



SAN JOAQUIN VALLEY COLLEGE

## SUPPLEMENT TO THE 2016/2017 COLLEGE CATALOG



# SUPPLEMENT TO THE 2016/2017 COLLEGE CATALOG

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This document is a supplement to the 2016/2017 College Catalog and is provided for the purpose of notifying students of corrections and/or updates to college policy, programs, courses, admissions and graduation requirements which have occurred since the catalog was published in December 2016.

This is a living document, and changes will be added throughout the year until publication of the next catalog in December 2017.

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# 1: INTRODUCTION TO SAN JOAQUIN VALLEY COLLEGE

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## **Mission Statement (2016/2017 Catalog, page 6)**

San Joaquin Valley College prepares graduates for professional success by offering Baccalaureate and Associate of Science Degrees and Certificates of Completion 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.*

*Approved by the Board of Governors, July 2008  
Revised May 2017*

## 2: ADMISSIONS

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### **International Students (2016/2017 Catalog, page 18) (Requirements and VISA Services)**

*San Joaquin Valley College (SJVC)* is authorized by the United States (U.S.) Department of Homeland Security (DHS) to accept and enroll non-immigrant students. The College is approved to issue documents that support the issuance of 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. After meeting with an SJVC representative, students who declare a country of citizenship other than the U.S. and who do not have permanent U.S. residence will be referred to a Designated School Official (DSO) at SJVC during the admission process. Prior to the issuance of a Student Visa Petition (Form I-20 A-B), non-immigrant students must provide original or verified copies of the following items in addition to meeting the regular SJVC admission requirements for their respective program:

#### International Applicant Packet Documents

- a) Official copy of student's diploma translated and evaluated to a U.S. high school and/or college equivalency by an agency recognized by NACES (National Association of Credential Evaluation Services, <http://naces.org/members.html>).
- b) Official college transcript(s), if applicable, in order to determine eligibility to transfer certain program General Education course requirements.
- c) English Proficiency Test results, either a TOEFL score of at least 61, internet based; or a TOEIC score of 590 or better; or an IELTS Academic test result of 6 or higher.
- d) Letter of Intent written by applicant explaining why the student wants to study in the U.S. The letter should also include information about the student's plans for after program completion and after any possible DHS-approved optional work permission in the U.S.

- e) A signed Affidavit of Support from the student's sponsor stating:
  - i. His or her relationship to the student
  - ii. Sufficient funds have been set aside solely for the purpose of the student's education
  - iii. Name, address, and phone number of the sponsor
- f) Applicant's or sponsor's bank(s) statement dated no later than 6 months showing twelve months of tuition and living expenses.
- g) Copy of student's information and photo page from valid passport.
- h) Copy of VISA/I-94 card, if applicable.
- i) Copy of prior I-20 A-B form (applicable for Transfer Students only).
- j) Applicants should also check with their U.S. consulate or U.S. embassy for other possible requirements.

## 4: INSTITUTIONAL POLICIES

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### **Academic Freedom (2016/2017 Catalog, page 32)**

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 those 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, upholding cultural diversity and integrity. **SJVC** will promptly conduct an investigation upon learning of an instructor who has allegedly expressed his/her personal opinions without the balance of introducing opposing viewpoints or critical thinking practices to ensure instructional integrity.
- **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 play
  - Simulations
  - Skill demonstrations
  - Case studies and research

### **Academic Honesty (2016/2017 Catalog, pages 32-33)**

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 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.

**SJVC** has clear cut procedures to address dishonest behaviors, including appropriate penalties to censure said behavior, 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 listed below along with 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 exams, 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 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.

## SECTION 7: BACCALAUREATE AND ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATE PROGRAMS

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### BACCALAUREATE DEGREE PROGRAMS

#### Respiratory Therapy

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This program is offered online.

##### Program Description

**SJVC's** Bachelor of Science in Respiratory Therapy Program may be completed in 60 weeks. The program is designed for Registered Respiratory Therapists having graduated from a CoARC or CAAHEP accredited associates degree Respiratory Therapy program who want to advance their career. The Bachelor of Science Degree in Respiratory Care affords excellent opportunities for professional growth and development with the necessary education in leadership, education, research and critical care.



##### Program Student Learning Outcomes

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

1. Articulate various current professional and clinical roles and potential expanded roles related to the respiratory therapy profession including describing professional behavior, monitoring the quality of respiratory care and listing changes in technology and knowledge base.
2. Demonstrate knowledge in critical care pathophysiology to interpret pertinent clinical information to make recommendations for appropriate therapeutic intervention.
3. Demonstrate effective written and oral communication skills.
4. Demonstrate the ability to access, interpret, and critically appraise relevant medical and other authoritative literature related to clinical practice, administration, education, and/or research associated with the respiratory therapy profession.
5. Develop an original project or research proposal related to clinical practice, administration, education, and/or research associated with the respiratory therapy profession.

**Admission Requirements:** To be considered for admission to the Respiratory Therapy Program, applicants must meet the following requirements:

- Hold an Associate of Science Degree in Respiratory Care from a CoARC or CAAHEP accredited associate of science degree respiratory therapy program that is within a regionally or nationally accredited institution.
- Successful completion of a minimum of 70.0 units of lower division courses (may include lower division respiratory care coursework).
- Hold a current unencumbered credential licensure as a Registered Respiratory Therapist (RRT), and current unencumbered licensure as a Respiratory Care Practitioner (RCP) in California or in the state of current employment.

**Graduation Requirements:** Successful completion of the courses listed below with a grade of "C" or higher.

## Graduate Placement

The following job categories are considered in-field placements for graduates of the Respiratory Therapy Baccalaureate Degree program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Respiratory Therapists (29-1126.00)
- Respiratory Therapy Technicians (29-2054.00)
- Clinical Research Coordinators (11-9121.01)
- Health Educators (21-1091.00)
- Medical and Health Services Managers (11-9111.00)

## Respiratory Courses

<u>Course ID</u>	<u>Course Name</u>	<u>Credit Units</u>
RCP 400	Protocol Based Critical Care	3.0
RCP 410	Education Principles for Healthcare Professionals	3.0
RCP 420	Management Principles for the Healthcare Professional	3.0
RCP 430	Establishing Best Practices in Quality Improvement of Healthcare	3.0
RCP 440	Research and Evidence-Based Practice in Healthcare	5.0
RCP 450	Health Care Finance	4.0
RCP 460	Advanced Respiratory Practice for Critical Care	4.0
RCP 470	Research Proposal	4.0
RCP 480	Capstone Seminar: Research Project	4.0
<b>Total</b>		<b>33.0</b>

## General Education Courses

<u>Course ID</u>	<u>Course Name</u>	<u>Credit Units</u>
HUM 325	Cross-Cultural Communication	3.0
HST 301	American Political Thought from Reconstruction to the Present	3.0
ENG 321	Writing for Research	4.0
PSY 302	Group Dynamics	4.0
STS 301	Statistics	4.0
<b>Total</b>		<b>18.0</b>
<b>Transfer Credit</b>		<b>70.00</b>
<b>Total Program Units</b>		<b>121.00</b>

## ASSOCIATE OF SCIENCE DEGREE PROGRAMS

1. **Aviation Maintenance Technology (2016-2017 Catalog, pages 55-56)**  
**Revisions and/or Corrections:** A grade of "D" or better is required for the AERO 51 course.
2. **Clinical and Administrative Medical Assisting (2016/2017 Catalog, pages 59-60)**  
**Revisions and/or Corrections:** Have been made to the Credential and Professional Certifications description as set forth below:

### **Credential and Professional Certifications**

Graduates earn an Associate of Science degree and are eligible to sit for the National Certified Medical Assistant (NCMA) exam offered by the National Center for Competency Testing (NCCT).<sup>\*</sup> Students also prepare for and take certification exams within their program courses that include HIPAA, CPR, and First Aid.

Students residing outside California are encouraged to take a certification examination recognized by their state medical board or an independent certification organization.

**\*Graduates may qualify for other certifications dependent on location and placement requirements.**

**3. Construction Management (online program) (2016/2017 Catalog, pages 63-64)**  
**Revisions and/or Corrections:**

The PSY 1: General Psychology course (3.0 units) is a general education requirement. The title of the CON 141 course is Construction Management Supervision. The title of the CON 145 course is Construction Project Management.

**4. Criminal Justice: Corrections (2016/2017 Catalog, pages 65-66)**  
**Revisions and/or Corrections:** Have been made to add the Bureau of Security and Investigation (BSIS) training facilities licenses for each campus as set forth below:

BSIS Training Facility Baton (TFB) Training Facility Firearms (TFF) Licenses by Campus:

- Antelope Valley (Lancaster) TFB 1329/TFF 1450
- Bakersfield TFB 256/TFF 256
- Fresno TFB 1331/TFF 1434
- Hesperia TFB 1247/TFF 1389
- Modesto (Salida) TFB 1330/TFF 1390
- Ontario TFB 1332/TFF 1393
- Visalia TFB 1328/TFF 1435

**5. Diagnostic Medical Sonography (2016/2017 Catalog, pages 69-70)**  
**Revisions and/or Corrections:** A grade of "C" or higher is required for all pre-requisite courses.

**6. Dental Assisting (2016/2017 Catalog, pages 108-109):** Revisions to core program courses will go into effect on October 2, 2017. Descriptions of revised DA courses are available in Section 8 this supplement.

**7. Electrical Technology:** An associate of science degree option will be available effective August 28, 2017.

# Electrical Technology

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This program is offered at the **Ontario Campus**.

## Program Description

The Electrical Technology program is 60 weeks in length and provides a framework of electrical knowledge and skills that can be adapted in the electrical trade industry. The program prepares students for employment in numerous electrical and related trades. Upon completion of the Electrical Technology program, the student should be able to install, maintain, and repair electrical equipment and systems in a safe, competent, and professional manner. The program meets the standards set forth by the California Department of Industrial Relations towards the current California Electrician Certification Program. Upon completion of the program, the student is eligible to sit for the California General Electrician's Certification Exam.



## Program Student Learning Outcomes

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

1. Discuss theories of electrical circuitry and relate these concepts to practical applications
2. Apply proper procedures for the installation, operation, maintenance and repair of residential, commercial, and light industrial wiring, electrical equipment and systems
3. Demonstrate proper usage of the basic tools of the trade
4. Demonstrate the basic use and application of the National Electrical Code and be prepared to successfully pass the California Electrician Certification Exam
5. Create effective reports and documents, electronically and in writing
6. Apply advanced electrical concepts and critical thinking skills to interpret and create blueprint drawings for residential, commercial and light industrial facilities
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
9. Adhere to national, state, and local safety practices used by technicians working in the electrical industry

## Admission Requirements

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

## Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all ELEC courses
- Successful completion of the Career Services Seminar (CSS 100)

## Professional Certifications

Graduates earn an Associate of Science Degree and are eligible to take the California General Electrician's Certification Exam administered by the California Department of Industrial Relations.

## Graduate Placement

The following job categories are considered in-field placements for graduates of the Electrical Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Electricians (47-2111.00)
- Security and Fire Alarm System Installers (49-2098.00)
- Signal and Track Switch Repairers (49-9097.00)
- First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00)

## Core Course Requirements

Course ID	Course Name	Credit Units
ELEC 100	OSHA Standards for the Construction Industry	3.0
ELEC 110	Electrical Conduit Bending	2.0
ELEC 120	Blueprint Reading for Electricians	5.0
ELEC 130	Technical Math and Electric Circuits	10.0
ELEC 200	Residential Wiring	5.0
ELEC 210	Commercial and Industrial Wiring	10.0
ELEC 220	Programmable Logic Controllers/ Industrial Electronics	5.0

## General Education Course Requirements

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
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	64.0
<b>Total</b>		

## 8. Human Resources Administration (2016/2017 Catalog, pages 73-74)

**Revisions and/or Corrections:** Course requirements were modified as set forth below:

### Core Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy and Applications for the Professional	3.0
BUSN 100	Business Math Applications	3.0
CMP 102	Introduction to Microsoft Office 2	5.0
<i>Equivalency Courses</i>		
BUSN 200	Spreadsheet Management	2.0

BUSN 120	Business Communication	3.0
HRA 21	Human Resource Fundamentals	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

#### **General Education Course Requirements**

ECON 1	Economics	3.0
<i>Equivalency Course</i>		
BUSN 210	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
<i>Equivalency Course</i>		
BUSN 150	Small Business Management	2.0
MGT 104	Office Supervision and Organization	3.0
<i>Equivalency Course</i>		
BUSN 130	Principles of Management	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	Introduction to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
<i>Equivalency Course</i>		
BUSN 190	Customer Service and Sales Management	2.0
<b>Total</b>		<b>67.0</b>

#### **9. Information Technology (2016/2017 Catalog, pages 77-78)**

**Revisions and/or Corrections:** Revisions and corrections have been made to the program description and course requirements as seen below.

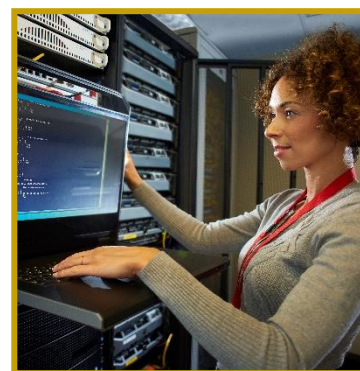
### **Information Technology**

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This program is offered **Online**.

#### **Program Description**

The Information Technology program is 60 weeks in length and provides students with the knowledge and skills for a variety of entry-level careers in the Information Technology industry. Students who enroll in the program will take foundational courses in computer hardware and software and will have the option of completing certificates in Computer Support, Networking, and Security on their path towards the degree. This program is designed to prepare students for industry-specific certifications related to their career-path.



### Program Student Learning Outcomes

Depending upon selected concentrations, upon completion of this program, the graduate will be able to:

1. Apply problem solving and critical thinking skills to information technology solutions.
2. Design and manage secure networks using standard industry practices
3. Demonstrate knowledge of hardware and software installation, maintenance, and support
4. Use technical support and customer service best practices
5. Follow information security best practices
6. Troubleshoot, maintain and secure PC's, mobile devices, and peripherals
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.

### Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS100)

### Credential and Professional Certifications

Graduates earn an Associate of Science Degree and are eligible to take certification exams through CompTIA®.

### Graduate Placement

The following job categories are considered in-field placements for graduates of the Information Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Computer User Support Specialists (15-1151)
- Computer Network Support Specialists (15-1152)
- Information Security Analysts (15-1122)
- Network and Computer Systems Administrators (15-1142)

### Core Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – Core	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 121	Windows Server Install & Conf.	4.0
COMP 122	Windows Server Admin	4.0
COMP 123	Wireless Local Area Networks	4.0
COMP 124	Network+	4.0
COMP 154	Security +	4.0
COMP 156	Network Security	4.0
COMP 224	Certificate Review – Network	1.0
COMP 254	Certificate Review – Security	1.0
<b>Total</b>		<b>36.0</b>

## General Education Course Requirements

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
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
<b>Total</b>		<b>60.0</b>

10. **Licensed Vocational Nursing to Registered Nursing (2016/2017 Catalog, pages 79-81)**  
**Revisions and/or Corrections:** The program description has been updated and a copy is provided in full below.

## Licensed Vocational Nursing to Registered Nursing

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An LVN to RN Associate Degree in Nursing is offered at the **SJVC Visalia Campus**.

### Program Description

The LVN to RN Associate Degree program is designed for Licensed Vocational Nurses who want to take the next step in their medical career. This program allows currently licensed Vocational Nurses to transfer credits from their LVN studies to the required coursework needed for the Registered Nursing program.

Students will be prepared to work as a Registered Nurse within the health care delivery system. Graduates are trained as providers and managers of care, communicators and collaborators, and client advocates and educators. Students learn Med-Surg nursing; Geriatric and pediatric care; obstetric and neonatal nursing; and mental health care.

The LVN-RN Bridge program is approved by the California Board of Registered Nursing (BRN).

### 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

### **Admission Requirements**

- Completion of a minimum of 34 units of general education prerequisite coursework (GPA of 2.5 or higher) in the following subjects at an accredited college or university:
  - 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
  - General Education (GE) Breadth Area C2 (minimum of 3.0 units in literature, philosophy, or foreign language)<sup>1</sup>

These courses are also offered at **SJVC** (see **General Education Pre-requisites** below). More information on pre-requisite courses is available on the sjvc website: <http://www.sjvc.edu/admissions/admissions-requirements/prerequisite-courses-faqs>.

Completion of the program's general education requirements at **SJVC** does not guarantee entry into the RN program.

- Current Basic Life Support (BLS) certification from the American Heart Association.
- Evidence of a current California LVN license. Students will receive 6.0 units of credit for the license.
  - The program does allow applicants to challenge the LVN coursework and licensure requirements. To successfully do so, applicants must:
    - Achieve a benchmark equivalent National Standard for ATI Fundamentals Proctored Assessment to establish foundational knowledge base.
    - Achieve a score of 75% on the Final Exam for RN10 and RN10L.
- The College has well defined policies and procedures that govern the acceptance of credit for coursework completed at other institutions, including military education and training for VA students (see Transfer of Credit Policy, College Catalog).

### **Challenge/Advanced Placement Policy for Military Trained Healthcare Personnel Requesting Entrance into the RN Program:**

Effective August 2017: Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C), may achieve advanced placement into the nursing program with documentation of education and experience

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<sup>1</sup> If the student does not have GE Area C2 units to transfer in, PHIL 1C: Ethics must be taken at **SJVC**.

qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam(s), dosage calculation exam, and skills competency exam.

### **Application Process**

Prospective students are responsible for providing proof of admission requirements and submitting additional required documents related to the application process. When a complete application file is received, the applicant takes entrance assessment exams and writes a personal goal statement. Final selection is based on points earned in the admission process. Qualified candidates will be considered for an invitation to interview with the selection committee.

### **Program Length**

The bridge program is delivered over the course of four terms (a term is comparable to a semester). Terms 1 and 2 consist of the program's general education pre-requisites (40 weeks) and are followed by the five-week bridge course (RN 28). Students will then matriculate into Terms 3 (22 weeks) and 4 (20 weeks) with a one week break in between these terms. Upon completion, students will complete a one week NCLEX Prep Course for a total program length of 89 weeks.

### **Graduation Requirements**

- 75% or better in all RN courses
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

### **Credential and Professional Certifications**

Graduates earn an Associate Degree in Nursing (ADN) and are eligible to apply to the California Board of Registered Nursing to sit for the National Council Licensure Examination for Registered Nursing (see below).

### **State Licensure**

Graduates are eligible to apply to the California Board of Registered Nursing (BRN) to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This application requires a background check. 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.

Graduates who pass the NCLEX-RN are licensed by the BRN and authorized to use the RN credential, which is a requirement to work in this field.

### **Graduate Placement**

The following job categories are considered in-field placements for graduates of the Licensed Vocational Nursing to Registered Nursing Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Registered Nurses (29-1141.00)

### **Course Requirements**

#### **General Education Pre-requisites (Terms 1-2)**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
BIOL 10	Human Anatomy	4.0

BIOL 14	Microbiology	4.0
BIOL 45	Human Physiology	5.0
CHE 3	General Chemistry	4.0
ENG 122 <sup>1</sup>	Composition and Reading – Part B	3.0
MTH 122 <sup>1</sup>	College Algebra – Part B	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
Phil 1C	Ethics	3.0
<b>Total<sup>2</sup></b>		<b>35.0</b>

### **Nursing Courses - LVN-RN Bridge (Terms 3-4)**

**(Theory and clinical courses with the same name must be taken concurrently)**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
RN 28	Health Promotion	4.0
RN 30	Gerontology/Community Health Nursing – Theory	1.0
RN 30L	Gerontology/Community Health Nursing – Clinical	1.0
RN 35	Intermediate Medical/Surgical Nursing – Theory	3.0
RN 35L	Intermediate Medical/Surgical Nursing – Clinical	3.0
RN 43	Mental Health Psychiatric Nursing – Theory	3.0
RN 43L	Mental Health Psychiatric Nursing – Clinical	2.0
RN 34	Maternal/Child Nursing - Theory	3.0
RN 34L	Maternal/Child Nursing – Clinical	2.0
RN 44 <sup>3</sup>	Leadership	3.0
RN 45	Advanced Medical Surgical Nursing – Theory	3.0
RN 45L	Advanced Medical Surgical Nursing – Clinical	3.0
RN 50 <sup>4</sup>	Work Study	0.0
RN 51	NCLEX Review	0.0
Credit for California issued Vocational Nurse License		6.0
<b>Total</b>		<b>37.0</b>
<b>Program Total<sup>5</sup></b>		<b>72.0</b>

<sup>1</sup>Enrollment in this course requires a passing score on the course challenge exam.

<sup>2</sup>Total unit value may vary from student to student based upon transfer credit for general education pre-requisites.

<sup>3</sup>Fulfills the CSS100 requirement.

<sup>4</sup>Course is not a degree requirement; students will be enrolled at the discretion of the Program Director.

<sup>5</sup>Includes credit awarded for general education pre-requisites.

- 11. Medical Billing and Coding (2016/2017 Catalog, pages 82-83):** The following bridge course will be offered as needed for the following enrollments: 1) Online Medical Office Administration (MOA) program graduates who have received ICD-10 training; 2) On ground MOA certificate graduates; and 3) On ground MOA certificate enrollments who wish to transition to the Medical Billing and Coding degree program and have already completed the MOP120 and MOP 140 courses.

The course description is provided in **Section 8** of this document.

## 12. Registered Nursing (2016/2017 Catalog, pages 88-91)

**Revisions and/or Corrections:** The program description has been updated and a copy is provided in full below.

### Registered Nursing

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An Associate Degree in Nursing (ADN) (also referred to as the generic program) is offered at the **Visalia** and **Ontario Campuses**.

#### Program Description

**SJVC's** Registered Nursing program prepares students to work as a Registered Nurse within the health care delivery system. Graduates are trained as providers and managers of care, communicators and collaborators, and client advocates and educators. Students learn Med-Surg nursing; Geriatric and pediatric care; obstetric and neonatal nursing; and mental health care. The RN program is approved by the California Board of Registered Nursing (BRN).



#### 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

#### Admission Requirements

- Completion of a minimum of 34 units of general education prerequisite coursework (GPA of 2.5 or higher) in the following subjects at an accredited college or university:
  - 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
- General Education (GE) Breadth Area C2 (minimum of 3.0 units in literature, philosophy, or foreign language)<sup>2</sup>

These courses are also offered at **SJVC** (see **General Education Pre-requisites** below). More information on pre-requisite courses is available on the sjvc website: <http://www.sjvc.edu/admissions/admissions-requirements/prerequisite-courses-faqs>. Completion of the program's general education requirements at **SJVC** does not guarantee entry into the RN program.

- Current Basic Life Support (BLS) certification from the American Heart Association
- The College has well defined policies and procedures that govern the acceptance of credit for coursework completed at other institutions, including military education and training for VA students (see Transfer of Credit Policy, College Catalog).

### **Challenge/Advanced Placement Policy for Military Trained Healthcare Personnel Requesting Entrance into the RN Program:**

Effective August 2017: Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C), may achieve advanced placement into the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam(s), dosage calculation exam, and skills competency exam.

### **Application Process**

The most qualified applicants meeting the pre-requisites and minimum requirements will be selected using points earned from: ATI TEAS assessments (administered during the admissions process); Postsecondary education (Attainment and GPA); personal essay; and application selection interview. Qualified candidates will be considered for invitation to interview with the selection committee.

Applicants selected for admission into the program will be required to undergo a background check, drug screening, and health assessment. The applicant will also be required to provide proof of current immunizations including tetanus, measles, rubella, varicella, and hepatitis B. These requirements must be satisfied prior to the start of the program.

### **Program Length**

The RN program is delivered over six 20 week terms (a term is comparable to a semester) with a one week NCLEX review course (RN 51) taught at the end of Term 6. Terms 1 and 2 consist of the program's general education pre-requisites (40 weeks) and are followed by four terms of nursing courses (80 weeks) with a one-week break between each of the first three terms (3 weeks). The NCLEX Review course (one week) is delivered immediately upon completion of Term 6 for a total program length of 124 weeks.

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<sup>2</sup> If the student does not have GE Area C2 units to transfer in, PHIL 1C: Ethics must be taken at **SJVC**.

Students who transfer in the required 34 units of general education pre-requisites will complete Terms 3-6 (80 weeks) (with a one-week break between Terms 3-5 (3 weeks) followed by the NCLEX Review course (one week) for a total program length of 84 weeks.

### Graduation Requirements

- 75% or better in all RN courses
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

### Credential and Professional Certifications

Graduates earn an Associate Degree in Nursing (ADN) and are eligible to apply to the California Board of Registered Nursing to sit for the National Council Licensure Examination for Registered Nursing (see below).

### State Licensure

Graduates are eligible to apply to the California Board of Registered Nursing (BRN) to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This application requires a background check. 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.

Graduates who pass the NCLEX-RN are licensed by the BRN and authorized to use the RN credential, which is a requirement to work in this field.

### Graduate Placement

The following job categories are considered in-field placements for graduates of the Registered Nursing Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Registered Nurses (29-1141.00)

### Course Requirements

#### General Education Pre-requisites (Terms 1-2)

Course ID	Course Name	Course Units
BIOL10	Human Anatomy	4.0
BIOL 14	Microbiology	4.0
BIOL 45	Human Physiology	5.0
CHE 3	General Chemistry	4.0
ENG 122 <sup>1</sup>	Composition and Reading – Part B	3.0
MTH 122 <sup>1</sup>	College Algebra – Part B	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
PHIL 1C	Ethics	3.0
<b>Total<sup>2</sup></b>		<b>35.0</b>

(Nursing Courses - Terms 3-6) (Theory and clinical courses with the same name must be taken concurrently)

## Visalia and Ontario Campuses

Course ID	Course Name C	Credit Units
RN 10	Fundamentals of Nursing – Theory	3.0
RN 10L	Fundamentals of Nursing – Clinical	3.0
RN 43	Mental Health Nursing – Theory	3.0
RN 43L	Mental Health Nursing – Clinical	2.0
RN 12	Nursing Seminar 1: Pathophysiology	2.0
RN 24	Beginning Medical/Surgical Nursing – Theory	3.0
RN 24L	Beginning Medical/Surgical Nursing – Clinical	3.0
RN 35	Intermediate Medical/Surgical Nursing – Theory	3.0
RN 35L	Intermediate Medical/Surgical Nursing	3.0
RN 22	Nursing Seminar 2: Pharmacology	2.0
RN 23	Maternal Newborn Nursing – Theory	3.0
RN 23L	Maternal Newborn Nursing – Clinical	2.0
RN 37	Pediatrics – Theory	3.0
RN 37L	Pediatrics – Clinical	2.0
RN 30	Gerontology/Community Nursing – Theory	1.0
RN 30L	Gerontology/Community Nursing – Clinical	1.0
RN 36	Health Appraisal	2.0
RN 46	Advanced Medical/Surgical Nursing – Theory	3.0
RN 46L	Advanced Medical/Surgical Nursing – Clinical	4.0
RN 44 <sup>3</sup>	Leadership	3.0
RN 50 <sup>4</sup>	Work Study	0.0
RN 51	NCLEX Review	0.0
<b>TOTAL</b>		<b>51.0</b>
<b>PROGRAM TOTAL<sup>5</sup></b>		<b>86.0</b>

<sup>1</sup>Enrollment in this course requires a passing score on the course challenge exam.

<sup>2</sup>Total unit value may vary from student to student based upon transfer credit for general education pre-requisites.

<sup>3</sup>Fulfills the CSS100 requirement.

<sup>4</sup>This course is not a degree requirement; students will be enrolled at the discretion of the Program Director.

<sup>5</sup>Includes credit awarded for general education pre-requisites.



### 13. Respiratory Therapy (2016/2017 Catalog, pages 92-93)

## Respiratory Therapy

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

### Program Description

The Respiratory Therapy program is 80 weeks in length and prepares students to be a member of a health care team that evaluates, treats, and manages patients with respiratory illness and other cardiopulmonary disorders. In addition to performing respiratory care procedures, respiratory therapists are involved in clinical decision-making and patient education. Students receive extensive clinical practice in hospitals and clinics to gain real world experience.

The RT program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).



### Program Student Learning Outcomes

SJVC prepares graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

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 outreach
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates
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.

### Admission Requirements

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

Applicants are selected based on points earned in an evaluation process that includes assessment, transcript review, professional reference, and personal interview.

### Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all RT courses, including co-requisite general education and science course work\*

- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successfully pass the skills competencies and program certifications in the term in which they are given
- Document a minimum of 85% attendance in each academic and clinical course
- Successful completion of the Career Services Seminar (CSS 100)

\* If the minimum grade requirement is not met, the student will be required to repeat the failed course and will not be allowed to advance into their next term of instruction until a passing grade is earned.

### **Credential and Professional Certifications**

Graduates earn an Associate of Science degree and the following certifications: Basic Life Support (BLS); Advanced Cardiac Life Support (ACLS); Pediatric Advanced Life Support (PALS); and Neonatal Resuscitation Provider (NRP).

### **State Licensure**

Graduates are eligible to sit for the National Board of Respiratory Care (NBRC): Therapist Multiple Choice Exam (TMC). Upon achieving the minimum cut score on the TMC, graduates will be eligible to take the Clinical Simulation Exam (CSE). Upon successfully passing the CSE exam the graduate earns the Registered Respiratory Therapy (RRT) credential. The RRT credential is the minimum entry requirement for licensure in California.

Graduates who earn the RRT credential by the National Board for Respiratory Care and licensed by the California Respiratory Care Board are authorized to use the title "Licensed Respiratory Care Practitioner," which is a requirement to work in this field.

### **Graduate Placement**

The following job categories are considered in-field placements for graduates of the Respiratory Therapy Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Respiratory Therapists (29-1126.00)
- Respiratory Therapy Technicians (29-2054.00)

### **Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Course Units</b>
BIO 24	Human Anatomy and Physiology	4.0
CHE 3A	Introduction to General Chemistry	4.0
BIO 31	Microbiology	4.0
RT 10A	Introduction to Respiratory Care	6.0
RT 10B	Introduction to Respiratory Care	4.0
RT 20	Fundamentals of Respiratory Care	4.0
PHAR 21	Pharmacology	2.0
RT 30A	Ventilatory Principles of Respiratory Care	4.0
RT 30B	Critical Care Principles of Respiratory Care	3.0
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 Laboratory Practice	1.0
RT 22	Clinical Practice Rotation 1	5.0
RT 33	Clinical Practice Rotation 2	6.0
RT 44	Clinical Practice Rotation 3	6.0

#### General Education Course Requirements

Course ID	Course Name	Course 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
<b>Total</b>		<b>95.0</b>

## CERTIFICATE OF COMPLETION PROGRAMS

### 1. Aviation Maintenance Technology

This program is offered as a Certificate of Completion. The program description is provided in full below.

### Aviation Maintenance Technology

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

#### Program Description

**SJVC's** Aviation Maintenance Technology program is offered during the day (73 weeks) or in the evening (108 weeks). The program provides students with the skills and technical knowledge to perform aircraft, airframe, and powerplant maintenance and inspections. Hands-on training in the hangar includes servicing, troubleshooting, and repair of power-plant and airframe systems and components.

The program is accredited by the Federal Aviation Administration and approved by the California State Approving Agency to enroll veterans and other eligible persons.

An online degree completion option is available to students who are interested in earning an Associate of Science Degree.

#### 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. 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.
5. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

### **Graduation Requirements**

Successful completion of the courses listed below. With the exception of AERO 51, all other AERO courses must be completed with a grade of "C" or better. AERO51 meets the requirement for completion of CSS100.

### **Credential and Professional Certifications**

Graduates earn a Certificate of Completion and are eligible to test for an Airframe and Powerplant (A&P) license through the Federal Aviation Administration (FAA).

### **Graduate Placement**

The following job categories are considered in-field placements for graduates of the Aviation Maintenance Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Aircraft Mechanics and Service Technicians (49-3011.00)

### **Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>	<b>Credit Hours</b>
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
<b>Total</b>		<b>74.0</b>	<b>2,144</b>

\*Fulfills the CSS100 graduation requirement.

### **2. Business Administration (2016/2017 Catalog, pages 105-106)**

#### **Revisions and/or Corrections:**

- **Retail Management Concentration**
  - BUSN 190: Customer Service and Sales Management (course unit value is 2.0 units)
- **Business Accounting Concentration**
  - ACCT 140: Tax Accounting course (2.0 units) has been replaced with the BUSN 140: Human Resource Management course (3.0 units).
- **Total Program Unit Value is 30.0 units.**

### **3. Clinical Medical Assisting (2016/2017 Catalog, page 107)**

**Revisions and/or Corrections:** Have been made to the program description and credential and professional certifications descriptions as set forth below and a sixth program learning outcome has been added.

### **Program Description**

The Medical Assisting program is 30 weeks in length and prepares graduates to work in medical offices and specialty clinics. Training helps students learn the skills required to be a valuable member of the healthcare team. Students will receive advanced training in medical office procedures as well as front-and-back-office skills. The program includes an externship which provides enhanced learning and the opportunity to develop work in-field experience.

### **Program Learning Outcomes**

#6: Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates.

### **Credential and Professional Certifications**

Graduates earn a Certificate of Completion and are eligible to sit for the National Certified Medical Assistant (NCMA) exam offered by the National Center for Competency Testing (NCCT).<sup>\*</sup> Students also prepare for and take certification exams within their program courses that include HIPAA, CPR, and First Aid.

Students resident outside California are encouraged to take a certification examination recognized by their state medical board or an independent certification organization.

**\*Graduates may qualify for other certifications dependent on location and placement requirements.**

#### **4. Criminal Justice: Corrections**

This program is offered as a Certificate of Completion. The program description is provided in full below.

### **Criminal Justice: Corrections**

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This program is offered at **Antelope Valley (Lancaster)**.

#### **Program Description**

The Criminal Justice: Corrections program is 40 weeks in length and prepares graduates for a career in Corrections. The program includes instruction in criminal law, evidence collection and preservation, report writing, institutional corrections, physical agility training, defensive tactics and weaponless defense. Many graduates initially find work in security and develop entry-level work experience while they pursue employment as a correctional officer.

#### **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 and search procedures as prescribed by the Bureau of Security and Investigative Services (BSIS).
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

### **Admission Requirements**

- U.S. Citizenship
- 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.

### **Graduation Requirements**

- Successful completion of the courses listed below with a score of 70% or higher on all job knowledge tests as well as successful completion of all skill examinations in the CJ60A course
- Successful completion of the Career Services Seminar (CSS100)

### **Credential and Professional Certifications**

Graduates earn a Certificate of Completion and the following certifications: Standards and Training for Corrections (STC) Adult Core Academy, which includes 8-hour Baton; and, Bureau of Security and Investigative Services (BSIS) certified training in Powers to Arrest, Weapons of Mass Destruction, Firearms, Baton, Chemical Agents, Public Relations, Observations and Documentation, Communications and its Significance, and, Liability and Legal Aspects – resulting in (BSIS) Security Guard Care and (BSIS) Security Guard Exposed Weapons permits.

**BSIS Training Facility Baton TFB Training Facility Firearms (TFF) Licenses by Campus:** Antelope Valley (Lancaster) TFB 1329/TFF 1450, Bakersfield TFB 256/TFF 256, Fresno TFB 1331/TFF 1434, Hesperia TFB 1247/TFF 1389, Modesto (Salida) TFB 1330/TFF 1390, Ontario TFB 1332/TFF 1393, and Visalia TFB 1328/TFF 1435

### **Graduate Placement**

The following job categories are considered in-field placements for graduates of the Criminal Justice: Corrections Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Correctional Officers and Jailers (33-3012.00)
- Retail Loss Prevention Specialists (33-9099.00)
- Security Guards (33-9032.00)

- Social and Human Service Assistants (21-1093.00)

### Core Course Requirements

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 63	BSIS Security Officer Academy	5.0
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
<b>Total</b>		<b>44.0</b>

5. **Diagnostic Medical Sonography (2016/2017 Catalog, pages 110-111)**  
Revisions and/or Corrections: A grade of "C" or higher is required for all pre-requisite courses.
6. **Electrical Technology (2016/2017 Catalog, pages 112-113)**  
Revisions and/or Corrections: Program length is 40 weeks.  
Updates: The program is now offered at the SJVC Modesto Campus.
7. **Human Resource Administration (2017 Catalog, pages 115-116)**  
Revisions and/or Corrections: Course requirements were modified as set forth below:

### Core Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy and Applications for the Professional	3.0
BUSN 100	Business Math Applications	3.0
CMP 102	Introduction to Microsoft Office 2	5.0
<i>Equivalency Courses</i>		
BUSN 200	<i>Spreadsheet Management</i>	2.0
BUSN 120	<i>Business Communication</i>	3.0
HRA 21	Human Resource Fundamentals	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
<b>Total</b>		<b>31.0</b>

## 8. Information Technology (2017 Catalog, pages 118-119)

**Revisions and/or Corrections:** Revisions and corrections have been made to the program description and course requirements as seen below.

### Information Technology

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This program is offered **Online**

#### Program Description

The Information Technology program is 20-30 weeks in length, depending on options and provides students with the knowledge and skills for a variety of entry-level careers in the Information Technology industry. Students who enroll in the program will take foundational courses in computer hardware and software and will have the option of completing certificates in Computer Support, Networking, and Security on their path towards the degree. This program is designed to prepare students for industry-specific certifications related to their career-path.



#### Program Student Learning Outcomes

Depending upon selected concentration, upon completion of this program, the graduate will be able to:

1. Apply problem solving and critical thinking skills to information technology solutions.
2. Design and manage secure networks using standard industry practices
3. Demonstrate knowledge of hardware and software installation, maintenance, and support
4. Use technical support and customer service best practices
5. Follow information security best practices
6. Troubleshoot, maintain and secure PC's, mobile devices, and peripherals
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.

#### Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS100)

#### Credential and Professional Certifications

Graduates earn a Certificate of Completion, and, based upon their selected concentrations, are eligible to take the exams through CompTIA®.

#### Graduate Placement

The following job categories are considered in-field placements for graduates of the Information Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Computer User Support Specialists (15-1151)
- Computer Network Support Specialists (15-1152)
- Information Security Analysts (15-1122)
- Network and Computer Systems Administrators (15-1142)

## 20-Week Certification

### Computer Support Concentration Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – Core	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 124	Network+	4.0
COMP 154	Security +	4.0
<b>Total</b>		<b>18.0</b>

### Networking Concentration Course Requirements

Course ID	Course Name	Credit Units
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 124	Network+	4.0
COMP 156	Network Security	4.0
COMP 224	Certificate Review – Network	1.0
<b>Total</b>		<b>17.0</b>

### Security Concentration Course Requirements

Course ID	Course Name	Credit Units
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 154	Security +	4.0
COMP 156	Network Security	4.0
COMP 254	Certificate Review – Security	1.0
<b>Total</b>		<b>17.0</b>

## 25-Week Certification

### Networking Support Concentration Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – Core	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 124	Network+	4.0
COMP 154	Security +	4.0
COMP 156	Network Security	4.0
COMP 224	Certificate Review – Network	1.0
<b>Total</b>		<b>23.0</b>

### Security Support Concentration Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – Core	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 124	Network+	4.0
COMP 154	Security +	4.0
COMP 156	Network Security	4.0

COMP 254	Certificate Review – Security	1.0
<b>Total</b>		<b>23.0</b>

### 30-Week Certification

#### Computer Support, Networking, and Security Concentration Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – Core	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 123	Wireless Local Area Networks	4.0
COMP 124	Network+	4.0
COMP 154	Security +	4.0
COMP 156	Network Security	4.0
COMP 224	Certificate Review – Network	1.0
COMP 254	Certificate Review – Security	1.0
<b>Total</b>		<b>28.0</b>

#### Computer Support and Networking Concentration Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – Core	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 123	Wireless Local Area Networks	4.0
COMP 124	Network+	4.0
COMP 154	Security +	4.0
COMP 156	Network Security	4.0
COMP 224	Certificate Review – Network	1.0
<b>Total</b>		<b>27.0</b>

#### Networking and Security Concentration Course Requirements

Course ID	Course Name	Credit Units
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 123	Wireless Local Area Networks	4.0
COMP 124	Network+	4.0
COMP 154	Security +	4.0
COMP 156	Network Security	4.0
COMP 224	Certificate Review – Network	1.0
COMP 254	Certificate Review – Security	1.0
<b>Total</b>		<b>26.0</b>

#### Computer Support and Security Concentration Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – Core	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 123	Wireless Local Area Networks	4.0
COMP 124	Network+	4.0
COMP 154	Security +	4.0

COMP 156	Network Security	4.0
COMP 254	Certificate Review – Security	1.0
<b>Total</b>		<b>27.0</b>

**9. Licensed Vocational Nursing to Registered Nursing (2016/2017 Catalog, pages 120-121)**

**Revisions and/or Corrections:** The program description has been updated and a copy is provided in full below.

## **Licensed Vocational Nursing to Registered Nursing**

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A Certificate of Completion in Registered Nursing is available to California Licensed Vocational Nurses. This program is offered at the **SJVC Visalia** and **Ontario campuses**.

### **Program Description**

In accordance with the Board of Registered Nursing Policy (section 1435.5), California Licensed Vocational Nurses may apply for entry into the non-degree Registered Nursing 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 Associate Degree in Nursing (ADN). Non-degree applicants will be considered on a space available basis only and if program resources allow. See the Program Director for more information.

LVNs who are accepted into this program will be prepared to work as a Registered Nurse within the health care delivery system. Graduates are trained as providers and managers of care, communicators and collaborators, and client advocates and educators. Students learn Med-Surg nursing; Geriatric and pediatric care; obstetric and neonatal nursing; and mental health care.

The program is approved by the California Board of Registered Nursing.

### **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

## Admission Requirements

- Completion of the following science pre-requisites at an accredited college or university with a GPA of 2.5 or higher:
  - BIOL14 Microbiology
  - BIOL46 Human Physiology

These courses are also offered at **SJVC** (see **Science Pre-requisites** below). More information on pre-requisite courses is available on the sjvc website: <http://www.sjvc.edu/admissions/admissions-requirements/prerequisite-courses-fags>. on an as needed basis. Completion of the program's pre-requisites at **SJVC** does not guarantee entry into the program.

- Evidence of a current California LVN license
  - The program does allow applicants to challenge the LVN coursework and licensure requirements. To successfully do so, applicants must:
    - Achieve a benchmark equivalent National Standard for ATI Fundamentals Proctored Assessment to establish foundational knowledge base.
    - Achieve a score of 75% on the Final Exam for RN10 and RN10L.
- Current Basic Life Support (BLS) certification from the American Heart Association
- The College has well defined policies and procedures that govern the acceptance of credit for coursework completed at other institutions, including military education and training for VA students (see Transfer of Credit Policy, College Catalog).

## Challenge/Advanced Placement Policy for Military Trained Healthcare Personnel Requesting Entrance into the RN Program:

Effective August 2017: Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C), may achieve advanced placement into the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam(s), dosage calculation exam, and skills competency exam.

### Program Length

The non-degree option is delivered over three 20 week terms (a term is comparable to a semester). Term 1 (20 weeks) consists of the science prerequisite courses and is followed by two terms (40 weeks) of nursing courses for a total program length of 60 weeks.

## Graduation Requirements

- 75% or better in all RN courses.
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component.

## Credential and Professional Certifications

Graduates earn a Certificate of Completion and are eligible to apply to the California Board of Registered Nursing to sit for the National Council Licensure Examination for Registered Nursing (see below).

## State Licensure

Graduates are eligible to apply to the California Board of Registered Nursing (BRN) to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This application requires a background check. 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.

Graduates who pass the NCLEX-RN are licensed by the BRN and authorized to use the RN credential, which is a requirement to work in this field.

### Graduate Placement

The following job categories are considered in-field placements for graduates of the Licensed Vocational Nursing to Registered Nursing Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Registered Nurses (29-1141.00)

### Course Requirements

#### Science Pre-requisites (Term 1)

Course ID	Course Name	Credit Units
BIOL 14	Microbiology	4.0
BIOL 46	Human Physiology	4.0
<b>TOTAL</b>		<b>8.0</b>

#### Nursing Courses (Terms 2-3) (Theory and clinical courses with the same name must be taken concurrently)

Course ID	Course Name	Credit Units
RN 30	Gerontology/Community Health Nursing – Theory	1.0
RN 30L	Gerontology/Community Health Nursing – Clinical	1.0
RN 35	Intermediate Medical Surgical Nursing – Theory	3.0
RN 35L	Intermediate Medical Surgical Nursing – Clinical	3.0
RN 43	Mental Health Nursing – Theory	3.0
RN 43L	Mental Health Nursing – Clinical	2.0
RN 44 <sup>1</sup>	Leadership	3.0
RN 45	Advanced Medical Surgical Nursing – Theory	3.0
RN 45L	Advanced Medical Surgical Nursing – Clinical	3.0
<b>TOTAL</b>		<b>22.0</b>
<b>PROGRAM TOTAL<sup>2</sup></b>		<b>30.0</b>

<sup>1</sup>Fulfills the CSS100 graduation requirement.

<sup>2</sup>Includes credit awarded for science pre-requisites.

### 10. Medical Office Administration (2016/2017 Catalog, page 124)

**Revisions and/or Corrections:** The program learning outcomes have been revised and are as follows:

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 behaviors that employers expect of all SJVC graduates

## **SECTION 8: COURSE DESCRIPTIONS**

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### **COMP 106: A+ Hardware**

**4.0 units – 60 hours**

**Prerequisites: None**

This course is designed to introduce students to the fundamentals of installing, configuring, maintaining, upgrading, diagnosing, troubleshooting, and networking computer hardware. Students will also understand the basics of computer security and virtualization and become familiar with the terminology used across the industry.

### **COMP 107: A+ Software**

**4.0 units – 60 hours**

**Prerequisites: None**

This course is designed to introduce students to the basics of installing, configuring, maintaining, upgrading, diagnosing, and troubleshooting computer software. Students will also understand how to secure PC's and mobile devices against common security threats and become familiar with the terminology used across the industry.

### **COMP 105: Certification Review – A+**

**2.0 units – 45 hours**

**Prerequisites: COMP 106, COMP 107**

This course uses various methods and strategies to prepare students to take industry certification exams related to completed Information Technology courses.

### **COMP 121: Windows Server Installation and Configuration**

**4.0 units – 75 hours**

**Prerequisites: COMP 106, COMP 107**

This course is designed to provide students with the knowledge and skills for installing and configuring Microsoft Windows Server. Students will learn how to install and configure Server Core, configure server roles and features, create virtual machines, manage core networking services, deploy Active Directory, and manage hosts.

### **COMP 122: Windows Server Administration**

**4.0 units – 75 hours**

This course is designed to provide the student with the knowledge and skills needed to administer and manage servers using Microsoft Windows Server. Students will learn how to maintain servers, configure print and file services, configure network services and access, configure Network Policy Server infrastructure, and manage user accounts using Group Policy and Active Directory.

**COMP 123: Wireless Local Area Networks****4.0 units – 75 hours****Prerequisites: COMP 106, COMP 107**

This course is designed to provide students with the knowledge and skills to install and configure wireless local area networks (WLAN's). Students will learn the fundamentals of wireless data transmission along with WLAN security, management and troubleshooting.

**COMP 124: network+****4.0 units – 60 hours****Prerequisites: COMP 106, COMP 107**

This course is designed to introduce students to the basics of installing, configuring, troubleshooting and securing network devices, protocols and services. Students will also learn the principles of network design and the terminology used across the industry.

**COMP 154: Security+****4.0 units – 60 hours****Prerequisites: COMP 106, COMP 107**

This course is designed to introduce students to the basics of enterprise and personal computer security. Topics to be covered include network security, compliance, operational security, threats and vulnerabilities, application, data and host security, access control, identity management, and cryptography.

**COMP 156: Network Security****4.0 units – 60 hours****Prerequisites: COMP 106, COMP 107**

This course is designed to provide students with the knowledge and skills to design and manage network perimeter defenses. Topics covered include intrusion, firewalls, security policies, network address translation (NAT), packet filtering and analysis, proxy servers, virtual private networks (VPN), and analyzing network traffic signatures.

**COMP 224: Certification Review – Network+****1.0 unit – 30 hours****Prerequisites: COMP 106, COMP 107, COMP 124**

This course uses various methods and strategies to prepare students to take industry certification exams related to completed Information Technology courses.

**COMP 254: Certification Review – Security+****1.0 unit – 30 hours****Prerequisites: COMP 106, COMP 107, COMP 154**

This course uses various methods and strategies to prepare students to take industry certification exams related to completed Information Technology courses.

**DA 105: Orientation to Dentistry****5.0 units – 90 hours**

This course focuses on the study of the oral environment within dentistry. Nutrition as it relates to dental health and an introduction to standard infection control procedures will be covered in this course. The roles 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****Prerequisites: DA 105**

Emphasis of this course is on the basic study of the anatomy of the head and neck. 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 and clinical observation 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****Prerequisites: DA 105 and DA 110**

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 and clinical observation 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****Prerequisites: DA 105, DA 110, and DA 115**

This course presents the principles of dental radiology for protection and safety precautions and also covers the clinical application of procedures involved in exposing and evaluating dental images. Emphasis is placed on 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 and report clinical observations in an extramural facility.

A certificate of completion in Radiology Safety will be issued to the student upon course completion. Students must be 18 years of age to expose and process radiographs.

**DA 235: Restorative Procedures****2.0 units – 45 hours****Prerequisites: DA 105, DA 110, DA 115, and DA 230**

This course emphasizes the chairside application of four handed restorative dentistry. Emphasis is given to 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 in an extramural facility.

**DA 305: Prosthodontics and Endodontic Specialties****2.0 units – 45 hours****Prerequisites: DA, 105, DA 110, DA 115, DA 230, and DA 235**

In this course students will perform dental assisting within Endodontic and Prosthodontic specialties. Emphasis is applied to the procedures performed on typodonts in a laboratory setting, in a pre-clinical setting and clinical observation in an extramural facility.

**DA 321: Periodontic and Oral Surgery Specialties****3.0 units – 45 hours****Prerequisites:** DA 105, DA 110, DA 115, DA 235, and DA 305

This course focuses on procedures and instrumentation for oral and periodontal surgical procedures and various drug therapies commonly used in dentistry. Emphasis is given to procedures performed on typodonts in a laboratory setting, in a pre-clinical setting and clinical observation in an extramural facility.

**DA 325: Pediatric and Orthodontic Specialties****3.0 units – 45 hours****Prerequisites:** DA 105, DA 110, DA 115, DA 235, DA 305, and DA 321

This course emphasizes the practical applications of advanced chairside dental assisting within pediatric and orthodontic specialties. Emphasis is given to the procedures performed on typodonts in a laboratory setting, in a pre-clinical setting and clinical observation in an extramural facility.

**DA 410: Preventive Clinical Procedures****5.0 units – 90 hours****Prerequisites:** DA 105, DA 110, DA 115, DA 230, DA 235, DA 305, DA 321, and DA 325

This course presents the principles of preventive dentistry specializing in coronal polish and pit and fissure sealants. Emphasis is placed on applicable oral anatomy, histology, physiology, and organ pathology pertaining to preventive procedures. Students will be required to perform coronal polish and place pit and fissure sealants on laboratory typodonts as well as clinical patients. This course will also apply principles and practices of infection control, OSHA regulations, California Dental Practice Act, practice management, and communication.

**DA 525: RDA Licensure Review Seminar****3.0 units – 45 hours****Prerequisites:** Completion of all programmatic coursework

This course gives the student the opportunity to review the theory and skills covered throughout the program in preparation for the RDA examinations. This course is graded as a Pass or Fail based on successful completion of an Exit Exam which simulates the state RDA exam.

**ENG 321: Writing for Research****4.0 units – 60 hours**

This course is designed to provide students with the framework necessary for research writing; the course will provide guidance in creating a literary review, allowing students to focus on research pertaining to their discipline of study. The course will outline the research process, APA formatting for research writing, and the literary review process. Students will utilize peer-reviewed journals to synthesize data pertaining to their studies in preparation for their Senior Capstone Project.

**HRA 23: Accounting and Payroll Management****6.0 units – 90 hours**

This course examines the Generally Accepted Accounting Principles (GAAP), the purpose and nature of accounting systems, the accounting cycle, and their relation to function. Subjects covered include the basic accounting equation, the double entry accounting system, financial statements, general ledger, multi-column journal, the accounting work sheet, adjusting entries, closing entries, post-closing, and trial balance. Additionally, the fundamentals of payroll are covered in this course. Students will explore legal requirements and business needs associated

with payroll and personnel records. Activities include computing wages, working with Social Security, Medicare, income, and unemployment compensation taxes.

### **HST 301: American Political Thought from Reconstruction to the Present**

**3.0 units – 45 hours**

This course explores various social, diplomatic, and economic philosophies in American politics from Reconstruction to the Present. Special consideration is given to the development and inter-connectedness of the philosophies while also considering their historical context. Students are encouraged to make connections between these philosophies and their own beliefs.

### **HUM 325: Cross-Cultural Communication**

**3.0 units – 45 hours**

This course is designed to provide students with a broader understanding of cross cultural communication theories, styles, and leadership techniques to find success in a diverse global economy. The course will introduce related texts to help create a cultural worldview for students to apply to their field. The course will outline intercultural theories and techniques used in various fields to allow students to find realistic approaches to everyday situations, as applicable to individual disciplines. Students will analyze and discuss fiction and non-fiction texts from a cross-cultural communications perspective.

### **MBC 100: Medical Billing and Coding Requisites**

**2.0 units – 45 hours**

In this course students will apply the knowledge, skills, and concepts previously learned through formal education and/or work experience in preparation for entry into the Medical Billing and Coding program. Students will illustrate how to compile, process, maintain and record patient information in a manner consistent with the health care industry's numerical coding system; with due regard for legal, ethical, and regulatory requirements.

### **PSY 302: Group Dynamics**

**4.0 units – 60 hours**

This course presents concepts of behavior related to group activity for the purpose of developing skill in interpersonal relationships in professional settings. Topics include the discussion, analysis and application of concepts related to group process, conflict management and leadership in professional environments.

### **RN 37L: Pediatrics Clinical**

**2.0 units – 90 hours**

This course consists of Skills Lab and Clinical hours that apply concepts of RN 37. Students will apply specific skills, effective communication, the nursing process and concepts of in the care of pediatric client/family collaboration with other health care team members. A grade of "C" or better is required to earn credit for this course.

**Co-Requisite: RN 37**

### **RCP 400: Protocol Based Critical Care**

**3.0 units – 45 hours**

The focus of this course is to examine the evidence-based practice, clinical guidelines and care protocols. The emphasis will be on the following concepts: best practice, clinical efficacy, current research, autonomy, decision-making, cost effectiveness and quality assurance. The student will explore the process of developing, synthesizing evidence, implementation and evaluation of care protocol.

**RCP 410: Education Principles for Healthcare Professionals****3.0 units – 45 hours**

The focus of this course is on addressing all practical issues health professionals confront as they strive to provide effective patient, family, and staff education. Topics include: Education in healthcare; application of learning theories to healthcare practice; determinants of learning; compliance, motivation, and behaviors of the learner; literacy in adult client population; socioeconomic and cultural attributes of the learner; learners with disabilities; instructional methods and materials, and evaluation techniques in healthcare education.

**RCP 420: Management Principles for the Healthcare Professional****3.0 units – 45 hours**

The focus of this course is the application and practices of effective management in the health care setting. Topics include effective supervision, personnel management, budgetary controls, and legal and ethical concerns.

**RCP 430: Establishing Best Practices in Quality Improvement of Health Care****3.0 units – 45 hours**

This course covers techniques and strategies relating to the establishment of quality improvement best practices and techniques to effectively measure quality for high-level performance. This includes the following components: strategic planning, marketing tools, policy process and teambuilding.

**RCP 440: Research and Evidence-Based Practice in Healthcare****5.0 units – 75 hours**

This course focuses on the importance of utilizing accepted research methodologies to gather and interpret statistics and other data. Topics also include communicating research findings in evidence based practice.

**RCP 450: Health Care Finance****4.0 units – 60 hours**

This course will introduce students to healthcare reimbursement and provide a comprehensive view of the inter-relationship of payers and the payment systems in health care. The course will cover basic coding, revenue cycle management, and how fraud and abuse can have a negative impact on healthcare institutions.

**RCP 460: Advanced Respiratory Care Practice for the Critical Care Patient****4.0 units – 60 hours**

The focus of this course is to prepare the Respiratory Care Practitioner to act as an effective team member in the critical care setting, while understanding the importance of an interdisciplinary approach to critical care. The course will assist the non-intensivist in dealing with the sudden deterioration of critically ill patients and prepares the therapist to be a high functioning member of the interdisciplinary team.

**RCP 470: Research Proposal****4.0 units – 60 hours**

This course is designed to guide students in the development of the project proposal for Capstone Seminar. The student will use research skills coupled with their course learning to date to create a formal proposal for their Capstone Project Research Project. Students will ground their proposal in current research in their selected specialty. Students will collaborate with their peers to leverage experience at different levels of study to inform their project proposal.

**RCP 480: Capstone Seminar: Research Project****4.0 units – 60 hours**

In this course, students will carry out their project while continuing to collaborate with their peers, to include new knowledge gained in the remainder of their project. The major goal of this course is to demonstrate how the knowledge and skills learned in the course of study can be applied directly to improving patient and/or department outcomes. The completed project should bring together the clinical specialty of interest and the ability to affect change. Students will present their project to their peers, which will include students at all levels of study, thus giving back to their community, and inspiring incoming students.

**RT 1: Clinical Laboratory Practice****1.0 unit – 45 hours**

This course will prepare the student for their clinical rotations with preparatory requirements, certifications, orientations, introduction to ClinicalTrac clinical management system, safety procedures, and clinical seminars.

**RT 22: Clinical Practice Rotation 1****5.0 units – 250 hours**

Student 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.

**RT 33: Clinical Practice Rotation 2****6.0 units- 255 hours**

Students will 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.

**RT 44: Clinical Practice Rotation 3****6.0 units – 255 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.

**STS 301: Statistics****4.0 units – 60 hours**

This course will provide a practical foundation in statistical concepts and practice with emphasis on acquiring the skills necessary to collect, interpret, describe and present sample data in a clear and focused manner. This course will cover how to obtain and interpret basic descriptive statistics, and how to calculate commonly used statistics.