



SAN JOAQUIN VALLEY COLLEGE

**SUPPLEMENT TO THE
2016
COLLEGE CATALOG**



SUPPLEMENT TO THE 2016 COLLEGE CATALOG

This document is a supplement to the 2016 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 January 2016.

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

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SECTION 1: INTRODUCTION TO SJVC

1. SJVC LOCATIONS AND PROGRAM OFFERINGS (2016 Catalog, page 12)

Madera Campus

2185 West Cleveland Avenue, Unit J

Madera, CA 93637

(559) 302-2155

SECTION 2: ADMISSIONS

1. TUITION (2016 Catalog, pages 21-23)

The following tuition fees will go into effect on July 1, 2016:

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3
Bakersfield	Business Administration	Associate Degree	\$14,460	\$14,635	
		Certificate	\$14,460		
	Criminal Justice: Corrections	Associate Degree	\$15,670	\$15,670	
	Dental Assisting	Certificate	\$18,325		
	Diagnostic Medical Sonography	Associate Degree	\$20,075	\$20,075	
		Certificate	\$20,075	\$20,075	
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$15,900	\$14,275	
		Certificate	\$15,900	\$4,760	
	Industrial Maintenance Technology	Associate Degree	\$15,900	\$14,275	
		Certificate	\$15,900		
	Clinical and Administrative Medical Assisting	Associate Degree	\$15,900	\$14,275	
	Clinical Medical Assisting	Certificate	\$15,900		
	Medical Office Administration	Associate Degree	\$15,900	\$14,275	
	Pharmacy Technology	Associate Degree	\$15,900	\$14,275	
	Surgical Technology	Associate Degree	\$16,200	\$16,200	
Veterinary Technology	Associate Degree	\$16,225	\$16,225		
Fresno-Aviation	Aviation Maintenance Technology	Associate Degree	\$13,420	\$13,420	\$2,945
Fresno	Business Administration	Associate Degree	\$14,460	\$14,635	
		Certificate	\$14,460		
	Criminal Justice: Corrections	Associate Degree	\$15,670	\$15,670	

	Dental Assisting	Certificate	\$18,325		
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$15,900	\$14,275	
		Certificate	\$15,900	\$4,760	
	Industrial Maintenance Technology	Certificate	\$15,900		
	Clinical and Administrative Medical Assisting	Associate Degree	\$15,900	\$14,275	
	Clinical Medical Assisting	Certificate	\$15,900		
	Medical Office Administration	Associate Degree	\$15,900	\$14,275	
	Pharmacy Technology	Associate Degree	\$15,900	\$14,275	
	Surgical Technology	Associate Degree	\$16,200	\$16,200	
	Veterinary Technology	Associate Degree	\$16,225	\$16,225	
Visalia	Business Administration	Associate Degree	\$14,460	\$14,635	
		Certificate	\$14,460		
	Criminal Justice: Corrections	Associate Degree	\$15,670	\$15,670	
	Computer Systems Administration	Associate Degree	\$15,900	\$14,275	
	Dental Assisting	Certificate	\$18,325		
	Dental Hygiene	Associate Degree	\$28,575	\$28,575	
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$15,900	\$14,275	
		Certificate	\$15,900	\$4,760	
	Industrial Maintenance Technology	Certificate	\$15,900		
	Clinical and Administrative Medical Assisting	Associate Degree	\$15,900	\$14,275	
	Clinical Medical Assisting	Certificate	\$15,900		
	Medical Office Administration	Associate Degree	\$15,900	\$14,275	
	Pharmacy Technology	Associate Degree	\$15,900	\$14,275	
	Licensed Vocational Nursing to Registered Nursing	Associate Degree		\$34,750	
	Registered Nursing	Certificate		\$34,750	
Associate Degree		\$28,860	\$29,335		
Vocational Nursing	Associate Degree	\$15,625	\$15,625		
Ontario	Business Administration	Associate Degree	\$14,460	\$14,635	
		Certificate	\$14,460		

	Criminal Justice: Corrections	Associate Degree	\$17,050	\$17,050	
	Construction Management	Associate Degree	\$17,125	\$15,675	
	Dental Hygiene	Associate Degree	\$28,757	\$28,575	
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$17,125	\$15,675	
		Certificate	\$17,125	\$5,230	
	Industrial Maintenance Technology	Associate Degree	\$17,125	\$15,675	
		Certificate	\$17,125		
	Clinical and Administrative Medical Assisting	Associate Degree	\$17,125	\$15,675	
	Clinical Medical Assisting	Certificate	\$17,125		
	Medical Office Administration	Associate Degree	\$17,125	\$15,675	
		Certificate	\$17,125		
	Pharmacy Technology	Associate Degree	\$17,125	\$15,675	
		Certificate	\$17,125		
	Registered Nursing	Associate Degree	\$28,860	\$29,335	
	Respiratory Therapy	Associate Degree	\$17,250	\$17,250	\$8,775
Online	Business Administration	Associate Degree	\$14,460	\$14,635	
		Certificate	\$14,460		
	Construction Management	Associate Degree	\$14,335	\$14,335	
	Human Resource Administration	Associate Degree	\$14,335	\$14,335	
		Certificate	\$14,335		
	Information Technology	Associate Degree	\$14,335	\$14,335	
		Certificate	\$14,335		
	Clinical and Administrative Medical Assisting	Associate Degree	\$13,915	\$13,915	
	Clinical Medical Assisting	Certificate	\$13,915		
	Medical Billing and Coding	Associate Degree	\$13,915	\$13,915	
Certificate		\$13,915			
Modesto	Business Administration	Associate Degree	\$14,460	\$14,635	
		Certificate	\$14,460		
	Criminal Justice: Corrections	Associate Degree	\$15,670	\$15,670	
	Industrial Maintenance Technology	Associate Degree	\$15,900	\$14,275	
		Certificate	\$15,900		
Clinical and Administrative Medical	Associate Degree	\$15,900	\$14,275		

	Assisting				
	Clinical Medical Assisting	Certificate	\$15,900		
	Medical Office Administration	Associate Degree	\$15,900	\$14,275	
		Certificate	\$15,900		
	Pharmacy Technology	Associate Degree	\$15,900	\$14,275	
Rancho Cordova	Respiratory Therapy	Associate Degree	\$18,950	\$19,225	\$9,675
Hanford	Business Administration	Associate Degree	\$14,460	\$14,635	
		Certificate	\$14,460		
	Clinical and Administrative Medical Assisting	Associate Degree	\$15,900	\$14,275	
	Clinical Medical Assisting	Certificate	\$15,900		
	Medical Office Administration	Associate Degree	\$15,900	\$14,275	
Certificate		\$15,900			
Hesperia	Business Administration	Associate Degree	\$14,460	\$14,635	
		Certificate	\$14,460		
	Criminal Justice: Corrections	Associate Degree	\$17,050	\$17,050	
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$17,125	\$15,675	
		Certificate	\$17,125	\$5,230	
	Clinical and Administrative Medical Assisting	Associate Degree	\$17,125	\$15,675	
	Clinical Medical Assisting	Certificate	\$17,125		
	Medical Office Administration	Associate Degree	\$17,125	\$15,675	
		Certificate	\$17,125		
	Pharmacy Technology	Associate Degree	\$17,125	\$15,675	
Certificate		\$17,125			
Temecula	Business Administration	Associate Degree	\$14,460	\$14,635	
		Certificate	\$14,460		
	Dental Assisting	Certificate	\$18,325		
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$17,125	\$15,675	
		Certificate	\$17,125	\$5,230	
	Clinical and Administrative Medical Assisting	Associate Degree	\$17,125	\$15,675	
Clinical Medical Assisting	Certificate	\$17,125			

	Medical Office Administration	Associate Degree	\$17,125	\$15,675	
		Certificate	\$17,125		
	Pharmacy Technology	Associate Degree	\$17,125	\$15,675	
		Certificate	\$17,125		
	Respiratory Therapy	Associate Degree	\$17,250	\$17,250	\$8,775
Lancaster	Business Administration	Associate Degree	\$14,460	\$14,635	
		Certificate	\$14,460		
	Criminal Justice: Corrections	Associate Degree	\$17,050	\$17,050	
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$17,125	\$15,675	
		Certificate	\$17,125	\$5,230	
	Clinical and Administrative Medical Assisting	Associate Degree	\$17,125	\$15,675	
	Clinical Medical Assisting	Certificate	\$17,125		
	Medical Office Administration	Associate Degree	\$17,125	\$15,675	
		Certificate	\$17,125		
	Pharmacy Technology	Associate Degree	\$17,125	\$15,675	
Certificate		\$17,125			
San Diego	Dental Hygiene	Associate Degree	\$28,575	\$28,575	
Madera	Business Administration	Certificate	\$14,460		
	Clinical Medical Assisting	Certificate	\$15,900		
	Medical Office Administration	Certificate	\$15,900		
Delano	Business Administration	Certificate	\$14,460		
	Clinical Medical Assisting	Certificate	\$15,900		
	Medical Office Administration	Certificate	\$15,900		

The following tuition fees will go into effect on October 24, 2016:

CAMPUSES	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3
Bakersfield and Visalia	Respiratory Therapy	Associate Degree	\$17,250	\$17,250	\$8,775

SECTION 4: INSTITUTIONAL POLICIES

1. ILLEGAL DRUG AND SUBSTANCE ABUSE POLICY (2016 Catalog, page 33)

SJVC is committed to providing a work place and campus environment free of illegal drugs and substance abuse. *SJVC* absolutely forbids the use, distribution, or possession of narcotic or hallucinogenic drugs or substances or inhalation or ingestion of a controlled substance, by any student or employee while on College property or during a school activity. Any individual deemed to be under the influence, while on campus, will be asked to leave immediately.

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

For information concerning substance abuse prevention, please refer to the **Substance Abuse Prevention Program Handbook** available through Campus Administration or InfoZone: Information Center>SJVC Publications>2014-15 Substance Abuse Prevention Program Handbook.

2. DRUG TESTING POLICY

Students may be required to take a drug test prior to starting an externship or clinical training component. If a student tests positive, he/she will not be placed in the externship or clinical component. This policy covers situations involving positive drug screens caused by legally prescribed, FDA approved drugs. In those instances, *SJVC* will employ the interactive process to identify reasonable accommodation(s), including a leave of absence to allow the student to, 1.) complete the pharmaceutical cycle until the use of the drug is no longer needed, or 2.) transition to an alternative medication that does not result in a positive drug screen.

Medical documentation from the student's physician is required for a leave of absence. The documentation must include the start and end dates required to successfully complete one of the two options listed above. To return to school, a doctor's release is required. The release must state that the student is no longer using the medication that caused the positive drug screen.

SECTION 6: ACADEMIC POLICIES AND REGULATIONS

1. DEFINITION OF A CREDIT HOUR (2016 Catalog, page 42)

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

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

2. LEAVE OF ABSENCE (2016 Catalog, pages 42-43)

This policy has been revised as follows:

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

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

The total combined approved leave time cannot exceed 180 days in a 12 month period. Exceptions fall under an unapproved leave of absence, which include leaves requested for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act. An unapproved leave of absence may be granted by SJVC and treated as a withdrawal for financial aid purposes. A financial aid refund calculation will be made based on the beginning of the leave of absence.

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

3. STUDENT ACHIEVEMENT: GRADES AND CREDITS (2016 Catalog, page 43)

This policy has been revised as follows:

Make-up policy in Online Courses

Certain assignments and tests may be submitted late, up to the end of the course. Late submissions are subject to a grade penalty. Information on which assignments may be submitted late along with the applied late penalties is included in the course syllabus.

4. REINSTATEMENT (2016 Catalog, page 45)

This policy is no longer in effect.

5. RE-ENROLLMENT POLICY (2016 Catalog, page 45)

This policy is now the "Re-Start" Policy and has been revised as set forth below:

RE-START POLICY

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

SECTION 7: ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

1. AVIATION MAINTENANCE TECHNOLOGY (2016 Catalog, page 50)

Correction: The program is approved (not accredited) by the Federal Aviation Administration and the California State Approving Agency for Veteran's Education.

2. BUSINESS ADMINISTRATION (2016 Catalog, pages 51-52 and 96)

Updates:

A. Courses have been added and removed from the program as indicated below:

Removed Courses

- BUS135: Professional and Technical Writing (5.0 units)

Added Courses

- BA210: Business Writing (2.0 units)
- BUS160: The Modern Office Professional (3.0 units)

(Descriptions for added courses are provided in Section 8 of this supplement)

B. Effective April 18, 2016, a new version of the Business Administration will be launched, as detailed in the program description provided below. New course descriptions are provided in Section 8 of this supplement.

Business Administration

This program is offered at **Bakersfield, Delano, Fresno, Hanford, Hesperia, Lancaster, Madera, Modesto, Online, Ontario, Temecula and Visalia**. Students taking the program at one of the California campuses take courses on-ground and online. This helps students improve their technology skills and allows for schedule flexibility.

Program Description

SJVC's Business Administration program provides a framework of business knowledge and skills that can adapt to any company's operation. Students develop into knowledgeable, ethical, and technically competent business

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professionals. Students who enroll in the program will take foundational core courses in essential business concepts and will then go on to complete additional courses in one of the following concentrations: Business Management, Retail Management, or Business Accounting. Each concentration is designed to prepare students for certification(s) from National Retail Federation (NRF®), National Association of Certified Public Bookkeepers (NACPB), or Certiport.

Program Student Learning Outcomes

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

1. Demonstrate proficiency in using technological tools applicable to a business setting
2. Demonstrate keyboarding and ten key skills commensurate with industry standards
3. 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
4. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates
5. Apply business management concepts, including human resources, marketing, law and ethics (Business Management Concentration)
6. Demonstrate accounting skills commensurate with bookkeeping industry standards (Business Accounting Concentration)
7. Demonstrate effective customer service, sales and retail skills applicable in a retail business setting (Retail Management Concentration)

Associate Degree Program

Graduation Requirements

Successful completion of the courses listed below, minimum keyboarding speed of 45 net wpm, minimum 10 key speed of 8,000 keystrokes per hour, and successful completion of the Career Services Seminar (CSS100).

Professional Certifications

Graduates earn an Associate of Science degree and are eligible to take certifications relative to the concentration chosen. Certifications offered include Retail Management and Customer Service and Sales Certifications from National Retail Federation (NRF®), Bookkeeper Certification from National Association of Certified Public Bookkeepers (NACPB), and Microsoft® Office Specialist Excel® Certification from Certiport. The fees for these examinations are paid for by SJVC.

Course ID	Course Name	Credit Units
Core Course Requirements		
ACCT 100	Fundamentals of Accounting	3.0
BUSN 100	Business Math Applications	3.0
BUSN 110	Business Law and Ethics	3.0
BUSN 120	Business Communication	3.0
BUSN 130	Principles of Management	3.0
COMP 101	Computer Literacy and Applications for the Professional	3.0
Business Management Concentration Course Requirements		
BUSN 140	Human Resource Management	3.0

BUSN 150	Small Business Management	2.0
BUSN 160	Marketing	2.0
BUSN 190	Customer Service and Sales Management	2.0
BUSN 200	Spreadsheet Management	2.0
BUSN 210	Economics	3.0
BUSN 220	Introduction to Financial Management	2.0
BUSN 230	Strategic Management and Leadership	3.0
BUSN 250	Business Externship (BUSN 240 Business Capstone may be an equivalent course)	2.0
BUSN 260	Business Seminar	1.0

Retail Management Concentration Course Requirements

BUSN 140	Human Resource Management	3.0
BUSN 160	Marketing	2.0
BUSN 170	Retail Management	2.0
BUSN 180	Retail Supply Chain Management	3.0
BUSN 190	Customer Service and Sales Management	2.0
BUSN 200	Spreadsheet Management	2.0
BUSN 210	Economics	3.0
BUSN 220	Introduction to Financial Management	2.0
BUSN 240	Business Capstone (BUSN 250 Externship may be an equivalent course)	2.0
BUSN 260	Business Seminar	1.0

Business Accounting Concentration Course Requirements

ACCT 110	Payroll Accounting Management	2.0
ACCT 120	Accounting Software Systems	2.0
ACCT 130	Merchandising Accounting	2.0
ACCT 140	Tax Accounting	2.0
ACCT 150	Intermediate Accounting	3.0
ACCT 160	Managerial Accounting	3.0
BUSN 140	Human Resource Management	3.0
BUSN 200	Spreadsheet Management	2.0
BUSN 240	Business Capstone (BUSN 250 Externship may be an equivalent course)	2.0
BUSN 260	Business Seminar	1.0

General Education Course Requirements

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
Total		64.0

Certificate of Completion Program

Graduation Requirements

Successful completion of the courses listed below, minimum keyboarding speed of 45 net wpm, minimum 10 key speed of 8,000 keystrokes per hour, and successful completion of the Career Services Seminar (CSS100).

Professional Certifications

Graduates earn a Certificate of Completion and are eligible to take certifications relative to the concentration chosen. Certifications offered include Retail Management and Customer Service and Sales Certifications from National Retail Federation (NRF®), Bookkeeper Certification from National Association of Certified Public Bookkeepers (NACPB), and Microsoft® Office Specialist Excel® Certification from Certiport. The fees for these examinations are paid for by SJVC.

Course ID	Course Name	Credit Units
Core Course Requirements		
ACCT 100	Fundamentals of Accounting	3.0
BUSN 100	Business Math Applications	3.0
BUSN 110	Business Law and Ethics	3.0
BUSN 120	Business Communication	3.0
BUSN 130	Principles of Management	3.0
COMP 101	Computer Literacy and Applications for the Professional	3.0
Business Management Concentration Course Requirements		
BUSN 140	Human Resource Management	3.0
BUSN 150	Small Business Management	2.0
BUSN 160	Marketing	2.0
BUSN 200	Spreadsheet Management	2.0
BUSN 240	Business Capstone (BUSN 250 Externship may be an equivalent course)	2.0
BUSN 260	Business Seminar	1.0
Retail Management Concentration Course Requirements		
BUSN 140	Human Resource Management	3.0
BUSN 160	Marketing	2.0
BUSN 170	Retail Management	2.0
BUSN 190	Customer Service and Sales Management	2.0
BUSN 240	Business Capstone (BUSN 250 Externship may be an equivalent course)	2.0
BUSN 260	Business Seminar	1.0
Business Accounting Concentration Course Requirements		
ACCT 110	Payroll Accounting Management	2.0

ACCT 120	Accounting Software Systems	2.0
ACCT 130	Merchandising Accounting	2.0
BUSN 140	Human Resource Management	3.0
BUSN 240	Business Capstone (BUSN 250 Externship may be an equivalent course)	2.0
BUSN 260	Business Seminar	1.0
Total		30.0

3. CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING (2016 Catalog, pages 53-54)

Update: Program Learning Outcome #4 has been revised as follows:

“Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for a national certification exam.

4. CLINICAL MEDICAL ASSISTING (2016 Catalog, page 97)

Updates:

A. The following changes will go into effect for the on-ground certificate program on April 18, 2016:

Removed Course: HCP 202: Microsoft Office for Healthcare Professionals (3.0)

Added Course: COMP 101: Computer Literacy & Applications for the Professional (3.0)

(Description for the added course is provided in Section 8 of this supplement)

B. Effective August 1, 2016, the courses for the online associate degree and certificate program will be as follows:

Associate of Science Degree

Course ID	Course Name	Credit Units
HCP 102	Body System Anatomy and Terminology	3.0
COMP 101	Computer Literacy & Applications for the Professional	3.0
MAP 115	Pharmacology and Medication Administration	5.0
HCP 103	Foundational Office Skills	2.0
HCP 203	Microsoft Office Management	3.0
HCP 101	Structural Anatomy and Terminology	3.0
MAP 125	Clinical Procedures	3.0
MAP 105	Laboratory Procedures	5.0
MAP 215	Back Office Procedures	2.0
HCP 201	Diseases and Disorders	3.0
MAP 205	Front Office Procedures	2.0
MAP 225	Certification Readiness	3.0
ENG 121	Composition and Reading – Part A	3.0
PHIL 1C	Ethics	3.0
MTH 121	College Algebra – Part A	3.0
PSY 1	General Psychology	3.0

MTH 122	College Algebra – Part B	3.0
SOC 1	Introduction to Sociology	3.0
ENG 122	Composition and Reading – Part B	3.0
NSC 1	Introduction to Natural Science	3.0
MAP 500	Externship	4.0
Total		65.0

Certificate of Completion

Course ID	Course Name	Credit Units
HCP 102	Body System Anatomy and Terminology	3.0
COMP 101	Computer Literacy & Applications for the Professional	3.0
MAP 115	Pharmacology and Medication Administration	5.0
HCP 103	Foundational Office Skills	2.0
HCP 203	Microsoft Office Management	3.0
HCP 101	Structural Anatomy and Terminology	3.0
MAP 125	Clinical Procedures	3.0
MAP 105	Laboratory Procedures	5.0
MAP 500	Externship	4.0
Total		31.0

(Course descriptions are provided in Section 8 of this supplement.)

5. COMPUTER SYSTEMS ADMINISTRATION (2016 Catalog, page 57)

Correction: The CST 20: Microsoft Client Operation Systems (5.0 units) course is not a program course requirement.

6. DENTAL ASSISTING (2016 Catalog, page 99)

Update: Students who enroll in the program will take the following courses. Please see an Admissions Advisor for the effective date.

Course ID	Course Title	Credit Units
DA 105	Orientation to Dentistry	5.0
DA 110	Dental Anatomy and Patient Management	5.0
DA 115	Dental Regulations and Pre-Laboratory	5.0
DA 235	Restorative Procedures	2.0
DA 321	Periodontics and Oral Surgery Specialties	3.0
DA 325	Pediatric and Orthodontic Specialties	3.0
DA 305	Prosthodontics and Endodontic Specialties	2.0
DA 230	Dental Radiology	5.0
DA 410	Preventative Clinical Procedures	5.0
DA 525	RDA Licensure Review Seminar	3.0
DA 530	Clinical and Professional Experience	5.0
Total		43.0

7. DENTAL HYGIENE: (2016 Catalog, pages 63-64)

Updates

A. The following course modifications and additions will go into effect on August 1, 2016.

Course Modifications:

Former Course	Modified Course
DH 111: Oral Radiology Lab (30 hours, 1.0 unit)	DH 115: Oral Radiology (60 hours, 2.0 units)
DH 14: Introduction to Clinic (30 hours, 2.0 units)	DH 16: Introduction to Clinic (45 hours, 3.0 units)
DH 20: Local Anesthesia Lecture (15 hours, 1.0 unit)	DH 27: Local Anesthesia Lecture (30 hours, 2.0 units)
DH 123: Clinical Practice 1 (120 hours, 3.0 units)	DH 129: Clinical Practice 1 (136 hours, 4.0 units)
DH 134: Clinical Practice 2 (180 hours, 4.0 units)	DH 135: Clinical Practice 2 (204 hours, 4.0 units)

Course Additions

- DH 18: Periodontics 1 (15 hours, 1.0 unit)
- DH 28: Periodontics 2 (15 hours, 1.0 unit)
- DH 36: Cultural Diversity and Healthcare (15 hours, 1.0 unit)
- DH 38: Periodontics 3 (30 hours, 2.0 units)
- DH 48: Periodontics 4 (30 hours, 2.0 units)

(Course descriptions are provided in Section 8 herein.)

As a result of these changes, the program's overall unit value will increase from 60.0 to 72.0.

B. Changes have been made to the following courses: DH 24, DH 32, DH 124, and DH 132. These changes will be implemented in October 2016. (Course descriptions are provided in Section 8.)

8. INFORMATION TECHNOLOGY (2016 Catalog, pages 72-73 and 105-106)

Updates: The following changes went into effect on March 14, 2016.

A. Courses were removed and replaced as set forth below:

Removed Courses	Replacement Courses
<i>Core Course Requirements</i>	
COMP 104: Info Tech Industry Certification Exam Preparation Course (pass/fail – 30 hours)	COMP 105: Certification Review – Core (2.0 units, 45 hours)
COMP 150: Security + (3.0 units – 45 hours)	COMP 154: Security+ (4.0 units – 60 hours)
<i>Network & Telecommunications Concentration</i>	
COMP 120: Network (3.0 units – 45 hours)	COMP 124: Network+ (4.0 units – 60 hours)
<i>Database Development Concentration</i>	
COMP 130: Concepts of Database Management (3.0 units – 45 hours)	COMP 134: Concepts of Database (4.0 units – 60 hours)
<i>Web Development Concentration</i>	
COMP 140: Intro to Web Design (3.0 units - 45 hours)	COMP 144: Introduction to Web Design (4.0 units – 60 hours)

<i>Security Concentration</i>	
COMP 151: Network Security (3.0 units – 45 hours)	COMP 156: Network Security (4.0 units – 60 hours)

(Descriptions of replacement courses are provided in Section 8 of this supplement.)

- B. These changes increase the total units required for graduation from the program as follows:
- Associate of Science Degree (72 units)
 - Certificate of Completion (35 units)

9. MEDICAL BILLING AND CODING (2016 Catalog, pages 74-75 and 107)

Update: The following changes will go into effect for the online associate degree and certificate program on April 18, 2016:

Removed Courses:

- BUS 102: Business Math (3.0)
- HCP 202: Microsoft Office for Healthcare Professionals (3.0)

Added Courses:

- BUSN 100: Business Math Applications (3.0)
- COMP 101: Computer Literacy & Applications for the Professional (3.0)

(Descriptions for added courses are provided in Section 8 of this supplement)

10. MEDICAL OFFICE ADMINISTRATION (2016 Catalog, pages 76 and 108)

Corrections:

- A. The section on **Professional Certifications** has been revised as follows:
 “Graduates earn a Certificate of Completion and are eligible to sit for the National Certified Medical Office Assistant (NCMOA) exam or the National Certified Insurance & Coding Specialist (NCIS) exam offered by the National Center for Competency Testing. *SJVC* pays the fees for one of these examinations if taken within six months of graduation. Graduates also earn HIPAA certification, CPR, and First Aid certification.
- B. The **Program Description** has been revised as follows:
 “*SJVC*’s Medical Office Administration program provides in-depth training for the front office position of a busy medical practice or facility. Hands-on experience and classroom instruction include the study of office management, Electronic Health Records training, patient recordkeeping, bookkeeping, and professional communication.”
- C. **Updates:** The following changes will go into effect for the on-ground associate degree and certificate program on April 18, 2016:

Removed Courses:

- HCP 202: Microsoft Office for Healthcare Professionals (3.0)
- BUS102: Business Math (3.0)

Added Courses:

- COMP 101: Computer Literacy & Applications for the Professional (3.0)
 - BUSN 100: Business Math Applications (3.0)
- (Descriptions for added courses are provided in Section 8 of this supplement)

11. REGISTERED NURSING (2016 Catalog, pages 81-82)

Update: Program description has been updated as set forth below.

Registered Nursing

An Associate of Science Degree in Registered Nursing (also referred to as the generic program) is offered at the **SJVC Visalia** and **Ontario Campuses**. The Visalia Campus also offers a bridge program for Licensed Vocational Nurses who want to become Registered Nurses (LVN-RN Bridge).

The **Visalia Campus** offers a 30-unit, non-degree option for Vocational Nurses who are licensed to practice in the State of California. (See **Non-Degree ("30-Unit") Option** for more information).

Program Description

SJVC's Registered Nursing program prepares students to work in the medical field as a Registered Nurse.

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

A current CPR card for healthcare providers issued by the American Heart Association must be provided at the time of admission to the program and maintained throughout the program. A background check (criminal record) and drug test are required by clinical agencies. Nursing Program policies and guidelines may be found in the RN Application Packet and the RN Student Handbook.

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 improved 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 (Generic and LVN-RN Bridge)

Students must complete a minimum of 34 units of general education (GPA of 2.5 or higher) in the following areas prior to admission into the RN program.

- 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)¹

These courses must be completed at a college or university accredited by an accrediting body recognized by the United States Department of Education. These courses are also offered at *SJVC* on an as needed basis (see **General Education Prerequisites** below). Completion of the program's general education requirements at *SJVC* does not guarantee entry into the RN program.

Students applying for admission into the LVN-RN bridge program must also present evidence of a current California LVN license. Students will receive 6.0 units of credit for the license.

Program Length

Generic: The RN program is delivered over six 20 week semesters with a one week NCLEX review course (RN 51) taught at the end of Semester 6. Semesters 1 and 2 consist of the program's general education prerequisites (40 weeks) and are followed by four semesters of nursing courses (80 weeks) with a one-week break between each of the first three semesters (3 weeks). The NCLEX Review course (one week) is delivered immediately upon completion of Semester 6 for a total program length of 124 weeks.

¹ If the student does not have GE Area C2 units to transfer in, PHIL 1C: Ethics must be taken at *SJVC*.
San Joaquin Valley College
Supplement to the 2016 College Catalog
Revised: October 12, 2016

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

LVN-RN Bridge: The bridge program is delivered over four 20 week semesters with a one week NCLEX review course (RN 51) taught at the end of Semester 4. Semesters 1 and 2 consist of the program's general education prerequisites (40 weeks) and are followed by two semesters of nursing courses (40 weeks) with a one-week break between semesters 3 and 4. The NCLEX Review Course (one week) is delivered immediately upon completion of Semester 4 for a total program length of 82 weeks.

Nursing Course Requirements

General Education Prerequisites (Semesters 1-2)

Course ID	Course Name	Credit 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*	Composition and Reading – Part B	3.0
MTH 122*	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
TOTAL**		35.0

Visalia Campus' Generic Program (Semesters 3-6) (Theory and clinical courses with the same name must be taken concurrently)

Course ID	Course Name	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***	Leadership	3.0
RN 50****	Work Study	0.0
RN 51	NCLEX Review	0.0
TOTAL		51.0
PROGRAM TOTAL*****		86.0

Ontario Campus' Generic Program (Semesters 3-6) (Theory and clinical courses with the same name must be taken concurrently)

Course ID	Course Name	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 – Clinical	3.0
RN 22	Nursing Seminar 2: Pharmacology	2.0
RN 38	Maternal Newborn and Pediatrics – Theory	4.0
RN 38L	Maternal Newborn and Pediatrics – Clinical	3.0
RN 39	Gerontology/Community Nursing –Theory	3.0
RN 39L	Gerontology/Community Nursing – Clinical	2.0
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***	Leadership	3.0
RN 50****	Work Study	0.0
RN 51	NCLEX Review	0.0
TOTAL		51.0
PROGRAM TOTAL*****		86.0

LVN-RN Bridge (Semesters 3-4)

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

Course ID	Course Name	Credit Units
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***	Leadership	3.0
RN 45	Advanced Medical Surgical Nursing – Theory	3.0
RN 45L	Advanced Medical Surgical Nursing – Clinical	3.0
RN 50****	Work Study	0.0
RN 51	NCLEX Review	0.0
	Credit for California issued Vocational Nurse License	6.0
	TOTAL	37.0
	PROGRAM TOTAL*****	72.0

*Enrollment in this course requires a passing score on the course challenge exam.

** Total unit value may vary from student to student based upon transfer credit for general education prerequisites.

***Fulfills the CSS100 requirement.

****Not a degree requirement. Students will be enrolled in this course at the discretion of the Program Director.

*****Includes credit awarded for general education prerequisites.

General education and nursing course descriptions are provided in **Section 8**.

Graduation Requirements

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

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).² 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.

Non-Degree ("30-Unit") Option

In accordance with the Board of Registered Nursing Policy (section 1435.5), California Licensed Vocational Nurses may apply for the non-degree program. This program is commonly referred to as the "30-unit option" and prepares the student to take the NCLEX-RN Examination, but does not award an AS Degree. Non-degree

² *SJVC* pays fees for the background check and application and will reimburse graduates for the expense of the NCLEX-RN examination. Refunds or tuition discounts will not be given for failure to sit for the exam. Graduates who do not pass the NCLEX-RN exam on the first attempt will be responsible for subsequent exam fees.

applicants will be considered on a space available basis only and if program resources allow. See the Program Director for more information.

Admission Requirements

Students must complete the following science courses prior to admission into the RN program:

- BIOL14 Microbiology
- BIOL45 Human Physiology

These courses must be completed with a GPA of 2.5 or higher at a college or university accredited by an accrediting body recognized by the United States Department of Education. These courses are also offered at *SJVC* on an as needed basis. Completion of the program's prerequisites at *SJVC* does not guarantee entry into the RN program.

Program Length

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

Course Requirements

Science Prerequisites (Semester 1)

Course ID	Course Name	Credit Units
BIOL 14	Microbiology	4.0
BIOL 46	Human Physiology	4.0
TOTAL		8.0

Nursing Courses (Semesters 2-4)

(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*	Leadership	3.0
RN 45	Advanced Medical Surgical Nursing - Theory	3.0
RN 45L	Advanced Medical Surgical Nursing - Clinical	3.0
TOTAL		22.0
PROGRAM TOTAL		30.0

*Fulfills the CSS 100 requirement

Science and nursing course descriptions are provided in **Section 8**.

See above for information on program graduation requirements and state licensure.

12. VETERINARY TECHNOLOGY (2016 Catalog, pages 87-88)

Updates:

A. Effective March 14, 2016, the program will be offered at the SJVC Bakersfield Campus.

B. Professional Certifications:

- i. **Fresno Veterinary Technology Program:** Graduates earn an Associate of Science degree and are immediately eligible to work as a Veterinary Assistant. SJVC Fresno's Veterinary Technology program holds initial accreditation by the American Veterinary Medical Association (AVMA), qualifying students to sit for both the California Veterinary Technician Examination (CVTE) and the Veterinary Technician National Exam (VTNE) right after graduating. Upon successful completion of both exams, graduates are eligible to obtain state licensure and work as a Registered Veterinary Technician (RVT). Refer to the state board website: <http://www.vmb.ca.gov> for more information.
- ii. **Bakersfield Veterinary Technology Program:** Graduates can apply for licensure by meeting all of the Veterinary Medical Board requirements, such as completing 4,416 hours of practical experience under the direct supervision of a California licensed veterinarian. Also the candidate must submit all SJVC course outlines to the Veterinary Medical Board. For additional details, please see: <http://www.vmb.ca.gov>.

13. GRADUATION REQUIREMENTS (2016 Catalog, pages 91 and 163)

Keyboarding

PROGRAM	NET WPM
Business Administration	45
Human Resource Administration	35
Medical Billing and Coding	40
Medical Office Administration	35
Pharmacy Technology	35

14. **TEXTBOOKS:** Students are expected to have textbooks on the first day of class. Books may be purchased through the College or other sources.

SECTION 8: COURSE DESCRIPTIONS

ACCT 100: Fundamentals of Accounting

3.0 units – 45 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, general journal, the accounting work sheet, adjusting entries, closing entries, post-closing and trial balance.

ACCT 110: Payroll Accounting Management**2.0 units – 30 hours**

The fundamentals of payroll, basic bookkeeping, and accounting are covered in this course. Students will explore legal requirements and business needs associated with payroll and personnel records. They will be introduced to accounting concepts and practices and will utilize a payroll system to perform various HR functions. Activities include computing wages, working with Social Security, Medicare, income, and unemployment compensation taxes, journalizing, verifying, and adjusting transactions.

ACCT 120: Accounting Software Systems**2.0 units – 30 hours**

This course examines the theory, concepts and practices of accounting using accounting software applications. Topics include chart of accounts, general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use accounting software to solve accounting problems.

ACCT 130: Merchandising Accounting**2.0 units – 30 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 within the merchandising industry. Subjects covered include the basic accounting equation, the double entry accounting system, financial statements, general ledger, general journal, the accounting worksheet, adjusting entries, accruals, deferrals, closing entries, post-closing, trial balance and merchandising inventory.

ACCT 140: Tax Accounting**2.0 units – 30 hours**

This course examines the concepts of federal income tax laws and tax preparation. Students will review tax concepts and prepare tax returns as they pertain to individuals and business entities.

ACCT 150: Intermediate Accounting**3.0 units – 45 hours**

This course examines the expanded concepts of financial accounting principles. Topics covered include accounts receivable, uncollectible accounts, notes payable, notes receivable, depreciation, investments, partnership and corporation accounting.

ACCT 160: Managerial Accounting**3.0 units – 45 hours**

This course examines the accounting methods and techniques used by business managers. Emphasis is on how accounting information is interpreted and used by management to make effective business decisions. Topics covered include job order costing, process cost systems, cost behavior and cost volume profit analysis, performance evaluation, and budgets.

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

This course focuses on the effective writing techniques utilized in business to produce various communications and documents, including business letters, minutes and reports, and dictation and note taking. Proper

grammar, mechanics, number usage, vocabulary, and proofreading are emphasized as well as style, appearance, tone, and reader appeal. The importance of oral communication in business is also covered.

BIOL 46: Human Physiology

4.0 units – 90 hours

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

BUS 160: The Modern Office Professional

3.0 units – 45 hours

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

BUSN 100: Business Math Applications

3.0 units – 45 hours

This course focuses on the fundamentals of arithmetic processes, decimals, fractions, percentages, weights and measures. Emphasis is placed on performing calculations associated with interest, retail, purchasing, merchandising, and other general business applications.

BUSN 110: Business Law and Ethics

3.0 units – 45 hours

This course provides students an introduction into the laws affecting businesses and their operations. Topics include terminology, concepts of business law, ethics related to law, business, and society, contracts, sales, torts, and intellectual property. Emphasis is placed on critical thinking, problem solving, and decision making.

BUSN 120: Business Communication

3.0 units – 45 hours

This course focuses on effective writing techniques utilized in business to produce various communications and documents, including business letters, minutes and reports, dictation and note taking. Proper grammar, mechanics, number usage, vocabulary, and proofreading are emphasized, as well as style, appearance, tone, and reader appeal. Students will develop time management, organization, presentation and communication skills.

BUSN 130: Principles of Management

3.0 units – 45 hours

This course provides students an introduction into the theory and application of management concepts. Topics include leadership, planning and organization, social responsibility, delegation, leadership styles, decision making, time and stress management and employee relations. Emphasis is placed on critical thinking, problem solving, and decision making.

BUSN 140: Human Resource Management

3.0 units – 45 hours

This course will provide an overview of the tasks and responsibilities associated with the administration of human resources in the business environment. Topics include: recruitment, selection, and hiring practices; legal and regulatory factors; employee and labor relations; and compensation and benefits. This course addresses diversity and equal employment opportunity, sexual harassment, discrimination, employee handbooks, employee privacy, performance management and appraisal, and issues related to workers compensation and investigation.

BUSN 150: Small Business Management

2.0 units – 30 hours

This course provides an overview of each component of small business ownership. Topics include: assessing resources, reviewing components of a business plan, and identifying opportunities and challenges. Students will apply knowledge and skills learned to develop an outline of a small business plan.

BUSN 160: Marketing

2.0 units – 30 hours

This course provides a foundational overview of marketing philosophies, activities, practices, and processes. Additional topics include external and internal factors of marketing, business ethics, market segmentation, global marketing concepts, decision making, consumer products, advertising, consumer behavior, and customer value. A strategic marketing plan will be defined and developed.

BUSN 170: Retail Management

2.0 units – 30 hours

This course focuses on business concepts within the retail industry and prepares students for a certification in retail management. Students will examine and analyze selling and service, merchandising, store operations and financial reporting functions.

BUSN 180: Retail Supply Chain Management

3.0 units – 45 hours

This course focuses on supply chain concepts within the retail industry. Students will examine and analyze supply chain management, models, systems, concepts, distribution issues, and performance measures.

BUSN 190: Customer Service and Sales Management

2.0 units – 30 hours

This course provides students with an introduction into customer service and sales management. Topics include identifying client needs and expectations, sales approaches, active listening, sales script development and sales presentations.

BUSN 200: Spreadsheet Management

2.0 units – 45 hours

This course is designed to provide intermediate skills in Microsoft® Office Excel through hands-on operations and practice of simulated business projects and activities. This course provides students the ability to apply formulas and functions, create and manage worksheets and workbooks, and create tables, charts and objects. Skill competency will be assessed throughout this course.

BUSN 210: Economics

3.0 units – 45 hours

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

BUSN 220: Introduction to Financial Management**2.0 units – 30 hours**

This course presents the principles of business financial management, including financial planning, understanding and analyzing financial statements, working capital management, break-even analysis, and raising capital. Emphasis is placed on using financial information for effective business decisions.

BUSN 230: Strategic Management and Leadership**3.0 units – 45 hours**

This course focuses on strategic management and leadership in the business world. Students will examine and analyze strategic planning questions. Other topics include: analytical and critical thinking development, competitive advantage and positioning, the global business environment, identification of opportunities and threats, and implementing strategy. Students will analyze case studies and participate in scenarios in which they will apply strategic management concepts, theories and models. Emphasis is placed on critical thinking, problem solving, and decision making.

BUSN 240: Business Capstone**2.0 units – 30 hours**

This course is the culmination of the Business Administration program concentrations. Students will apply the knowledge, skills, and abilities developed throughout the program to real-world capstone projects. Upon completion of this course, students will have demonstrated their level of mastery of the program and the institutional learning outcomes.

BUSN 250: Business Externship**2.0 units – 96 hours**

Students will utilize their skills and knowledge by working in a local business under direct supervision of the professional manager. Students are required to turn in completed hours and evaluations, and the grade earned in this course is Pass/Fail. Passing this course is a graduation requirement.

BUSN 260: Business Seminar**1.0 unit – 30 hours**

This course is the culmination of the Business Administration program concentrations. Students will apply the knowledge, skills, and abilities developed throughout the program to practice and prepare for certification exams offered.

CMA 42: Medical Office Simulations and Professional Development 2**3.0 units – 45 hours**

This course will focus on professional development and preparing the student for appropriate certification examinations. The course includes the review and application of clinical skills and concepts such as medical

terminology, body systems, injections, vital signs, venipuncture, and the use of surgical instruments. Keyboarding skills are part of each class session. Students will participate in discussion of customer service, human relations and professional behavior applications throughout this course.

COMP 101: Computer Literacy & Applications for the Professional

3.0 units – 45 hours

This course provides an introduction to computer concepts with Word and Excel processing through hands-on operation. Topics include information on basic computer technology, file management, creation and execution of documents and spreadsheets and e-mail. Computer activities include Internet research and the creation of various documents and reports.

COMP 105: Certification Review – Core

2.0 units – 45 hours

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

COMP 124: Network+

4.0 units – 60 hours

This course is designed to introduce the student to the basics of installing, configuring, and troubleshooting basic networking hardware, protocols and services. Students will also learn concepts of computer network technology and the terminology that is used across the industry.

COMP 134: Concepts of Database

4.0 units – 60 hours

This course is designed to introduce the student to database management including topics such as basic database terminology, database management systems and their functions, advantages and disadvantages of database processing, the relational database model, database normalization, and database administration. Students will also cover advanced topics such as views, indexes, security, referential integrity, the system catalog, and the use of stored procedures, triggers, and data macros. After taking this class, students will be able to explain how databases work on a basic and detailed level, and how technicians interact with databases in the workplace.

COMP 144: Introduction to Web Design

4.0 units – 60 units

This course is designed to provide the student with the knowledge and skills needed to create, edit, and manage web sites. This course examines developing and enhancing web sites using HTML and CSS, site layout planning and navigation, and using typography, colors, images, and data tables. It also explores creating web sites across different operating systems, browsers, and devices.

COMP 154: Security+

4.0 units – 60 hours

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

COMP 156: Network Security

4.0 units – 60 hours

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

DH 18: Periodontics 1

1.0 unit – 15 hours

This course includes the role of the dental hygienist in periodontal care, an introduction to treatment planning and the process of care, and identification of the normal periodontium and recognitions of deviations from normal.

DH 24: Clinical Seminar 1

1.0 unit – 15 hours

This course provides an expanded clinical learning experience through lectures and demonstrations. Items to be introduced are instrumentation using Gracey curettes and files, ultrasonic instrumentation, air polishing, ITR placement, and management of medical emergencies. Items to be reviewed are principles of instrumentation, ergonomics, and sharpening.

DH 28: Periodontics 2

1.0 unit – 15 hours

This course includes the etiology and principles of periodontal diseases; periodontal examination procedures; and the basics of treatment planning.

DH 32: Dental Materials

2.0 units – 30 hours

This course (with DH 132) covers the composition and use of various materials used in dental procedures, and the fundamentals of chair-side assisting while using dental materials. The concepts of the entire dental team in performing responsibilities in the care of oral dentition will also be covered.

DH 36: Cultural Diversity and Healthcare

1.0 unit – 15 hours

Course description is unavailable.

DH 38: Periodontics 3

2.0 units – 30 hours

This course includes an in-depth study of contributing factors in the progression of periodontal disease; preventive measures; and non-surgical therapy.

DH 48: Periodontics 4

3.0 units – 30 hours

This course includes treatment options for moderate to advanced periodontal disease; legal and ethical considerations for periodontal issues in the broad scope of dentistry; and science based research and epidemiology of periodontal disease.

DH 124: Clinical Seminar 1 Lab**1.0 unit – 30 hours**

This course provides an expanded clinical learning experience through lectures and demonstrations. Items to be introduced are instrumentation using Gracey curettes and files, air polishing, placement of an interim therapeutic restoration (ITR), and management of medical emergencies. Items to be reviewed are principles of instrumentation, sharpening, and ultrasonic scaling.

DH 132: Dental Materials Lab**1.0 unit – 30 hours**

This course provides an expanded clinical learning experience through lectures and demonstrations. Items to be introduced are instrumentation using Gracey curettes and files, air polishing, placement of an interim therapeutic restoration (ITR), and management of medical emergencies. Items to be reviewed are principles of instrumentation, sharpening, and ultrasonic scaling.

ENG 121: Composition and Reading – Part A**3.0 units – 45 hours**

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

ENG 122: Composition and Reading – Part B**3.0 units – 45 hours**

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

HCP 101: Structural Anatomy and Terminology**3.0 units – 45 hours**

The course focuses on the foundational principles of structural body systems, such as the skeletal, muscular, and nervous systems, and common diseases and disorders related to these systems. The course emphasizes the effective use of medical terminology through the study of the principles of word construction, elements, abbreviations, and symbols with emphasis on spelling and pronunciation.

HCP 102: Body System Anatomy and Terminology**3.0 units – 45 hours**

The course examines the foundational principles of internal body systems, such as the digestive, reproductive and cardiovascular systems, and common diseases and disorders related to these systems. The course emphasizes the effective use of medical terminology through the study of the principles of word construction, elements, abbreviations, and symbols with emphasis on spelling and pronunciation.

HCP 103: Foundational Office Skills

2.0 units – 45 hours

This course presents the fundamental administrative and communication skills needed to work in a medical facility. The student will build a foundation in medical coding, medical law and ethics, HIPAA regulations, as well as insurance plans and forms. Students will practice using electronic medical software.

HCP 201: Diseases and Disorders

3.0 units – 45 hours

In the course students will apply their basic knowledge of anatomy and physiology to a deeper examination of diseases, disorders, etiology, pathology, diagnostic testing, and common treatments of structural body systems. The course emphasizes applying medical terminology to situations in medical professions.

HCP 203: Medical Office Management

3.0 units – 45 hours

Adding to the fundamental administrative and communication skills needed to work in a medical office, students will distinguish the skills needed to manage a medical office including using electronic medical software. Students will analyze legal and ethical scenarios following HIPAA regulations and how to provide excellent customer service. Students will also identify the responsibilities that come with managing an office, and practice the professional behavior needed in the healthcare setting.

MAP 105: Laboratory Procedures

5.0 units – 90 hours

Students will be introduced to a variety of CLIA waived and Point of Care (POC) laboratory techniques and values including venipuncture, skin puncture, and various hematology tests. Students will be trained in CPR and First Aid. **A grade of "C" or better is required to earn credit for this course.**

MAP 115: Pharmacology and Medical Administration

5.0 units – 90 hours

Students will be introduced to injections and a variety of clinical procedures including basic pharmacology, immunizations, and apply a variety of medication administration techniques. Students will calculate medication dosages and complete appropriate documentation. **A grade of "C" or better is required to earn credit for this course.**

MAP 125: Clinical Procedures

3.0 units – 45 hours

In this course students will discuss the role of the medical assistant in a clinical setting. Students demonstrate non-invasive procedures such as electrocardiograms and vital signs. They will prepare exam rooms, exam trays, and apply sterile techniques. They will discuss blood-borne pathogen guidelines for a safe medical office. **A grade of "C" or better is required to earn credit for this course.**

MAP 205: Front Office Procedures**2.0 units – 45 hours**

In this course, students will bring together all the skills needed in the front office. They will use appropriate coding terminology, use medical office software, and demonstrate the administrative tasks they will likely be doing in a medical office.

MAP 215: Back Office Procedures**2.0 units – 45 hours**

In this course, students will bring together all the skills needed in the back office. They will demonstrate various comprehensive laboratory and clinical procedures. Students will apply techniques to assist with various patient exams. **A grade of "C" or better is required to earn credit for this course.**

MAP 225: Certification Preparedness**3.0 units – 45 hours**

In this course, students will assess their performance and application of acquired skills and knowledge in general, administrative, and clinical categories. They will also learn study skills needed for the certification exam.

MAP 500: Externship**4.0 units – 180 hours**

Students will apply their acquired skills and knowledge in taking on the responsibilities and duties of an extern trainee in a practical setting under direct supervision of the Physician, PA, NP, RN, LVN, or office manager. Maintaining SJVC expected professionalism, proper policy and protocol along with upholding the state and federal law at all times is essential. The teaching/learning facility will provide appropriate supervision and evaluation of student performance under the direction of Extern/Clinical Coordinator. The grade earned in this course is Pass/Fail. Passing this course is a graduation requirement.

MTH 121: College Algebra – Part A**3.0 units – 45 hours**

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

MTH 122: College Algebra – Part A**3.0 units – 45 hours**

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

NSC 1: Introduction to the Natural Sciences

3.0 units – 45 hours

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

PHIL 1C: Ethics

3.0 units – 45 hours

This course provides an introduction to the ethical problems and issues in modern society. Students will discuss current events related to ethical issues and participate in group discussions.

PSY 1: General Psychology

3.0 units – 45 hours

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

RN 10: Fundamentals of Nursing - Theory

3.0 units – 45 hours

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

Co-Requisite: RN10L

RN 10L: Fundamentals of Nursing - Clinical

3.0 units – 135 hours

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

Co-Requisite: RN 10

RN 22: Nursing Seminar 2: Pharmacology

2.0 units – 45 hours

This course offers a theoretical approach to pharmacotherapeutics. The focus of major drug classifications and specific medications will be discussed in relation to pharmacodynamics, pharmacokinetics, and therapeutic uses, adverse reactions, and precautions. **A grade of "C" or better is required to earn credit for this course.**

RN 23: Maternal Newborn Nursing – Theory

3.0 units – 45 hours

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

Co-Requisite: RN 23L

RN 23L: Maternal Newborn Nursing – Clinical

2.0 units – 90 hours

This course will prepare the nursing student to apply the nursing process, collaborate with multidisciplinary teams, and provide effective communication and safe nursing care for the maternal/child health client in the clinical/skills lab setting. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 23

RN 30: Gerontology-Community Health Nursing – Theory

1.0 unit – 15 hours

In this course, students are introduced to the nursing role within the community health setting. They will also discuss the geriatric nurse's role and the process of healthy aging. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 30L

RN 30L: Gerontology-Community Health Nursing – Clinical

1.0 unit – 45 hours

In this course, students will experience a variety of community health nursing roles. They will utilize aspects of the nursing process in a range of community settings. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 30

RN 34: Maternal/Child Nursing – Theory

3.0 units – 45 hours

Introduction to patient-centered care of the Maternal client and Pediatric client and family, emphasizing safety, wellness, illness, hospitalization and growth and development. This course discusses the nursing care of antepartum, intrapartum, postpartum maternal client and children from birth through adolescence and their families. Concepts include disease process, medical treatments, and nursing responsibilities, interventions, and expected outcomes, cultural, psychosocial, ethical, and legal issues. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 34L

RN 34L: Maternal/Child Nursing – Clinical

2.0 units – 90 hours

This course will prepare the nursing student to apply specific skills, multidisciplinary teams, effective communication, the nursing process, and concepts in care for the maternal/child health client in the clinical/skills lab setting. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 34

RN 35: Intermediate Medical Surgical Nursing – Theory

3.0 units – 45 hours

This is the intermediate Medical-Surgical Nursing course. Course content includes the theoretical foundation of patients with acute illness in medical-surgical setting. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 35L

RN 35L: Intermediate Medical Surgical Nursing – Clinical

3.0 units – 135 hours

This course provides students with the application of theory to the clinical setting. Students will integrate concepts and practices of intermediate medical-surgical nursing, focusing on the adult through geriatric patient in the acute care medical-surgical environment. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 35

RN 36: Health Appraisal

2.0 units – 30 hours

Health appraisal integrates psychosocial and pathophysiological processes, which includes techniques of history taking and health assessment in nursing practice and knowledge of normal findings and common deviations. **A grade of "C" or better is required to earn credit for this course.**

RN 37: Pediatrics – Theory

3.0 units – 45 hours

This course provides an introduction to nursing care of the pediatric client and family, emphasizing wellness, illness, hospitalization, and pediatric development. Students will examine nursing care of the pediatric client from birth through adolescence and their families. Concepts include disease process, medical treatments, nursing responsibilities, interventions and expected outcomes, as well as cultural, psychosocial, ethical and legal issues. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 37L

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 in the care of pediatric client/family and 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

RN 43: Mental Health Psychiatric Nursing – Theory

3.0 units – 45 hours

In this course, students are introduced to basic mental health psychiatric concepts, including mental health disorders and diagnoses. Students gain insights to the role of the nurse in a variety of mental health psychiatric settings. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 43L

RN 43L: Mental Health Psychiatric Nursing – Clinical

2.0 units – 90 hours

In this course, students will apply mental health psychiatric nursing theory to clinical situations. Students will interact with clients in acute care as well as community settings. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 43

RN 45: Advanced Medical-Surgical Nursing – Theory

3.0 units – 45 hours

This is the advanced Medical-Surgical Nursing course. Course content includes the theoretical foundation of the care of patients with complex multi-system illnesses in the critical care setting. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 45L

RN 45L: Advanced Medical-Surgical Nursing – Clinical

3.0 units – 135 hours

This course provides students with application of advanced medical-surgical concepts in caring for adult patients with complex multi-system illness. Clinical site rotations include a variety of critical care settings. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 45

RN 46: Advanced Medical-Surgical – Theory

3.0 units – 45 hours

This is the advanced Medical-Surgical Nursing course. Course content includes the theoretical foundation of the care of patients with complex multi-system illnesses in the critical care setting. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 46L

RN 46L: Advanced Medical-Surgical – Clinical

4.0 units – 180 hours

This course provides students with application of advanced medical-surgical concepts in caring for adult patients with complex multi-system illness. Clinical site rotations include a variety of critical care settings. **A grade of "C" or better is required to earn credit for this course.**

Co-Requisite: RN 46

SOC 1: Introduction to Sociology

3.0 units – 45 hours

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