



SAN JOAQUIN VALLEY COLLEGE

SUPPLEMENT TO THE 2015 COLLEGE CATALOG

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This document is a supplement to the 2015 College Catalog and is provided for the purpose of notifying students of corrections and/or updates to college policies, programs, courses, and admissions and graduation requirements which have occurred since the catalog was published in January 2015.

This is a living document, and changes will be added throughout the year until publication of the next catalog in January 2016.

This supplement is divided into the following categories:

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SECTION 1: INTRODUCTION TO SAN JOAQUIN VALLEY COLLEGE

1. STATE APPROVALS

Updates:

- i. **Colorado:** *SJVC* is licensed by the Colorado Department of Higher Education, Private Occupational School Board to deliver education in the State of Colorado. Complaints against *SJVC* may be filed online with the Division of Private Occupational Schools (DPOS). Students have up to two years after their last date of attendance to file a complaint against the institution. Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board.

The DPOS may be contacted at: highered.colorado.gov/dpos or by phone: (303) 866-2723.

- ii. **Florida:** *SJVC* is licensed by the Commission for Independent Education, Florida Department of Education to deliver education in the State of Florida. Additional Information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 141, Tallahassee, FL 323099-0400, toll-free telephone number (888) 224-6684.
- iii. **Maryland:** *SJVC* is registered with the Maryland Higher Education Commission for its programs offered through the Online Division. For students residing in Maryland, *SJVC* is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Complaints should be directed to:

Maryland Attorney General
Consumer Protection Division
200 St. Paul St.
Baltimore, MD 21202
(410) 528-8662/(888)743-0823 (toll free)

2. *SJVC* LOCATIONS AND PROGRAM OFFERINGS (2015 Catalog, page 12)

Corrections:

- i. Lancaster Campus Address
42135 10th Street West, Suite 147
Lancaster, CA 93534
- ii. Madera Campus Address
2185 West Cleveland Avenue, Unit J
Madera, CA 93637

SECTION 2: ADMISSIONS

1. ADMISSIONS PROCEDURES AND REQUIREMENTS (2015 Catalog, page 17)

Update: The following has been added to the list of admissions procedures and requirements:

- All new student enrollments must complete New Student Orientation prior to their first class session.

2. TRANSFER OF CREDIT (2015 Catalog, pages 17-18)

Update: The policy has been renamed to (formerly "Evaluation of Prior Credit") and updated to better reflect current practices.

TRANSFER OF CREDIT: *SJVC* is committed to helping students achieve their educational goals. The College recognizes that – prior to enrollment at *SJVC*, students may have completed course work at other institutions that they may want to transfer in for credit toward an *SJVC* Associate of Science Degree or Certificate of Completion program or may already possess the general education skills and competencies expected of a two-year college graduate. Therefore, it is the policy of *SJVC* to provide opportunities for course challenge and to thoroughly evaluate prior coursework to ensure that the nature, content, associated student learning outcomes, and level of credit earned aligns with the equivalent course requirements of the *SJVC* program in which the student is transferring into. To that end, a maximum of 50% of the total credits required for an *SJVC* degree or certificate program may be transferred in from another institution; however, in exigent circumstances (e.g. school closure), the College may allow up to 75% of previously earned credit to be applied toward a student's program of study

Provided below are the *SJVC* protocols and criteria for determining the transferability of previously earned credit and for course challenge.

Credits Earned at Accredited Institutions

SJVC may accept prior credit earned for coursework completed at other institutions accredited by an accrediting body recognized by the United States Department of Education to be applied towards a program. The following terms and conditions apply:

- Credit for prior academic or general studies coursework must be accepted for transfer to *SJVC* at the time of registration for the applicable academic year.
- 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.
- 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 By Students Receiving Veterans Affairs (VA) Benefits

All incoming students receiving VA benefits will have any previous college coursework or training (military and non-military) evaluated to determine whether the previously earned credit may be transferred into their program of study at *SJVC*. All accepted transfer credit will be applied toward the student's program of study. To receive full credit for previous vocational training, students may be required to successfully complete an overall comprehensive written and/or practical exam in the subject area or areas of transfer.

Official transcripts from all colleges where previous training was received must be submitted to the Registrar for evaluation. **Transcripts must be submitted prior to the start of the second term or halfway through the student's first academic year of study in order for the student to remain eligible for VA benefits.** Students are responsible for ensuring the timely submission of their transcripts.

Military transcripts may be ordered from the following website: www.military.com

Credits Earned in Foreign Institutions

SJVC may accept credit earned at foreign institutions, that are approved by the legitimate accreditation or other quality assurance agencies that operate in the country in which the institution is based, to be applied toward a program.

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 or Certificate of Completion. 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, English, and some program pre-requisite courses 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.

SECTION 4: INSTITUTIONAL POLICIES

A. REVISIONS TO EXISTING POLICIES

1. ACADEMIC HONESTY (2015 Catalog, pages 29-30)

Update: The policy has been revised to include additional prohibitive behaviors in the area of self-plagiarism. The revised policy is provided in full below.

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 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:

- Using another's statements or thoughts without giving that source proper credit (plagiarism).
- Submitting for credit one's own academic work (e.g. research paper, project) that was previously prepared for another course or purpose (self-plagiarism).
- Using a substantial portion of one's own previous academic work without significantly improving the previous submission and asking the instructor for permission.
- Submitting for credit an assignment prepared by another person (or persons).

2. Interference with academic pursuits requiring independent effort:

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

3. Buying, selling, or bribing

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

Investigation

- If any of the above behaviors is suspected, the instructor will speak with the student immediately to state the observation and concern.
- The incident will be investigated and the Dean of Student Services will make a determination as to the seriousness of the charge.
- 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.

2. COURSE RETAKES (2015 Catalog, page 42)

Update: The policy has been renamed (formerly "Course Failure,") and updated to include two new conditions upon which the College will allow course retakes.

COURSE RETAKES: 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 courses as scheduled and to take advantage of the various academic support services available to them.

Previously passed courses may be repeated at the end of the program or upon re-entry to the college in order to meet the following:

- The minimum GPA requirement for graduation.
- Skill attainment for students who have been out of the classroom/field for over a year.

B. NEW POLICIES

1. PERSONAL TECHNOLOGY DEVICES: Students may bring personal technology devices (PTD) on campus. PTD's include, but are not limited, to:

- Laptops
- Netbooks
- iPad/iPods
- Smartphone
- Tablets
- Kindles/Nook/or other similar device

Following are the guidelines for use of PTD's on campus:

- PTD's must be silenced during class time and may only be used with the express permission of the instructor.
- All audio/video functions must be disabled unless the student is given permission from the instructor to record all or a portion of the class session.
- PTD's may not be used to photograph *SJVC* employees, clinical sites, clinical patients, and clinical employees. Fellow *SJVC* students may only be photographed with their permission.
- *SJVC* does not provide any support or technology services for PTD's.
- *SJVC* assumes no responsibility for lost, stolen, or damaged PTD's.
- Students may not use their PTD's outside the classroom for non-educational purposes while on the *SJVC* wireless network.
- All terms and conditions of the Computer and Email Use policies apply to students' use of the *SJVC* wireless network on their PTD's. (See Catalog – Technology policies)
- Students are not to share the ID and password for the wireless network with non-*SJVC* users.

Failure to adhere to these guidelines may result in disciplinary action. Any questions pertaining to appropriate use should be directed to an instructor.

2. SOCIAL MEDIA: *SJVC* recognizes and supports the use of social media as a means of communication and fostering connectedness among users. To that end, *SJVC* maintains several social media sites (Facebook, Twitter, Instagram) that are updated regularly with news and information about college events, programs, and student accomplishments. Students are encouraged to fully leverage these resources for information sharing purposes and to establish better communication across campuses.

Due to the capacity and reach of social media, student posts have the potential to reach a much larger audience than intended. As such, the use of social media requires a greater level of responsibility and accountability. *SJVC* students represent the College even when they are posting on non-*SJVC* social media sites. Following are some general guidelines to ensure appropriate use of social media on both *SJVC* and non-*SJVC* sponsored sites:

- Use good judgment when posting to social media sites. Once you post something to social media, you can never remove it – all of your posts are archived online; even those that you have deleted. Think about the image you want to project – does it align with your professional goals? Some employers' use social media as a tool to screen applicants for employment – don't post something that may jeopardize your future employment opportunities.
- While the College recognizes that externship and clinical training generates anticipation and excitement, students may not post information, pictures, or personal statements of any form regarding their externship or clinical experience, patient conditions, and/or staff encounters (both positive and negative) on social media sites (Facebook, Twitter, Instagram, Tumblr, Pinterest, Google+). Doing so may violate the Health Insurance Portability and Accountability Act (HIPAA). Potential and actual HIPAA violations put both the College and the student at risk of liability.

The only exception is when the College solicits student comments and/or photos ("selfies") for the *SJVC* blog. In these situations, an *SJVC* employee will provide explicit information and guidelines for submissions.

- Students are highly discouraged from posting unprofessional or negative comments about classmates or instructors on the *SJVC* and/or their personal social media accounts. As mentioned above, this type of behavior is viewed as unprofessional and may tarnish the student's reputation, and, ultimately, jeopardize future employment prospects. Students should use the established *SJVC* protocols for addressing complaints. (See *SJVC* Student Handbook, "Student Complaints & Grievances")
- Students may not use social media during class or clinical time – no exceptions!

Students who have questions or concerns about how these guidelines might apply to them or a specific situation, should discuss the matter with their instructor. Willful disregard of these guidelines may result in the full range of disciplinary action as set forth in the *SJVC* Student Code of Conduct (See Student Handbook).

3. **RECORDING:** Students may not record any portion of a scheduled educational activity (e.g. class, lab, clinical/externship, or field trip) without the express permission of the instructor.

SECTION 6: ACADEMIC POLICIES AND REGULATIONS

1. SATISFACTORY ACADEMIC PROGRESS (2015 Catalog, pages 42-43)

Update: The policy has been revised to include a new probation status – *Financial Aid Probation: Academic Plan*, for students who have been granted an appeal of their termination for unsatisfactory academic progress and have been reinstated. The revised policy is provided in full below.

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 following table:

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		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 granted, the student will be placed on Financial Aid Probation or Financial Aid Probation: Academic Plan, 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.

2. REINSTATEMENT (2015 Catalog, page 43)

Update: The policy has been revised to include the two financial aid probation statuses to which it applies and reflects revised conditions for reinstatement and consideration of appeals for a second termination. The revised policy is provided in full below.

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 or Financial Aid Probation: Academic Plan for a defined 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 terminated from *SJVC*. Appeals will only be considered in situations involving extenuating circumstances.

SECTION 7: ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

A. ASSOCIATE OF SCIENCE DEGREE PROGRAMS

1. BUSINESS ADMINISTRATION (online program) (2015 Catalog, page 50)

Update: The following course has been removed from the program: SOC 125: Diversity in the Workplace (3.0 units). The total program units are 66.0.

2. CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING (2015 Catalog, pages 51-52)

Update: Graduates are eligible to sit for the exams leading to the following certifications:

- **Registered Medical Assistant** (offered by the American Medical Technologists)
- **California Certified Medical Assistant** (offered by the California Certifying Board for Medical Assistants)
- **National Certified Medical Assistant** (offered by the National Center for Competency Testing)
- **Certified Clinical Medical Assistant** (offered by the National Health Career Association)

3. CLINICAL MEDICAL ASSISTING (2015 Catalog, pages 53-54)

Update: Graduates are eligible to sit for the exams leading to the following certifications:

- **California Certified Medical Assistant** (offered by the California Certifying Board for Medical Assistants)
- **National Certified Medical Assistant** (offered by the National Center for Competency Testing)
- **California Certified Medical Assistant** (offered by the National Health Career Association)

4. HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION (2015 Catalog, pages 67-68)

Update: The program's courses have been realigned to allow completion of a Certificate of Completion or continuation into the second academic year to complete an Associate of Science Degree. The new AS Degree and Certificate program will be offered effective July 6, 2015.

The program learning outcomes and list of required courses for the AS Degree and Certificate of Completion are provided below.

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 commercial heating, ventilation, air conditioning and refrigeration equipment and systems.
3. Demonstrate proper usage of the basic tools of the trade.
4. Demonstrate requisite mastery to apply for and obtain the EPA 608 certification from the Environmental Protection Agency.
5. Create effective reports and documents electronically and in writing.
6. Apply advanced electrical concepts and critical thinking skills to interpret and draft schematic wiring diagrams and perform system diagnostics and interpret results.
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 social skills, professional appearance, attitudes, and behavior that employers expect of all *SJVC* graduates.
9. Adhere to national, state, and local safety practices used by service technicians working on HVAC-R systems.

AS Degree Program

Course ID	Course Name	Credit Units
HVAC-R 100	Theory and Applications of Air Conditioning	5.0
HVAC-R 101	Theory and Applications of Refrigeration	5.0
HVAC-R 102	Theory and Applications of Electricity	10.0
HVAC-R 106	Air Distribution Systems	5.0
HVAC-R 104	Advanced Refrigeration	5.0
HVAC-R 105	Advanced Electricity	5.0
HVAC-R 103	Advanced Air Conditioning	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 Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		64.0

Certificate Program

Course ID	Course Name	Credit Units
HVAC-R 100	Theory and Applications of Air Conditioning	5.0
HVAC-R 101	Theory and Applications of Refrigeration	5.0
HVAC-R 102	Theory and Applications of Electricity	10.0
HVAC-R 106	Air Distribution Systems	5.0
HVAC-R 104	Advanced Refrigeration	5.0
HVAC-R 105	Advanced Electricity	5.0
HVAC-R 103	Advanced Air Conditioning	5.0
Total		40.0

New Course Descriptions are provided below in Section 8.

5. HUMAN RESOURCE ADMINISTRATION (2015 Catalog, pages 69-70)

Update: Effective March 23, 2015, the on-ground program's course requirements will change as follows:

Add: ACT101: Principles of Accounting, 5.0 units (see 2015 Catalog, Section 8 for course description)

Remove: HRA40: Introduction to Accounting Principles, 2.0 units
HRA44: Business Ethics, 3.0 units

6. INDUSTRIAL TECHNOLOGY (INDUSTRIAL MAINTENANCE TECHNOLOGY) (2015 Catalog, page 71)

Update: The program's name has been changed as indicated below:

From: Industrial Technology (Industrial Maintenance Technology)

To: Industrial Maintenance Technology

7. INFORMATION TECHNOLOGY (2015 Catalog, pages 72-73)

Corrections:

- i. **Network & Telecommunications Concentration:** Courses within this concentration prepare students for the CWNP certification exam. However, the exam is not included in the certification exams taken during enrollment in the program. Students who successfully complete this concentration are encouraged to take the CWNP exam after graduation.

ii. **Certification exam readiness course:**

- **COMP104: InfoTech Industry Certification Exam Preparation course:** This pass/fail course is part of the core course requirements. Description is provided below in Section 8.

8. MEDICAL BILLING SPECIALIST (2015 Catalog, pages 76-77)

Updates:

- i. As of February 17, 2015, this program will no longer be offered online.
- ii. As of June 1, 2015, the title of this program will be changed to "MEDICAL OFFICE ADMINISTRATION" (on-ground only).

9. REGISTERED NURSING (2015 Catalog, pages 83-85)

Update: Effective June 1, 2015, this program will be temporarily offered at the SJVC Ontario Campus (for transfer students only). Further information may be obtained from an Admissions Advisor.

Corrections: The total unit requirements for each format of the program are as follows:

1. **Comprehensive Program:** Total Unit Requirements = 87 (50 units of nursing courses + 34 general education prerequisite courses + 3 units for area C2)
2. **LVN-RN Bridge:** Total Unit Requirements = 74 (31 units of nursing courses + 34 general education prerequisite courses + 6 units for LVN license + 3 units for area C2)
3. **30-Unit Certificate Option:** Total Unit Requirements = 30 (22 units of nursing courses + 8 units of general education prerequisite courses)

10. VETERINARY TECHNOLOGY (2015 Catalog, pages 92-93)

Update: This program will be offered at the *SJVC* Bakersfield Campus in fall 2015.

B. CERTIFICATE OF COMPLETION PROGRAMS

1. CLINICAL MEDICAL ASSISTING (2015 Catalog, pages 102-103)

Update: Graduates are eligible to sit for the exams leading to the following certifications:

- **California Certified Medical Assistant** (offered by the California Certifying Board for Medical Assistants)
- **National Certified Medical Assistant** (offered by the National Center for Competency Testing)

2. INDUSTRIAL TECHNOLOGY (INDUSTRIAL MAINTENANCE TECHNOLOGY) (2015 Catalog, page 108)

Update: The program's name has been changed as indicated below:

From: Industrial Technology (Industrial Maintenance Technology)
To: Industrial Maintenance Technology

3. INFORMATION TECHNOLOGY (2015 Catalog, pages 109-110)

Corrections:

1. **Network & Telecommunications Concentration:** Courses within this concentration prepare students for the CWNP certification exam. However, the exam is not included in the certification exams taken during enrollment in the program. Students who successfully complete this concentration are encouraged to take the CWNP exam after graduation.
2. **Certification exam readiness course:**
 - **COMP104: InfoTech Industry Certification Exam Preparation course:** This pass/fail course is part of the core course requirements. Description is provided below in Section 8.
 - **COMP150: Security +:** Course is incorrectly listed as one of the requirements in the Network & Telecommunications Concentration. All students will take this course as part of the Core Course Requirements.
 - **Professional Certifications:** The program description incorrectly states that graduates earn an Associate of Science Degree. In addition to the other credentials listed, graduates earn a Certificate of Completion.

4. MEDICAL OFFICE ADMINISTRATION (2015 Catalog, page 112)

Update: As of February 17, 2015, this program will no longer be offered online.

SECTION 8: COURSE DESCRIPTIONS

COMP104: InfoTech Industry Certification Exam Preparation – Core 0.0 units – 30 hours (pass/fail)

This course will provide the student with various methods and strategies to successfully complete industry certification examinations related to Information Technology courses completed. Students will develop a personalized plan for industry certification exam preparation. Additionally, professional quality artifacts of learning will be reviewed and assembled for inclusion in the graduate portfolio.

HVAC-R100: Theory & Applications of Air Conditioning

5.0 units – 90 hours

This course introduces, discusses, and demonstrates the practical applications of the physical properties of air (psychrometrics), 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 various heating systems and EPA, Section 608.

HVAC-R101: Theory & Applications of Refrigeration

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. 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.

HVAC-R102: Theory & Applications of Electricity

10.0 units – 180 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. This course identifies and discusses the control devices used in refrigeration and air conditioning systems, practices electrical drafting skills, interpretation of pictorial and ladder wiring diagrams, and problem analysis, using various diagnostic techniques for domestic and light-commercial ventilation, refrigeration, and air conditioning systems.

HVAC-R103: Advanced Air Conditioning

5.0 units - 90 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 and propane furnaces. 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.

HVAC-R104: Advanced Refrigeration

5.0 units – 90 hours

This course applies the principles of theory and fundamentals to problem analysis, diagnostics, and repair of 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 HVAC-R industry certification.

HVAC-R105: Advanced Electricity

5.0 units – 90 hours

This course applies pictorial and schematic wiring diagrams, interpretation, problem analysis and the application of diagnostic troubleshooting techniques for domestic and commercial refrigeration and air conditioning systems.

HVAC-R106: Air Distribution Systems

5.0 units – 90 hours

This course identifies and discussed the diagnostic and analysis of residential and light commercial air distribution issues. Students will take basic air pressure measurements measuring air quantities and be able to identify and describe all different types of air-measuring devices. Students will be able to determine adequate air duct sizing and placement to properly condition a given space. In addition, this course prepares the students for HVAC-R industry certification.

MBC105: Body Systems and Pathology

3.0 units – 45 hours

The course focuses on basic knowledge of anatomy and physiology to a deeper examination of diseases, disorders, etiology, pathology, diagnostic testing, and common treatments of internal body systems. The course emphasizes applying medical terminology to situations in medical professions.

MBC125: CPT/HCPCS Coding

3.0 units – 45 hours

This course focuses on the performing of coding associated with the Current Procedural Terminology (CPT) manual and the Healthcare Common Procedure Coding System (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 section.

MBC210: Medical Coding Practicum

3.0 units – 45 hours

In this course students will assess their performance and application of acquired skills and knowledge in preparation for the CPC certification exam. 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.

MBC220: Medical Coding Seminar

2.0 unit – 15 hours

In this course various methodologies for successful completion of the CPC examination are examined. Students develop a personalized plan for successful application and scheduling of the CPC exam.

MBC230: Medical Billing Practicum**3.0 units – 45 hours**

In this course students will assess their performance and application of acquired skills and knowledge in preparation for the CPB certification exam. 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.

MBC240: Medical Billing Seminar**2.0 unit – 15 hours**

In this course various methodologies for successful completion of the CPB examination are examined. Students develop a personalized plan for successful application and scheduling of the CPB exam.

PHR15: Pharmacy Science and Applications 2**5.0 units – 90 hours**

This course emphasizes the theory of anatomy, 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 for urinary, circulatory, and respiratory system agents.

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 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. Keyboarding skills are also an integral component of this course.