, circulatory, and respiratory system agents. Preparation for CPR and First Aid certification is an integral component of this course. Also presented in this course are procedures for the generation and maintenance of accurate pharmacy records, insurance claims and the use of pharmacy reference materials. Computerized pharmacy systems are utilized. Emphasis is placed on the importance of diligence in documentation and related issues of potential liability. Employment Services Seminar in this course includes an overview of the role of the pharmacy technician in the professional environment, employment opportunities and National Certification. **A grade of "C" or better is required for completion of the course.**

PHR 20: Pharmacy Law and Ethics**3.0 units – 45 hours**

This course presents an overview of the history of the pharmacy as well as the duties and responsibilities of a pharmacist and the State and Federal laws governing pharmacy practice, standards and regulations. This course includes HIPAA (Health Insurance Portability and Accountability Act) statutes, regulations, and preparation for certification. Current ethical issues in pharmacology will be discussed. **A grade of "C" or better is required for completion of the course.**

PHR 25: Pharmacy Records & Documentation**3.0 units – 45 hours**

This course focuses on enhancing the skills to properly interpret, fill and label prescription orders. An emphasis of this course is to train students to properly maintain and document pharmacy records. Students will be introduced to the duties of inventory control in a pharmacy practice and explore legal parameters of dispensing medications. **A grade of "C" or better is required for completion of the course.**

PHR 30: Pharmacy Math and Calculations**3.0 units – 45 hours**

This course covers mathematical calculations involving fractions, decimals, ratios, and percentages including both the metric and apothecary systems. This course will utilize these learned mathematical skills during pharmaceutical applications which are required to determine medication dosages and preparations. Also covered in this course will be the business practices in a retail pharmacy. **A grade of "C" or better is required for completion of the course.**

PHR 100: Pharmacy Science and Applications 1**5.0 units – 90 hours**

This course emphasizes the theory of anatomy, physiology, pathophysiology, and related pharmacology of the gastrointestinal, integumentary and sensory systems. A comprehensive overview of pharmaceutical dosage forms, pharmacokinetics, chemistry, terminology, abbreviations and symbols, the difference between trade and generic drugs and interpretation of prescriptions. Students will utilize the pharmacy lab in the applications of pharmacy science. Interpretations of doctor's orders along with prescription filling procedures are practiced. Students will be introduced to the use of pharmacy reference materials. **A grade of "C" or better is required for completion of the course.**

PHR 120: Pharmacy Clinical Applications 1**2.0 units – 45 hours**

This course emphasizes the theory of anatomy, physiology, pathophysiology, and related pharmacology of the nervous systems, including mental health, and nutrition. This course will demonstrate the procedures to interpret, fill and label a prescription. This course will also cover the procedures involves in processing refills. **A grade of "C" or better is required for successful completion of the course.**

PHR 135: Pharmacy Clinical Applications 2**3.0 units – 45 hours**

This course emphasizes the theory of anatomy, physiology, pathophysiology, and related pharmacology of the skeletal-muscular systems, endocrine and reproductive systems. This course will also cover the fundamentals in aseptic technique, proper procedures for drug distribution and dispensing, non-sterile compounding, and manufacturing/packaging procedures. Various pieces of pharmacy equipment and supplies will be utilized. **A grade of "C" or better is required for completion of the course.**

PHR 203: Pharmaceutical Lab Applications 1**2.0 units – 45 hours**

This course offers the practical lab applications for drug distribution and dispensing, non-sterile compounding, and manufacturing/packaging procedures. Students will utilize essential pharmacy tools and supplies to process orders during this course. Over-the-counter products and diagnostics are also covered and discussed. **A grade of "C" or better is required for completion of the course.**

PHR 231: Anatomy, Physiology, and Pharmacology 1**3.0 units – 45 hours**

This course emphasizes the theory of pharmacology, physiology, pathophysiology, and indications of the pharmacological drug classes. This course also includes the function and structure of the nervous and circulatory system identifying the disease states of these systems and the effects of therapeutic agents. Over-the-counter medications, diagnostics, vitamins, herbs, and analgesics are also covered. **A grade of "C" or better is required for completion of the course.**

PHR 303: Pharmaceutical Lab Applications 2**2.0 units – 45 hours**

This course focuses on the physical and chemical properties of drugs. The fundamentals in aseptic technique, parenteral admixture procedures, and I.V. preparations are emphasized in this course. Dosage calculations are integrated in the applications of this course. **A grade of "C" or better is required for completion of the course.**

PHR 312: Pharmacy Business, Simulations & Computer Applications 1**3.0 units – 45 hours**

This course offers a study of pharmacy computer applications specializing in processing prescriptions, drug information retrieval, and other practical applications including legal documentation, patient profiles, and related topics. Students will participate in mock pharmacy applications to enhance competency, efficiency, and camaraderie in the execution of pharmacy technician related tasks. **A grade of "C" or better is required for completion of the course.**

PHR 371: Professional Development**2.0 units – 45 hours**

Students will participate in professional development activities designed to offer insight into the behaviors and attitudes of the pharmacy technician. They will practice drug calculation skills, review federal and state regulations, drug information, and the use of pharmaceutical reference guides. Through this practice and review, students will prepare for the national certification exam. **A grade of C or better is required to pass this course.**

PHR 512: Clinical Experience**2.0 units – 120 hours**

Students will apply their acquired skills and knowledge, taking on the responsibilities and duties of a pharmacy technician trainee in a distinct pharmacy practice setting. The teaching/learning facility will provide appropriate supervision and evaluation of student performance. **Passing this course is a graduation requirement.**

PHR 513: Externship Seminar**1.0 unit – 15 hours**

In this course, students will assess their performance and application of acquired skills and knowledge within their externship. They will also prepare for employment, participating in activities such as researching career options and completing State board paperwork. The grade earned in this course is Pass/Fail. **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: Fundamentals 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: Fundamentals 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 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 22: Nursing Seminar 2: Pharmacology**2.0 units – 30 hours**

This course offers a theoretical approach to pharmacotherapeutics. The focus of major drug classifications and specific medications will be discussed in relation to pharmacodynamics, pharmacokinetics, and therapeutic uses, adverse reactions, and precautions. **A grade of "C" or better is required for completion of the course.**

RN23: Maternal Newborn Nursing Theory**3.0 units – 45 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.**

RN23L: Maternal Newborn Nursing Clinical**2.0 units 90 hours**

This course will prepare the nursing student to apply the nursing process, collaborate with multidisciplinary teams, and provide effective communication and safe nursing care for the maternal/child health client in the clinical/skills lab setting. **A grade of "C" or better is required for completion of the course.**

RN24: Beginning Medical Surgical Theory**3.0 units – 45 hours**

This is the foundational Medical-Surgical Nursing course and builds upon the basic nursing content and theoretical concepts. Course content includes the care of patients with chronic illness in the medical-surgical setting. **A grade of "C" or better is required for completion of the course.**

RN24L: Beginning Medical Surgical Clinical**3.0 units – 135 hours**

This course consists of a Skills Lab and Clinical hours that apply the concepts of RN24, and build upon the basic skills. At the Advanced Beginner level, students will care for patients in an acute care setting. **A grade of "C" or better is required for completion of the course.**

RN28: Role Transition: Bridge**4.0 units – 90 hours**

Foundational Medical-Surgical Nursing course designed for the LVN to RN student. Course content includes the care of patients with chronic and acute illness in the medical-surgical setting. Students will demonstrate mastery of basic nursing competencies. **A grade of "C" or better is required for completion of the course.**

RN 30: Gerontology-Community Health Nursing Theory**1.0 unit – 15 hours**

In this course, students are introduced to the nursing role within the community health setting. They will also discuss the geriatric nurse's role and the process of healthy aging. **A grade of "C" or better is required for completion of the course.**

RN 30L: Gerontology-Community Health Nursing Clinical**1.0 unit – 45 hours**

In this course, students will experience a variety of community health nursing roles. They will utilize aspects of the nursing process in a range of community settings. **A grade of "C" or better is required for completion of the course.**

RN34: Maternal/Child Nursing Theory**3.0 units – 45 hours**

Introduction to patient-centered care of the Maternal client and Pediatric client and family, emphasizing safety, wellness, illness, hospitalization and growth and development. This course discusses the nursing care of antepartum, intrapartum, postpartum maternal client and children from birth through adolescence and their families. Concepts include, disease process, medical treatments, and nursing responsibilities, interventions, and expected outcomes, cultural, psychosocial, ethical, and legal issues. **A grade of "C" or better is required for completion of the course.**

RN34L: Maternal/Child Nursing – Clinical**2.0 units – 90 hours**

This course will prepare the nursing study to apply the nursing process, collaborate with multidisciplinary teams, provide effective communication and safe nursing care for the maternal/child health client in the clinical/skills lab setting. **A grade of "C" or better is required for completion of the course.**

RN35: Intermediate Medical Surgical Nursing Theory**3.0 units – 45 hours**

This is the intermediate Medical-Surgical Nursing course. Course content includes the theoretical foundation of patients with acute illness in medical-surgical setting. **A grade of "C" or better is required for completion of the course.**

RN35L: Intermediate Medical Surgical Nursing – Clinical**3.0 units – 135 hours**

This course provides students with the application of theory to the clinical setting. Students will integrate concepts and practices of intermediate medical-surgical nursing, focusing on the adult through geriatric patient in the acute care medical-surgical environment. **A grade of "C" or better is required for completion of the course.**

RN36: Health Appraisal**2.0 units – 30 hours**

Health appraisal integrates psychosocial and pathophysiological processes, which includes techniques of history taking and health assessment in nursing practice and knowledge of normal findings and common deviations. **A grade of "C" or better is required for completion of the course.**

RN37: Pediatrics Theory**3.0 units – 45 hours**

This course provides an introduction to nursing care of the pediatric client and family, emphasizing wellness, illness, hospitalization and pediatric development. Students will examine nursing care of the pediatric client from birth through adolescence and their families. Concepts include disease process, medical treatments, nursing responsibilities, interventions and expected outcomes, as well as cultural, psychosocial, ethical and legal issues. **A grade of "C" or better is required for completion of the course.**

RN37: Pediatrics Clinical**2.0 units – 90 hours**

This course consists of Skills Lab and Clinical hours that apply concepts of RN37. Students will apply their specific skills, effective communication, the nursing process, and concepts in the care of the pediatric client/family in collaboration with other health care team members. **A grade of "C" or better is required for completion of the course.**

RN42: Nursing Seminar 4: Leadership**2.0 units – 30 hours**

Building on the leadership and management skills learned in RN32, students will continue their transition from student to professional Nurse. Students will develop a plan for managing their careers as well as a personalized plan for NCLEX exam preparation. **A grade of "C" or better is required for completion of the course.**

RN43: Mental Health Nursing – Theory**3.0 units – 45 hours**

In this course, students are introduced to basic mental health psychiatric concepts, including mental health disorders and diagnoses. Students gain insights to the role of the nurse in a variety of mental health psychiatric settings. **A grade of "C" or better is required for completion of the course.**

RN43L: Mental Health Nursing – Clinical**2.0 units – 90 hours**

In this course, students will apply mental health psychiatric nursing theory to clinical situations. Students will interact with clients in acute care as well as community settings. **A grade of "C" or better is required for completion of the course.**

RN44: Leadership**3.0 units – 45 hours**

In this course, management functions, issues and trends will be applied to varying leadership situations within a variety of health care systems. Content includes the Registered Nurse's role in planning, organizing staffing, and directing care. Current professional and social issues in leadership and management are incorporated. Emphasis is placed on the eight core competencies of professional behaviors: communication, assessment, clinical decision making, caring interventions, teaching/learning, collaboration, and managing care. **A grade of "C" or better is required for completion of the course.**

RN45: Advanced Medical Surgical Nursing Concepts – Theory**3.0 units – 45 hours**

This is the advanced Medical-Surgical Nursing course. Course content includes the theoretical foundation of the care of patients with complex multi-system illnesses in the critical care setting. **A grade of "C" or better is required for completion of the course.**

RN45L: Advanced Medical Surgical Nursing – Clinical**3.0 units – 135 hours**

This course provides students with application of advanced medical-surgical concepts in caring for adult patients with complex multi-system illness. Clinical site rotations include a variety of critical care settings. **A grade of "C" or better is required for completion of the course.**

RN46: Advanced Medical Surgical Theory**4.0 units – 45 hours**

This is the advanced Medical-Surgical Nursing course. Course content includes the theoretical foundation of the care of patients with complex multi-system illnesses in the critical care setting. **A grade of "C" or better is required for completion of the course.**

RN46L: Advanced Medical Surgical Clinical**4.0 units – 180 hours**

This course provides students with application of advanced medical-surgical concepts in caring for adult patients with complex multi-system illness. Clinical site rotations include a variety of critical care settings. **A grade of "C" or better is required for completion of the course.**

RN50: Work-Study**0.0 units – variable hours**

RN Work-Study provides students enrolled in the Nursing Program an opportunity to obtain structured work-study experiences, under the supervision of registered nurses, in participating health care agencies. Work-Study provides opportunities for additional practice and development of confidence and critical thinking through application of previously learned knowledge and skills. The grade earned in this course is Credit/No Credit. This course is not a graduation requirement.

RN51: NCLEX Review**0.0 units – 30 hours**

Students will study various methodologies for successfully completing the NCLEX examination. The development of a personalized plan for NCLEX exam preparation will be completed.

RT 1: Clinical Practice – Rotation 1**1.0 unit – 45 hours**

This course will prepare the student for their clinical rotations with preparatory requirements, certifications, orientations, introduction to clinical paperwork, clinical competencies manual, safety procedures, and clinical seminars. **A grade of "C" or better is required for completion of the course.**

RT 2: Clinical Practice – Rotation 2**5.0 units – 255 hours**

Students will participate in clinical rotations in acute and sub-acute respiratory therapy conducted at local hospitals and medical centers. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. **A grade of "C" or better is required for completion of the course.**

RT 3: Clinical Practice – Rotation 3**6.0 units – 300 hours**

Students participate in clinical rotations in adult intensive care, emergency care, and pediatric floor care conducted at local hospitals and medical centers. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. **A grade of "C" or better is required for completion of the course.**

RT 4: Clinical Practice – Rotation 4**6.0 units – 300 hours**

Students will participate in advanced rotations in adult, pediatric, and neonatal critical care conducted at local hospitals and medical centers. Specialized clinical experiences, as available, in respiratory home care, asthma education, pulmonary function testing, sleep studies, land/air patient transport, intra-hospital patient transport, disaster management, medical emergency team (MET) and pulmonary rehabilitation. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. **A grade of "C" or better is required for completion of the course.**

RT 10: Introduction to Respiratory Care**10.0 units – 228 hours**

This course provides an introduction to the physical world to students in health majors and to practices encountered within health care environments. Topics will include classroom theory and laboratory exploration of physical dynamics as they relate to health professions, with an emphasis in respiratory care, as well as, advanced directives, patient bill of rights, and bioterrorism preparedness and management. Procedures and practices related to common settings will be explored. **A grade of "C" or better is required for completion of the course.**

RT 20: Fundamentals of Respiratory Care**4.0 units – 98 hours**

The focus of this course is on the cardiopulmonary systems and the application of protocol-based clinical Respiratory Therapy treatment to deliver disease-specific patient care. Respiratory pathophysiology, assessment techniques and indices, basic pharmacology as it applies to the treatment and prevention of pulmonary disease, humidity and aerosol modalities as they apply to the treatment of pulmonary disease, electrophysiology, and correlation of acid-base and arterial blood gas interpretation are among the topics emphasized. **A grade of "C" or better is required for completion of the course.**

RT 30: Principles of Respiratory Care**7.0 units – 152 hours**

The focus of this course is management of the airway and mechanical ventilation. Topics include endotracheal intubation, advanced airway management, resuscitation devices, invasive and non-invasive ventilation, tracheostomy care, initiation, monitoring, managing, and discontinuation of mechanical ventilation. Students will apply hemodynamics to positive pressure ventilation. **A grade of "C" or better is required for completion of the course.**

RT 31: Essentials of Respiratory Care**7.0 units – 152 hours**

The focus of this course is special applications in respiratory care, and neonatal and pediatric respiratory care. Topics include: neonatal and pediatric anatomy, physiology, and pathology. Specialized diagnostics and certifications also occur during this course. **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. Basic Life Support for Healthcare Providers (CPR) is included. **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. **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.**

STT 33: Advanced Surgical Procedures**7 units – 120 hours**

This course encompasses an in-depth study of relevant surgical anatomy, physiology, pathophysiology, and diagnostic interventions as well as factors unique to the following advanced procedure areas: ophthalmic, oral and maxillofacial, plastic and reconstructive, oncologic, cardiothoracic, peripheral vascular, neurosurgical, and pediatric. **A grade of "C" or better is required for completion of the course.**

STT 44: Professional Development**6 units – 90 hours**

Professional development and employability skills including resume writing and interview techniques are mastered. A comprehensive study of information learned throughout the program is provided in preparation for the National Certification Examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). **A grade of "C" or better is required for completion of the course.**

VN 9: Anatomy and Physiology for Vocational Nurses**3.0 units – 45 hours**

This course focuses on the anatomy of the human body and how the organs function in a healthy state. This course will provide an understanding of how disease processes affect the human body. Pathophysiology is introduced and further explores in the nursing theory courses. **A grade of "C" or better is required for completion of the course.**

VN 11: Clinical Pharmacology for Nurses**4.0 units – 60 hours**

All phases of clinical pharmacology, types of drugs, general drug actions and uses, adverse effects, clinical consideration, and patient teaching will be covered. **A grade of "C" or better is required for completion of the course.**

VN 14: Nursing Fundamentals Theory**6.0 units – 90 hours**

This course focuses on the patient centered study of fundamental nursing concepts and basic bedside nursing skills that apply to all clinical areas in vocational nursing. **A grade of "C" or better is required for completion of the course.**

VN 21: Nursing of the Mature Adult Theory**8.0 units – 120 hours**

This course provides a foundation in the study of nursing care related to adult clients experiencing disorders of the integumentary system, skeletal system, muscular system, nervous system, sensory system, endocrine system, cardiovascular system, respiratory system, digestive/gastrointestinal system, urinary system, and metabolic/nutritional disorders. Other topics to be covered are: legal/ethical issues, community resources, diagnostic testing, patient education, rehabilitation, communicable diseases, cultural influences, and death/dying. **A grade of "C" or better is required for completion of the course.**

VN 32: Maternity Nursing Theory**3.0 units – 45 hours**

This course applies the nursing process to the care of the mother and newborn baby, including prenatal care, stages of labor, delivery, and postpartum care with emphasis on patient teaching, legal/ethics, communication, community resources, cultural influence, substance abuse, and death and dying. **A grade of "C" or better is required for completion of the course.**

VN 33: Pediatric Nursing Theory**3.0 units – 45 hours**

This course applies the nursing process to the care of the infant, toddler, preschool child, school age child and the adolescent with additional emphasis on patient teaching, legal/ethics, communication, community resources, cultural influence, substance abuse, and death and dying. **A grade of "C" or better is required for completion of the course.**

VN 40: Critical Care Concepts Theory**8.0 units – 120 hours**

This course builds on the foundations of basic and intermediate medical surgical nursing classes to provide current concepts in advanced medical surgical nursing, mental health and community based nursing. **A grade of "C" or better is required for completion of the course.**

VN 46: Nursing Ethics and Professionalism**2.0 units – 30 hours**

This course has nursing ethics and the development of the student's skills in leadership, supervision, and management as its focus. Classes include principles of paradigm thinking, becoming a change agent, and conflict resolution. Nursing, medical, and psychosocial issues that impact nurses and the nursing profession will be discussed. **A grade of "C" or better is required for completion of the course.**

VN 51: Pharmacology: Dosages and Calculations**2.0 units – 30 hours**

This class presents clinical applications for usual dosage determination and preparation through the use of arithmetic calculations, using both the metric and apothecary systems, involving fractions, decimals, ratios, and percentages. **A grade of "C" or better is required for completion of the course.**

VN 100: Nursing Fundamentals of the Adult Clinical**Rotation****3.0 units – 160 hours**

This course provides a clinical application in the study of nursing care related to adult clients experiencing disorders of the integumentary system, skeletal system, muscular system, nervous system, sensory system, endocrine system, cardiovascular system, respiratory system, digestive/gastrointestinal system, urinary system, and metabolic/nutritional disorders. Other topics to be covered are: legal/ethical issues, community resources, diagnostic testing, patient education, rehabilitation, communicable diseases, cultural influences, and death/dying. **A grade of "C" or better is required for completion of the course.**

VN 112: Nursing Fundamentals Skills Lab**1.0 unit – 80 hours**

This course focuses on the patient centered study of fundamental nursing concepts and basic bedside nursing skills that apply to all clinical areas in vocational nursing. This course provides comprehensive HIPAA (Health Insurance Portability and Accountability Act) compliance training. **A grade of "C" or better is required for completion of the course.**

VN 201: Nursing of the Mature and Older Adult**Clinical Rotations****5.0 units – 240 hours**

This course provides a clinical application in the study of nursing care related to mature and older adult clients experiencing disorders of the integumentary system, skeletal system, muscular system, nervous system, sensory system, endocrine system, cardiovascular system, respiratory system, digestive/gastrointestinal system, urinary system, and metabolic/nutritional disorders. Other topics to be covered are: legal/ethical issues, community resources, diagnostic testing, patient education, rehabilitation, communicable diseases, cultural influences, and death/dying. **A grade of "C" or better is required for completion of the course.**

VN 301: Maternity and Pediatric Nursing Clinical Rotations**5.0 units – 240 hours**

This course is the clinical application of the nursing process to the care of the maternity and pediatric patient. Topics include prenatal care, stages of labor, delivery, and postpartum care with emphasis on patient teaching, newborn and pediatric patient care in the clinical setting, legal/ethics, communication, community resources, cultural influence, substance abuse, and death and dying. **A grade of "C" or better is required for completion of the course.**

VN 401: Advanced Nursing Care in Medical/Surgical,**Mental and Community Health Clinical Rotations****5.0 units – 240 hours**

This course is the clinical application of nursing care concepts in advanced medical surgical nursing including mental health and community based nursing. **A grade of "C" or better is required for completion of the course.**

VN 501: Comprehensive Licensure Exam Review**2.0 units – 40 hours**

This course focuses on review and preparation for passing the licensing exam required by the State Board of Vocational Nursing that allows a VN graduate from the State Board accredited program to become a Licensed Vocational Nurse. The course is designed to teach test taking strategies, assess knowledge needed and psychological approaches for successfully passing the exam. The exam is known as the National Certification Licensing Exam (NCLEX). **A grade of "C" or better is required for completion of the course.**

VRT 101: Anatomy and Physiology of Domestic Animals**5.0 units – 90 hours**

Students will learn biological foundations and scrutinize the comparative anatomy and physiology of selected species of animals. Through lecture and lab demonstrations, emphasis will be placed on the variations in each species. Professional veterinary terminology will be introduced and organ systems and disease will be explored through a dissection project. **A grade of "C" or better is required for completion of the course.**

VRT 102: Fundamentals of Animal Nursing**5.0 units – 90 hours**

Students will learn the role of the veterinary technician and assistant in various occupational settings. They will discuss the legal and ethical responsibilities, as well as the communication skills needed for an office setting. Identification, behavior, care, and husbandry of domestic species will be studied using proper medical terminology. Students will begin to perform safe animal capture, handling, and restraint techniques as well as essential veterinary nursing skills. **A grade of "C" or better is required for completion of the course.**

VRT 205: Laboratory Procedures**5.0 units - 90 hours**

This course focuses on demonstrations and laboratory exercises covering routine examinations of blood, urine, feces, and cytology from a variety of species. Normal and abnormal values will be presented and treatment for disorders will be discussed. The use and proper handling of lab equipment and lab samples will be analyzed. Basic microbiological procedures will be discussed and demonstrated. **A grade of "C" or better is required for completion of the course.**

VRT 206: Companion Animal Nursing**3.0 units - 45 hours**

This course focuses on infectious and non-infectious diseases of small animals. Students will identify the basic principles of disease transmission, pathology, and prevention. They will distinguish the common disorders of organ systems, and evaluate methods for their prevention and treatment. Students will discuss therapeutic nutrition options and the specialized care and hand-rearing of orphaned domestic small animals. **A grade of "C" or better is required for completion of the course.**

VRT 207: Farm Animal Nursing**3.0 units - 45 hours**

In this course, students will explore clinical farm animal care. They will learn to properly restrain, medicate, and care for farm animals (primarily working with ruminants and equine), assisting the veterinarian in a variety of clinical, radiographic, and surgical procedures. Students will be able to describe effective breeding programs, the care of neonatal farm animals, and common farm animal diseases and treatments. **A grade of "C" or better is required for completion of the course.**

VRT 208: Introduction to Pharmacology**3.0 units - 45 hours**

This course presents an overview of veterinary pharmaceuticals, formulations and dosage recommendations as they are used for treatment and/or prevention of some of the more common animal diseases. Pharmaceutical interactions on the body are discussed as well as state regulations and federal guidelines in the dispensing of medications. Basic drug dosages will be explained and practiced, and personal drug reference materials will be developed. **A grade of "C" or better is required for completion of the course.**

VRT 300: Beginning Diagnostic Imaging**2.0 units - 45 hours**

Students will participate in beginning applications and techniques of diagnostic x-ray in the veterinary setting. Current state safety regulations and requirements are discussed, and quality assurance equipment testing is demonstrated. Students will perform proper animal restraint, process films and verify image accuracy. Students will also spend time in this course practicing and demonstrating other veterinary lab skills required before clinical rotation. **A grade of "C" or better is required for completion of the course.**

VRT 301: Beginning Surgical Assisting A**1.0 units – 45 hours**

In this course students will begin to demonstrate essential Veterinary Technician surgical team skills such as asepsis, sterilization, medical documentation, and surgical patient preparation. Components of an anesthetic machine and their functions, as well as anesthetic and analgesic drug classifications, patient monitoring and endotracheal intubation will be discussed. **A grade of "C" or better is required for completion of the course.**

VRT 306: Beginning Surgical Assisting B**2.0 units – 45 hours**

In this course students will apply surgical nursing skills from the beginning to end of the surgical process. Students will practice admitting and examining patients, preparing patient for, and non-sterile assisting with, surgery, and monitoring recovery. Students will also complete all documentation, interact with clients, use aseptic technique, and practice sterilization and sanitation of the operating suite. **A grade of "C" or better is required for completion of the course.**

VRT 308: Advanced Pharmacology**3.0 units – 45 hours**

This course emphasizes the chemistry of drugs, their pharmacodynamics and the pharmacokinetics with various species. Blood transfusion, fluid therapy nursing, alternative drug therapies, toxicological crisis situations, behavioral drugs and modification techniques will be studied. In-depth dosage calculation exercises will be performed. **A grade of "C" or better is required for completion of the course.**

VRT 310: Advanced Surgical Procedures A**3.0 units – 45 hours**

This course focuses on advanced licensure procedures for the Veterinary Technician. These will include principles of anesthesia induction, advanced surgical nursing techniques, dental prophylaxis and extractions, suture techniques, bandaging, splinting, emergency and critical care. Basic disaster planning and pet CPR are included. **A grade of "C" or better is required for completion of the course.**

VRT 320: Advanced Surgical Procedures B**2 units – 45 hours**

Students will demonstrate competency of advanced veterinary technician skills with anesthetic induction, suture techniques and dental prophylaxis and extraction techniques. Surgical assistance aptitude, critical care knowledge, and proper emergency response protocols will be performed and assessed. **A grade of "C" or better is required for completion of the course.**

VRT 390: Veterinary Clinical Rotation**1.0 unit - 50 hours**

Students will observe and participate in veterinary technician duties in a veterinary clinic or hospital setting affiliated with the College. Various settings may be available depending on the student's area of interest and the availability of sites. Hours and site locations are to be arranged with the instructor and facility. **A grade of "C" or better is required for completion of the course.**

VRT 403: Advanced Diagnostic Imaging Applications**2.0 units – 45 hours**

This course provides an overview of radiation control regulations and advanced techniques in radiology. Student will produce quality radiographs and perform various restraint techniques, including special positioning for orthopedics, thoracic and abdominal films. Contrast studies, dental x-rays, ultrasound, CT, MRI, and basic endoscopy will be discussed. Students will also continue to practice other lab skills when not producing radiographs. **A grade of "C" or better is required for completion of the course.**

VRT 406: Exotic and Lab Animals**3 units – 45 hours**

In this course students will learn to care for lab and exotic pet animals such as rodents, rabbits, birds, reptiles, amphibians and other various species. They will study basic care, handling and restraint, nail trims, and physical exams. Students will practice basic venipuncture techniques and administration of medications on these various species. **A grade of "C" or better is required for completion of the course.**

VRT 407: Course Review and Essential Skills**2 units – 45 hours**

In this course students will apply the knowledge gained throughout the program to preparation for the licensure exam and career. Students will practice answering exam questions as well as have hands-on lab time to solidify essential skills. Students will also reflect on how to prevent test anxiety and practice test preparation techniques. **A grade of "C" or better is required for completion of the course.**

VRT 490: Externship A**4 units – 180 hours**

This course provides work experience in a clinical setting under direct supervision of a veterinarian or RVT associated with the college. Hours and sites will be arranged by the student and approved by the veterinary faculty. Students will submit a completed supervisor evaluation, based on job tasks performed in the practice. **A grade of "C" or better is required for completion of the course.**

VRT 491: Externship B**1 unit – 45 hours**

This course provides continued work experience in a clinical setting under direct supervision of a veterinarian or RVT associated with the college. Hours and sites will be arranged by the student and approved by the veterinary faculty. Students will submit a completed supervisor evaluation, based on job tasks performed in the practice. **A grade of "C" or better is required for completion of the course.**

SECTION 9

ADMINISTRATION AND FACULTY

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Nina Clancy

Community Representative

Joanne Farnsworth

Community Representative

Susan Good

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Carol McLellan

Community Representative

Mark Perry

Board of Directors Member

Michael Perry

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Appendix A: Emergency, Medical and Crisis Resources

Campus	Hospital	Police Dept	Rape Crisis Center
Aviation	Clovis Community Center 2755 Herndon Avenue Clovis, CA 93611 (559) 324-4000	Fresno City Police 2323 Mariposa Street Fresno, CA (559) 621-7000	Resource Center for Survivors of Sexual Assault (RCS) Fresno, CA 93701 Business: (559) 497-2900 Hotline: (559) 222-7273
Bakersfield	Mercy Hospital 2215 Truxtun Avenue Bakersfield, CA 93301 (661) 632-5000	Bakersfield Police 1601 Truxtun Avenue Bakersfield, CA 93301 (661) 327-7111	Alliance Against Family Violence & Sexual Assault Bakersfield, CA 93303 Business: (661) 322-0931 Hotline: (661) 327-1091
Hanford	Adventist Medical Center 115 Mall Drive Hanford, CA 93230 (559) 582-9000	Hanford Police 425 N. Irwin Hanford, CA 93230 (559) 585-2535	Family Services of Tulare County Visalia, CA 93291 Business: (559) 732-7371 Hotline: (559) 732-7371
Hesperia	Desert Valley Center 12276 Hesperia Road #1 Victorville, CA 92395 (760) 241-8000	Hesperia Police 9700 Seventh Avenue Hesperia, CA 92345 (760) 947-1000	Rape Crisis Center Victorville, CA 93292 Business: (760) 952-0041 Hotline: (800) 656-4673 (HOPE)
Fresno	St. Agnes 1303 E. Herndon Avenue Fresno, CA 93720 (559) 450-3000	Fresno City Police 2323 Mariposa Street Fresno, CA (559) 621-7000	Resource Center for Survivors of Sexual Assault (RCS) Fresno, CA 93701 Business: (559) 497-2900 Hotline: (559) 222-7273
Lancaster	Antelope Valley Hospital 1600 West Avenue J Lancaster, CA 93534 (661) 949-5000	Lancaster Police 501 W. Lancaster Blvd. Lancaster, CA 93534 (661) 948-8466	Sexual Assault Response Lancaster, CA 93534 Business: (661) 723-7273 Hotline: (661) 723-7273
Modesto	Kaiser Permanente 4125 Bangs Avenue Modesto, CA 95356 (209) 557-1000	Stanislaus Sheriff 250 E. Hackett Modesto, CA 95358 (209) 525-7216	Haven Women's Center of Stanislaus Modesto, CA 95354 Business: (209) 524-4331 Hotline: (888) 454-2836
Rancho Cordova	Mercy San Juan Medical 6501 Coyle Avenue Carmichael, CA 95608 (916) 537-5000	Rancho Cordova Police 2897 Kilgore Road Rancho Cordova, CA 95670 (916) 875-9600	PEACE for Families Roseville, CA 95747 Business: (916) 773-7273 Hotline: (800) 575-5352
Ontario	Rancho San Antonio 7777 Milliken Avenue Ontario, CA 91730 (909) 948-8000	Ontario PD 10510 Civic Center Drive Ontario, CA 91730 (909) 447-2800	Project Sisters Family Services Claremont, CA 91711 Business: (909) 623-1619 Hotline: (626) 966-4155
San Diego	Scripps Mercy Hospital 435 H Street Chula Vista, CA 91910 (619) 691-7000	Chula Vista Police Department 315 4 th Street Chula Vista, CA 91910 (619) 691-5151	Center for Community Solutions San Diego, CA 92109 Business: (888) 385-4657 24 Hour Hotline: (888) 385-4657
Temecula	Inland Valley Medical Center 36485 Inland Valley Drive Wildomar, CA 92895 (951) 677-1111	Temecula Police 30755-A Auld Road Murrieta, CA 92563 (951) 696-4357	Center Against Sexual Assault Hemet, CA 92543 Business: (951) 652-8300 Hotline: (866) 373-8300
Visalia	Kaweah Delta 400 W. Mineral King Avenue Visalia, CA (559) 624-2215	Visalia Police 303 S. Johnson Street Visalia, CA 93291 (559) 734-8116	Family Services of Tulare County Visalia, CA 93291 Business: (559) 732-7371 Hotline: (559) 732-7371

***When reporting an Emergency dial 911**