



SAN JOAQUIN VALLEY COLLEGE

SUPPLEMENT TO THE 2018 COLLEGE CATALOG



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This document is a supplement to the 2018 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 March 2018.

This is a living document, and changes will be added throughout the year until publication of the next catalog in December 2018.

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SECTION 1: INTRODUCTION TO SJVC

1. A new SJVC branch campus will open in Atascadero, Ca. Classes begin on September 24, 2018.

Atascadero Campus
8845 El Camino Real
Atascadero, CA 93422

Program Offerings

Business Administration, Certificate of Completion
Clinical Medical Assisting, Certificate of Completion
Medical Office Administration, Certificate of Completion

SECTION 2: ADMISSIONS

TUITION UPDATES

1. Changes to tuition fees for the following program go into effect beginning with enrollments for the May 7, 2018 start:

Veterinary Technology, Certificate of Completion

Academic Year 1 = \$17,100
Academic Year 2 = 5,800
Total = \$22,900

2. Changes to tuition fees for the following programs will go into effect beginning with enrollments for the June 11, 2018 start:

Clinical Medical Assisting, Certificate of Completion
Medical Office Assisting, Certificate of Completion
Pharmacy Technology, Certificate of Completion

Academic Year 1 = \$15,490
Academic Year 2 = \$2,410
Total = \$17,900

Respiratory Therapy, Baccalaureate Degree

Academic Year 1 = \$10,400
Academic Year 2 = \$4,500
Total = \$14,900

3. Tuition for the Veterinary Assisting Certificate of Completion program is as follows:

Academic Year 1 = \$17,100

Academic Year 2 = \$2,660

Total = \$19,760

SECTION 6: ACADEMIC POLICIES & REGULATIONS

STUDENT EXTERNSHIPS

SJVC offers several programs that include a mandatory externship where the student will be required to complete a specific number of hours in an off-campus teaching/learning facility. (Please see the externship course description for the hour requirement.) Externships provide the opportunity for students to apply their newly acquired knowledge and skills in a real-life setting. The externship serves as the final phase of student preparation for entry into their chosen profession.

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

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

BACCALAUREATE DEGREE PROGRAM

1. Respiratory Therapy

Respiratory Therapy

This program is offered **Online**.

Program Description

SJVC's Bachelor of Science in Respiratory Therapy Program may be completed in 65 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 successful student 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, awarded by a regionally or nationally accredited institution with a CoARC or CAAHEP accredited program
- 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 401	Protocol Based Critical Care	4.0
RCP 410	Education Principles for Healthcare Professionals	3.0
HC 420	Management Principles for the Healthcare Professional	4.0
HC 430	Establishing Best Practices in Quality Improvement of Healthcare	4.0
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
HC 470	Research Capstone	5.0
Total		33.0

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	Introduction to Statistics	4.0
Total		18.0

Transfer Credit	70.00
Total Program Units	121.00

ASSOCIATE OF SCIENCE DEGREE PROGRAMS

1. Diagnostic Medical Sonography

Program Learning Outcome #8 has been revised as set forth below:

“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.”

2. Information Technology

Corrections have been made to the following course titles:

Title Listed in Catalog (pgs. 85-86; 129-131; and 147-148)	Corrected Title
COMP105 – Certificate Review – Core	COMP105 – Certification Review – A+
COMP224 – Certification Review – Network	COMP224 – Certification Review – Network+
COMP254 – Certification Review – Security	COMP254 – Certification Review – Security+

3. Licensed Vocational Nursing to Registered Nursing

Licensed Vocational Nursing to Registered Nursing

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

Program Description

The LVN to RN Associate Degree in Nursing 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 successful student 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

- 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)¹

These courses are also offered at **SJVC** (see **General Education Prerequisites** 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

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

- Achieve a score of 75% on the Final Exam for RN10 and RN 10L
- 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

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.

Graduation Requirements

- Successful completion of the courses listed below with a grade of 75% or higher in all program courses
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications

Graduates earn an Associate of Science 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 Prerequisites (Terms 1-2)

Course ID	Course Name	Credit Units
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 ²	Composition and Reading – Part B	3.0
MTH 122 ³	College Algebra – Part B	3.0
PSY 1	General Psychology	3.0

² Enrollment in this course requires a passing score on the course challenge exam.

SOC 1	Introduction to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
Phil 1C	Ethics	3.0
Total ³		35.0

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

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

Course ID	Course Name	Credit Units
RN 28	Basic Medical Surgical Nursing Concepts	4.0
RN 30	Gerontology Community Health Nursing – Theory	1.0
RN 30L	Gerontology Community Health Nursing – Clinical	1.0
RN 34	Maternal Child Nursing – Theory	3.0
RN 34L	Maternal Child Nursing - Clinical	2.0
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 44 ⁴	Leadership	3.0
RN 45	Advanced Medical Surgical Nursing – Theory	3.0
RN 45L	Advanced Medical Surgical Nursing – Clinical	3.0
RN 50 ⁵	Work Study	0.0
	Credit for California issued Vocational Nurse License	6.0
	Total	37.0
	Program Total⁶	72.0

4. Registered Nursing

Registered Nursing

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;



³ Total unit value may vary from student to student based upon transfer credit awarded for general education pre-requisites.

⁴ Fulfills the CSS100 requirement.

⁵ Course is not a degree requirement; students will be enrolled at the discretion of the Program Director.

⁶ Includes credit awarded for general education pre-requisites.

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 successful student 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. 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

- 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)⁷

These courses are offered at **SJVC** (see **General Education Prerequisites** 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.

⁷ If the student does not have GE Area C2 units to transfer in, PHIL 1C: Ethics must be taken at **SJVC**.

- 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

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 program is delivered over the course of six 20-week 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 four terms of nursing courses (80 weeks), with a one-week break between each of the first three terms. The total program length is 124 weeks.

Graduation Requirements

- Successful completion of the courses listed below with a grade of 75% or higher in all program courses
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications

Graduates earn an Associate of Science 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 Prerequisites (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 ⁸	Composition and Reading – Part B	3.0
MTH 122 ⁹	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
Total⁹		35.0

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

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 Psychiatric Nursing – Theory	3.0
RN 43L	Mental Health Psychiatric 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 23	Maternal Child Nursing – Theory	3.0
RN 23L	Maternal Child Nursing – Clinical	2.0
RN 37	Pediatrics – Theory	3.0

⁸ Enrollment in this course requires a passing score on the course challenge exam.

⁹ Total unit value may vary from student to student based upon transfer credit awarded for general education pre-requisites.

RN 37L	Pediatrics – Clinical	2.0
RN 30	Gerontology Community Health Nursing – Theory	1.0
RN 30L	Gerontology Community Health Nursing – Clinical	1.0
RN 36	Health Assessment	2.0
RN 46	Advanced Medical Surgical Nursing – Theory	3.0
RN 46L	Advanced Medical Surgical Nursing – Clinical	4.0
RN 44 ¹⁰	Leadership	3.0
RN 50 ¹¹	Work Study	0.0
TOTAL		51.0
PROGRAM TOTAL¹²		86.0

5. **Respiratory Therapy:** Revisions were made to the unit values, hours, and codes for the following courses:

Former Course

RT 40: Advanced Respiratory Care (7.0 units; 152 hours)

New Course

RT 42: Advanced Respiratory Care (5.0 units; 85 hours)

Former Course

PHAR21: Pharmacology (2.0 units; 30 hours)

New Course

PHAR22 (4.0 units; 75 hours)

These changes will go into effect as follows:

Rancho Cordova and Ontario campuses (7/2/2018)

Bakersfield and Visalia campuses (9/10/2018)

Temecula (1/14/2019)

Correction to two course titles: RT20 is “Respiratory Care Pathophysiology” and RT10B is “Fundamentals of Respiratory Care.”

6. **Vocational Nursing**

Program Learning Outcome #11 has been revised as set forth below:

“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.”

¹⁰ Fulfills the CSS100 requirement.

¹¹ This course is no a degree requirement; students will be enrolled at the discretion of the Program Director.

¹² Includes credit awarded for general education pre-requisites.

CERTIFICATE OF COMPLETION PROGRAMS

1. The Business Administration program will change effective September 24, 2018. New course requirements are reflected below in the program descriptions.

Business Administration

This program is offered at **Antelope Valley (Lancaster), Atascadero, Bakersfield, Delano, Fresno, Hanford, Madera, Modesto (Salida), Online, Ontario, Porterville, Temecula, Victor Valley (Hesperia) and Visalia.**



Program Description

The Business Administration program is 31 weeks in length and provides a framework of office procedures and skills that can adapt to any company's operation. Students develop into knowledgeable, ethical, and technically competent business professionals. Students who enroll in the program will take foundational core courses in essential business concepts.

Program Student Learning Outcomes

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

1. Demonstrate proficiency in using technological tools applicable to a business setting
2. Demonstrate keyboarding skills commensurate with industry standards
3. 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
6. Demonstrate accounting skills commensurate with industry standards
7. Demonstrate effective customer service skills applicable in a business setting

Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 45 net words per minute
- Successful completion of the Career Services Seminar (CSS 100)

Graduate Placement

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

- Office Clerks, General (43-9061.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- Customer Service Representatives (43-4051.00)
- General and Operations Managers (11-1021.00)
- Receptionists and Information Clerks (43-4171.00)

- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (41-4012.00)
- First-Line Supervisors of Retail Sales Workers (41.1011.00)

Core Course Requirements

Course ID	Course Name	Credit Units
ACCT 100	Fundamentals of Accounting	3.0
BUSN 100	Business Math Applications	3.0
BUSN 120	Business Communication	3.0
BUSN 131	Principles of Management	2.0
BUSN 140	Principles of Human Resources	3.0
BUSN 160	Principles of Marketing	2.0
BUSN 190	Customer Service	2.0
BUSN 200	Spreadsheet Management	2.0
BUSN 250	Business Externship	2.0
COMP 101	Computer Literacy and Applications for the Professional	3.0
GRS 100	Graduate Readiness Seminar	2.0
Total		27.0

2. A few courses in the Clinical Medical Assisting, Medical Office Administration, and Pharmacy Technology program will change effective June 11, 2018. New course requirements are reflected below in the program descriptions.

Clinical Medical Assisting

This program is offered at **Antelope Valley (Lancaster), Atascadero, Bakersfield, Delano, Fresno, Hanford, Madera, Modesto (Salida), Online, Ontario, Porterville, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Medical Assisting program is 37 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 that provides enhanced learning and the opportunity to develop in-field work experience.



Program Student Learning Outcomes

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

1. Manage the front office of a health care facility and perform administrative duties such as patient charting, billing, letter writing, and handling coding procedures for insurance purposes using a variety of applicable software

2. Perform clinical skills such as taking vital signs, dosage computations, venipuncture, injections, hematology, administration of medication, specimen collection, and emergency procedures
3. Distinguish the various systems of the human body and explain their function using proper medical terminology
4. Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for appropriate certification exams
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 a grade of “C” or higher in all clinical courses
- Successful completion of the Career Services Seminar (CSS 100)
- Achieve the minimum requirement of Health Insurance Portability and Accountability Act (HIPAA) component

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.* Students also prepare for and take certification exams within their program courses that include HIPAA, CPR, and First Aid.

Students residing outside of 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 depending upon location and placement requirements.**

Graduate Placement

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

- Medical and Clinical Laboratory Technicians (29-2012.00)
- Medical Assistants (31-9092.00)
- Medical Records and Health Information Technicians (29-2071.00)
- Medical Secretaries (43-6013.00)

Core Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy & Applications for the Professional	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 203	Medical Office Management	3.0
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 126	Clinical Procedures	4.0

MAP 205	Front Office Procedures	2.0
MAP 501	Externship	3.0
MAP 510	Certification Prep	1.0
GRS 100	Graduate Readiness Seminar	2.0
Total		36.0

3. Information Technology: Corrections have been made to the following course titles:

Title Listed in Catalog (pgs. 85-86; 129-131; and 147-148)	Corrected Title
COMP105 – Certificate Review – Core	COMP105 – Certification Review – A+
COMP224 – Certification Review – Network	COMP224 – Certification Review – Network+
COMP254 – Certification Review – Security	COMP254 – Certification Review – Security+

4. Medical Office Administration

Medical Office Administration

This program is offered at **Antelope Valley (Lancaster), Atascadero, Bakersfield, Delano, Fresno, Hanford, Madera, Modesto (Salida), Ontario, Porterville, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Medical Office Administration program is 36 weeks in length and prepares graduates to work in front-office positions for a medical practice, healthcare facility, or insurance company. Hands-on experience and classroom instruction include the study of office management, medical billing, coding, Electronic Health Records training, patient recordkeeping, bookkeeping, and professional communication.



Program Student Learning Outcomes

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

1. Perform administrative skills such as scheduling and receiving patients as well as charting and maintaining patient records
2. Operate and manage a computerized medical office that includes bookkeeping and accounting tasks
3. Code, submit, and manage insurance claims accurately
4. Manage emergency situations requiring CPR or first aid
5. Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life

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

Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 35 net words per minute
- Achieve the minimum requirement of the Health Insurance Portability Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS 100)

Credential and Professional Certifications

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 (NCICS) exam offered by the National Center for Competency Testing (NCCT). Graduates also earn Health Insurance Portability and Accountability Act (HIPAA), AHA-Adult & Infant CPR, and First Aid Certifications.

Graduate Placement

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

- Billing and Posting Clerks (43-3021.00)
- Medical Assistants (31-9092.00)
- Medical Records and Health Information Technicians (29-2071.00)
- Medical Secretaries (43-6013.00)
- Office Clerks, General (43-9061.00)

Core Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy & Applications for Professionals	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 203	Medical Office Management	3.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Billing Principles	2.0
MOP 140	ICD Coding	3.0
MOP 211	Medical Office Principles	3.0
MOP 500	Externship	3.0
MOP 510	Certification Prep	1.0
GRS 100	Graduate Readiness Seminar	2.0
Total		36.0

5. Pharmacy Technology

Pharmacy Technology

This program is offered at **Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto, Ontario, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Pharmacy Technology program is 36 weeks in length and prepares students to work under the direct supervision of a Registered Pharmacist as part of a team responsible for carrying out a doctor's pharmaceutical orders. Pharmacy Technicians assist in the various activities of compounding, distributing, and dispensing of medications.

Training includes a balance of classroom and lab instruction, as well as an extern component, which allows students experiential learning in an actual clinical environment.

Program Student Learning Outcomes

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

1. Exhibit accurately the competencies of a Pharmacy Technician including:
 - Legal limitations within the law
 - How and why aseptic techniques are used
 - Legal requirements for prescription forms and labels
 - Correct medical terminology
 - Stability characteristics and storage requirements of commonly prescribed drugs
 - Drug to drug interactions of commonly prescribed drugs
 - Indications of commonly prescribed drugs
 - The trade (brand) and generic names of commonly prescribed drugs
2. Read, interpret, transcribe, troubleshoot, and process prescriptions and medical orders accurately
3. Demonstrate the ethical principles of the pharmacy profession
4. Possess and display professional skills related to dependability, customer service, team work, flexibility & adaptability in working with patients, medical staff, insurance staff, and other pharmacy personnel
5. Characterize a medical professional capable of learning, growing and adapting to varied environments and activities in working with a licensed Pharmacist
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher
- Minimum keyboarding speed of 35 net words per minute
- Meet the minimum requirement of the Health Insurance Portability Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS 100)



Credential and Professional Certifications

Graduates earn a Certificate of Completion and gain eligibility to apply for licensure with the California State Board of Pharmacy (see below). Students qualify to take the National Pharmacy Technician Certification Exam (PTCE) upon successful completion of practice exams administered during their course of study and with the approval of the Pharmacy Liaison. Students also earn their HIPAA Certification.

State Licensure

Graduates are eligible to apply for licensure with the California State Board of Pharmacy providing they meet the requirements as specified by the Board, including a Department of Justice criminal background check and data bank query to determine if an act has been committed that constitutes grounds for denial of licensure. This license is required in the State of California for employment as a Pharmacy Technician.

Graduate Placement

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

- Pharmacy Aides (31-9095.00)
- Pharmacy Technicians (29-2052.00)

Core Course Requirements

Course ID	Course Name	Credit Units
PHR 15	Pharmacy Science and Applications 2	5.0
PHR 20	Pharmacy Law and Ethics	3.0
PHR 25	Pharmacy Records and Documentation	3.0
PHR 30	Pharmacy Math and Calculations	3.0
PHR 100	Pharmacy Science and Applications 1	5.0
PHR 120	Pharmacy Clinical Applications 1	2.0
PHR 135	Pharmacy Clinical Applications 2	3.0
PHR 150	Pharmaceutical Compounding	3.0
PHR 312	Pharmacy Business Simulations and Computer Applications	3.0
PHR 512	Clinical Experience	2.0
PHR 514	Certification Prep	2.0
GRS 100	Graduate Readiness Seminar	2.0
Total		36.0

- 6. Veterinary Assisting:** This program will be offered at the SJVC Bakersfield and Fresno campuses, effective October 29, 2018. Please see description below.

Veterinary Assisting

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

Program Description

The Veterinary Technology program is 36 weeks in length and prepares students with the skills to help animals when they need it most. This in-depth training covers animal patient care including lab tests, radiology procedures, veterinary dentistry, critical care, and surgical assisting. Curriculum also focuses on communication skills involving pet owner education, sick animal counseling, and wellness/preventative measures. Students receive hands-on training under the direct supervision of a Registered Veterinary Technician or Doctor of Veterinary Medicine. Externship includes various animal care environments to give students real-world experience.



Program Student Learning Outcomes

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

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

Graduation Requirements

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

Credential and Professional Certifications

Graduates earn a Certificate of Completion and can apply for licensure by meeting all of the Veterinary Medical Board requirements, including completion of 4,416 hours of practical experience under the direct supervision of a California licensed veterinarian. The candidate must

also submit all **SJVC** course outlines to the Veterinary Medical Board. For additional details, please visit: <http://www.vmb.ca.gov>

Graduate Placement

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

- Veterinary Assistants and Lab Animal Caretakers (31-9096.00)
- Veterinary Technologists and Technicians (29-2056.00)

Core Course Requirements

Course ID	Course Name	Credit Units
VA 100	Introduction to Veterinary Assisting	2.0
VA 110	Introduction to Life Sciences	3.0
VA 130	Veterinary Anatomy & Physiology I	3.0
VA 120	Animal Nursing	2.0
VA 140	Veterinary Anatomy & Physiology II	3.0
VA 150	Veterinary Pharmacology	3.0
VA 160	Veterinary Laboratory procedure	5.0
VA 170	Veterinary Radiology	2.0
VA 180	Veterinary Surgical Assisting	5.0
VA 190	Veterinary Dentistry & Critical Care	2.0
VA 500	Clinical Externship	3.0
VA 510	Certification Prep	1.0
GRS 100	Graduate Readiness Seminar	2.0
Total Units		36.0

7. Veterinary Technology: This program will be offered at the SJVC Bakersfield and Fresno campuses, effective May 2018. Please see description below.

Veterinary Technology

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

Program Description

The Veterinary Technology program is 40 weeks in length and prepares students with the skills to help animals when they need it most. This in-depth training covers animal patient care including lab tests, radiology, and surgical procedures, and surgical assisting. Curriculum also focuses on communication skills involving pet owner education, sick animal counseling, and wellness/preventative measures. Students receive hands-on training under the direct supervision of a Registered Veterinary Technician or Doctor of Veterinary Medicine. Externship includes various animal care environments to give students real-world experience.



Program Student Learning Outcomes

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

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

Graduation Requirements

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

Credential and Professional Certifications

Graduates earn a Certificate of Completion and can apply for licensure by meeting all of the Veterinary Medical Board requirements, including completion of 4,416 hours of practical experience under the direct supervision of a California licensed veterinarian and submission of **SJVC** course outlines to the Veterinary Medical Board. For additional details, please visit:

<http://www.vmb.ca.gov>

Graduate Placement

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

- Veterinary Assistants and Lab Animal Caretakers (31-9096.00)
- Veterinary Technologists and Technicians (29-2056.00)

Core Course Requirements

Course ID Course Name Credit Units

BIO 32 Microbiology	3.0
VRT 101 Anatomy and Physiology of Domestic Animals	5.0
VRT 105 Fundamentals of Animal Nursing	3.0
VRT 205 Laboratory Procedures	5.0
VRT 104 Companion Animal Nursing	5.0
VRT 208 Introduction to Pharmacology	3.0
VRT 300 Beginning Diagnostic Imaging	2.0
VRT 330 Beginning Surgical Assisting	5.0

VRT 308 Advanced Pharmacology	3.0
VRT 340 Advanced Surgical Procedures	5.0
VRT 403 Advanced Diagnostic Imaging Applications	2.0
VRT 493 Externship	5.0
Total Units	46.0

- 8. Licensed Vocational Nursing to Registered Nursing:** The science course prerequisites listed on page 132 of the 2018 College Catalog are as follows:
BIOL 14: Microbiology (4.0 units) and BIOL 45: Human Physiology (4.0 units).

SECTION 8: COURSE DESCRIPTIONS

ACCT 100: Accounting Cycle Concepts

3.0 units – 45 hours

This course introduces the fundamental principles and terminology of accounting. Subjects covered include Generally Accepted Accounting Principles (GAAP), and the steps of the accounting cycle.

BUSN 100: Business Math Applications

3.0 units – 45 hours

This course focuses on using mathematics to solve business problems. Activities emphasize performing calculations associated with interest, retail, purchasing, credit and other general business applications.

BUSN 110: Business Law and Ethics

6.0 units – 45 hours

This course provides students an introduction into laws impacting business. Topics include terminology, court systems, ethics, and compliance with civil and criminal law. 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 communication techniques utilized in business. The student will develop skills in effective written, verbal, and digital communications. Learning activities emphasize attention to detail in the tone, format, content, and cultural contexts of communication.

BUSN 131: Principles of Management

2.0 units – 30 hours

This course prepares students for success in business by exploring effective management from theoretical and practical perspectives. Topics include characteristics of managers, decision-making, motivation and leadership, and managing conflict.

BUSN 140: Principles of Human Resources

3.0 units – 45 hours

This course provides an overview of the administration of human resources in business, emphasizing legal and regulatory requirements and ethical obligations. Topics include recruitment and hiring, training and evaluation, compensation and benefits, and labor relations.

BUSN 160: Principles of Marketing

2.0 units – 30 hours

This course provides a foundational overview of marketing activities, practices, and processes. Additional topics include business ethics, market segmentation, product, distribution, pricing decisions, consumer products, advertising, and consumer behavior.

BUSN 190: Customer Service

2.0 units – 30 hours

This course provides students with an introduction to customer service. Topics include customer perceptions, customer service strategy, verbal and non-verbal communication, and problem solving.

BUSN 200: Spreadsheet Management**2.0 units – 45 hours**

This course builds fundamental skills in Microsoft Excel® for use as a business tool. Students will create and manage worksheets, apply formulas and functions, and create data visualizations.

CJ63: BSIS Security Officer Academy**5.0 units – 90 hours**

This course meets the requirements of AB2880 training for private security professionals as mandated for licensed security guards in California Business and Professions Code §7585-7585.20. Topics include powers to arrest, terrorism and weapons of mass destruction, exposed firearms, baton and chemical agents, concepts of arrest, communications, search, report writing, courtroom procedures, testimony, criminal and civil law, and public and community customer relations. Upon successful completion, the student will receive a BSIS course certification for the Guard Card and Exposed Firearms, Baton and Chemical agents permits with applications submitted to BSIS for their Guard card license and Firearms permit license; Firearms permit approval pending the outcome of the BSIS Firearms Personality testing. This course further provides the certification for the 32 hours of additional BSIS mandated training, 16 hours of mandated subjects and 16 hours elective subjects for a licensed security professional.

COMP101: Computer Literacy and Applications for the Professional**3.0 units – 45 hours**

This course provides an introduction to office productivity software, such as word processing, spreadsheet, presentations, and email. Topics include basic computer use, information literacy, and working with productivity applications in a professional setting.

GRS 100: Graduate Readiness Seminar**2.0 units – 30 hours**

In this course, students demonstrate the integration of their academic learning into their professional and personal lives. Students will use their self-awareness to model professional behavior, written and oral communication skills, and cultural competence by presenting program learning to an inter-professional audience. **The grade earned in this course is Pass/Fail.**

HC 420: Management Principles for the Healthcare Professional**4.0 units – 60 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. **A grade of “C” or higher is required to pass this course.**

HC 430: Establishing Best Practices in Quality Improvement of Healthcare**4.0 units – 60 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. **A grade of “C” or higher is required to pass this course.**

MAP 126: Clinical Procedures**4.0 units – 45 hours**

Students will examine the role of the medical assistant in the clinical setting highlighting knowledge and competency in non-invasive procedures such as electrocardiograms, vital signs, clinical mensuration, and patient assistive devices. Emphasis is placed on assisting with physical

examinations and minor surgical procedures using medical and surgical aseptic techniques. A thorough examination of OSHA guidelines and regulations for the Blood Borne Pathogens standard and compliance with CDC Universal Precautions will also be presented. **A grade of “C” or higher is required to pass this course.**

MAP 205: Front Office Procedures

2.0 units – 45 hours

In this course, students will examine the skills needed for administrative front office procedures. They will employ appropriate coding terminology, associate medical office software, and exhibit administrative tasks they will likely be doing in a medical office. **A grade of “C” or higher is required to pass this course.**

MAP 501: Clinical Externship

3.0 units – 160 hours

Students will apply their acquired skills and knowledge in taking on the responsibilities and duties of an extern trainee in a practical clinical 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 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.**

MAP 510: Certification Prep

1.0 unit – 15 hours

This course will focus on preparing for professional credentialing through a recognized certification examination as identified under the Meaningful Use Rule. In this course, students will assess their performance and application of acquired skills and knowledge in general, administrative, and clinical competencies. **The grade earned in this course is Pass/Fail.**

MOP 210: Medical Office Principles

2.0 units – 45 hours

This course presents basic bookkeeping and accounting tasks. Students will practice using electronic healthcare records. The course also emphasizes effective communication and documentation skills required in the medical office.

MOP 211: Medical Office Principles

3.0 units – 45 hours

This course presents foundational office management concepts including bookkeeping and accounting tasks. Topics include effective communication strategies, documentation skills, and management principles. Students will practice application of skills through scenarios.

MOP 500: Externship

3.0 units – 135 hours

Students will utilize their skills and knowledge by working in a medical office, hospital, billing office, or insurance company under direct supervision of the professional office manager or medical director. Students are required to turn in completed hours and evaluations. Students who receive 75% or more on Excellent, Satisfactory and Improvement ratings on both clinical and professional skills will obtain a passing grade. The grade earned in this course is Pass/Fail. **Passing this course is a graduation requirement.**

MOP 510: Certification Prep**1.0 units – 15 hours**

This course will focus on professional development and preparing for appropriate certification examinations. Students will assess their performance and application of acquired skills and knowledge. They will learn study skills to prepare for the certification exam. **The grade earned in this course is Pass/Fail.**

PHR 30: Pharmacy Math and Calculations**3.0 units – 45 hours**

This course focuses on the fundamentals of arithmetic processes involving fractions, decimals, ratios, and percentages including both the metric and apothecary systems. Emphasis is placed on utilizing the math skills in pharmaceutical applications which are required to determine medication dosages and preparations. Students will also learn the business practices in a retail pharmacy. **A grade of “C” or higher is required to pass this course.**

PHR 135: Pharmacy Clinical Applications 2**3.0 units – 45 hours**

This course covers the theory of anatomy, physiology, pathophysiology, and related pharmacology of the endocrine and reproductive systems. A comprehensive overview of pharmaceutical dosage forms, pharmacokinetics, terminology, abbreviations and symbols, the difference between trade and generic drugs and interpretation of prescriptions in relation to these systems will be included. This course will also cover the fundamentals in aseptic technique, proper procedures for drug distribution and dispensing, sterile compounding, and packaging procedures. Interpretations of doctor's orders along with prescription filling, refilling, and labeling procedures are practiced. **A grade of “C” or higher is required to pass this course.**

PHR 150: Pharmaceutical Compounding**3.0 units – 45 hours**

This course focuses on the physical and chemical properties of drugs. The fundamentals in extemporaneous compound preparations are presented in this course. Emphasis is placed on practical lab applications for drug distribution and dispensing, compounding, and packaging procedures. Dosage calculations are integrated in the applications of this course. **A grade of “C” or higher is required to pass this course.**

PHR 512: Clinical Experience**2.0 units – 120 hours (Pass/Fail)**

Students will apply their acquired skills and knowledge, taking on the responsibilities and duties of a pharmacy technician trainee in a distinct pharmacy practice setting. The teaching/learning facility will provide appropriate supervision and evaluation of student performance. Students who receive 75% or more on Excellent, Satisfactory and Improvement ratings on both clinical and professional skills will obtain a passing grade. The grade earned in this course is Pass/Fail. **Passing this course is a graduation requirement.**

PHR 514: Certification Prep**2.0 units – 30 hours**

The focus of this course is to prepare students for state licensure and the certification exam through projects, practice and review based on established certification criteria. Students will be provided with an online self-paced study program and instructor facilitated review. Students will also take a practice exam built to content specifications with the same look, feel, and functionality as an actual certification exam. Students will complete activities necessary to

submit their application for California Board of Pharmacy licensure. Students will discuss expectations and general responsibilities during the externship. **The grade earned in this course is Pass/Fail.**

RCP 401: Protocol Based Critical Care

4.0 units – 60 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. **A grade of “C” or higher is required to pass this course.**

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. **A grade of “C” or higher is required to pass this course.**

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. **A grade of “C” or higher is required to pass this course.**

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. **A grade of “C” or higher is required to pass this course.**

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. **A grade of “C” or higher is required to pass this course.**

RN 10: Fundamentals of Nursing – Theory

3.0 units – 45 hours

Co-Requisites: RN 10L; RN 12

This course provides an introduction to nursing and roles of the nurse as well as profession related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. An introduction to the nursing process provides a decision-making

framework to assist students in developing effective clinical judgment skills. **A grade of “C” or higher is required to pass this course.**

RN10L: Fundamentals of Nursing – Clinical

3.0 units – 135 hours

Co-Requisites: RN10; RN12

This course provides the theoretical foundation for nursing skills and gives students the opportunity to demonstrate these skills in a laboratory setting. Clinical site rotations include patient care units within acute care agencies. **A grade of “C” or higher is required to pass this course.**

RN12: Nursing Seminar1: Pathophysiology

2.0 units – 30 hours

RN 10; RN10L; RN43; and RN43L

This course introduces the student to basic pathophysiology and disruptions in the normal body functioning, assessment findings, diagnostic testing, and interventions for specific health problems are discussed. **A grade of “C” or higher is required to pass this course.**

RN22: Nursing Seminar 2: Pharmacology

2.0 units – 30 hours

Co-Requisites: RN 23; RN23L; RN 24; and RN 24L

This course provides an introduction to the principles of pharmacology, including pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. Emphasis is placed on drug classifications and nursing care related to the safe administration of medication to patients across the life span. **A grade of “C” or higher is required to pass this course.**

RN23: Maternal Child Nursing – Theory

3.0 units – 45 hours

Co-Requisites: RN22; RN 23L

This course provides an integrative, family-centered approach to the care of mothers and newborns. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics and the promotion of healthy behaviors in patients. **A grade of “C” or higher is required to pass this course.**

RN23: Maternal Child Nursing – Clinical

2.0 units – 90 hours

Co-Requisites: RN22; RN23

Clinical experiences in this course provide the student an opportunity to apply theoretical concepts and implement safe patient care to mothers and newborns in selected settings. **A grade of “C” or higher is required to pass this course.**

RN24: Beginning Medical Surgical Nursing – Theory

3.0 units – 45 hours

Co-Requisites: RN24L; RN 22

This course focuses on the care of adult patients with common acute and chronic health conditions that require medical and/or surgical intervention. Pharmacology, pathophysiology, and nutrition are integrated throughout the course. **A grade of “C” or higher is required to pass this course.**

RN24L: Beginning Medical Surgical Nursing – Clinical**3.0 units – 135 hours****Co-Requisites: RN24; RN22**

Clinical experiences in this course provide the student an opportunity to apply theoretical concepts and implement safe client care to adults experiencing common acute and chronic health conditions in acute care settings. **A grade of “C” or higher is required to pass this course.**

RN28: Basic Medical Surgical Nursing Concepts**4.0 units – 90 hours****Co-Requisites: N/A**

This course focuses on the care of adult patients with common acute and chronic health conditions that require medical and/or surgical intervention. Pharmacology, pathophysiology, and nutrition are integrated throughout the course. This course also facilitates the transition of the student to the role of an LPN/LVN. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs/LVNs and unlicensed personnel. Standards of practice and the importance of practicing according to state regulations and statutes are examined. **A grade of “C” or higher is required to pass this course.**

RN30: Gerontology Community Health Nursing – Theory**1.0 unit – 15 hours****Co-Requisites: RN30L; RN44**

This course provides an introduction to the care of older adults while focusing on their unique physiological and psychosocial needs. Emphasis is placed on promoting healthy aging and retaining functional ability within community settings that include home and residential environments. Common health conditions of the older adult as well as safety and end-of-life care are introduced. **A grade of “C” or higher is required to pass this course.**

RN30L: Gerontology Community Health Nursing – Clinical**1.0 unit – 45 hours****Co-Requisites: RN30; RN44**

This course provides an introduction to the care of older adults while focusing on their unique physiological and psychosocial needs. Emphasis is placed on promoting healthy aging and retaining functional ability within community settings that include home and residential environments. Common health conditions of the older adult as well as safety and end-of-life care are introduced. **A grade of “C” or higher is required to pass this course.**

RN34: Maternal Child Nursing – Theory**3.0 units – 45 hours****Co-Requisites: RN34L; RN44**

This course provides an integrative, family-centered approach to the care of mothers, newborns, children, and adolescents. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, pediatric disorders and the promotion of healthy behaviors in patients. **A grade of “C” or higher is required to pass this course.**

RN34: Maternal Child Nursing – Clinical**2.0 units – 90 hours****Co-Requisites: RN34; RN 44**

Clinical experiences in this course provide the student an opportunity to apply theoretical concepts and implement safe patient care to mothers, newborns, children, and adolescents in selected settings. **A grade of “C” or higher is required to pass this course.**

RN35: Intermediate Medical Surgical Nursing – Theory

3.0 units – 45 hours

Co-Requisites: RN35L; RN36

This course builds on the content of the previous nursing courses and continues to focus on nursing care of clients with complex acute and chronic health conditions that require medical and/or surgical intervention. Pharmacology, pathophysiology, and nutrition are integrated throughout the course. **A grade of “C” or higher is required to pass this course.**

RN35L: Intermediate Medical Surgical Nursing – Clinical

3.0 units – 135 hours

Co-Requisites: RN35; RN36

Clinical experiences in this course provide the student an opportunity to apply theoretical concepts and implement safe client care to adults experiencing complex acute and chronic health conditions in acute care settings. **A grade of “C” or higher is required to pass this course.**

RN36: Health Assessment

2.0 units – 30 hours

Co-Requisites: RN35; RN35L; RN37; and RN37L

This course provides the framework for preparing students to perform comprehensive health assessments on patients across the lifespan. Emphasis is placed on taking a thorough nursing history, performing physiological, psychological, sociological, cultural, and spiritual assessments, as well as identification of stressors and health risks. Concurrent clinical experiences provide an opportunity to practice assessment skills on patients across the lifespan in a variety of settings. **A grade of “C” or higher is required to pass this course.**

RN37: Pediatrics – Theory

3.0 units – 45 hours

Co-Requisites: RN36; RN37L

This course provides an integrative, family-centered approach to the care of children, and adolescents. Emphasis is placed on normal growth and development, family dynamics, pediatric disorders and the promotion of healthy behaviors in patients. **A grade of “C” or higher is required to pass this course.**

RN37: Pediatrics – Theory

3.0 units – 45 hours

Co-Requisites: RN36; RN37

Clinical experiences in this course provide the student an opportunity to apply theoretical concepts and implement safe patient care to children and adolescents in selected settings. **A grade of “C” or higher is required to pass this course.**

RN43: Mental Health Psychiatric Nursing – Theory

3.0 units – 45 hours

Co-Requisites: RN43L; RN12

This course focuses on the care of patients across the lifespan experiencing cognitive, mental and behavioral disorders. Emphasis is placed on care of patients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and

families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. **A grade of “C” or higher is required to pass this course.**

RN43L: Mental Health Psychiatric Nursing – Clinical

2.0 units – 90 hours

Co-Requisites: RN43; RN12

Clinical experiences in this course provide the student an opportunity to apply theoretical concepts and implement safe patient care to patients in selected mental health settings. **A grade of “C” or higher is required to pass this course.**

RN44: Leadership

3.0 units – 45 hours

Co-Requisites: RN30; RN30L; RN46; and RN46L

This course facilitates the transition of the student to the role of a professional nurse. Emphasis is placed on contemporary issues and management concepts, as well as developing the skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and integrity. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed. **A grade of “C” or higher is required to pass this course.**

RN45: Advanced Medical Surgical Nursing – Theory

3.0 units – 45 hours

Co-Requisites: RN44; RN45L

This course builds on the content of the previous nursing courses and focuses on nursing care of clients with complex, multisystem acute and chronic health conditions that require medical and/or surgical intervention. Pharmacology, pathophysiology, and nutrition are integrated throughout the course. **A grade of “C” or higher is required to pass this course.**

RN45L: Advanced Medical Surgical Nursing – Clinical

3.0 units – 135 hours

Co-Requisites: RN44; RN45

Clinical experiences in this course provide the student an opportunity to apply theoretical concepts and implement safe patient care to adults experiencing complex, multisystem acute and chronic health conditions in acute care settings. This course also focuses on leadership skills while managing the care of multiple patients and collaborating with the inter-professional healthcare team. **A grade of “C” or higher is required to pass this course.**

RN46: Advanced Medical Surgical Nursing – Theory

3.0 units – 45 hours

Co-Requisites: RN44; RN46L

This course builds on the content of the previous nursing courses and focuses on nursing care of clients with complex, multisystem acute and chronic health conditions that require medical and/or surgical intervention. Pharmacology, pathophysiology, and nutrition are integrated throughout the course. **A grade of “C” or higher is required to pass this course.**

RN46L: Advanced Medical Surgical Nursing – Clinical

4.0 units – 180 hours

Co-Requisites: RN44; RN46

Clinical experiences in this course provide the student an opportunity to apply theoretical concepts and implement safe patient care to adults experiencing complex, multisystem acute and chronic health conditions in acute care settings. This course also focuses on leadership skills while managing the care of multiple patients and collaborating with the inter-professional healthcare team. **A grade of “C” or higher is required to pass this course.**

RN50: Work Study

0.0 units – 0.0 hours

Co-Requisites: N/A

RN Work-Study provides students enrolled in the Nursing Program an opportunity to obtain structured work-study experiences, under the supervision of registered nurses, in participating health care agencies. Work-Study provides opportunities for additional practice and development of confidence and critical thinking through application of previously learned knowledge and skills. **The grade earned in this course is Pass/Fail. This course is not a graduation requirement.**

VA 100: Introduction to Veterinary Assisting

2.0 units – 45 hours

Students will learn the role of the veterinary technician and assistant in various occupational settings. They will explain the legal and ethical responsibilities, as well as the communication and math skills needed for a veterinary setting. Students will differentiate basic husbandry practices and perform safe animal capture, handling, and restraint techniques. Disinfection and infection control procedures will also be covered.

VA 110: Introduction to Life Sciences

3.0 units 45 hours

This course emphasizes the scientific method and how it is applied to the veterinary field. Students will be introduced to basic principles of biology, microbiology, and chemistry. Additional topics include disease etiology, animal homeostasis, and relating the principles of chemistry to biological processes.

VA 120: Animal Nursing

2.0 units – 45 hours

Pre-Requisite: VA 100 and VA 110

This course focuses on infectious and non-infectious diseases of animals, including zoonotic diseases. Students will identify the basic principles of disease transmission, pathology, and prevention. The fundamentals of immunology will be introduced and discussed. Students will practice essential veterinary nursing skills.

VA 130: Veterinary Anatomy and Physiology I

3.0 units – 45 hours

Pre-Requisites: VA 100 and VA 110

The course examines the foundational principles of the skeletal, muscular, lymphatic, immune, integumentary, nervous, and special senses body systems of various animal species. 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.

VA 140: Veterinary Anatomy and Physiology II

3.0 units – 45 hours

Pre-Requisites: VA 100, VA 110, VA 120, and VA 130

The course examines the foundational principles of the digestive, urinary, endocrine, reproductive, respiratory, and cardiovascular body systems of various animal species. 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.

VA 150: Veterinary Pharmacology

3.0 units – 45 hours

Pre-Requisites: VA 100, VA 110, VA 120, and VA 130

This course will provide a basic understanding of veterinary pharmaceuticals; their pharmacodynamics, pharmacokinetics and common use. Students will identify and explain pharmaceutical classes and identify controlled substances. Students will also perform pharmacological math calculations.

VA 160: Veterinary Laboratory Procedures

5.0 units – 90 hours

Pre-Requisites: VA 100, VA 110, VA 120, VA 130, VA 140, and VA 150

This course focuses on demonstrations and laboratory exercises covering routine examinations of blood, urine, feces, and cytology from a variety of species. Normal and abnormal values will be presented and treatment for disorders will be discussed. The proper use and handling of lab equipment will be demonstrated and lab samples will be analyzed. Basic microbiological procedures will be discussed and demonstrated.

VA 170: Veterinary Radiology

2.0 units – 45 hours

Pre-Requisites: VA 100, VA 110, VA 120, VA 130, VA 140, VA 150, and VA 160

This course focuses on the fundamentals of veterinary radiology. Students will demonstrate equipment quality assurance, perform proper animal positioning and digital radiograph acquisition, and evaluate image quality. The use of contrast studies, ultrasound, CT, MRI and basic endoscopy will be discussed. Students will follow current state radiology safety regulations and requirements.

VA 180: Veterinary Surgical Assisting

5.0 units – 90 hours

Pre-Requisites: VA 100, VA 110, VA 120, VA 130, VA 140, VA 150, and VA 160

In this course students will demonstrate essential veterinary surgical assisting skills such as patient prep, aseptic technique, care of instruments, and medical documentation. Students will perform patient prep, patient assessments and monitor anesthesia. Students will be familiar with common anesthetic monitoring equipment, anesthetic protocols and proper documentation.

VA 190: Veterinary Dentistry and Critical Care

2.0 units – 45 hours

Pre-Requisites: VA 100, VA 110, VA 120, VA 130, VA 140, VA 150, VA 160, and VA 170

This course focuses on dentistry, emergency and critical care. Dental prophylaxis and radiographs will be performed with an emphasis on client education regarding dental preventative and post-procedure care. Students will discuss and perform proper emergency response protocols and analyze emergency and critical care situations. The proper techniques required to place a bandage, cast, and splint on animals will be performed in this course.

VA 500: Clinical Externship**3.0 units – 135 hours**

Pre-Requisites: Completion of all programmatic coursework, submission of all required documents, and completion of all SJVC and site requirements prior to externship assignment

This course provides work experience in a clinical setting under the direct supervision of a veterinarian or RVT. The teaching/learning facility will provide appropriate supervision and evaluation of student performance under the direction of the Externship Coordinator; students will submit a completed supervisor evaluation based on job tasks performed in the practice and weekly time cards. The grade earned in this course is Pass/Fail. **Passing this course is a graduation requirement.**

VA 510: Certification Prep**2.0 units – 30 hours**

Pre-Requisites: Completion of all programmatic coursework

In this course students will assess their performance and application of acquired skills and knowledge. They will learn skills to prepare for the Registered Veterinary technician (RVT) licensure and practice professional behavior.

SECTION 9: ADMINISTRATION AND FACULTY

CAMPUS LEADERSHIP AND FACULTY

ATASCADERO CAMPUS

Campus President

Alyssa Perry

M.B.A. with specialization in Management, Florida Institute of Technology

B.A., Business Administration, University of San Diego

DELANO CAMPUS

Campus President

Brandi Hammons

M.S., Psychology, University of Phoenix

B.A., Liberal Studies, University of LaVerne

FRESNO-AVIATION CAMPUS

Campus President

Lionel Smith

B.A., Business Administration, Columbia University

FFA Inspection Authorization