San Joaquin Valley College

2020 CATALOG
(Effective February 24, 2020 – December 31, 2020)

NAME, ADDRESS, AND WEBSITE

San Joaquin Valley College
8344 West Mineral King
Visalia, California 93291
www.sjvc.edu

Addresses and telephone numbers for the SJVC Branch Campuses and the Central Administrative Office are provided in Section 1 (pages 13-17).

COLLEGE CATALOG AND SCHOOL PERFORMANCE FACT SHEETS

The College Catalog (hereinafter referred to as "Catalog") provides essential information on *SJVC*'s educational programs, policies, protocols, and student support services. Prospective students are encouraged to review this Catalog prior to signing an enrollment agreement.

Students are also encouraged to review the School Performance Fact Sheet (SPFS) for their respective campus and program. SPFSs contain important performance data for the institution. Students are provided with an SPFS prior to signing an enrollment agreement.

ACCESS TO THE CATALOG

The College Catalog is available on the *SJVC* website (http://www.sjvc.edu/). A link to the Catalog is provided under the "Resources" heading at the bottom, right-hand corner of the homepage.

A CD or hard copy of the Catalog will be furnished to the public upon request. Prospective students receive a copy of the College Catalog prior to signing an Enrollment Agreement.

RIGHT TO CHANGE THE CATALOG

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

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

The Catalog Supplement is available on the *SJVC* website (http://www.sjvc.edu/). Here you will click on the link to the Catalog (located under the "Resources" heading at the bottom, right-hand corner of the homepage). You will then have the option to download the Catalog Supplement.

CATALOG PUBLICATION

The Catalog is published quarterly. Copies of the Catalog are distributed to all enrolled students via their *SJVC* email address.

CATALOG QUESTIONS

Questions concerning the content of this Catalog should be directed to a member of the Campus Leadership Team. Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address:
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Website address: www.bppe.ca.gov

Telephone and Fax Numbers:
(888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

LETTER FROM THE PRESIDENT

Dear Future Graduates:

Welcome to **San Joaquin Valley College (SJVC)**! We are honored that you have chosen to pursue your education with us and applaud you for taking this step towards embracing your educational, professional, and personal goals. You are on a path of learning and personal growth – believe in yourself; have confidence in your ability to reach your fullest potential and achieve your dreams.
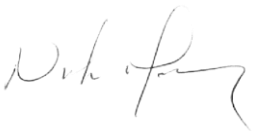
SJVC takes great pride in the high standards of instruction and services we deliver to our students. Our faculty and administrative staff are committed to providing you with an excellent educational experience that we believe will build your self-confidence and develop your potential.

Over four decades ago, SJVC began with a commitment to our students and their success. Starting with just a small cohort of students at a single campus, the College founders strove to provide a valuable education. Today, we stay true to that commitment and have the distinct honor of serving thousands of students across 14 campuses. Throughout the years and to this day, our student's success is the measure of our success.

SJVC's administrators, faculty and staff are committed to supporting you in your educational and professional endeavors. We strive to assist you in achieving your goals and aspirations. In turn, it is vital that you commit yourself to give the time and effort required to learn and persevere through the many challenges that you may face during your time at SJVC. Be confident that you can achieve your goals. Thousands of students before you have achieved their goals, regardless of their educational background, skill level, or life experience.

Together, let's look forward to your graduation and your readiness to pursue employment in a specific career field. I hope that your experience with SJVC sparks a desire to embrace life-long learning and inspires you to take an active and productive role in your community.

Sincerely,

Nick Gomez
President

CONTENTS

Visit us on the web at
www.sjvc.edu

INTRODUCTION TO SAN JOAQUIN VALLEY COLLEGE

THE HISTORY OF SAN JOAQUIN VALLEY COLLEGE

San Joaquin Valley College founders Robert & Shirley Perry

San Joaquin Valley College (*SJVC*) was founded in April 1977 as a private, for-profit Career College dedicated to providing high-quality occupational training. Founders Robert and Shirley Perry established the first campus in Visalia, California, training health care professionals. Today, the College offers Associate of Science Degrees and Certificates of Completion in the areas of medical, business, and technology at its campuses in Atascadero, Bakersfield, Delano, Fresno, Fresno-Trades Education Center (TEC), Hanford, Hesperia, Lancaster, Madera, Modesto, Ontario, Porterville, Rancho Cordova, Rancho Mirage, Santa Maria, Temecula, and Visalia campuses. The College also offers several degree- and certificate-granting programs via its online modality.

PHILOSOPHY/INSTITUTIONAL PURPOSE

SJVC is committed to the personal, academic, and professional success of its students. The College provides opportunities for developing career skills, critical thinking, professionalism, and an excellent learning experience for the classroom, workplace, and life. It incorporates hands-on, kinetically-inspired assignments and projects which are vital for the vocational-based program offerings. The faculty are expected to be facilitators of the classroom by engaging students in interpersonal, two-way dialogue. Individualized and personalized instruction is encouraged.

SJVC's mission strongly emphasizes education directed toward career development and advancement. Real world education is paramount. Therefore, a plethora of resources are available to the faculty to assist in the delivery of real work instruction, such as mock medical, technical, and business settings within the classrooms, industry-specific equipment, interactive software with true-to-life scenarios, and field trips to businesses and medical settings. Most programs also include an externship or clinical experience.

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

MISSION STATEMENT

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

Adopted by the Board of Governors, July 2008 Revised May 2017

CORE VALUES STATEMENT

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

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

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

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

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

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

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

Adopted by the Board of Directors, September 2009

The first *SJVC* Campus in Visalia, CA

INSTITUTION-SET STANDARDS

Following are the institution-set standards, which have been approved by the Board of Governors, for student achievement:

Standard	Definition	Measure
Course Completion Passing grade in course and persist to next mod/term.	Institutional aggregate score of annual course completion rate.	80%
Graduation Graduation rate for a calendar year.	Institutional aggregate of annual graduation rate.	50%
Placement In-field placement in a calendar year.	Institutional aggregate of annual placement rate.	60%
Certification/Licensure Achieve passing score on specified exam per programmatic accreditation.	Programs with programmatic accreditation thresholds will meet established standards.*	See program chart for specific rates and time periods.

Aviation Maintenance Technology, Licensed Vocational Nursing, Licensed Vocational Nursing to Registered Nursing Bridge, Registered Nursing, Respiratory Therapy, Surgical Technology, Veterinary Assistant to Veterinary Technology Bridge

Standards represent the minimum threshold for performance in these areas. Accomplishment of the standards is one of the methods that the College uses to assess how well it is fulfilling its mission.

INSTITUTIONAL LEARNING OUTCOMES

Upon successful completion of their program of study, graduates of San Joaquin Valley College will be able to demonstrate the following Institutional Learning Outcomes:

1. **Critical Thinking**
   Demonstrate critical thinking through examination of ideas and evidence before formulating an opinion or conclusion.
2. **Written Communication**
   Demonstrate the ability to compose coherent, supported, and sensibly structured written work.
3. **Oral Communication**
   Demonstrate the ability to communicate verbally in an effective and professional manner.
4. **Quantitative Reasoning**
   Demonstrate the ability to problem-solve using numerical and logical evidence.
5. **Information Literacy**
   Demonstrate the ability to recognize, locate, evaluate, and relate information.

CO-CURRICULAR LEARNING OUTCOMES

Upon successful completion of their program of study, graduates of San Joaquin Valley College will be able to demonstrate the following Co-Curricular Learning Outcomes:

1. **Professionalism**
   Demonstrate professional behavior and effective interactions with other professionals, community members, and/or patients.
2. **Intercultural Awareness**
   Demonstrate awareness of and responsiveness to social and cultural differences by using effective interpersonal skills.
3. **Self-Awareness and Learning**
   Demonstrate self-awareness through reflection and the development of appropriate plans for self-directed learning and development.
4. **Responsible Citizenship**
   Demonstrate responsible citizenship through relationship development and service to others on campus and in their community.
5. **Leadership and Teamwork**
   Demonstrate the ability to lead, work collaboratively with others, and resolve conflict to accomplish a shared goal.

SERVICE OUTCOMES

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

- Express opinions and feedback of services
- Retrieve information about services from a variety of sources
- Access resources easily
- Utilize services for personal success
- Confirm satisfaction of high quality and timely service

ASSESSMENT STATEMENT

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

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

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

- Define and refine learning/service outcomes
- Plan and provide learning and service opportunities
- Assess outcomes using a variety of methods
- Collect and analyze assessment data results
- Make institutional improvements based on assessment data results
- Close the loop: re-evaluate

GOVERNANCE AND ADMINISTRATION

SJVC operates under a shared governance structure comprised of the Board of Governors, Board of Directors, Senior Leadership, Executive Council, and Campus Leadership.

Joint responsibility, authority, and decision-making are accomplished through the collaboration of managers, faculty, staff, and students. All constituencies work together to plan and develop policies, regulations, and recommendations that guide the College. Broad participation from all segments of the College community is both encouraged and expected in the governance structure.

A listing of administrators and faculty is provided in **Section 9.**

INSTITUTIONAL ACCREDITATION

Institutional Accreditation

San Joaquin Valley College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at www.accjc.org.

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

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

PROGRAMMATIC ACCREDITATION & APPROVAL ENTITIES*

Program	Entity	Approval/Licensure/Certification	Contact Information
Aviation Maintenance Technology	Federal Aviation Administration, US Department of Transportation	Airframe and Powerplant (A&P) [National Certification]	Flight Standards District Office 1781 E. Fir Avenue, Ste. 203 Fresno, CA 93720 (559) 297-2150 http://www.faa.gov
Criminal Justice: Corrections	1. Board of State and Community Corrections (BSCC)/Standards and Training for Corrections (STC) 2. Bureau of Security and Investigative Service (BSIS)	1. Adult Corrections Officer Core Course Certificate of Completion (Academy) 2. Security Guard Card Training Certification and Exposed Firearm Certification of Completion	1. Board of State and Community Corrections 2590 Venture Oaks Way, Ste. 200 Sacramento, CA 95833 (916) 324-1641 http://www.bscc.ca.gov/s_standardsandtrainingforcorrections/ 2. Bureau of Security and Investigative Service 2420 Del Paso Rd., Ste. 270 Sacramento, CA 95834 (916) 322-4000 or (800) 952-5210 http://www.bsis.ca.gov
Dental Assisting	Department of Consumer Affairs, Dental Board of California (DBC)	Registered Dental Assistant (RDA) [State Registered License]	Dental Board of California 2005 Evergreen Street, Ste. 1550 Sacramento, CA 95815 (916) 263-2300 http://www.dbc.ca.gov
Dental Hygiene	1. The American Dental Association's Commission on Dental Accreditation (CODA) 2. Department of Consumer Affairs, Dental Hygiene Board of California (DHBC)	1. Registered Dental Hygienist (RDH) [State Registered License] 2. State Registered License (same as noted above)	1. Commission on Dental Accreditation 211 East Chicago Ave. Chicago, IL 60611-2678 (312) 440-2500 http://www.ada.org/en/coda 2. Department of Consumer Affairs, Dental Hygiene Board of California (DHBC) 2005 Evergreen Street, Ste. 2050 Sacramento, CA 95815 Phone: (916) 263-1978 Fax: (916) 263-2688 https://dhbc.ca.gov/
Electrical Technology	Department of Industrial Relations, Division of Labor Standards Enforcement	Certified Electrician	Department of Industrial Relations, Division of Labor Standards Enforcement Attn: Electrician Certification Unit 1515 Clay Street, Ste. 1302 Oakland, CA 94612 Phone: (510) 286-3900 Fax: (510) 286-3917 https://www.dir.ca.gov/dsle/ECU/ElectricalTrade.html
Registered Nursing; Registered Nursing LVN-RN Bridge	Department of Consumer Affairs, California Board of Registered Nursing (BRN)	Registered Nurse (RN) [State Registered License]	Board of Registered Nursing 1747 North Market Blvd., Ste. 150 Sacramento, CA 95834 (916) 322-3350 http://www.rn.ca.gov

*Complete accreditation statements can be found on the respective program pages.

Program	Entity	Approval/Licensure/Certification	Contact Information
Respiratory Therapy	Commission on Accreditation for Respiratory Care (CoARC)	Certified Respiratory Therapist (CRT) [National Entry-Level Certification] Registered Respiratory Therapist (RRT) [National Advanced-Level Registration] California Licensed Respiratory Care Practitioner (RCP) [State License]	Commission on Accreditation for Respiratory Care 264 Precision Blvd. Telford, TN 37690 (817) 283-2835 http://www.coarc.com
Surgical Technology	On the basis of compliance with the Standards and recommendation of the Accreditation Review Council on education in Surgical Technology and Surgical Assisting (ARC/STSA), accreditation is granted by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)	Certified Surgical Technologist (CST) [National Certifying Exam] The National Board of Surgical Technology and Surgical Assisting (NBSTSA) http://nbstsa.org is the sole qualifying organization to the exam	ARC/STSA 6 W. Dry Creek Circle, Ste. #110 Littleton, CO 80120 (303) 694-9262 http://www.arcstsa.org/ CAAHEP 25400 US Highway 19 N, Ste. 158 Clearwater, FL 33763 Phone: (727) 210-2350 Fax: (727) 210-2354 http://www.caahep.org
Veterinary Assistant to Veterinary Technology Bridge	1. Committee on Veterinary Technician Education and Activities (CVTEA), American Veterinary Medical Association 2. Department of Consumer Affairs, California Veterinary Medical Board (VMB)	1. Registered Veterinary Technician (RVT) [State License] 2. RVT State License	1. CVTEA-AVMA 1931 N Meacham Rd., Ste. 100 Schaumburg, IL 60173-4360 (847) 925-8070 or (800) 248-2862 http://www.avma.org 2. VMB 1747 N. Market Boulevard, Ste. 230 Sacramento, CA 95834 Phone: (916) 515-5220 Fax: (916) 928-6849 http://www.vmb.ca.gov
Vocational Nursing	Department of Consumer Affairs, California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)	Licensed Vocational Nurse (LVN) [State License]	BVNPT 2535 Capital Oaks Dr., Ste. 205 Sacramento, CA 95833 (916) 263-7800 http://www.bvnpt.ca.gov

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

BANKRUPTCY

SJVC does **NOT** have a pending petition in bankruptcy, is **NOT** operating as a debtor in possession, has **NOT** filed a petition with the preceding five years, or has **NOT** had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. §1101 et seq.)

STATE DISCLOSURES

Alaska

San Joaquin Valley College does not have a physical presence in Alaska. The programs offered through distance education are exempt from authorization by the Alaska Commission on Postsecondary Education under AS 14.48.

California

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:
2535 Capitol Oaks Drive, Suite 400,
Sacramento, CA 95833
www.bppe.ca.gov
Telephone: (888) 370-7589 and (916) 431-6959
Fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website (www.bppe.ca.gov).

Iowa

SJVC is registered with the Iowa College Student Aid Commission (Iowa College Aid) for its programs offered through the Online Division. Pursuant to Iowa Code Section 261.9(1) "g" Iowa's military deployment tuition and fee refund policy for students is as follows:

A policy to offer not less than the following options to a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty:

   i. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.

   ii. Make arrangements with the faculty member for the student's course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.

   iii. Make arrangements with only some of the faculty teaching courses in which the student was enrolled for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Pursuant to Iowa code, tuition reimbursement for non-military Iowa students is as follows:

SJVC shall provide to a terminating Iowa student a refund of tuition charges in an amount that is not less than ninety percent (90%) of the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

Students residing in Iowa who have questions or complaints about this institution may contact the Iowa College Student Aid Commission at 430 East Grand Avenue, Floor 3, Des Moines, IA 50309-1920, toll-free telephone number (877) 272-4456.

Texas

SJVC is not regulated in Texas under Chapter 132 of the Texas Education Code.

REQUIRED FEDERAL DISCLOSURE INFORMATION

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

SJVC LOCATIONS AND PROGRAM OFFERINGS

Antelope Valley (Lancaster) Campus

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

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

Associate of Science Degree
Business Office Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration
Pharmacy Technician

Certificate of Completion
Business Office Administration
Clinical Medical Assisting
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration
Pharmacy Technology

Atascadero Campus

8845 El Camino Real
Atascadero, CA 93422
Phone: (805) 470-7130

The Atascadero Campus was founded in September 2018. The campus serves students and employers in Atascadero and the surrounding area. The following programs are offered at the Atascadero Campus:

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

Bakersfield Campus

201 New Stine Road
Bakersfield, CA 93309
Phone: (661) 834-0126

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

Associate of Science Degree
Business Office Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Diagnostic Medical Sonography
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Industrial Maintenance Technology
Medical Office Administration
Pharmacy Technician
Respiratory Therapy
Surgical Technology

Certificate of Completion
Business Office Administration
Clinical Medical Assisting
Dental Assisting
Diagnostic Medical Sonography
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Industrial Maintenance Technology
Medical Office Administration
Pharmacy Technology
Veterinary Assistant

Delano Campus

8845 El Camino Real
Atascadero, CA 93422
Phone: (805) 470-7130

The Delano Campus was founded in September of 2015, and serves students and employers in the southern communities of Kern County. The following programs are offered at the Delano Campus:

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

Fresno Campus

295 East Sierra Avenue
Fresno, CA 93710
Phone: (559) 448-8282

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

Associate of Science Degree
Business Office Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration
Pharmacy Technician
Surgical Technology

Certificate of Completion
Business Office Administration
Clinical Medical Assisting
Dental Assisting
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Industrial Maintenance Technology
Medical Office Administration
Pharmacy Technology
Veterinary Assistant

Fresno-Trades Education Center (TEC)

495 East Andersen Avenue
Fresno, CA 93727
Phone: (559) 453-0123

2665 N. Air Fresno Drive
Stes. 101, 103, 106, 107
Fresno, CA 93727

The Fresno-Trades Education Center (TEC) was established in 2019 and serves students and employers in Fresno and the neighboring communities between Madera and Visalia. Originally the Fresno Aviation Campus (founded in 1991), this specialized campus is located near the Fresno-Yosemite International Airport and is designed to house the Aviation Maintenance Technology program and other trades-education programs. The following programs are offered at the Fresno-Trades Education Center (TEC):

Associate of Science Degree
Aviation Maintenance Technology
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration

Certificate of Completion
Aviation Maintenance Technology
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Industrial Maintenance Technology

Hanford Campus

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

The Hanford Campus was founded in 2004 to better serve the educational needs of students and employers in Kings and Tulare counties. The following programs are offered at the Hanford Campus:

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

Madera Campus

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

The Madera Campus was founded in June of 2014 and serves students and employers in all communities north to Modesto and south to Fresno. The following programs are offered at the Madera Campus:

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

Modesto Campus

5380 Pirrone Road
Salida, CA 95368
Phone: (559) 584-8840

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

Associate of Science Degree
Business Office Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Electrical Technology
Industrial Maintenance Technology
Medical Office Administration
Pharmacy Technician

Certificate of Completion
Business Office Administration
Clinical Medical Assisting
Electrical Technology
Industrial Maintenance Technology
Medical Office Administration
Pharmacy Technology

Online Division

http://www.sjvc.edu/campus/SJVC_Online/
Phone: (877) FOR-**SJVC**

The Online Division was founded in 2001 with the goal of providing training to students outside of the geographic areas served by the on-ground campuses.* The following programs are offered through the Online Division:

Baccalaureate of Science Degree
Dental Hygiene
Health Care Management
Nursing
Respiratory Therapy

Associate of Science Degree
Business Office Administration
Clinical and Administrative Medical Assisting
Construction Management
Human Resources Administration
Information Technology
Medical Billing and Coding

Certificate of Completion
Business Office Administration
Clinical Medical Assisting

Human Resources Administration
Information Technology (20-, 25-, and 30-week options)
Medical Billing and Coding
For information regarding states and territories currently accepting online enrollments, please visit http://www.sjvc.edu/campus/SJVC_Online/ *to connect with an admissions advisor for the Online Division.*

Ontario Campus

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

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

Associate of Science Degree
Business Office Administration
Clinical and Administrative Medical Assisting
Construction Management
Criminal Justice: Corrections
Dental Hygiene
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Industrial Maintenance Technology
Medical Office Administration
Pharmacy Technician
Registered Nursing
Respiratory Therapy

Certificate of Completion
Business Office Administration
Clinical Medical Assisting
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Industrial Maintenance Technology
Medical Office Administration
Pharmacy Technology
Registered Nursing

Porterville Campus

314 North Main Street
Porterville, CA 93257
Phone: (559) 853-4114

The Porterville Campus was founded in 2017 and serves students and employers in the southern communities of

Tulare County. The following programs are offered at the Porterville Campus:

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

Rancho Cordova Campus
11000 Olson Drive, Ste. 100
Rancho Cordova, CA 95670
Phone: (916) 638-7582

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

Associate of Science Degree
Respiratory Therapy
Surgical Technology

Rancho Mirage Campus
34275 Monterey Avenue
Rancho Mirage, CA 92270
Phone: (442) 305-7701

The Rancho Mirage Campus was founded in June of 2005. Located in Riverside County in the heart of the Coachella Valley, this campus serves students and employers in all neighboring communities between Yucca Valley and Salton City. The following programs are offered at the Rancho Mirage Campus:

Associate of Science Degree
Business Office Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration
Pharmacy Technician

Certificate of Completion
Business Office Administration
Clinical and Administrative Medical Assisting
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration
Pharmacy Technology

Santa Maria Campus
303 Plaza Drive
Santa Maria, CA 93454
Phone: (805) 608-3104

The Santa Maria Campus was founded in June of 2005. Located near the southern Central Coast of California, this campus serves students and employers in all neighboring communities between San Luis Obispo and Santa Barbara. The following programs are offered at the Santa Maria Campus:

Associate of Science Degree
Business Office Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration
Pharmacy Technician

Certificate of Completion
Business Office Administration
Clinical and Administrative Medical Assisting
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration
Pharmacy Technology

Temecula Campus
27270 Madison Avenue, Ste. 103
Temecula, CA 93257
Phone: (951) 296-6015

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

Associate of Science Degree
Business Office Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration
Pharmacy Technician
Respiratory Therapy
Surgical Technology

Certificate of Completion
Business Office Administration
Clinical Medical Assisting

Dental Assisting
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration
Pharmacy Technology

Pharmacy Technician
Registered Nursing
Registered Nursing – LVN to RN Bridge
Respiratory Therapy
Vocational Nursing

Certificate of Completion
Business Office Administration
Clinical Medical Assisting
Dental Assisting
Heating, Ventilation, Air Conditioning, and Refrigeration
Industrial Maintenance Technology
Medical Office Administration
Pharmacy Technology
Registered Nursing

Victor Valley (Hesperia) Campus

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

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

Associate of Science Degree
Business Office Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration
Pharmacy Technician

Certificate of Completion
Business Office Administration
Clinical Medical Assisting
Dental Assisting
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration
Pharmacy Technology

Central Administrative Office

3828 West Caldwell Avenue
Visalia, CA 93277
Phone: (559) 734-9000
www.sjvc.edu

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

Visalia Campus

8344 West Mineral King
Visalia, CA 93291
Phone: (559) 951-2500

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

Associate of Science Degree
Business Office Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Dental Hygiene
Heating, Ventilation, Air Conditioning, and Refrigeration
Medical Office Administration

SECTION 2

ADMISSIONS

ABILITY TO BENEFIT

"Ability to benefit" is defined as the demonstrated aptitude to successfully complete the educational program and subsequently be employed. The College has determined that ability to benefit is demonstrated by achievement of high school graduation, achievement of a GED or its equivalent and as such does not accept applicants who lack these credentials.

ADMISSION PROCEDURES AND REQUIREMENTS

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

- Applicants must possess a high school diploma or the equivalent.
- Applicants must participate in an interview with an admissions advisor.
- Applicants to on-ground and online programs must participate in an admissions assessment. The assessment instrument(s) and process vary by program. The purpose of the assessment is to evaluate the cognitive ability of prospective students. Each program has a required minimum entry score. The Admissions Department utilizes the results from the assessment(s) to select prospective students who have the best opportunity to achieve success in their chosen program.

Applicants for all on-ground programs (with the exception of Dental Hygiene, Registered Nursing, Diagnostic Medical Sonography, Surgical Technology, Respiratory Therapy, and Vocational Nursing) are required to take the Wonderlic Scholastic Level Exam (SLE) prior to enrolling. Following are the minimum scores for each program:

Program	Minimum Score
Business Office Administration	
Clinical & Administrative Medical Assisting	
Clinical Medical Assisting	
Criminal Justice: Corrections	12
Dental Assisting	
Medical Office Administration	
Pharmacy Technician/Technology	
Aviation Maintenance Technology	
Construction Management	
Electrical Technology	
Heating, Ventilation, Air Conditioning, & Refrigeration	14
Industrial Maintenance Technology	
Veterinary Assistant	15

Applicants for all online programs are required to take the Wonderlic Scholastic Level Exam – Quicktest (SLE-Q) prior to enrolling. Following are the minimum scores for each program:

Program	Minimum Score
Business Office Administration	
Clinical & Administrative Medical Assisting	12
Clinical Medical Assisting	
Human Resources Administration	
Construction Management	14
Medical Billing and Coding	15
Information Technology (all concentrations)	18

Applicants who score below the minimum for their selected program may take the assessment a second time on the same day. If the applicant scores below the minimum on the second attempt, a waiting period of six (6) months is required before the applicant may test again for the same or any program.

SJVC has a number of programs that require a specific entrance examination; these programs are shown in the table below. There is no minimum score for these exams; rather, the Program Director and other program administration will consider the exam score in the broader context of the program's application requirements, using an assessment matrix to inform the decision for acceptance into the program. Please see www.sjvc.edu for additional specific application requirements for individual programs.

Program	Entrance Exam
Dental Hygiene	Accuplacer
Registered Nursing	Test of Essential Academic Skills (TEAS)
Diagnostic Medical Sonography	Wonderlic Basic Skills Test (WBST)
Surgical Technology	
Respiratory Therapy	Health Occupations Aptitude Exam – Psychological Services Bureau (HOAE – PSB)
Vocational Nursing	
Veterinary Assistant to Veterinary Technology Bridge	Veterinary Technology Preparation Knowledge Exam; score of 75% or higher

Some programs have additional entrance procedures and requirements which may be found in the Admission Requirements statement listed for each program that appears in this Catalog.

- Applicants must meet with either the Enrollment Services Director or a campus manager (or their designee) for an acceptance interview. In addition to this acceptance interview, applicants may be required to meet with the Director of their selected program.
- Applicants must meet with the Financial Services Department to confirm arrangements to meet tuition obligations.
- Upon completion of the above, the applicant will sign an

Enrollment Agreement, which sets forth specific information such as start and graduation dates, tuition information, academic schedule, etc.

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

NOTE: Applicants to the Dental Hygiene, Health Care Management, Nursing, and Respiratory Therapy Baccalaureate programs and the non-degree general education courses are not subject to the admissions assessment and acceptance interview requirements listed above.

Programs leading to occupations requiring licensure may have licensing requirements that prohibit enrollment of applicants with relevant past criminal convictions.

LANGUAGE PROFICIENCY

Students are required to have proficiency in the English language as documented in the admissions process:
- Conversational proficiency: interview
- Written proficiency: application essay
- Reading comprehension: assessment instrument

All enrollment-related documents, including the Enrollment Agreement and the School Performance Fact Sheet, are printed in English. If English is not your primary language, you have the right to retain an interpreter at your own cost to obtain a clear explanation of the terms and conditions of the Enrollment Agreement, including the cancellation and refund policies and other enrollment-related documents, in your primary language

STUDENT RIGHT TO CANCEL

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned in a timely manner in good condition.

INTERNATIONAL STUDENTS (Requirements and VISA Services)

SJVC is authorized by the United States (U.S.) Department of Homeland Security (DHS) to accept and enroll non-immigrant students. The College is approved to issue documents that support the issuance of F-1 and M-1 Visas to qualified international students. Students holding J or H Visas may also be eligible to attend as an international student. After meeting with an SJVC representative, students who declare a country of citizenship other than the U.S. and who do not have permanent U.S. residence will be referred to a Designated School Official (DSO) at SJVC during the admission process. Prior to the issuance of a Student Visa Petition (Form I-20 A-B), non-immigrant students must provide original or verified copies of the following items in addition to the regular *SJVC* admission requirements for their respective program:

International Applicant Packet Documents
a. Official copy of student's diploma translated and evaluated by a U.S. high school and/or college equivalency by an agency recognized by NACES (National Association of Credential Evaluation Services, http://naces.org/members.html)
b. Official college transcript(s), if applicable, in order to determine eligibility to transfer certain program General Education course requirements
c. English Proficiency Test results, either a TOEFL score of at least 61, internet-based; or a TOEIC score of 590 or better; or an IELTS Academic test result of 6 or higher
d. Letter of Intent written by applicant explaining why the student wants to study in the U.S. The letter should also include information about the student's plans for after program completion and after any possible DHS-approved optional work permission in the U.S.
e. A signed Affidavit of Support from the student's sponsor stating:
   1. His or her relationship to the student
   2. Sufficient funds have been set aside solely for the purpose of the student's education
   3. Name, address, and phone number of the sponsor
f. Applicant's or sponsor's bank(s) statement dated no later than six months showing twelve months of tuition and living expenses
g. Copy of student's information and photo page from valid passport
h. Copy of VISA/I-94 card, if applicable
i. Copy of prior I-20 A-B form (applicable for Transfer Students only)
j. Applicants should also check with their U.S. consulate or U.S. embassy for other possible requirements.

Questions may be directed to the SEVIS approved Designated School Official at SJVC.DSO@sjvc.edu.

TRANSFER OF CREDIT

Policy: *SJVC* is committed to helping students achieve their educational goals. As students often complete coursework at more than one institution, it is the policy of *SJVC* to apply previously earned credit toward an *SJVC* degree or certificate (where appropriate) and to provide opportunities for course challenge. A maximum of 50% of the total credits required for an *SJVC* degree or certificate program may be transferred in

from another institution; however, in exigent circumstances (e.g., school closure), the College may make allowance for additional earned credit to be applied toward a student's program of study.

All incoming coursework will be thoroughly evaluated to ensure that the nature, content, associated student learning outcomes, and level of credit earned aligns with the equivalent course requirements of the *SJVC* program of enrollment. General requirements for transfer credit include the following:

- Course has been completed at an institution of higher education recognized by the Council for Higher Education Accreditation or is otherwise validated for comparability to coursework for which it is accepted.
- Undergraduate coursework must be graded at a 2.0 ("C") or higher.
- Coursework must be credit-bearing and completed at the same level for which it is credited, i.e., lower division for lower division, or upper division for upper division.
- Some courses, including all science courses for Respiratory Therapy, Dental Hygiene, and Surgical Technology, require completion within the past seven (7) years in order to be considered. Please see complete Program Descriptions for information regarding required coursework, including prerequisites.
- Course credit assessment must be completed prior to the academic year of enrollment for that course to be accepted toward program completion.

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

Additional options and protocols for determining the transferability of previously earned credit and for course challenge are provided below:

- **Credits Earned by Students Receiving Veterans Affairs (VA) Benefits:** Incoming students receiving VA benefits will have any previous college coursework or training (military and nonmilitary) evaluated to determine whether the previously earned credit may be transferred into their program of study. All accepted transfer credit will be applied toward the student's program of study and a credit of $411.00 per unit will be given.
- **Credits Earned in Foreign Institutions:** Students who have completed coursework in foreign institutions must have their transcripts evaluated by a foreign evaluation service in order to have that coursework considered for academic credit. Upon completion of this process, the evaluation report must be sent directly to the Registrar's office. The Transcript Evaluator will evaluate the report and make a determination on whether credit will be awarded.
- **Credits Earned by Examinations and Advanced Placement Courses:** Specific general education courses from the following testing sources may be eligible for transfer:
  o Advanced Placement Program of the College Board (AP)
  o College-Level Examination Program (CLEP)
  o DANTES Subject Standardization Test (DSST)
  o Excelsior College Examinations (formerly Regents or ACT/PEP)
- **Credit Earned through Course Challenge:** Students may earn course credit in the subjects of math, English, and some program pre-requisite courses through successful course challenge. To challenge a course, students complete and pass an examination which tests their knowledge of the objectives and learning outcomes covered in the particular course. Students who successfully pass the examination will be granted the appropriate academic credit. Students must complete this process prior to the first scheduled start date of the applicable course. No tuition credit will be given to students who successfully pass the examination.

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

Procedure: A written request to transfer in previously earned credit must be submitted to the Registrar's Office prior to the scheduled course(s). The request must include the following:

- Official transcript demonstrating successful completion of the coursework or program for which recognition is sought
  o Transcripts must be sent directly from the institution of origin.
- Copy of the Catalog program and/or course description or copy of course syllabus (if requested)

The request and the accompanying materials will be reviewed by the Transcript Evaluator and students will receive a written notification of the decision.

CRIMINAL BACKGROUND CHECKS

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

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

This does not necessarily mean that SJVC will deny admission to or expel a student from the College. SJVC will evaluate each case

on its facts. Generally speaking, *SJVC* will look at the rational relationship between the nature, severity, and recentness of the crime; *SJVC's* interests and needs; and the responsibility and repentance of the person convicted in determining whether to take action. *SJVC* expects each applicant and/or student to provide *SJVC* with truthful, accurate, and complete information about his/her convictions. This includes a continuing duty to notify *SJVC* of any arrests or convictions during the time that the student is enrolled at *SJVC*. Failure to comply with this policy may result in immediate denial of admission or suspension and/or expulsion from *SJVC*.

COURSE SCHEDULING
The College reserves the right to schedule courses in the order it deems necessary.

ALTERNATIVE INSTRUCTIONAL SITES
The College reserves the right to deliver instruction off-site in a facility within 25 miles of the home campus that meets the instructional needs of the program or course.

ACADEMIC CALENDAR
Most educational programs have frequent points of enrollment and operate on a continuous, five-week instructional cycle throughout the year. These programs include:

- Business Office Administration
- Clinical and Administrative Medical Assisting
- Clinical Medical Assisting
- Construction Management
- Criminal Justice: Corrections
- Dental Assisting
- Dental Hygiene (Bachelor's Degree)
- Electrical Technology
- Health Care Management (Bachelor's Degree)
- Heating, Ventilation, Air Conditioning, & Refrigeration
- Human Resources Administration
- Industrial Maintenance Technology
- Information Technology
- Medical Billing and Coding
- Medical Office Administration
- Nursing (Bachelor's Degree)
- Pharmacy Technician/Technology
- Respiratory Therapy (Bachelor's Degree)

The 2020 start dates for these programs are provided below. Periodically, some programs will have a "dark start" where new students will have to wait until the next available start date to begin.

2020 START DATES
01/06/2020	05/26/2020	10/12/2020
02/10/2020	06/29/2020	11/16/2020
03/16/2020	08/03/2020	
04/20/2020	09/08/2020	

LINEAR PROGRAMS
The programs listed below are linear, which means that students must complete classes in a specific sequence from start to finish. Due to this structure, linear programs have fewer enrollment opportunities throughout the year. The **2020 START DATES** for the linear programs are as follows:

AVIATION MAINTENANCE TECHNOLOGY
Fresno – Trades Education Center (TEC)
01/30/2020	07/27/2020
03/31/2020	09/23/2020
05/28/2020	11/23/2020

DENTAL HYGIENE
Ontario Campus
06/08/2020

Visalia Campus
02/10/2020
10/05/2020

DIAGNOSTIC MEDICAL SONOGRAPHY
02/07/2020	03/30/2020
05/01/2020	10/16/20

REGISTERED NURSING – LVN to RN BRIDGE
Visalia Campus
01/02/2020

REGISTERED NURSING (Generic)
Ontario Campus	**Visalia Campus**
03/30/2020	03/31/2020

RESPIRATORY THERAPY
Bakersfield and Visalia Campuses
02/05/20	07/20/2020
11/09/2020	

Ontario and Rancho Cordova Campuses
01/27/2020	09/08/2020
05/18/2020	

RESPIRATORY THERAPY (cont.)
Temecula Campus
01/06/2020
06/29/2020

SURGICAL TECHNOLOGY
Bakersfield and Fresno Campus
1/27/2020
09/14/2020

VETERINARY ASSISTANT
Fresno Campus

01/06/20	08/03/20
03/16/20	10/12/20
04/20/20	11/16/20

Bakersfield Campus

01/06/20	08/03/20
02/10/20	09/08/20
04/20/20	11/16/20
05/26/20	12/21/20

VETERINARY ASSISTANT TO VETERINARY TECHNOLOGY BRIDGE
Fresno Campus
01/06/20

VOCATIONAL NURSING
03/30/20
11/30/20

PROGRAM CANCELLATION
The College reserves the right to cancel a program up to five (5) calendar days after the program start date.

2020 HOLIDAY OBSERVATIONS

Holiday	Date(s)
New Year's Day	January 1, 2020
Martin Luther King, Jr. Day	January 20, 2020
President's Day	February 17, 2020
Good Friday	April 10, 2020 (after 12 p.m.)
Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Veteran's Day	November 11, 2020
Thanksgiving	November 26-27, 2020
Christmas Day	December 25, 2020
Winter Break	December 24-31, 2020

TUITION

The tuition for each program is listed below, on the College's portal website, *InfoZone* (available to enrolled students), and the sjvc.edu website.

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL	PROGRAM START DATE
Antelope Valley (Lancaster)	Business Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032			$16,032	
	Clinical & Administrative Medical Assisting	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Criminal Justice: Corrections	Associate Degree	$17,647	$17,647		$35,294	10/21/19
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	$17,724	$16,741		$34,465	10/21/19
		Certificate	$17,724	$5,931		$23,655	
	Medical Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032	$13,968		$30,000	
	Pharmacy Technician	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Pharmacy Technology	Certificate	$16,032	$2,494		$18,526	10/21/19
Atascadero	Business Office Administration	Certificate	$16,032			$16,032	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Medical Office Administration	Certificate	$16,032	$2,494		$18,526	10/21/19
Bakersfield	Business Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032			$16,032	
	Clinical & Administrative Medical Assisting	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Criminal Justice: Corrections	Associate Degree	$16,218	$16,218		$32,436	10/21/19
	Dental Assisting	Certificate	$18,966			$18,966	10/21/19
	Diagnostic Medical Sonography	Associate Degree	$20,778	$20,778		$41,556	11/18/19
		Certificate	$20,778	$20,778		$41,556	
	Electrical Technology	Associate Degree	$16,457	$15,292		$31,749	10/21/19
		Certificate	$16,457	$5,444		$21,901	
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	$16,457	$15,292		$31,749	10/21/19
		Certificate	$16,457	$5,444		$21,901	
	Industrial Maintenance Technology	Associate Degree	$16,457	$14,775		$31,232	10/21/19
		Certificate	$16,457			$16,457	
	Medical Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032	$2,494		$18,526	
	Non-Degree (Non-Science Courses) – **5 Weeks**	N/A	$1,400 per course			$1,400 per course	2/19/19

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL	PROGRAM START DATE
Bakersfield	Non-Degree (Science Courses) – **10 Weeks**	N/A	$1,500 per course			$1,500 per course	2/19/19
	Pharmacy Technician	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Pharmacy Technology	Certificate	$16,032	$2,494		$18,526	10/21/19
	Respiratory Therapy	Associate Degree	$17,854	$17,854		$44,790	12/2/19
	Surgical Technology	Associate Degree	$19,406	$19,406		$38,812	1/27/20
	Veterinary Assistant	Certificate	$17,699	$2,753		$20,452	10/21/19
Delano	Business Office Administration	Certificate	$16,032			$16,032	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Medical Office Administration	Certificate	$16,032	$2,494		$18,526	10/21/19
Fresno	Business Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032			$16,032	
	Clinical & Administrative Medical Assisting	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Criminal Justice: Corrections	Associate Degree	$16,218	$16,218		$32,436	10/21/19
	Dental Assisting	Certificate	$18,966			$18,966	10/21/19
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	$16,457	$15,292		$31,749	10/21/19
		Certificate	$16,457	$5,444		$21,901	
	Industrial Maintenance Technology	Certificate	$16,457			$16,457	10/21/19
	Medical Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032	$2,494		$18,526	
	Non-Degree (Non-Science Courses) – **5 Weeks**	N/A	$1,400 per course			$1,400 per course	2/19/19
	Non-Degree (Science Courses) – **10 Weeks**	N/A	$1,500 per course			$1,500 per course	2/19/19
	Pharmacy Technician	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Pharmacy Technology	Certificate	$16,032	$2,494		$18,526	10/21/19
	Surgical Technology	Associate Degree	$19,406	$19,406		$38,812	1/27/20
	Veterinary Assistant	Certificate	$17,699	$2,753		$20,452	11/25/19
	Veterinary Assistant to Veterinary Technology Bridge	Associate Degree	$14,946			$14,946	1/6/20

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL	PROGRAM START DATE
Fresno – Trades Education Center	Aviation Maintenance Technology	Associate Degree	$14,795	$14,795	$5,936	$35,526	11/20/19
		Certificate	$14,795	$14,795	$1,385	$30,975	
	Electrical Technology	Associate Degree	$16,457	$15,292		$31,749	10/21/19
		Certificate	$16,457	$5,444		$21,901	
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	$16,457	$15,292		$31,749	10/21/19
		Certificate	$16,457	$5,444		$21,901	
	Industrial Maintenance Technology	Certificate	$16,457			$16,457	10/21/19
Hanford	Business Office Administration	Certificate	$16,032			$16,032	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Medical Office Administration	Certificate	$16,032	$2,494		$18,526	10/21/19
Madera	Business Office Administration	Certificate	$16,032			$16,032	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Medical Office Administration	Certificate	$16,032	$2,494		$18,526	10/21/19
Modesto (Salida)	Business Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032			$16,032	
	Clinical & Administrative Medical Assisting	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Criminal Justice: Corrections	Associate Degree	$16,218	$16,218		$32,436	10/21/19
	Electrical Technology	Associate Degree	$16,457	$15,292		$31,749	10/21/19
		Certificate	$16,457	$5,444		$21,901	
	Industrial Maintenance Technology	Associate Degree	$16,457	$14,775		$31,232	10/21/19
		Certificate	$16,457			$16,457	
	Medical Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032	$2,494		$18,526	
	Pharmacy Technician	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Pharmacy Technology	Certificate	$16,032	$2,494		$18,526	10/21/19
Online - conferred from Visalia	Business Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032			$16,032	
	Clinical & Administrative Medical Assisting	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Construction Management	Associate Degree	$14,837	$14,837		$29,674	10/21/19
	Dental Hygiene	Bachelor of Science	$13,400	$3,350		$16,750	6/29/20
	Health Care Management	Bachelor of Science	$13,400	$11,600		$25,000	5/26/20

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL	PROGRAM START DATE
Online - conferred from Visalia	Human Resource Administration	Associate Degree	$14,837	$14,837		$29,674	10/21/19
		Certificate	$14,837			$14,837	
	Information Technology	Associate Degree	$14,837	$14,837		$29,674	10/21/19
	Information Technology with Concentration in:						
	Computer Support	Certificate	$9,889			$9,889	
	Computer Support & Networking	Certificate	$14,837			$14,837	
	Computer Support & Security	Certificate	$14,837			$14,837	
	Computer Support, Networking & Security	Certificate	$14,837			$14,837	10/21/19
	Networking	Certificate	$9,889			$9,889	
	Networking & Security	Certificate	$14,837			$14,837	
	Networking Support	Certificate	$12,363			$12,363	
	Security	Certificate	$9,889			$9,889	
	Security Support	Certificate	$12,363			$12,363	
	Medical Billing and Coding	Associate Degree	$14,402	$14,402		$28,804	10/21/19
		Certificate	$14,402			$14,402	
	Non-Degree (Non-Science Courses) – **5 Weeks**	N/A	$1,400 per course			$1,400 per course	12/11/17
	Nursing	Bachelor of Science	$13,400	$3,350		$16,750	6/29/20
	Respiratory Therapy	Bachelor of Science	$10,400	$4,500		$14,900	5/26/20
Ontario	Business Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032			$16,032	
	Clinical & Administrative Medical Assisting	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Construction Management	Associate Degree	$17,724	$16,224		$33,948	10/21/19
	Criminal Justice: Corrections	Associate Degree	$17,647	$17,647		$35,294	10/21/19
	Dental Hygiene*	Associate Degree	$29,575	$29,575		$59,150	6/8/20
	Electrical Technology	Associate Degree	$17,724	$16,224		$33,948	10/21/19
		Certificate	$17,724	$5,931		$23,655	
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	$17,724	$16,741		$34,465	10/21/19
		Certificate	$17,724	$5,931		$23,655	
	Industrial Maintenance Technology	Associate Degree	$17,724	$16,224		$33,948	10/21/19
		Certificate	$17,724			$17,724	
	Medical Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032	$2,494		$18,526	

*This program has an additional cost of $3,950 for the purchase of an instrument kit.

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL	PROGRAM START DATE
Ontario	Non-Degree (Non-Science Courses) – **5 Weeks**	N/A	$1,400 per course			$1,400 per course	10/4/17
	Non-Degree (Science Courses) – **10 Weeks**	N/A	$1,500 per course			$1,500 per course	3/11/17
	Pharmacy Technician	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Pharmacy Technology	Certificate	$16,032	$2,494		$18,526	10/21/19
	Registered Nursing (Generic)	Associate Degree	$29,870	$30,362		$60,232	3/30/20
	Registered Nursing (30-Unit)	Certificate	$35,966			$35,966	2/5/20
	Respiratory Therapy	Associate Degree	$17,854	$17,854	$9,082	$44,790	1/27/20
Porterville	Business Office Administration	Certificate	$16,032			$16,032	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Medical Office Administration	Certificate	$16,032	$2,494		$18,526	10/21/19
Rancho Cordova	Respiratory Therapy	Associate Degree	$19,613	$19,898	$10,014	$49,525	5/18/20
	Surgical Technology	Associate Degree	$19,406	$19,406		$38,812	11/9/20
Rancho Mirage	Business Office Administration	Associate Degree	$16,032	$13,968		$30,000	2/10/20
		Certificate	$16,032			$16,032	
	Criminal Justice: Corrections	Associate Degree	$17,647	$17,647		$35,294	4/20/20
	Clinical and Administrative Medical Assisting	Associate Degree	$16,032	$13,968		$30,000	2/10/20
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	2/10/20
	Electrical Technology	Associate Degree	$17,724	$16,741		$34,465	11/16/20
		Certificate	$17,724	$5,931		$23,655	
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	$17,724	$16,741		$34,465	3/16/20
		Certificate	$17,724	$5,931		$23,655	
	Medical Office Administration	Associate Degree	$16,032	$13,968		$30,000	2/10/20
		Certificate	$16,032	$2,494		$18,526	
	Pharmacy Technician	Associate Degree	$16,032	$13,968		$30,000	2/10/20
	Pharmacy Technology	Certificate	$16,032	$2,494		$18,526	2/10/20
Santa Maria	Business Office Administration	Associate Degree	$16,032	$13,968		$30,000	2/10/20
		Certificate	$16,032			$16,032	
	Criminal Justice: Corrections	Associate Degree	$17,647	$17,647		$35,294	4/20/20
	Clinical and Administrative Medical Assisting	Associate Degree	$16,032	$13,968		$30,000	2/10/20

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL	PROGRAM START DATE
Santa Maria							
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	2/10/20
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	$17,724	$16,741		$34,465	2/10/20
		Certificate	$17,724	$5,931		$23,655	
	Medical Office Administration	Associate Degree	$16,032	$13,968		$30,000	4/20/20
		Certificate	$16,032	$2,494		$18,526	
	Pharmacy Technician	Associate Degree	$16,032	$13,968		$30,000	2/10/20
	Pharmacy Technology	Certificate	$16,032	$2,494		$18,526	2/10/20
Temecula	Business Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032			$16,032	
	Clinical & Administrative Medical Assisting	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Criminal Justice: Corrections	Associate Degree	$17,647	$17,647		$35,294	10/21/19
	Dental Assisting	Certificate	$18,966			$18,966	10/21/19
	Electrical Technology	Associate Degree	$17,724	$16,224		$33,948	10/21/19
		Certificate	$17,724	$5,931		$23,655	
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	$17,724	$16,741		$34,465	10/21/19
		Certificate	$17,724	$5,931		$23,655	
	Medical Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032	$2,494		$18,526	
	Pharmacy Technician	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Pharmacy Technology	Certificate	$16,032	$2,494		$18,526	10/21/19
	Respiratory Therapy	Associate Degree	$17,854	$17,854	$9,082	$44,790	6/29/20
	Surgical Technology	Associate Degree	$19,406	$19,406		$38,812	4/14/20
Victor Valley (Hesperia)	Business Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032			$16,032	
	Clinical & Administrative Medical Assisting	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Criminal Justice: Corrections	Associate Degree	$17,647	$17,647		$35,294	10/21/19
	Dental Assisting	Certificate	$18,966			$18,966	10/21/19
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	$17,724	$16,741		$34,465	10/21/19
		Certificate	$17,724	$5,931		$23,655	
	Medical Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032	$2,494		$18,526	

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL	PROGRAM START DATE
Victor Valley (Hesperia)	Pharmacy Technician	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Pharmacy Technology	Certificate	$16,032	$2,494		$18,526	10/21/19
Visalia	Business Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032			$16,032	
	Clinical & Administrative Medical Assisting	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Clinical Medical Assisting	Certificate	$16,032	$2,494		$18,526	10/21/19
	Criminal Justice: Corrections	Associate Degree	$16,218	$16,218		$32,436	10/21/19
	Dental Assisting	Certificate	$18,966			$18,966	10/21/19
	Dental Hygiene*	Associate Degree	$29,575			$59,150	2/10/20
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	$16,457	$15,292		$31,749	10/21/19
		Certificate	$16,457	$5,444		$21,901	
	Industrial Maintenance Technology	Certificate	$16,457			$16,457	10/21/19
	Medical Office Administration	Associate Degree	$16,032	$13,968		$30,000	10/21/19
		Certificate	$16,032	$2,494		$18,526	
	Non-Degree (Non-Science Courses) – **5 Weeks**	N/A	$1,400 per course			$1,400 per course	10/7/17
	Non-Degree (Non-Science Courses) – **10 Weeks**	N/A	$1,500 per course			$1,500 per course	10/7/17
	Non-Degree (Science Courses) – **10 Weeks**	N/A	$1,500 per course			$1,500 per course	10/7/17
	Pharmacy Technician	Associate Degree	$16,032	$13,968		$30,000	10/21/19
	Pharmacy Technology	Certificate	$16,032	$2,494		$18,526	10/21/19
	Registered Nursing (Generic)	Associate Degree	$29,870	$30,362		$60,232	3/31/20
	Registered Nursing (LVN to RN Bridge)	Associate Degree	$35,966			$35,966	1/2/20
	Registered Nursing (30-Unit)	Certificate	$35,966			$35,966	2/5/20
	Respiratory Therapy	Associate Degree	$17,854	$17,854	$9,082	$44,790	3/30/20
	Vocational Nursing	Associate Degree	$18,850	$18,850		$37,700	3/30/20

*This program has an additional cost of $3,950 for the purchase of an instrument kit.

STUDENT TUITION RECOVERY FUND

It is a state requirement that a student who meets the two requirements noted below pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF), the purpose of which is to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. In that event, a claim may be filed by contacting the STRF unit at (800) 370-7589 [select option 5 when prompted] or by sending an email to STRFClosedSchool@dca.ca.gov

You must pay the state-imposed assessment for STRF if all of the following applies to you: (1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and (2) your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies: (1) You are not a California resident, or are not enrolled in a residency program, or (2) your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the STRF to relieve or mitigate economic losses suffered by students in education programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the BPPE.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: (1) The school closed before the course of instruction was completed; (2) the school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school; (3) the school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition or other costs; (4) there was a material failure to comply with the Act or Division within 30 days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau; (5) an inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

NOTE: Effective January 1, 2015, the Bureau for Private Postsecondary Education (BPPE) changed the STRF assessment rate to $0. Therefore, STRF assessments will not be collected from students who enroll in a program after January 2015.

FINANCIAL SERVICES

FINANCIAL AID ASSISTANCE

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

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

TYPES OF FINANCIAL AID AVAILABLE

GRANTS

Federal Pell Grant Program

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

Federal Supplemental Educational Opportunity Grants

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

LOAN REPAYMENT

If an applicant obtains a loan to pay for an educational program, the applicant will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the applicant is eligible for a loan guaranteed by the federal or state government and the applicant defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the applicant, including applying any income tax refund to which the applicant is entitled to reduce the balance owed on the loan.
- The applicant may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid.

Federal Direct Stafford Loans Subsidized

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

Federal Direct Stafford Loans Unsubsidized

Independent students may also borrow from the Unsubsidized Federal Direct Stafford Loan program and begin interest payments while in school; this loan must be
repaid. Principal payments begin upon either graduation or termination from SJVC, whichever occurs first.

Federal Direct PLUS

Through the Federal Parent Loan for Undergraduate Students program, parents of dependent students may borrow funds to meet educational expenses. This loan must be repaid, beginning once the loan is fully disbursed (paid out).

Institutional Loan

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

Student Scholarships

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

Veteran's Administration (VA) Benefits

If you believe you are eligible for Veterans Administration (VA) benefits, please contact the Financial Aid Office at your local campus. You may also get information on the SJVC programs that are approved for VA funding through the VA's WEAMS Institution Search tool: http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do. Type in San Joaquin Valley College for the Institution Name and then select your campus of interest to see a current list of approved programs.

APPLICATION PROCESS

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

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

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

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

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

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

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

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

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned in a timely manner in good condition.

Withdrawal from Program
Students have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:
a. Student notifies the College of withdrawal or the actual date of withdrawal; or
b. The College terminates the enrollment; or
c. Student fails to attend any classes for fourteen (14) consecutive calendar days.

If the student withdraws from the program after the period allowed for cancellation of the agreement and has completed less than 60 percent of the period of attendance, the College will calculate whether a refund is due, and if so, remit a refund within 45 days following the withdrawal.

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

REFUNDS

If a student withdraws from school, two separate calculations will be performed. The first calculation is a required calculation for all Title IV recipients, and is called the Return to Title IV calculation. This step determines the amount of Title IV financial aid that the student is able to retain. In addition to the Return of Title IV requirements for federal financial aid recipients, the College is required by the State to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. The federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the College and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the College.

Return to Title IV Funds Calculation (R2T4)
Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the College must calculate the following:

A. To determine the percentage of the enrollment period completed, the number of days* attended in the enrollment period is divided by the total days* in the enrollment period. (if AMT), the number of hours attended in the enrollment period is divided by the total hours in the enrollment period).
*Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more, and approved leave of absences are excluded.

B. The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.

C. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.

D. The College will return the lesser of the total earned aid or the unearned institutional charges for the payment period.

E. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
1. Unsubsidized Stafford Loan Program
2. Subsidized Stafford Loan Program
3. Stafford PLUS Program: If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:
4. Federal Pell Grant Program
5. Other assistance awarded under this title for which return of funds is required

Note: After the College has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50 percent. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note. If a student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
If the student is eligible for a loan guaranteed or insured by the state or federal government and the student defaults on the loan:

• The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and

• The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

Example:

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

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

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

Institutional/California State Refund Calculation

The Institutional/California state refund policy shall be a pro rata refund of moneys paid for institutional charges for students who have completed 60 percent or less of the period of attendance. The pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided, subtracted from the amount paid by the student. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in he program), multiplied by the number of days' student attended, or was scheduled to attend, prior to withdrawal.

All amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the Catalog specify amounts paid for an application fee or deposit not more than $250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. If any portion of those charges was paid from the proceeds of a nonfederal loan, then the refund will be sent to the lender or to the agency that guaranteed the loan. All other monies shall be returned to the student.

SECTION 4

INSTITUTIONAL POLICIES

San Joaquin Valley College
College Catalog (Effective February 24, 2020 – December 31, 2020)

STUDENT CONDUCT STANDARDS

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

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

ACADEMIC FREEDOM

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

Faculty and students have the right to express their ideas in the classroom, verbally and in writing, within the boundaries of good taste and socially established standards, upholding cultural diversity and integrity. The College will promptly conduct an investigation upon learning that a member of the faculty has allegedly expressed his/her personal opinions without the balance of introducing opposing viewpoints or critical thinking practices to ensure instructional integrity.

SJVC extends the definition of academic freedom to include the methods used by the faculty to facilitate learning of the approved course curriculum. Instructional methods to achieve the Course Learning Outcomes (CLOs) and deliver the learning materials may vary by individual faculty member to include a wide range of choices, including but not limited to:

- o Lectures
- o Audio visual presentations
- o Class discussions
- o Guest speakers
- o Role playing
- o Simulations
- o Skill demonstrations
- o Case studies and research

Faculty who believe that a violation of their academic freedom has occurred may seek redress by utilizing the Faculty Grievance Process, which is published in the Faculty Handbook.

CAMPUS DISTURBANCE

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

COOPERATION WITH COLLEGE STAFF

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

ACADEMIC HONESTY

The entire *SJVC* community is expected to uphold the highest standards of academic honesty. For students, this requires that they do their own work honestly, without cheating or plagiarizing. Students who engage in honest academic behavior(s) will have the satisfaction of knowing that they received the best education available to them and that they will be thoroughly prepared to enter their chosen career field upon graduation.

Administrators and faculty are required to promote an environment where true learning is embraced, and ultimately, to support the standards of academic honesty in all aspects of the educational process. This joint effort will result in a sense of mutual respect, trust, and integrity.

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

SJVC has clear-cut procedures to address dishonest behaviors, including appropriate penalties to censure said behavior, both of which are set forth below. This section is limited to those areas of campus life that are directly related to academic conduct and ethics.

Violations

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

1. **Misrepresentation of academic work:**
- Using another's statements or thoughts without giving that source proper credit (plagiarism)
- Submitting for credit one's own academic work (e.g., research paper, project) that was previously prepared for another course or purpose (self-plagiarism)

- Using a substantial portion of one's own previous academic work without significantly improving the previous submission and without obtaining prior consent of the faculty member teaching the course. Submitting for credit an assignment prepared by another person (or persons)

2. **Interference with academic pursuits requiring independent effort:**
   - Giving, receiving, or using unauthorized assistance on examinations
   - Collaboration with others when independent work is required
   - Deliberately defacing or removing course materials, thereby making them unavailable to others

3. **Buying, Selling, or Bribing**
   - Offering to buy or sell unauthorized assistance on exams, papers, or grades
   - Offering or accepting bribes related to academic work

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

ACCESS TO STUDENT EDUCATIONAL RECORDS AND PRIVACY RIGHTS

Student records are permanently maintained in an electronic database.

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

For the purposes of this policy, *SJVC* has used the following definitions of terms:

- Student – any person who attends or has attending *SJVC*
- Education Records – any record (in handwriting, print, tapes, film, computer, or other medium) maintained by *SJVC* or an agent of *SJVC*, which is directly related to a student, except:
  - A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person, except a temporary substitute for the maker of the record
  - An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
  - Alumni records, which contain information about a student after he or she is no longer in attendance at *SJVC*, and which do not relate to the person as a student

Directory Information – FERPA designates certain student information as "Directory Information" and gives the institution the right to disclose such information without having to ask students' permission. In accordance with FERPA, *SJVC* may release directory information to third parties without prior consent of students. Directory information may be disclosed by *SJVC* at its discretion for any purpose including, but not limited to, requests from law enforcement agencies and degree verification requests from prospective employers.

Directory information is not considered to be harmful or an invasion of privacy if disclosed. FERPA generally considers directory information to be public information, which can be disclosed without a student's consent. However, if a student requests to have his or her directory information withheld, the information will be maintained in accordance with a student's other education records. Students' requests to withhold directory information should be directed to the local Registrar, who will ask the student to complete the *FERPA Directory Information Opt-Out* form to allow for recording this in *SJVC*'s student information system. Directory information includes:
- Student's name(s)
- Student's address(es)
- Student's telephone number(s)
- Student's email address(es)
- Student's campus email address
- Student's dates of attendance
- Student's major field of study (program)
- Student's current enrollment status

Other exceptions described below allow *SJVC* to disclose a student's information without their consent.

It is the policy of *SJVC* that except as permitted by state or federal law, no record, file, document, or other material, or personally identifiable information contained therein, shall be released to any individual, agency, or organization without the express written consent of the student. To comply with FERPA regulations, Transcripts and Letters of Enrollment may only be released to the student of record or another educational institution as long as the student signs the *SJVC Authorization to Release Official Transcripts to Third Parties*. The purpose of this form is to provide such written consent to the agency or institution.

SUMMARY OF FERPA RIGHTS

FERPA affords students the following rights with respect to their education records:

1. The right to inspect and review one's own education records

Students have the right to review their education records within 45 days of the day that *SJVC* receives a request. Students should submit written requests to the Campus Registrar, Dean of Students, or other appropriate official. The written request must identify the record(s) the student wishes to inspect. The *SJVC* school official will make arrangements for access and notify the student of the time and place where the records can be inspected. If the person to whom the student submits the request does not maintain the requested records, that person will either reroute the request or advise the student of the correct *SJVC* school official to whom the request should be addressed.

2. The right to seek an amendment of inaccurate or misleading information

Students may ask *SJVC* to amend a record they believe is inaccurate or misleading. They should write to the *SJVC* school official responsible for the record, clearly identifying the part of the record they believe should be changed and specify why it is inaccurate or misleading. If *SJVC* decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if *SJVC* still decides not to amend the record, the student has a right to place a clarifying statement in the record. *SJVC* is not required to consider requests for amendment to grades or disciplinary decisions.

3. The right to limit disclosure of Personally Identifiable Information (PII)

Students have the right to limit disclosure of PII contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. For example, exceptions that permit disclosure without a student's consent are disclosure to College officials who have legitimate educational interests in the records, and the disclosure of directory information. A "legitimate educational interest" is when an *SJVC* school official needs to review an education record in order to fulfill a professional responsibility for the School. An *SJVC* school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee.

Additionally, an *SJVC* school official may include a company with whom the Institution is affiliated; a volunteer or contractor outside of *SJVC* who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent, or a student assisting another school official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed to:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605

5. The right to withhold information

Currently enrolled *SJVC* students may choose to withhold disclosure of their directory information by obtaining the *FERPA Directory Information Opt-Out* form from the Campus Registrar, completing the form, and returning it to the Registrar's Office. The School will honor a student's request to withhold directory information; however, the School cannot assume responsibility for subsequently contacting the student for permission to release information to prospective employers, relatives, or other persons.

The failure on the part of any student to specifically request that his or her directory information be withheld indicates approval for disclosure. Additionally, the student's request to withhold directory information will not affect previous disclosures made by the School prior to receipt of the request. Once the form is filed, this request becomes a permanent part of the student's record and no information may be released until the student instructs the institution otherwise.

EXCEPTION TO FERPA AND NON-DISCLOSURE PROVISIONS

FERPA permits the disclosure of PII from students' education records, without the consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders of lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the Institution to record the disclosure. Eligible students have a right to inspect a review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within SJVC whom the school has determined to have legitimate educational interest. This includes contractors, consultants, volunteers, or other parties to whom the school has

outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J) - (a)(l)(i)(B)(2) are met. (§99.31(a)(l))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.43. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of the PII to outside entities that are designated by them as authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and §99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the School, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the School has designated as "directory information under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation

of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the School determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

DECEASED STUDENTS
The privacy rights of an individual expire with the individual's death. Records held by an *SJVC* for a deceased person are not a FERPA issue but a matter of institutional policy. *SJVC* will exercise its own discretion in deciding, if, an under what conditions, information should be disclosed to third parties' survivors.

FEES FOR COPIES OF RECORDS
SJVC does not currently assess a fee for copies of education records requested by a student, **with the exception of the following:**
- Official Transcripts*
- Additional copies of a diploma

*Official Transcripts requested by a board, licensure, or certification entity will be sent directly to that entity at no charge.
SJVC reserves the right to impose fees for additional types of records upon further notice.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS
The following is a list of the types, locations, and custodians of records that SJVC maintains:

TYPES	LOCATION	CUSTODIAN
Demographics, schedule, grades, contact history, transcripts	CampusNexus*	Registrar; Academic Applications Administrator
Any records signed by the student	eBridge*; Education Partners*	Registrar; Academic Applications Administrator
Student records prior to 1992	Campus vaults, storage units (Visalia, Fresno, Bakersfield campuses)	Registrar

*CampusNexus, eBridge, and Education Partners can be accessed via the campus locations or via the Central Administrative Office

If you have additional questions regarding FERPA, your rights under the law, or would like to see your student records, please contact your SJVC Campus Registrar or Dean of Students for more information.

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

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

STUDENT RECORD RETENTION

SJVC retains student records permanently. Copies may be requested from the Registrar.

CHANGE OF STUDENT INFORMATION

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

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

DIVERSITY STATEMENT

SJVC values diversity, equity, and inclusion. The College takes appropriate steps to continually foster a learning and working environment that promotes mutual respect for others despite differences such as race, ethnicity, gender, age, religion, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region. Student and employee scholarship is encouraged as an expression and expansion of knowledge.

SJVC advocates for equity and inclusion across its diverse student population by providing access to higher educational opportunities and intentional services. Programs and services are designed to support a successful academic experience leading to graduation and in-field employment. Practices are in place to close the opportunity gaps represented in SJVC's student population. As articulated in its mission, *"SJVC is committed to the success of every student."*

NOTICE OFNON-DISCRIMINATION

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

Alyssa Bahr Casillas, Student Services Coordinator
San Joaquin Valley College 3828
West Caldwell Avenue Visalia,
CA 93277
(559) 622-1992
Alyssa.Bahr@sjvc.edu

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

HARASSMENT

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

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

Sexual Harassment

Members of the SJVC community, guests, and visitors have the right to be free from all forms of gender- and sex-based discrimination, harassment, and assault. SJVC expressly forbids gender- and sex-based discrimination or harassment of any student, employee or visitor.

For additional information including definitions, reporting, the investigation process and sanctions for such conduct, refer to the **Sexual Harassment and Assault Prevention Policy** posted on InfoZone.

Non-Retaliation

SJVC prohibits retaliation against any individual who in good faith reports an incident of discrimination, harassment, and/or sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. *SJVC* also prohibits retaliation

against any individual who cooperates with an investigation regarding any matter covered by these anti-discrimination, anti-harassment, and anti-sexual misconduct policies.

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

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

STUDENT GRIEVANCE POLICY

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

COMPLAINTS

A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education** by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet website http://www.bppe.ca.gov/.

STUDENTS WITH DISABILITIES

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

Individual students will be given reasonable and necessary accommodation based on specific information and assessment data documented by qualified medical professionals. Students who have special needs related to a permanent or temporary disability may request an accommodation from the Dean of Student Services at any phase of their educational experience at *SJVC*. The student is responsible for initiating the interactive process.

An accommodation may be requested for an unlimited or a specified period of time. Each request for accommodation will be evaluated on a case-by-case basis. Consideration for an accommodation, however, cannot be retroactive. Once documentation has been provided and accommodations are agreed upon between the College and the student, faculty and staff will implement the accommodations.

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

For further information on the College's guidelines concerning disabled students and accommodation policies and procedures, please refer to the **Student Disability Accommodation Policy** available through Campus Leadership or InfoZone: Information Center>SJVC Publications>2016 Student Disability Policy.

DRUG AND SUBSTANCE ABUSE POLICY

SJVC is committed to providing a work place and campus environment free of illegal drugs and substance abuse. *SJVC* absolutely forbids the use, distribution, or possession of narcotic or hallucinogenic drugs or substances or inhalation or ingestion of 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 school premises or while participating in a school-related activity (externship, clinical, field trip, etc.), 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 Leadership or **InfoZone**>Information Center>SJVC Publications>2018-2019 Drug and Alcohol Abuse Prevention Program Report.

DRUG TESTING

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 drugs approved by the Food & Drug Administration. 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. A doctor's release is required to return to school. The release must state that the student is no longer using the medication that caused the positive drug screen.

ALCOHOL USE ON CAMPUS

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

For further information, please refer to the **Substance Abuse Prevention Program Handbook.**

CAMPUS SAFETY

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

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

VIOLENCE PREVENTION

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

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

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

- Possession or use of firearms, explosives, weapons such as knives, or any other hazardous or dangerous devices on College property or at any College function, whether on or off campus
- Disorderly conduct on College property, including fighting, inciting or provoking another to fight, battery, attempted bodily injury or physically abusing an employee, student, or visitor
- Directly or indirectly using abusive or threatening language, coercing, threatening, or otherwise harassing any employee, student, or visitor
- Actual or direct or indirect threatened physical violence towards another employee, student or visitor. Keeping the campus free of violence can only be accomplished if every employee and student takes personal responsibility for being aware of and reporting potentially violent behavior. Therefore, all employees and students are responsible for immediately reporting to their Campus President any incident involving threats or acts of violence. Employees or students making such reports will not be retaliated against, nor will the College tolerate any such retaliation.

Employees and students are required to immediately notify campus security if they witness someone on campus with a weapon. In the event that campus security cannot be located, students must immediately report the incident to the nearest campus staff member.

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

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

CAMPUS SECURITY REPORT

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

- Preparation and Distribution
- Crime and Campus Safety
- Emergency Notification, Timely Warning and Emergency Response Contacts
- Campus Prevention and Safety Precautions
- Substance Abuse
- Sexual Violence
- Obtaining Support, Assistance, Resources and Referrals
- Report Prohibited Behavior
- Prohibited Conduct Response Procedures to Follow
- Investigation Process and Sanctions Determination
- Steps in the Investigation Process
- *SJVC's* Appeal Process
- Sex Offender Registration
- Collection of Crime Statistics for the Annual Security Report
- *SJVC's* Crime Statistics for 2017, 2018, and 2019

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

TECHNOLOGY POLICIES

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

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

Personal Technology Devices

Students may bring personal technology devices (PTD) on campus. PTDs include, but are not limited, to:

- Laptops
- Netbooks
- iPad/iPods
- Smartphones
- Tablets
- Kindles/Nooks/other similar devices

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

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

Failure to adhere to these guidelines may result in disciplinary action. Any questions pertaining to appropriate use should be directed to by a member of the faculty.

Social Media

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

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

- Use good judgment when posting to social media sites. Once you post something to social media, you can never remove it – all of your posts are archived online, even those that you have deleted. Think about the image you want to project – does it align with your professional goals? Some employers use social media as a tool to screen applicants for employment – don't post something that may jeopardize your future employment opportunities.
- While the College recognizes that externship and clinical training generates anticipation and excitement, students may not post information, pictures, or personal statements of any form regarding their externship or clinical experience, patient conditions, and/or staff encounters (both positive and negative) on social medial sites (Facebook, Twitter, Instagram, Tumblr, Pinterest, Google+). Doing so may violate the Health Insurance Portability and Accountability Act (HIPAA). Potential and actual HIPAA violations put both the College and the student at risk of liability. The only exception is when the College solicits student comments and/or photos (such as selfies) for the SJVC blog. In these situations, an SJVC employee will provide explicit information and guidelines for submissions.
- Students are highly discouraged from posting unprofessional or negative comments about classmates, faculty, or the College on the *SJVC* and/or their personal social media accounts. As mentioned above, this type of behavior is viewed as unprofessional and may tarnish the student's reputation, and, ultimately, jeopardize future employment prospects. Students should use the established *SJVC* protocols for addressing complaints. (See *SJVC* Student Handbook, "Student Complaints & Grievances")
- Students may not use social media during class or clinical time – no exceptions!

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

Recording

Students may not record any portion of a scheduled educational activity (e.g., class, lab, clinical/externship, or field trip) without the express permission of the faculty member teaching the course.

Computer Use

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

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

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

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

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

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

Acceptable Use

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

Prohibited Use

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

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

Copyright Infringement

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

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

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

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

Email Use

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

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

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

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

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

Monitoring

In addition to College staff supervision during computer lab sessions, in the classroom, Student Center, or the LLRC, *SJVC* reserves the right to audit or randomly audit student computer user accounts. Upon discovery of a possible violation of the policies stated herein, a student's computer privileges may be suspended immediately. Such suspected violations will be reported to the appropriate member(s) of the Campus Leadership.

Violations of these policies will be addressed in a manner consistent with violations of other College policies or state and/or federal law and may result in the College taking disciplinary action against the student, as well as possible legal action. In such review, the full range of disciplinary sanctions is available including the loss of computer privileges, termination from *SJVC*, and legal action.

Reporting Suspected Violations

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

STANDARDS FOR PROFESSIONAL DRESS

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

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

In addition to this policy, many *SJVC* programs have specific professional dress code requirements that students are expected to comply with. For information concerning specific programmatic dress codes, please see the respective Program Director or Division Manager.

STUDENT RIGHTS

Student rights are protected by State and Federal laws, and by the policies, procedures, and regulations established by *SJVC.* Specifically, we recognize these student rights:

Freedom of access to higher education
- Freedom of classroom expression
- Confidentiality of educational records
- Participation in student affairs
- Procedural standards in disciplinary actions as outlined in the **Student Code of Conduct** and the **Academic Honesty Policy**
- An environment free from discrimination or harassment

ADDITIONAL POLICIES & PROCEDURES

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

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

Student Disability Accommodation Policy
Discrimination Prohibited
Admissions, Enrollments, and Recruitment
Academic Adjustments
Procedures for Determining Disability and Accommodations
Grievance Procedures Concerning Disputes and Accommodations

Substance Abuse Prevention Program Handbook
Substance Abuse
Medical Marijuana
California Drug and Alcohol Punishment
- Opiates and Depressants
- Marijuana
- Alcoholic Beverages
Federal Penalties
Federal Trafficking Penalties Marijuana
Drugs of Abuse/Uses and Effects

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

Sexual Harassment & Sexual Assault Prevention Policy

Prevention
Risk Reduction
Lodging a Formal Complaint
Methods for Reporting Misconduct
Confidential Reporting
Informal Dispute Resolution
Investigations
Appeals
College's Reporting Requirements

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

SECTION 5

STUDENT SERVICES

STUDENT SERVICES MISSION STATEMENT

San Joaquin Valley College provides comprehensive support services for its diverse student population to improve academic and professional success. This is accomplished by providing intentional services and resources, which are systematically evaluated.

DESCRIPTION OF STUDENT SERVICES

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

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

Student Advising

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

Academic Support

SJVC offers a variety of academic support services to its students, free of charge. The College recognizes the importance of helping students achieve their educational goals. Students experiencing academic difficulties are strongly encouraged to take advantage of the support services available to them as soon as possible. Some of the support services provided by the College include one-on-one tutoring with a member of the faculty, Student Center Coordinator, or other designated staff. Please refer to the **Student Handbook** for a complete description of the academic support services provided by *SJVC* as well as the points of contact for those services.

Library and Learning Resources Centers (LLRCs)

Every *SJVC* campus features an LLRC which provides students with educational materials and services that support the *SJVC* curriculum, aid in independent study, and enrich the College experience. Some of the materials and services available through the LLRCs include access to computers with full internet and word processing capabilities, photocopying, printing, reference materials, book and periodical collections, specific online educational databases, and additional in-class learning resources which support the requirements of programs offered by the

College. The LLRCs are staffed with trained and knowledgeable individuals who are available to provide assistance with research, information literacy, learning resources, using the educational online databases, APA format, and checking materials out of the LLRC.

For information on specific materials and services, hours of operation, library/loan policies, checkout and return of resources, and overdue or lost materials, students should visit their campus LLRC or refer to the **Student Handbook**.

Student Centers

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

MyLabs Plus

MyLabs Plus is an online readiness course that prepares students for academic success in their math and English classes. Students enrolled in the MyLabs Plus readiness course will work through a personalized study plan for math and English. Students are strongly encouraged to complete their study plans prior to entering MTH 121 and ENG 121.

For more information about MyLabs, students should contact their campus Learning Resource or Student Center Coordinator.

Computer Labs

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

In addition, some classrooms provide wireless connection to the College's network. Please see a member of the faculty for more information.

Access to Information

The College's portal website, known as InfoZone, provides access to essential student information. InfoZone may be accessed at http://infozone.sjvc.edu. InfoZone makes it possible for students to view their campus calendar, *SJVC* publications and handbooks, access discussion boards and current college news, and download their unofficial transcripts.

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

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

Help Desk

SJVC's Help Desk personnel are available to provide students with technical support assistance. Hours of availability are published in the *SJVC* **Student Handbook**.

Career Services

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

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

Housing

SJVC does not have dormitory facilities under its control and does not assist students in finding housing. The cost of housing located reasonably close to each campus varies widely depending on location and whether the space is shared or occupied alone, and whether the student is securing only a room or an entire structure.

Although the College has no responsibility to find or assist a student in finding housing, limited assistance can be provided by the Dean of Student Services.

ADDITIONAL INFORMATION AND STUDENT SERVICES

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

DEFINITION OF A CREDIT HOUR

A credit hour is the amount of work represented in intended student learning outcomes and the coursework completed, inside and outside of the classroom. One credit hour is equivalent to a minimum of 15 semester hours of lecture/direct faculty instruction and 30 hours of outside-of-class student learning; 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.

Outside study of two hours is expected to support each hour of in-class preparation, as supported by the course syllabus.

TRANSFERABILITY OF CREDIT AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at *SJVC* is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat all or some of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending *SJVC* to determine if your credits will transfer.

ARTICULATION AGREEMENTS

For a list of the institutions who have agreed to accept credits earned at *SJVC*, please contact the Registrar or refer to the list of Articulation Agreements on the College's website: http://www.sjvc.edu/admissions/consumer-information/articulation-agreements

AUDITING COURSES

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

ATTENDANCE POLICY

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

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

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

Online Courses

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

With the exception of the Winter Break, students who are absent for fourteen (14) consecutive calendar days (*including weekends and holidays)* will be terminated from their program of study.

STUDENT EXTERNSHIPS

SJVC offers several programs that include a mandatory externship where the student will complete a specific number of hours in an off-campus teaching/learning facility. (Please see the program's 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 all other graduation requirements prior to entry into their externship.

INDEPENDENT STUDY

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

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

Students who meet these eligibility requirements may complete a maximum of 9.0 semester credit hours per program through independent study.

To initiate this process, students must submit a request, via email, to the faculty member teaching the course, explaining the need for the independent study and the requested

duration.[1] The faculty member will develop an Independent Study Plan that will be submitted to the Division Manager or Dean for approval. If the independent study request and corresponding plan are approved, the student, faculty member, and Division Manager or Dean will meet and confirm the details of the Independent Study plan.

LEAVE OF ABSENCE

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

- The student will immediately submit a written request for a leave of absence to the Dean of Student Services (or Academic Dean). The request must be signed and dated prior to the requested leave date.
- 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 Services Advisor to discuss possible financial aid ramifications.
- After these first two steps have been completed, the student will meet with the Dean to discuss issues such as changes to his/her academic schedule, graduation date, etc.

The total combined leave time cannot exceed 180 days in a 12-month period. Exceptions fall under an unapproved leave of absence, which includes 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.

STUDENT ACHIEVEMENT: GRADES AND CREDITS

Grades represent the evaluation of a student's achievement of course requirements and learning outcomes. Specifically, grades are based upon scores earned on any number of academic assignments, which may include quizzes or exams, homework assignments, projects, skill performance, professional development, discussion forums, and mid-course and final exams. All scores earned are converted to the percentage of the total score possible within each course and the final course grade will be determined by the percent

range converted to the letter grade shown in the chart below (some programs utilize a different grading system. Please see either the respective Academic Dean, Program Director, or Division Manager for further information).

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

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

Additional grade designations possible are:

CR/P	= Pass, satisfactory
	0.0 Grade Points, credit awarded
NC	= Attempted, failed
	0.0 Grade Points, no credit awarded
I	= Incomplete
	0.0 Grad Points, credit upon completion
W	= Withdrawal
	0.0 Grade Points, no credit awarded
R	= Course Repeated
	Credit awarded upon successful completion
T	= Transfer Credit
	0.0 Grade Points, accepted for transfer

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

Online Grading

The faculty member instructing the course will return graded course assignments weekly (by Wednesday following the submission deadline). If, due to extenuating circumstances, these conditions cannot be met, the faculty member will establish an alternative that will be clearly communicated to the students.

Mid and Final Course Exam Make-Up Policy

If a student will be absent on the day of the mid-course or final exam, he/she must make prior arrangements with the faculty member teaching the course to take the examination within three (3) class days of the scheduled exam. Exams taken late are subject to a ten percent (10%) reduction of the total points earned. With the exception of the Aviation Maintenance Technology and Vocational Nursing programs,

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

quizzes may not be taken if missed when originally scheduled.

Make-up Policy in Online Courses

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

Grade of Incomplete (I)

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

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

The faculty member teaching the course will make the determination as to whether a student's situation meets the criteria for granting a grade of Incomplete.

Students must complete and submit a *Petition for Incomplete* to the faculty member teaching the course prior to the end date of the course. Petition forms are available on InfoZone.

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

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

Withdrawal from College (W)

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

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

Grade Point Average

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

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

Grade Appeal Policy

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

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

PROGRAMMATIC GRADE REQUIREMENTS

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

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

COURSE RETAKES

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

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

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

SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

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

Financial Aid Warning

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

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

APPEAL PROCESS FOR TERMINATION DUE TO UNSATISFACTORY ACADEMIC PROGRESS

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

Students will be given a maximum of two appeals for this type of termination.

RE-START POLICY

The College, at the discretion of the Campus President, 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

BACCALAUREATE DEGREE, ASSOCIATE DEGREE, AND CERTIFICATE PROGRAMS

TYPES OF INSTRUCTION/COURSE DELIVERY

All *SJVC* courses include online content and resources. Some courses required for graduation may be delivered wholly online. *SJVC* will provide students with on-ground campus access to required technical resources for participation in online courses as needed.

On-Ground Courses

On-ground courses are offered on campus during academic sessions scheduled throughout the year. Session length and the number of meetings per week may vary by program.

Online Courses

Distance learning is a mode of education in which instruction occurs when there is a geographical distance between the teacher and the student. Students in distance learning classes do not need to come to campus each week, but learn from and communicate with the faculty using a variety of technologies.

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

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

Blended Courses

A blended course combines online and on-ground delivery. Some portion of the course content is delivered online, with a reduced number of on-ground sessions.

Hybrid Program

A hybrid program is one that includes a combination of courses delivered fully online and courses delivered on-ground. A substantial portion of the total program content is delivered online and the overall program typically has a reduced number of on-ground sessions.

INSTRUCTIONAL LANGUAGE

All instruction at the College is conducted in English.

ENGLISH LANGUAGE SERVICES

The College does not provide English language services, including instruction such as ESL.

CURRICULAR REVISIONS

The College reserves the right to make appropriate and reasonable changes to curriculum.

FACILITIES AND EQUIPMENT

College facilities are structured, designed, and maintained to assure access, safety, security, and meet the needs of *SJVC's* academic programs, student support, and operational services in healthful learning and working environments. Classrooms, labs, and libraries are appropriately furnished and stocked with the necessary equipment to support and enhance student learning and to improve institutional effectiveness.

All College facilities are essentially barrier-free and handicapped-accessible in accordance with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College provides safe and sufficient equipment to support student learning and achievement; every academic program has a faculty-approved list of equipment and supplies. Instruction is conducted in classrooms, computer labs, and clinical lab settings that best support achievement of student learning outcomes. Instructional materials reflect current industry and professional standards.

TEXTBOOKS

Students are expected to have textbooks on the first day of class. Textbooks may be purchased through *SJVC* or a third party vendor.

PROGRAMS LEADING TO LICENSURE

The programs listed below lead to professions requiring licensure in California.

- Dental Hygiene
- Registered Nursing - LVN to RN Bridge (Associate Degree and Certificate)
- Registered Nursing
- Respiratory Therapy
- Vocational Nursing

Information on the eligibility requirements for licensure can be found in each program's description (see **PROGRAMS OF STUDY LEADING TO AN ASSOCIATE OF SCIENCE DEGREE).**

LICENSURE AND CERTIFICATION EXAM FEES

First-time licensure and certification exam fees are paid for by *SJVC.* Some educational programs have a specific timeframe in which the exam must be taken in order for **SJVC** to pay the exam fees. Students are responsible for any fees or costs associated with re-taking a licensure or certification exam.

NOTE: *SJVC* does not pay fees for licensure.

For more information, please see a Program Director or lead member of the faculty.

BACKGROUND CHECK AND FINGERPRINTING FEES

SJVC pays the fees for background checks and/or fingerprinting if required for entry into an academic program and/or to meet licensure/certification exam eligibility requirements. In instances where fingerprinting and/or background checks are performed post-graduation, *SJVC* will reimburse the student for the fees incurred provided the student presents proof of payment and proof of participation in the exam process. Students should check with a member of the faculty to determine if there are any other contingencies for reimbursement of these fees.

HEALTH SCREENING AND IMMUNIZATIONS FEES

SJVC pays the fees for health screenings and/or immunizations if required for entry into an academic program (provided all other entrance requirements have been satisfied) or participation in clinical training or externship.

PROGRAMS OF STUDY LEADING TO A BACCALAUREATE DEGREE

ONLINE DIVISION

Dental Hygiene

This program is offered **Online.**

Program Description
SJVC's Bachelor of Science in Dental Hygiene program may be completed in 50 weeks. The program is designed for Registered Dental Hygienists having graduated from a CODA-accredited associate degree Dental Hygiene program who want to advance their career. The Bachelor of Science Degree in Dental Hygiene affords excellent opportunities for professional growth and development with education in leadership, education, and research.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Demonstrate effective communication and presentation skills for diverse audiences
2. Critically evaluate information from multiple sources for application in professional settings
3. Apply current research and data interpretation techniques to identify and evaluate solutions for emergent issues impacting the profession
4. Apply critical thinking and evidence-based decision-making in dental hygiene education and health promotion
5. Utilize interprofessional collaboration to enhance patient-centered care

Admission Requirements: To be considered for admission to the Dental Hygiene program, applicants must meet the following requirements:
- Hold an Associate of Science Degree in Dental Hygiene from a CODA-accredited program from a regionally or nationally accredited institution
- Successful completion of a minimum of 80.0 units of lower-division courses
- Hold a current, unencumbered credential licensure as a Registered Dental Hygienist (RDH) 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.

Credential and Professional Certifications
Graduates earn a Bachelor of Science degree in Dental Hygiene.

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Bachelor of Science in Dental Hygiene program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Dental Hygienists (29-2021.00)
- Clinical Research Coordinators (11-9121.01)
- Health Educators (21-1091.00)
- Medical and Health Services Managers (11-9111.00)

Core Course Requirements

Course ID	Course Name	Credit Units
DH 401	Teaching Dental Hygiene Theory and Practice	4.0
DH 420	Community Oral Health Assessment and Program Planning	4.0
DH 441	Dental Practice Management	5.0
HC 403	Health Care Law and Ethics	4.0
HC 430	Establishing Best Practices in Quality Improvement of Healthcare	4.0
HC 440	Research and Evidence-Based Practice in Healthcare	5.0
HC 470	Research Capstone	5.0
Total		**31.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 321	Writing for Research	4.0
PHIL 300	Critical Thinking for Health Professionals	4.0
STS 301	Introduction to Statistics	4.0
Total GE		**12.0**
Transfer Credit		**77.0**
Program Total		**120.00**

Health Care Management

This program is offered through the **Online Division.**

Program Description

SJVC's Bachelor of Science Degree in Health Care Management may be completed in 75 weeks. The program is designed for healthcare professionals who want to advance their career and who have earned an associate of science degree from an institution of higher learning accredited by an agency that is recognized by the United States Department of Education. The Bachelor of Science Degree in Health Care Management affords excellent opportunities for professional growth and development with education in leadership and management, finance, and human resources.

Program Student Learning Outcomes

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

1. Demonstrate effective communication and presentation skills for diverse audiences
2. Critically evaluate information from multiple sources for application in professional settings
3. Apply current research and data interpretation techniques to identify and evaluate solutions for emergent issues impacting the profession
4. Apply strategic planning decision-making to improve outcomes in healthcare organizations
5. Analyze the role of leadership in the health care delivery system, including operational and financial aspects
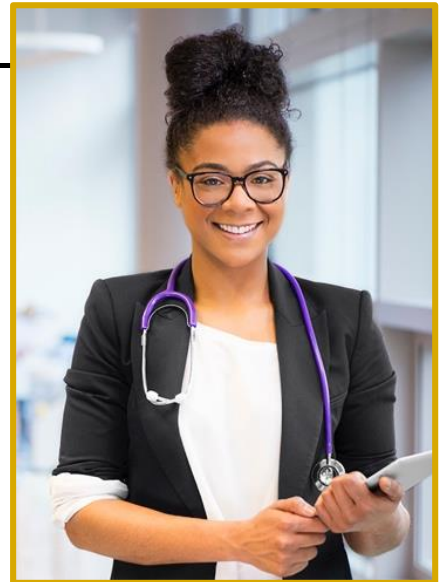
Admission Requirements: To be considered for admission to the Health Care Management program, applicants must meet the following requirements:

- Hold an Associate of Science in a Health Profession and Related Clinical Sciences, or Business Administration, Management and Operations* field from an institution of higher learning accredited by an agency that is recognized by the United States Department of Education. (*A full list of applicable program areas can be found on the National Center for Education Statistics Classification of Instruction Programs listed under Codes 51, 52.02, and 52.10 at https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55)
- Have successfully completed a minimum of 60.0 units of lower-division coursework

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

Credential and Professional Certifications

Graduates earn a Bachelor of Science Degree in Health Care Management.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Bachelor of Science in Health Care Management program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Administrative Services Managers (11-3011.00)
- Billing and Posting Clerks (43-3021.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)
- Dental Assistants (31-9091.00)
- Diagnostic Medical Sonographers (29-2032.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- General and Operations Managers (11-1021.00)
- Health Educators (21-1091.00)
- Human Resources Specialists (13-1071.00)
- Licensed Practical and Licensed Vocational Nurses (29-2061.00)
- Medical and Clinical Laboratory Technicians (29-2012.00)
- Medical and Health Services Managers (11-9111.00)

- 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)
- Pharmacy Aides (31-9095.00)
- Pharmacy Technicians (29-2052.00)
- Physician Assistants (29-1071.00)
- Registered Nurses (29-1141.00)
- Respiratory Therapists (29-1126.00)
- Respiratory Therapy Technicians (29-2054.00)
- Surgical Technologists (29-2055.00)

Core Course Requirements

Course ID	Course Name	Credit Units
HC 400	Leadership in Healthcare Settings	4.0
HC 403	Health Care Law and Ethics	4.0
HC 410	Performance Improvement Measures and Methodologies	4.0
HC 415	Human Resource Management	4.0
HC 420	Management Principles for the Healthcare Professional	4.0
HC 430	Establishing Best Practices in Quality Improvement of Healthcare	4.0
HC 440	Research and Evidence-Based Practice in Healthcare	5.0
HC 450	Health Care Finance	4.0
HC 470	Research Capstone	5.0
Total		**38.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 321	Writing for Research	4.0
HST 301	American Political Thought from Reconstruction to the Present	3.0
HUMN 325	Cross-Cultural Communication	3.0
PHIL 300	Critical Thinking for Health Professionals	4.0
PSY 302	Group Dynamics	4.0
STS 301	Introduction to Statistics	4.0
Total GE		**22.0**
Transfer Credit		**60.0**
Program Total		**120.00**

Nursing

This program is offered **Online.**

Program Description

SJVC's Bachelor of Science in Nursing Program may be completed in 50 weeks. The program is designed for Registered Nurses having graduated from a board-approved/accredited, associate degree Registered Nursing program who want to advance their career. The Bachelor of Science Degree in Nursing affords excellent opportunities for professional growth and development with education in leadership, education, and research.

Program Student Learning Outcomes

Upon completion of this program, the successful student will be able to:
1. Demonstrate effective communication and presentation skills for diverse audiences.
2. Critically evaluate information from multiple sources for application in professional settings.
3. Apply current research and data interpretation techniques to identify and evaluate solutions for emergent issues impacting the profession.
4. Demonstrate professional competence when interacting with diverse patients, family, and communities.
5. Utilize leadership skills and knowledge of the healthcare and regulatory systems to advance high quality, safe, professional nursing practice.

Admission Requirements: To be considered for admission to the Nursing program, applicants must meet the following requirements:
- Hold an Associate of Science in Registered Nursing from a board-approved/accredited program from a regionally or nationally accredited institution
- Successful completion of a minimum of 80.0 units of lower-division courses
- Hold a current, unencumbered credential licensure as a Registered Nurse (RN) 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.

Credential and Professional Certifications

Graduates earn a Bachelor of Science degree in Nursing (BSN).

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Bachelor of Science in Nursing program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Registered Nurses (29.1141.00)
- Clinical Research Coordinators (11.9121.01)
- Health Educators (21.1091.00)
- Medical and Health Services Managers (11.9111.00)

Core Course Requirements

Course ID	Course Name	Credit Units
HC 420	Management Principles for the Healthcare Professional	4.0
HC 430	Establishing Best Practices in Quality Improvement of Healthcare	4.0
HC 440	Research and Evidence-Based Practice in Healthcare	5.0
HC 470	Research Capstone	5.0
RN 405	Community Health Nursing	3.0
RN 412	Health Assessment	3.0
RN 455	Issues and Trends in Nursing	4.0
Total		**28.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 321	Writing for Research	4.0
PHIL 300	Critical Thinking for Health Professionals	4.0
STS 301	Introduction to Statistics	4.0
Total GE		**12.0**
Transfer Credit		**80.0**
Program Total		**120.0**

Respiratory Therapy

This program is offered through the **Online Division**.

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 who want to advance their career and who have earned an associate of science degree from an institution of higher learning accredited by an agency that is recognized by the United States Department of Education. The Bachelor of Science Degree in Respiratory Therapy 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. Demonstrate effective communication and presentation skills for diverse audiences
2. Critically evaluate information from multiple sources for application in professional settings
3. Apply current research and data interpretation techniques to identify and evaluate solutions for emergent issues impacting the professions
4. Assess respiratory therapy role effectiveness as it applies to professional behavior and continuous quality and technological improvement
5. Utilize evidence-based practice to evaluate, interpret, and recommend appropriate therapeutic intervention

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 Therapy, 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 therapy coursework)
- Hold a current credential 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.

Credential and Professional Certifications

Graduates earn a Bachelor of Science Degree in Respiratory Therapy.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Bachelor of Science in Respiratory Therapy program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

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

Core Course Requirements

Course ID	Course Name	Credit Units
HC 420	Management Principles for the Healthcare Professional	4.0
HC 430	Establishing Best Practices in Quality Improvement of Healthcare	4.0
HC 440	Research and Evidence-Based Practice in Healthcare	5.0
HC 450	Health Care Finance	4.0
HC 470	Research Capstone	5.0
RCP 401	Protocol-Based Critical Care	4.0
RCP 410	Education Principles for Healthcare Professionals	3.0
RCP 460	Advanced Respiratory Practice for the Critical Care Patient	4.0
Total		**33.0**

General Education Courses

Course ID	Course Name	Credit Units
ENG 321	Writing for Research	4.0
HST 301	American Political Thought from Reconstruction to the Present	3.0
HUMN 325	Cross-Cultural Communication	3.0
PSY 302	Group Dynamics	4.0
STS 301	Introduction to Statistics	4.0
Total		**18.0**

Transfer Credit	**70.0**
Total Program Units	**121.0**

GRADUATION REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

A Bachelor of Science Degree will be awarded to students who fulfill the following requirements:

- Completion of a *minimum* of 120 units of coursework; may be combination of transfer units and bridge program
- Completion of program and general education coursework
- 2.0 cumulative grade point average
- Completion of all program graduation requirements

Proficiency in General Education

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

Reading, written expression, and math proficiency must be satisfied by the following:

- Completion with a grade of "C" or better in all courses at *SJVC*
- Completion with a grade of "C" or better in a course equivalent to Bachelor level courses from a regionally accredited college or university

To keep pace with educational, technological or similar developments, *SJVC* reserves the right to change the requirements for graduation.

Changes may be applied to students already enrolled. For those cases, the College will specify an alternate plan of study, which must be completed in lieu of the original requirements.

Academic Distinction

Awards of Academic Distinction may be bestowed upon those graduates who complete their baccalaureate degree and who, at the end of the quarter preceding their final term, have acquired a cumulative grade point average for all college work (including coursework taken at other colleges/universities, except for remedial courses), as follows:

- *Cum laude*: 3.500-3.699
- *Magna cum laude*: 3.700-3.899
- *Summa cum laude*: 3.9 or higher

GENERAL EDUCATION

Bachelor-level General Education courses are offered online at *SJVC*.

Philosophy

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

Breadth

To be a well-rounded, educated person, it is vital that college graduates experience a variety of major areas of knowledge: research writing, cross-cultural communication, political thought, statistics and group dynamics. At *SJVC*, we have chosen core curriculum designed to give students a broad experience in each knowledge area, encouraging inquiry and literacy throughout the curriculum.

Depth

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

to General Education skills and competencies, students gain a full education.

Rigor

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

General Education Outcomes
PLOs

General Education is not a program in and of itself at *SJVC*, but rather an integral part of any degree program offered. Each program, through its Assessment Plan, identifies the courses and Course Learning Outcomes that lead students to the achievement of program level outcomes, whether the course is vocational in nature or one of the General Education courses.

ILOs

General Education courses lead students directly to the success of the Institutional Learning Outcomes (ILOs) of *SJVC*. Our ILOs state that all graduates will be able to apply critical thinking skills, effectively communicate both orally and in writing, and demonstrate quantitative reasoning. We find that General Education courses play a vital role in helping our students accomplish these outcomes. Student success in Course Learning Outcomes (CLOs) within the courses provides assessment of our ILOs.

Course #	ENG 321	HST 301	HUMN 325	PSY 302	STS 301
Course Title	Writing for Research	American Political Thought from Reconstruction to the Present	Cross-Cultural Communication	Group Dynamics	Introduction to Statistics
Unit Value	4 units	3 units	3 units	4 units	4 units
MAJOR AREA OF KNOWLEDGE					
Communication	X		X		
Diversity			X		
History		X			
Statistics					X
Group Dynamics				X	

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PROGRAMS OF STUDY LEADING TO AN ASSOCIATE OF SCIENCE DEGREE

ONTARIO CAMPUS

RANCHO CORDOVA CAMPUS

RANCHO MIRAGE CAMPUS

SANTA MARIA CAMPUS

TEMECULA CAMPUS

VICTOR VALLEY (HESPERIA) CAMPUS

VISALIA CAMPUS

Aviation Maintenance Technology

This program is offered at the **Fresno – Trades Education Center (TEC)**.

Program Description

The Aviation Maintenance Technology program is 93 weeks in length and provides students with the skills and technical knowledge to perform aircraft, airframe, and powerplant maintenance and inspections. Hands-on training in the hangar includes servicing, troubleshooting, and repair of powerplant and airframe systems and components.

The program is approved by the Federal Aviation Administration.

Program Student Learning Outcomes

Upon completion of this program, the successful student will be able to:
1. Apply general aviation concepts in accordance with applicable regulations while following safety procedures
2. Service, inspect, repair, and troubleshoot airframe structures and related components in accordance with applicable regulations while following safety procedures
3. Service, inspect, repair, and troubleshoot aircraft engines and related components in accordance with applicable regulations while following safety procedures
4. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior, and appropriate interpersonal interaction to situations in his or her career and personal life
5. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* Graduates

Admission Requirements
- Valid California Driver's License
- No DUI convictions for the past 3 years
- No felony convictions
- Applicants must be at least 18 years of age by the end of their first 16 weeks

Graduation Requirements
- Successful completion of the **AERO** courses listed below with a grade of "C" or higher
  - A grade of "D" or higher is required for successful completion of the **AERO 200** course
- Successful completion of the Career Services Seminar **(CSS100)**

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are eligible to test for an Airframe and Powerplant (A&P) license through the Federal Aviation Administration (FAA). SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Aviation Maintenance Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Aircraft Mechanics and Service Technicians (49-3011.00)

Core Course Requirements

Course ID	Course Name	Credit Units	Credit Hours
AERO 100	Aircraft Basic Science	9.0	250.0
AERO 110	Basic Electricity and Electronics	9.0	250.0
AERO 120	Reciprocating Engine Theory and Engine Overhaul	9.0	250.0
AERO 130	Sheet Metal Structures and Airframe Auxiliary Systems	9.0	250.0
AERO 140	Turbine Engines	9.0	250.0
AERO 150	Composite Structures	9.0	250.0
AERO 160	Propellers and Engine Auxiliary Systems	9.0	250.0
AERO 170	Aircraft Landing Gear	9.0	250.0
AERO 200*	Professional Licensing Seminar	3.0	96.0
Total		**75.0**	**2096.0**

General Education Course Requirements

Course ID	Course Name	Credit Units	Credit Hours
ENG 121	Composition and Reading – Part A	3.0	45.0
ENG 122	Composition and Reading – Part B	3.0	45.0
MTH 121	College Algebra – Part A	3.0	45.0
MTH 122	College Algebra – Part B	3.0	45.0
PHIL 1C	Ethics	3.0	45.0
PSY 1	General Psychology	3.0	45.0
SOC 1	Introduction to Sociology	3.0	45.0
Total		**21.0**	**315.0**
Program Total		**96.0**	**2411.0**

*Fulfills the CSS 100 graduation requirement.

Business Office Administration

This program is offered through the **Online Division** and at the **Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto (Salida), Ontario, Rancho Mirage, Santa Maria, Temecula, Victor Valley (Hesperia),** and **Visalia** campuses.

Program Description
The Business Office Administration program is 61 weeks in length and provides a framework of office procedures and skills that can adapt to any company's operation. Students take foundational core courses in essential business concepts and develop into knowledgeable, ethical, and technically competent business professionals.

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 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
6. Demonstrate accounting skills commensurate with bookkeeping industry standards
7. Demonstrate effective customer service, sales, and retail skills applicable in a retail business setting

Graduation Requirements
- Successful completion of the courses listed below
- Minimum keyboarding speed of 45 net words per minute
- Minimum 10 key speed of 8,000 keystrokes per hour
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications
Graduates earn an Associate of Science degree.

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Business Office Administration program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Administrative Services Managers (11-3011.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- First-Line Supervisors of Retail Sales Workers (41.1011.00)
- General and Operations Managers (11-1021.00)
- Human Resources Specialists (13-1071.00)
- Office Clerks, General (43-9061.00)
- Receptionists and Information Clerks (43-4171.00)
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (41-4012.00)
- First-Line Supervisors of Food Preparation and Serving Workers (35-1012.00)

Core Course Requirements

Course ID	Course Name	Credit Units
ACCT 100	Accounting Cycle Concepts	3.0
BUSN 100	Business Math Applications	3.0
BUSN 120	Business Communication	3.0
BUSN 130	Principles of Management	3.0
BUSN 140	Principles of Human Resources	3.0
BUSN 160	Principles of Marketing	2.0
BUSN 190	Customer Service	2.0
BUSN 201	Spreadsheet Management	3.0
BUSN 251	Business Externship	3.0
COMP 101	Computer Literacy and Applications for the Professional	3.0
GRS 100	Graduate Readiness Seminar	2.0
Total		**30.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HUMN 125	Intercultural Communication	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
PHIL 200	Critical Thinking	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**30.0**
Program Total		**60.0**

Clinical and Administrative Medical Assisting

This program is offered through the **Online Division** and at the **Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto (Salida), Ontario, Rancho Mirage, Santa Maria, Temecula, Victor Valley (Hesperia),** and **Visalia** campuses**.**

Program Description

The Clinical and Administrative Medical Assisting program is 62 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 heath 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 a national certification exam
5. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career or personal life
6. 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
- Successful completion of a CPR Certification course
  - **Online** students only: successful completion of a First Aid Certification Course
- Completion of a series of Hepatitis B vaccinations and a Tuberculosis (TB) test

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are eligible to sit for the National Certified Medical Assistant (NCMA) exam offered by the National Center for Competency Testing.***** Students also prepare for and take certification exams within their program courses that include HIPAA and CPR; online students also earn certification in First Aid. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Students residing outside California are encouraged to take a certification examination recognized by their state medical board or an independent certification organization.***Graduates may qualify for other certifications depending upon location and placement requirements.**

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Clinical and Administrative
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 and 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 Applications	4.0
MAP 205	Front Office Procedures	2.0
MAP 501	Clinical Externship	3.0
MAP 510	Certification Prep	1.0
GRS 100	Graduate Readiness Seminar	2.0
Total		**36.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition & Reading – Part A	3.0
ENG 122	Composition & 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		**24.0**
Program Total		**60.0**

Construction Management

This program is offered through the **Online Division** and at the **Ontario** campus.

Program Description
The Construction Management program is 60 weeks in length and prepares graduates to manage residential and commercial construction projects. Students are trained to prepare competitive project proposals, supervise construction sites, and effectively communicate with clients and workers. Students are prepared for the management responsibilities they will face on the job at construction sites.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:

1. Manage, sequence, and organize project assets from predevelopment, design and construction through project closeout, in order to complete a project on or ahead of schedule, within or under budget, and without compromising quality or safety expectations and standards, while ensuring successful outcomes both financially and professionally
2. Utilize project management tools such as project scheduling software, budget estimating, constructability reviews and project management communication protocols in order to appraise project variables and challenges, identify opportunities and resources for solutions, and generate those solutions
3. Apply verbal and written communication skills for effective supervision and leadership of teams.
4. Evaluate situations that involve potential legal issues and create or coordinate responses
5. Embrace and apply the principles of a diverse world, display a teachable attitude, and maintain a commitment to professional development and learning
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

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

Credential and Professional Certifications
Graduates earn an Associate of Science Degree.

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Construction Management program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Construction Managers (11-9021.00)
- Cost Estimator (13-1051.00)
- General and Operations Managers (11-1021.00)
- Purchasing Agents, Except Wholesale, Retail, and Farm Products (13-1023.00)

On-Ground Core Course Requirements

Course ID	Course Name	Credit Units
CMP 110	Computer Applications in Construction Management	5.0
CON 100	Construction Materials	3.0
CON 105	Design Theory	3.0
CON 106	Blueprint and Plan Reading	3.0
CON 116	Construction Business, Accounting, and Financial	3.0
CON 120	Management Construction Methods	3.0
CON 125	Scheduling and Control	5.0
CON 136	Labor & Construction Laws	3.0
CON 137	Quantity, Survey, Estimating & Bidding for Construction	5.0
CON 142	Construction Management Supervision	3.0
CON 146	Construction Project Management and Contract Documents	5.0
CON 155	Competitive Business Presentation and Strategic Communications	3.0
Total		**44.0**

On-Ground General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**24.0**
Program Total		**68.0**

Online Core Course Requirements

Course ID	Course Name	Credit Units
CON 111	Materials and Architectural Design	5.0
CON 112	Construction and Documents and Methods	5.0
CON 113	Construction and Labor Laws	5.0
CON 114	Computer Applications and Strategic Communications	5.0
CON 115	Applied Mathematics for Construction Management	3.0
CON 126	Project Scheduling and Control	5.0
CON 135	Estimating and Bidding for Residential and Commercial Projects	5.0
CON 141	Construction Management Supervision	3.0
CON 145	Construction Project Management	5.0
Total		**41.0**

Online General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**24.0**
Program Total		**65.0**

Criminal Justice: Corrections

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

Program Description
The Criminal Justice: Corrections program is 60 weeks in length and prepares graduates for a career in Corrections. The program includes instruction in criminal law, evidence collection and preservation, report writing, institutional corrections, physical agility training, defensive tactics and weaponless defense. Many graduates initially find work in security and develop entry-level work experience while they pursue employment as a correctional officer.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Explain the history, theories and relationship of corrections and the criminal justice system
2. Apply definitions and theories of crime and criminal codes to the criminal justice systems
3. Analyze criminal cases using knowledge of rules of investigation, interrogation, and evidence
4. Examine the concepts of morality, ethics, and law and apply the philosophies within the criminal justice system
5. Write a complete, competent and relevant report
6. Handle inmates appropriately both verbally and physically incorporating Title 15 regulations
7. Use a firearm safely and demonstrate appropriate arrest, search and seizure techniques.
8. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
9. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates

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

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

Graduation Requirements
- Successful completion of the courses listed below
- A score of 70% or higher on all Job Knowledge Tests as well as successful completion of all skill examinations in the CJ60A course
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications
Graduates earn an Associate of Science degree and the following certifications: Standards and Training for Corrections (STC) Adult Core Academy, which includes 8-hour Baton, and Bureau of Security and Investigative Services (BSIS) certified training in Powers to Arrest, Weapons of Mass Destruction, Firearms*, Baton, Chemical Agents, Public Relations, Observations and Documentation, Communications and its Significance, and, Liability and Legal Aspects – resulting in (BSIS) Security Guard Card and (BSIS) Security Guard Exposed Weapons permits*. Students also earn certification in CPR/First Aid. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

* Effective January 1, 2020, BSIS Exposed Firearms Permits may only be issued to applicants who are 21 years of age or older. Individuals who do not meet the new age requirement will be provided alternate training during the firearm sessions, and are welcome to pursue the certification after they meet the age requirement.

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

Antelope Valley (Lancaster): TFB 1329/TFF 1450	**Rancho Mirage: PENDING**
Bakersfield: TFB 256/TFF 256	**Santa Maria: PENDING**
Fresno: TFB 1331/TFF1434	**Temecula:** TFB 1351/TFF 1559
Modesto (Salida): TFB 1330/TFF 1390	**Victor Valley (Hesperia):** TFB 1247/TFF 1389
Ontario: TFB 1332/TFF 1393	**Visalia:** TFB 1328/TFF 1435

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Criminal Justice: Corrections Program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Correctional Officers and Jailers (33-3012.00)
- Retail Loss Prevention Specialists (33-9099.00)
- Security Guards (33-9032.00)
- Social and Human Service Assistants (21-1093.00)

Core Course Requirements

Course ID	Course Name	Credit Units
CJ 4	Criminal Law	3.0
CJ 14	Juvenile Law and Procedures	3.0
CJ 060A	Adult Corrections Officer Core Course	15.0
CJ 63	BSIS Security Officer Academy	5.0
CO 2	Introduction to Administration of Justice	3.0
CO 3	Criminal Procedures	3.0
CO 5	Community and Human Relations	3.0
CO 8	Introduction to Investigation	3.0
CO 10	Writing for Criminal Justice	3.0
CO 20A	Introduction to Corrections	3.0
Total		**44.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**24.0**
Program Total		**68.0**

Dental Hygiene

This program is offered at the **Ontario** and **Visalia** campuses.

Program Description
The Dental Hygiene program is 67 weeks in length and prepares students to work as a registered dental hygienist. Benefits of this program include comprehensive instruction, small class sizes, and high board pass rates. The program features a fully equipped on-campus dental clinic, allowing students to get hands-on instruction and real-world experience while completing their studies.

The program in Dental Hygiene is accredited by the Commission On Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is: http://www.ada.org/en/coda.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Identify each patient's physical and oral health status by collecting patient data through a process of comprehensive patient assessment procedures
2. Analyze assessment findings and use critical thinking in order to address the patient's dental hygiene treatment needs
3. Establish a dental hygiene care plan that reflects the realistic goals and treatment strategies to facilitate optimal oral health
4. Provide patient-centered treatment and evidence-based care in a manner minimizing risk and optimizing oral health
5. Measure the extent to which goals identified in the dental hygiene care plan are achieved
6. Complete and accurately record all documentation relevant to patient care
7. Adapt to changes in demographics and cultural diversity in dental hygiene practice and health care delivery
8. Interact with the dental community and professional organizations for professional growth and lifelong learning

Admission Requirements
Completion of the following prerequisite courses at an accredited college or university with a minimum of a "C" grade and an overall GPA of 2.75 or higher:

- General/Inorganic Chemistry (with lab)
- General Microbiology (with lab) (BIOL14) *
- Human Physiology (with lab)
- Speech / Oral Communication
- Introduction to Sociology
- Organic/Biochemistry (with lab) (CHE4)*
- Human Anatomy (with lab)
- Writing and Composition
- Intermediate Algebra or higher (not included in the minimum GPA requirements for entry into the program)
- General Psychology

*Science courses must have been completed within the past seven (7) years. The BIOL14 and/or CHE4 course(s) may be offered to applicants who have successfully completed all other prerequisite courses.

**If Anatomy and Physiology are taken as a combined course (i.e., A&P 1, A&P 2), both courses must be taken at the same institution.

Applicants who have successfully completed the prerequisites will be considered for admission into the program. Using a point-based system, applicants will be ranked on the following criteria: cumulative GPA on prerequisite courses, reading comprehension exam, allied health or related work experience, and a personal interview with Dental Hygiene faculty and/or the Program Director.

CPR Requirement
Students are not required to be CPR-certified as a condition of admission; however, students will not be permitted to see live patients in clinicals until they have presented valid CPR certification. Certification must be obtained through the American Heart Association or the American Red Cross; no others will be accepted.

Graduation Requirements
- Successful completion of the courses listed below with a grade of "C" or higher
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications
Graduates earn an Associate of Science Degree and are eligible to take the National Board written examination and a State and/or Regional Board Examination for licensure as a Registered Dental Hygienist. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

State Licensure
Each state has specific clinical examination requirements for licensure as a dental hygienist. The state of California accepts any one of the following clinical examinations: Western Regional Examining Board (WREB) dental hygiene examination, Central Regional Dental Testing Service (CRDTS) dental hygiene examination, or California RDH clinical examination.

Graduates are eligible to sit for the California RDH clinical examination after they have passed the National Board Dental Hygiene Examination. Graduating seniors may take the WREB or CRDTS examination during their final semester, with certification from the Academic Dean or Dental Hygiene Program Director.

Licensing Requirements in California
In order to apply for licensure in California, graduates must submit copies of the following to the Dental Hygiene Committee of California:
• Diploma or a letter from the program director indicating they are a graduate
• Written results from the National Board Dental Hygiene Examination
• Clinical exam results from the Central Regional Dental Service (CRDTS) or Western Regional Examining Board (WREB)
• Any other license held in California, even if not dental related
• Documentation of the completion of Live Scan fingerprinting

Once the application is complete, DHCC notifies the applicant that they are eligible to take the required California Law and Ethics exam.

Reference links:
• DHCC: http://www.dhcc.ca.gov/
• Central Regional Dental Testing Service: (Dental Hygiene clinical exam): https://www.crdts.org/
• Western Regional Examining Board: (Dental Hygiene clinical exam) http://www.wreb.org/
• National Board Dental Hygiene Examination (Dental Hygiene written exam):
http://www.ada.org/en/jcnde/examinations/national-board-dental-hygiene-examination

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of **the** Dental Hygiene program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Dental Hygienists (29-2021.00)

Course Requirements
Term 1

Course ID	Course Name	Credit Units
DH 16	Introduction to Clinic	3.0
DH 114	Introduction to Clinic Lab	2.0
DH 13	Dental Health Education	2.0
DH 11	Oral Radiology	2.0
DH 101	Oral Biology	3.0
DH 105	Head and Neck Anatomy	3.0
DH 115	Oral Radiology Lab	2.0
DH 18	Periodontics 1	1.0
Term 1 Total:		**18.0**

Term 2

Course ID	Course Name	Credit Units
DH 24	Clinic Seminar 1	1.0
DH 124	Clinic Seminar 1 Lab	1.0
DH 22	Patient Management and Geriatrics	2.0
DH 129	Clinical Practice 1	3.0
DH 21	General and Oral Pathology	4.0
DH 26	Community Oral Health	2.0
DH 27	Local Anesthesia	2.0
DH 120	Local Anesthesia Lab	1.0
DH 28	Periodontics 2	1.0
Term 2 Total:		**17.0**

Term 3

Course ID	Course Name	Credit Units
DH 399*	Dental Hygiene Review Seminar 1	CR
DH 31	Applied Pharmacology	3.0
DH 33	Clinical Seminar 2 – Advanced Clinical Topics	1.0
DH 133	Clinical Seminar 2 Lab – Advanced Clinical Topics	1.0
DH 135	Clinical Practice 2	4.0
DH 32	Dental Materials	2.0
DH 132	Dental Materials Lab	1.0
DH 36	Cultural Diversity and Healthcare	1.0
DH 38	Periodontics 3	2.0
Term 3 Total:		**15.0**

Term 4

Course ID	Course Name	Credit Units
DH 46	Legal and Ethical Responsibilities	2.0
DH 143	Clinical Practice 3	5.0
DH 499*	Dental Hygiene Review Seminar 2	1.0
DH 45	Nutrition	2.0
DH 42	Clinical Seminar 3	2.0
DH 48	Periodontics 4	2.0
Term 4 Total:		**14.0**
Program Total		**64.0**

*Fulfills the CSS 100 graduation requirement.

Diagnostic Medical Sonography

This program is offered at the **Bakersfield** campus.

Program Description
The Diagnostic Medical Sonography program is 73 weeks in length and prepares students to work as an entry-level general sonographer. Students learn how to perform ultrasound scanning examinations and record the data for interpretation by a physician. Graduates are prepared to provide effective oral and written communication to the healthcare team as it pertains to diagnostic results.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner
7. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health
8. 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

Admissions Requirements
- Applicants must be at least 18 years of age and have completed minimum of 9 units from a combination of any of the following prerequisite courses with a grade a "C" or higher at an accredited college or university:

    o   Writing and Composition
    o   Intermediate Algebra or higher
    o   Anatomy and Physiology
    o   Medical Terminology

Nine units of prerequisite coursework will be applied to the general education graduation requirement.

Applicants who have successfully completed the prerequisites will be considered for admission into the program. Using a point-based system, applicants will be ranked on the following criteria: cumulative GPA on prerequisite courses, an assessment, professional references, and a personal interview with program faculty. Enrollment decisions are made by the Program Director or his/her designee.

Graduation Requirements
- Successful completion of the courses listed below with a grade of "C" or higher
- Achieve the minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)
- Successfully complete at *SJVC* or transfer in (at the time of enrollment) 9.0 units of general education in the following subjects:
    o   Ethics (PHIL 1C)
    o   Two of the following: Economics (ECON 1), General Psychology (PSY 1), or Introduction to Sociology (SOC 1).

Credential and Professional Certifications
Graduates earn an Associate of Science in Diagnostic Medical Sonography. Upon completion of 1,680 hours of work experience as a diagnostic medical sonographer, graduates are eligible to sit for the ARDMS certification exam. An alternative exam pathway is available to graduates who have earned a previous health studies credential (please see the Program Director for more information). Students also earn certification in CPR/First Aid. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Diagnostic Medical Sonography program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Diagnostic Medical Sonographers (29-2032.00)

Core Course Requirements

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

General Education Course Requirements

Course ID	Course Name	Credit Units
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**9.0**
Total Prerequisites		**9.0**
Program Total		**88.0**

Electrical Technology

This program is offered at the **Bakersfield, Fresno - Trades Education Center (TEC), Modesto (Salida), Ontario, Rancho Mirage,** and **Temecula** campuses**.**

Program Description

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

Program Student Learning Outcomes

Upon completion of this program, the successful student should be able to:
1. Discuss theories of electrical circuitry and relate these concepts to practical applications
2. Apply proper procedures for the installation, operation, maintenance and repair of residential, commercial, and light industrial wiring, electrical equipment and systems
3. Demonstrate proper usage of the basic tools of the trade
4. Demonstrate the basic use and application of the National Electrical Code and be prepared to successfully pass the California Electrician Certification Exam
5. Create effective reports and documents, electronically and in writing
6. Apply advanced electrical concepts and critical thinking skills to interpret and create blueprint drawings for residential, commercial and light industrial facilities
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates
9. Adhere to national, state, and local safety practices used by technicians working in the electrical industry

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

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

Credential and Professional Certifications

Graduates earn an Associate of Science Degree and OSHA 30 and CPR/First Aid certification. Graduates are eligible to take the California General Electrician's Certification Exam, administered by the California Department of Industrial Relations (DiR). In order to be certified as a General Electrician in the State of California, pursuant to certification standards established by the Division of Labor Standards Enforcement, an applicant must pass a certification examination and complete 8000 hours of work for a C-10 electrical contractor installing, constructing or maintaining electrical systems covered by the National Electrical Code. For additional details, please visit: https://www.dir.ca.gov/dlse/ECU/ElectricalTrade.html. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Electrical Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.
- Electricians (47-2111.00)

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

Core Course Requirements

Course ID	Course Name	Credit Units
ELEC 100	OSHA Standards for the Construction Industry	3.0
ELEC 110	Electrical Conduit Bending	2.0
ELEC 120	Blueprint Reading for Electricians	5.0
ELEC 130	Technical Math and Electric Circuits	10.0
ELEC 200	Residential Wiring	5.0
ELEC 211	Commercial Wiring	5.0
ELEC 212	Industrial Wiring	5.0
ELEC 220	Programmable Logic Controllers/ Industrial Electronics	5.0
Total:		**40.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**24.0**
Program Total:		**64.0**

Heating, Ventilation, Air Conditioning, and Refrigeration

This program is offered at the **Antelope Valley (Lancaster), Bakersfield, Fresno, Fresno-Trades Education Center (TEC), Ontario, Rancho Mirage, Santa Maria, Temecula, Victor Valley (Hesperia),** and **Visalia** campuses.

Program Description
The Heating, Ventilation, Air Conditioning and Refrigeration program is 60 weeks in length and prepares students to work in the heating and cooling industry. Training focuses on theories of heating, refrigeration, and air conditioning. Students study the operation, maintenance, and repair of residential and commercial equipment.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Discuss theories of heating, refrigeration, and air conditioning and relate these concepts to practical applications
2. Apply proper procedures for the installation, operation, maintenance and repair of both residential and light commercial heating, ventilation, air conditioning and refrigeration equipment and systems
3. Demonstrate proper usage of the basic tools of the trade
4. Demonstrate requisite mastery to apply for and obtain the EPA 608 certification from the Environmental Protection Agency
5. Create effective reports and documents electronically and in writing
6. Apply advanced electrical concepts and critical thinking skills to interpret and draft schematic wiring diagrams and perform system diagnostics and interpret results
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate social skills, professional appearance, attitudes, and behavior that employers expect of all *SJVC* graduates
9. Adhere to national, state, and local safety practices used by service technicians working on HVAC-R systems

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

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

Credential and Professional Certifications
Graduates earn an Associate of Science degree and have the opportunity to earn EPA 608 certification.

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Heating and Air Conditioning Mechanics and Installers (49-9021.01)
- Maintenance and Repair Workers, General (49-9071.00)
- Refrigeration Mechanics and Installers (49-9021.02)
- Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-9021.00)

Core Course Requirements

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

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**24.0**
Program Total		**64.0**

Human Resources Administration

This program is offered through the **Online Division**.

Program Description

The Human Resources Administration program is 60 weeks in length and offers training in the procedures, policies, and practices found in today's human resource departments. Students develop personal, professional, and human relations skills necessary to perform the duties of a human resource administrator. Hands-on training includes a variety of computer applications, including Microsoft Office, word processing, spreadsheets, databases and presentation software.

Program Student Learning Outcomes

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

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

Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 35 net words per minute
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are prepared to take the Microsoft® Office Specialist Exam for certification in Word, PowerPoint® and Excel®. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Human Resources Administration program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Administrative Services Managers (11-3011.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- First-Line Supervisors of Retail Sales Workers (41-1011.00)
- General and Operations Managers (11-1021.00)
- Human Resources Specialists (13-1071.00)
- Office Clerks, General (43-9061.00)
- Receptionists and Information Clerks (43-4171.00)
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (41-4012.00)
- First-Line Supervisors of Food Preparation and Serving Workers (35-1012.00)

Core Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy and Applications for the Professional	3.0
BUSN 100	Business Math Applications	3.0
BUSN 120	Business Communication	3.0
BUSN 140	Principles of Human Resources	3.0
BUSN 190	Customer Service	2.0
BUSN 200	Spreadsheet Management	2.0
HRA 22	Regulations & Laws Affecting Human Resources	5.0
HRA 27	Ethics in Human Resources	3.0
HRA 33	Payroll Management & Compensation	6.0
Total		**30.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HEA 10	Health and Wellness	3.0
HUMN 125	Intercultural Communication	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to Natural Sciences	3.0
PHIL IC	Ethics	3.0
PHIL 200	Critical Thinking	3.0
PSY 1	Introduction to Psychology	3.0
PSY 200	Team Dynamics	3.0
SOC 1	Introduction to Sociology	3.0
Total		**36.0**
Program Total		**66.0**

Industrial Maintenance Technology

This program is offered at the **Bakersfield, Modesto (Salida),** and **Ontario** campuses.

Program Description
SJVC's Industrial Maintenance Technology program is 60 weeks in length and is designed to provide fundamental, hands-on training of industrial systems and equipment. Students will study and master the basic principles, applications, concepts, and functions of hydraulic systems, bearing and seal types, and power transmission components. Practical instruction is provided with industry-standard equipment and software.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Apply basic concepts of electrical theory related to motor control
2. Operate and maintain machinery and machinery components such as industrial bearings, gear systems, and shaft joining and coupling devices
3. Perform advanced hydraulic testing procedures, maintenance, and hydraulic systems operation
4. Program, install, and perform diagnostic functions on programmable logic controllers (PLCs)
5. Use a computer and associated hardware and software to generate documents, prepare electronic spreadsheets, manage databases, conduct internet research, and communicate via electronic mail
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates

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

Graduation Requirements
- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS 100)

Credential and Professional Certifications
Graduates earn an Associate of Science Degree.

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Industrial Maintenance Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Helpers-Installation, Maintenance & Repair Workers (49-9098.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Maintenance Workers, Machinery (49-9043
- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic (51-4081.00)

Core Course Requirements

Course ID	Course Name	Credit Units
IT 101	Industrial Electricity	10.0
IT 110	Power Transmission	5.0
IT 120	Fluid Power	5.0
IT 201	Programmable Logic Controllers	10.0
Total		**30.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HEA 10	Health and Wellness	3.0
HUM 125	Intercultural Communication	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
PHIL 200	Critical Thinking	3.0
PSY 1	General Psychology	3.0
PSY 200	Team Dynamics	3.0
SOC 1	Introduction to Sociology	3.0
Total		**36.0**
Program Total		**66.0**

Information Technology

This program is offered through the **Online Division**.

Program Description

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

Program Student Learning Outcomes

Depending upon selected concentrations, upon completion of the program, the successful student will be able to:

1. Apply problem solving and critical thinking skills to information technology solutions
2. Design and manage secure networks using standard industry practices
3. Demonstrate knowledge of hardware and software installation, maintenance, and support
4. Use technical support and customer service best practices
5. Follow information security best practices
6. Troubleshoot, maintain and secure PCs, mobile devices, and peripherals
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life

Graduation Requirements

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

Credential and Professional Certifications

Graduates earn an Associate of Science Degree and are eligible to take certification exams through CompTIA®. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Information Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Computer, Automated Teller, and Office Machine Repairers (49-2011.00)
- Computer User Support Specialists (15-1151)
- Computer Network Support Specialists (15-1152)
- Information Security Analysts (15-1122)
- Network and Computer Systems Administrators (15-1142)
- Telecommunications Equipment Installers and Repairers, Except Line Installers (49-2022.00)
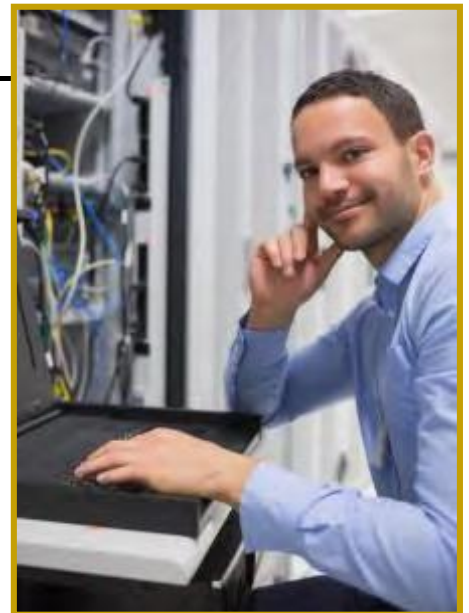
Core Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – A+	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 121	Windows Server Installation and Configuration	4.0
COMP 122	Windows Server Administration	4.0
COMP 123	Wireless Local Area Networks (LAN)	4.0
COMP 124	Network+	4.0
COMP 154	Security +	4.0
COMP 156	Network Security	4.0
COMP 224	Certification Review – Network+	1.0
COMP 254	Certification Review – Security+	1.0
Total		**36.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading - Part A	3.0
ENG 122	Composition and Reading - Part B	3.0
MTH 121	College Algebra - Part A	3.0
MTH 122	College Algebra - Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**24.0**
Program Total		**60.0**

Medical Billing and Coding

This program is offered through the **Online Division.**

Program Description
The Medical Billing and Coding program is 61 weeks in length and trains students to work on the administrative side of healthcare in a medical practice, facility billing service, or health insurance company. Hands-on experience and classroom instruction include the study of anatomy and physiology, medical terminology, diagnostic and procedural coding, insurance principles and billing, medical office skills, and professional communication.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Demonstrate proficiency in reviewing and assigning medical codes across a wide range of medical services
2. Facilitate timely reimbursement by preparing and submitting claims with accurately assigned codes
3. Use EHR/EMR systems to research, code, and abstract patient information and other coded data
4. Support the efficient operation of a medical office by accurately reviewing, documenting, and maintaining patient financial records
5. Effectively communicate with other medical professionals using correct medical and insurance terminology in written and oral communication
6. Assist with patient registration and intake
7. Provide CPR (BLS-HCP) and First Aid
8. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
9. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

Bridge Course
A bridge course – MBC 101: Medical Billing and Coding Requisites – will be offered as needed to students who meet one of the following criteria for entry into the Medical Billing & Coding program:

- Medical Office Administration (MOA) program graduates who have received ICD-10 training; or
- Current on-ground MOA certificate enrollments who wish to transition to the Medical Billing and Coding degree program and have already completed MOP 120 and MOP 140.

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

Credential and Professional Certifications
Graduates earn an Associate of Science degree and are eligible to take the Certified Professional Coder (CPC) certification examination administered by the American Academy of Professional Coders (AAPC). Graduates also earn certificates in typing, HIPAA compliance, and CPR/First Aid (BLS-HCP). SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Medical Billing and Coding program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Bill and Account Collectors (43-3011.00)
- Billing and Posting Clerks (43-3021)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- File Clerks (43-4071.00)
- 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)
- Receptionists and Information Clerks (43-4171.00)

Core Course Requirements

Course ID	Course Name	Credit Units
COMP101	Computer Literacy and Applications for the Professional	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body Systems and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
GRS 100	Graduate Readiness Seminar	2.0
MBC 105	Body Systems and Pathology	3.0
MBC 200	Advanced Medical Coding and Exam Prep	5.0
MBC 223	Medical Coding Practicum I	2.0
MBC 224	Medical Coding Practicum II	2.0
MBC 225	Medical Coding Practicum III	2.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 140	ICD Coding	3.0
Total		**38.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**24.0**
Program Total		**62.0**

Medical Office Administration

This program is offered at the **Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto (Salida), Ontario, Rancho Mirage, Santa Maria, Temecula, Victor Valley (Hesperia),** and **Visalia** campuses.

Program Description
The Medical Office Administration program is 61 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) course

Credential and Professional Certifications
Graduates earn an Associate of Science degree 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. Graduates also earn the following certifications: HIPAA, AHA Adult & Infant CPR, and First Aid Certification. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California 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 and& 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
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT/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**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1 C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**24.0**
Program Total		**60.0**

Pharmacy Technician

This program is offered at the **Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto (Salida), Ontario, Rancho Mirage, Santa Maria, Temecula, Victor Valley (Hesperia),** and **Visalia** campuses.

Program Description
The Pharmacy Technician program is 61 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 foundational Pharmacy Technician competencies
2. Read, interpret, and follow pharmacy laws, ethics, and regulations
3. Read, interpret, transcribe, troubleshoot, and process prescriptions and medical orders
4. Perform sterile and non-sterile compounding
5. Perform pharmacy billing and computer system applications
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 better in all PT courses
- 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 (CSS100)

Credential and Professional Certifications
Graduates earn an Associate of Science degree and are eligible to apply for licensure with the California State Board of Pharmacy (see below). Students qualify to take the 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. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

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 databank 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 Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Pharmacy Technician 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 Computations	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**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition & Reading – Part A	3.0
ENG 122	Composition & 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		**24.0**
Program Total		**60.0**

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

Program Student Learning Outcomes
Upon completion of this program, the 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 improve health care delivery by communicating and acting according to the expressed needs of the individual
7. Interpret data and apply evidence to support clinical judgment
8. Develop and implement patient education based on identified need and in collaboration with the patient
9. Utilize a variety of resources, including electronic media and medical technology to provide safe, quality care of the patient and family
10. Provide leadership, manage resources, delegate and supervise members of the healthcare team
11. 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)[1]

    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.

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

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

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

Challenge/Advanced Placement Policy for Military Trained Healthcare Personnel Requesting Entrance into the RN program

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

Application Process

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 RN program is delivered over the course of four 20-week terms (a term is comparable to a semester) of nursing coursework, with a one-week break between the first three terms. At the end of the program, students will participate in a 3-day live review with ATI and a final proctored comprehensive exam, for a total program length of 84 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 Nurses (see below). SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing 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). 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.

California Licensing Requirements

- Have a high school diploma, high school equivalency diploma or equivalent
- Have successfully completed the courses of instruction prescribed by the board for licensure in a program in this state accredited by the board for training registered nurses, or have successfully completed courses of instruction in a school of nursing outside of this state which, in the opinion of the board at the time the application is filed with the Board of Registered Nursing, are equivalent to the minimum requirements of the board for licensure established for an accredited program in this state
- Submit application to the California State Board of Registered Nursing (BRN) at least 6-8 weeks before graduation
- Have your school send the BRN your transcripts
- Complete a fingerprint and background check
- Take and pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The exam is computerized and given continuously 6 days a week. (New graduates are advised to take the exam soon after

graduation because research has shown there is a higher success rate for early test takers compared with those who wait several months).

- Not be subject to denial of licensure under California Business & Professional Code § 2736, Section 480 (regarding crimes, false statements and other dishonest acts).

Reference links
- Board of Registered Nursing: http://www.rn.ca.gov/applicants/lic-exam.shtml
- National Council of State Boards of Nursing (NCSBN): https://www.ncsbn.org/index.htm

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Registered Nursing program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Registered Nurses (29-1141.00)

Course Requirements

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 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 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 Health Nursing – Theory	1.0
RN 30L	Gerontology/Community Health 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 441	Leadership	3.0
RN 502	Work Study	0.0
Total		**51.0**
Total Prerequisites		**34.0**
Program Total[3]		**85.0**

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[1] Fulfills the CSS100 requirement.

[2] This course is not a degree requirement; students will be enrolled at the discretion of the Program Director.

[3] Includes credit awarded for general education pre-requisites.

Registered Nursing - LVN to RN Bridge

An Associate Degree in Registered Nursing-LVN to RN Bridge is offered at the **Visalia** campus.

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

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

The Registered Nursing - LVN to 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 improve health care delivery by communicating and acting according to the expressed needs of the individual
7. Interpret data and apply evidence to support clinical judgment
8. Develop and implement patient education based on identified need and in collaboration with the patient
9. Utilize a variety of resources, including electronic media and medical technology to provide safe, quality care of the patient and family
10. Provide leadership, manage resources, delegate and supervise members of the healthcare team
11. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates

Admission Requirements
- Completion of a minimum of 34 units of general education prerequisite coursework (GPA of 2.5 or higher) in the following subjects at an accredited college or university:

  o Human Anatomy with lab
  o Microbiology with lab
  o Human Physiology with lab
  o General Chemistry with lab
  o Writing & Composition
  o Intermediate Algebra or higher
  o General Psychology
  o Introduction to Sociology or Cultural Anthropology
  o Introduction to Public Speaking / Oral Communication
  o General Education (GE) Breadth Area C2 (minimum of 3.0 units in literature, philosophy, or foreign language)[1]

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

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
    - 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 two 20-week terms (a term is comparable to a semester). Students who start the program will take a five-week transition course (RN28) and will then advance into Terms 1 and 2, where they will complete the nursing coursework with a one-week break in between these terms. At the end of the program, students will participate in a 3-day live review with ATI and a final proctored comprehensive exam, for a total program length of 47 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). SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing 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). 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 Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Registered Nursing-LVN to RN Bridge program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Registered Nurses (29-1141.00)

Nursing Courses - Registered Nursing-LVN to RN Bridge
(Theory and clinical courses with the same name must be taken concurrently)

Course Requirements

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[1]	Leadership	3.0
RN 45	Advanced Medical Surgical Nursing – Theory	3.0
RN 45L	Advanced Medical Surgical Nursing – Clinical	3.0
RN 50[2]	Work Study	0.0
Credit for California issued Vocational Nurse License		6.0
Total		**37.0**
Total Prerequisites		**34.0**
Program Total		**71.0**

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[1] Fulfills the CSS100 requirement

[2] Course is not a degree requirement; students will be enrolled at the discretion of the Program Director

Respiratory Therapy

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

Program Description

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

The Respiratory Therapy associate degree program is accredited by the **Commission on Accreditation for Respiratory Care (CoARC)** (http://www.coarc.com).

CoARC Program Numbers:

Bakersfield: 200425   **Ontario:** 200495
Rancho Cordova: 200518   **Temecula:** 200607
Visalia: 200389

Program Student Learning Outcomes

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

1. Perform clinically as a competent advanced-level Respiratory Therapist
2. Exemplify critical thinking and judgment skills
3. Demonstrate personal and professional behavior consistent with a Respiratory Therapist
4. Earn Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support Provider (PALS), and Neonatal Resuscitation Provider (NRP) certifications
5. Become a Registered Respiratory Therapist
6. Characterize the philosophies of lifelong learning and professional growth by participating in continued education and community outreach
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates
8. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.

Admission Requirements

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

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

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all RT courses, including co-requisite general education and science course work (BIO 31, BIO 24, and CHE 3A)[1]
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successfully pass the skills competencies and program certifications in the term in which they are given
- Document a minimum of 85% attendance in each academic and clinical course
- Successful completion of the Career Services Seminar (CSS 100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and the following certifications: Basic Life Support (BLS); Advanced Cardiac Life Support (ACLS); Pediatric Advanced Life Support (PALS); and Neonatal Resuscitation Provider (NRP). SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

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

State Licensure
Graduates are eligible to sit for the National Board for Respiratory Care (NBRC): Therapist Multiple Choice Exam (TMC). Upon achieving the minimum cut score on the TMC, graduates will be eligible to take the Clinical Simulation Exam (CSE).

Upon successfully passing the CSE, the graduate earns the Registered Respiratory Therapy (RRT) credential. The RRT credential is the minimum entry requirement for licensure in California.

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

California Licensing Requirements
An applicant for licensure in the State of California shall not receive a license without first successfully passing both of the following:
• Therapist Multiple-Choice Examination (TMC), at the higher cut score
• Clinical Simulation Examination (CSE) provided by the NBRC
• All applicants for licensure shall have completed an education program for respiratory care that is accredited by the Commission on Accreditation for Respiratory Care (CoARC) or its successor and been awarded a minimum of an associate degree from an institution or university accredited by a regional accreditation agency or association recognized by the United States Department of Education.
• Satisfactory evidence as to educational qualifications shall take the form of certified transcripts of the applicant's college record mailed directly to the board from the educational institution. However, the board may require an evaluation of educational credentials by an evaluation service approved by the board.
• Submit completed application and fee to the Respiratory Care Board (RCB) of California
• Undergo fingerprinting and background check
• Complete a 3-hour Board-approved Law and Professional Ethics course
  Note: The RCB has approved two law and professional ethics courses, developed independently by the California Society for Respiratory Care (CSRC) and the American Association for Respiratory Care (AARC). Only ONE law and professional ethics course is required to be completed prior to licensure (either the CSRC's or AARC's course).
• Submit completed application including fee and DMV driving history report

Reference Links:
• Respiratory Care Board of California (RCB): http://www.rcb.ca.gov/
• National Board for Respiratory Care (NBRC): https://www.nbrc.org/
• California Society for Respiratory Care (CSRC): http://www.csrc.org/
• American Association for Respiratory Care (AARC): https://www.aarc.org/

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Respiratory Therapy program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

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

Core Course Requirements

Course ID	Course Name	Course Units
BIO 24	Human Anatomy and Physiology	4.0
CHE 3A	Introduction to General Chemistry	4.0
BIO 31	Microbiology	4.0
RCP 100	Introduction to Respiratory Care	7.0
RCP 130	Fundamentals of Respiratory Care	4.0
RCP 140	Respiratory Care Pathophysiology	4.0
RCP 110	Pharmacology	4.0
RCP 150	Ventilatory Principles of Respiratory Care	5.0
RCP 160	Critical Care Principles of Respiratory Care	3.0
RCP 170	Essentials of Respiratory Care	7.0
RCP 180	Advanced Respiratory Care	5.0
RCP 190	Specialized Respiratory Care	7.0
RCP 120	Clinical Laboratory Practice	1.0
RCP 210	Clinical Practice Rotation 1	5.0
RCP 220	Clinical Practice Rotation 2	5.0
RCP 230	Clinical Practice Rotation 3	5.0
Total		**74.0**

General Education Course Requirements

Course ID	Course Name	Course Units
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**21.0**
Program Total		**95.0**

Surgical Technology

This program is offered at the **Bakersfield, Fresno, Rancho Cordova,** and **Temecula** campuses.

Program Description
The Surgical Technology program is 64 weeks in length and prepares students to facilitate invasive, therapeutic, and diagnostic surgical procedures. Students learn the theory and application of sterile techniques as well as human anatomy. Instruction includes an extensive clinical rotation to give students hands-on experience in a surgical environment.

The Surgical Technology program delivered at the Fresno, Bakersfield, Rancho Cordova, and Temecula Campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA). Commission on Accreditation of Allied Health Education Programs (CAAHEP).
25400 US Hwy 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Complete eligibility requirements for the National Certification Exam for Surgical Technologists
2. Demonstrate knowledge of surgical technology skills by successfully accomplishing controlled learning activities
3. Employ information obtained from biological, social and psychological studies
4. Obtain and use knowledge in providing culturally fitting patient care
5. Apply acquired skills and knowledge within the clinical setting
6. Practice surgical asepsis in diverse clinical backgrounds
7. Function as a surgical team member to deliver excellence in patient care
8. Demonstrate the development and consistent application of a surgical conscience
9. Practice accountability, competence, and character demonstrative of a trained professional
10. Practice ownership of learning and maintain responsibility and self-discipline to appraise and incorporate continued learning
11. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
12. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates

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

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

Graduation Requirements
- Successful completion of the courses listed below with a grade of "C" or higher in all ST courses
- Achieve the minimum requirement for the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications
Graduates of this program earn an Associate of Science degree and the following certifications: CPR, HIPAA, and Blood Borne Pathogens. Graduates are also eligible to apply to the National Board of Surgical Technology and Surgical Assisting (NBSTSA) to sit for the Certified Surgical Technologist (CST) national certification exam. Graduates who pass the certification exam are authorized to use the credential Certified Surgical Technologist (CST). SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Surgical Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Surgical Technologists (29-2055.00)

Core Course Requirements

Course ID	Course Name	Credit Units
APMT 1	Anatomy and Physiology with Medical Terminology	5.0
STC 3	Clinical Experience 1	5.0
STC 4	Clinical Experience 2	7.0
STL 1	Surgical Case Management Lab	2.0
STL 2	Basic Surgical Procedures Lab	2.0
STT 11	Introduction to Surgical Technology	5.0
STT 12	Surgical Case Management	3.0
STT 22	Basic Surgical Procedures	9.0
STT 33	Advanced Surgical Procedures	7.0
STT 44	Professional Development	6.0
Total		**51.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Reading and Composition – Part A	3.0
ENG 122	Reading and Composition – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**21.0**
Program Total		**72.0**

All Surgical Technology Case Requirements can be viewed from the ST 6th Edition Core Curriculum.
https://www.ast.org/uploadedFiles/Main_Site/Content/Educators/2014_Revised_Core_Curriculum_Surgical_Rotation_Case_Requirements.pdf
Course listings are subject to change.

Veterinary Assistant to Veterinary Technology Bridge

This program is offered at the **Fresno** campus.

Program Description

The Veterinary Assistant to Veterinary Technology Bridge program can be completed in 35 weeks and is designed for students who have completed the Veterinary Assistant Certificate of Completion program at the SJVC Fresno Campus who wish to continue their education and graduate with an Associate of Science degree. This in-depth training covers advanced animal patient care including anatomy and physiology, animal nursing, exotic and large animal skills, pharmacology, surgical assisting, and laboratory procedures.

Students receive hands-on training under the direct supervision of a Registered Veterinary Technician or Doctor of Veterinary Medicine. Externship rotations include various animal care environments to give students real-world experience.

The Veterinary Assistant to Veterinary Technology Bridge program on the Fresno campus holds full accreditation by the American Veterinary Medical Association (AVMA).

Program Student Learning Outcomes

Upon completion of this program, the successful student will be able to:
1. Calculate dosages, prepare, and dispense medications in compliance with a veterinarian's orders
2. Implement anesthetic plans to facilitate diagnostic, therapeutic, or surgical procedures
3. Perform pre-, peri-, and post-operative management of surgical patients
4. Perform dental procedures, including a Complete Oral Health Assessment and Treatment (COHAT)
5. Perform laboratory tests/procedures and understand the results
6. Apply the concepts of animal care and nursing
7. Produce diagnostic images and/or radiographs following protocols for quality and operator/patient safety
8. Evaluate a patient requiring urgent or emergency care
9. 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. Demonstrate the social skills, professional appearance, attitudes, and behavior that employers expect of all SJVC graduates

Admission Requirements: Successful completion within the past five (5) years of the SJVC Veterinary Assistant Certificate of Completion program at the SJVC Fresno Campus. Courses completed in the SJVC Veterinary Assistant Certificate of Completion program are accepted as a block transfer for 36 units of credit towards the Associate of Science degree.

In addition, to be considered for admission to the Veterinary Assistant to Veterinary Technology Bridge program, applicants must:
- Pass the Veterinary Technology Preparation Knowledge Exam with a 75% or higher
- Achieve 86% (19 points) or higher on the Veterinary Technology Applicant Worksheet containing the following:
  - Cumulative GPA
  - Successful interview
- Have no felony criminal convictions
- Have no felony or misdemeanor DUI convictions

Acceptance for enrollment in the Veterinary Assistant to Veterinary Technology Bridge program is subject to the approval of the VA to VT Program Director or their designee.

Graduation Requirements: Successful completion of the courses listed below with a grade of "C" or higher in all core program courses

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are immediately eligible to work as a Veterinary Assistant. This

program holds full accreditation by the American Veterinary Medical Association (AVMA), qualifying students to sit for the Veterinary Technician National Examination (VTNE) after graduation. VTNE information can be found at https://www.aavsb.org/vtneoverview. Upon successful completion of the VTNE, graduates are eligible to obtain state licensure and work as a Registered Veterinary Technician (RVT). For more information, please visit http://www.vmb.ca.gov. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Veterinary Assistant to Veterinary Technology Bridge 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
VT 200	Advanced Anatomy & Physiology	2.0
VT 210	Animal Nursing II	2.0
VT 220	Veterinary Pharmacology II	3.0
VT 230	Advanced Technical Skills	2.0
VT 240	Veterinary Laboratory Procedures II	2.0
VT 250A	Large Animals Skills	1.0
VT 250B	Exotic and Lab Animals Skills	1.0
VT 260A	Veterinary Surgical Assisting and Advanced Procedures	1.0
VT 260B	Veterinary Dentistry and Advanced Procedures	1.0
VT 260C	Veterinary Emergency, Critical Care, and Advanced Procedures	1.0
VT 270	Course Review and Essential Skills	2.0
VT 600	Clinical Externship II	2.0
Total		**20.0**

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Reading and Composition – Part A	3.0
ENG 122	Reading and Composition – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		**21.0**
Total from block transfer		**36.0**
Program Total		**77.0**

Vocational Nursing

This program is offered at the **Visalia** campus.

Program Description
The Vocational Nursing program is 67 weeks in length and trains students to offer professional care to the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses. LVNs are an important part of a health care team responsible for administering medical treatment, detecting illnesses, and patient education.

The program includes an externship that allows students to further their studies in a real-world medical environment. This hands-on clinical training enhances the learning experience and allows students to develop a work history while completing their studies.

The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Use nursing knowledge, judgment and skills to establish baseline data for the nursing process
2. Demonstrate competence in diagnostic and therapeutic nursing techniques
3. Use strong, developed self-concept in combination with creative/critical thinking, nursing judgment, knowledge and skills to provide nursing care in all health care settings
4. Embody caring and compassion as evidenced by interpersonal interactions and therapeutic practice
5. Use communication skills and collaboration with clients/families, and other members of the health care delivery team
6. Apply organizational skills to focus the care on the client's needs while working with interdisciplinary teams of allied health workers
7. Use nursing judgment to provide cost-effective client care
8. Use leadership and professionalism to be a client advocate and bring about any needed changes in the health care delivery system of today
9. Pass the Licensed Vocational Nurse Board Examination for licensure
10. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life

Admission Requirements
- Applicant must be in good health and physically fit
- Applicant must be age 18 by his/her expected start date
- Applicant must provide current CPR certification from the American Heart Association

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

Graduation Requirements
- Successful completion of all courses listed below with a grade of 75% or higher in all program courses
- Achieve the minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications
Graduates earn an Associate of Science degree and are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). This exam requires a background check. Graduates also earn HIPAA certification. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

State Licensure
Graduates who pass the NCLEX-PN are licensed by the Board of Vocational Nursing and are authorized to the use the credential Licensed Vocational Nurse (LVN), which is a requirement to work in this field.

Board of Vocational Nursing and Psychiatric Technicians (BVNPT) Licensing Requirements
- Minimum age - 17 years old
- Completion of High School or its equivalent (furnish proof)
- Complete and sign the "Application for Vocational Nurse Licensure"
- Complete and sign the "Record of Conviction" form
- Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check and fingerprints (note: A license will not be issued until the Board receives the background information from DOJ)
- Attach the appropriate nonrefundable fee made payable to "BVNPT"
- Successful completion of a written examination titled the **National Council Licensure Examination for Practical (Vocational) Nursing (NCLEX-PN)**
- When the requirements of Steps 1-7 have been met, the Board will advise students of the initial license fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process a license.
- Successful completion of a California Approved Vocational Nursing Program

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Vocational Nursing program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Licensed Practical and Licensed Vocational Nurses (29-2061.00)

Core Course Requirements

Course ID	Course Name	Credit Units	Credit Hours
VN 9	Anatomy and Physiology for Vocational Nurses	3.0	45
VN 11	Clinical Pharmacology for Nurses	4.0	60
VN 14	Nursing Fundamentals Theory	6.0	90
VN 21	Nursing of the Mature Adult Theory	8.0	120
VN 32	Maternity Nursing Theory	3.0	45
VN 33	Pediatric Nursing Theory	3.0	45
VN 40	Critical Care Concepts Theory	8.0	120
VN 46	Nursing Ethics and Professionalism	2.0	30
VN 51	Pharmacology: Dosages and Calculations	2.0	30
VN 100	Nursing Fundamentals of the Adult Clinical Rotation	3.0	160
VN 112	Nursing Fundamentals Skills Lab	1.0	80
VN 201	Nursing of the Mature and Older Adult Clinical Rotations	5.0	240
VN 301	Maternity and Pediatric Nursing Clinical Rotations	5.0	240
VN 401	Advanced Nursing Care in Medical/Surgical, Mental and Community Health Clinical Rotations	5.0	240
VN 501	Comprehensive Licensure Exam Review	2.0	40
Total		**60.0**	**1585**

General Education Course Requirements

Course ID	Course Name	Credit Units	Credit Hours
ENG 121	Reading and Composition – Part A	3.0	45
ENG 122	Reading and Composition – Part B	3.0	45
MTH 121	College Algebra – Part A	3.0	45
MTH 122	College Algebra – Part B	3.0	45
PHIL 1C	Ethics	3.0	45
PSY 1	General Psychology	3.0	45
SOC 1	Introduction to Sociology	3.0	45
Total		**21.0**	**315**
Program Total		**81.0**	**1900**

GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF SCIENCE DEGREE

An Associate of Science Degree will be awarded to students who fulfill the following requirements:
- Completion of a minimum of 60 units of coursework
- Completion of program and general education coursework
- Completion of the Career Services Seminar or equivalent
- 2.0 cumulative grade point average
- Completion of any program graduation requirements[1]

Proficiency in Basic Skills

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

Reading and written expression proficiency *must* **be satisfied by one of the following:**
- Completion with a grade of "D" or better in the following at *SJVC*:
  - **English 121 & 122**
- Completion with a grade of "C" or better in a course equivalent to English 121 & 122 from a regionally accredited college or university.

Math proficiency must be demonstrated by one of the following:
- Completion with a grade of "D" or better in the following at *SJVC*:
  - **Math 121 & 122**
- Completion with a grade of "C" or better in a course equivalent to Math 121 & 122 from a regionally accredited college or university.

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

Career Services Seminar

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

To keep pace with educational, technological or similar developments, *SJVC* reserves the right to change the requirements for graduation.

Changes may be applied to students already enrolled. In those instances, the College will specify an alternate plan of study, which must be completed in lieu of the original requirements.

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[1] Program-specific graduation requirements are listed in the Program Descriptions.

GENERAL EDUCATION

General Education courses are offered on all *SJVC* campuses where Associate and Bachelor's Degree programs are offered.

Philosophy

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

Breadth

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

Depth

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

Rigor

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

General Education Outcomes

PLOs

While General Education is not a program in and of itself at *SJVC*, but rather an integral part of any degree program offered, the tenets of General Education are represented in the College's career-focused programs within the following common Program Learning Outcome (PLO):

> *Upon completion of all programs at* **SJVC***, the graduate will be able to relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.*

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

ILOs and CCLOs

General Education courses lead students directly to the success of the Institutional Learning Outcomes (ILOs) and Co-Curricular Learning Outcomes (CCLOs) of *SJVC*. The ILOs state that all graduates will be able to demonstrate skills in critical thinking, written and oral communication, quantitative reasoning, and information literacy. Equally important are the CCLOs: professionalism, intercultural awareness, self-awareness and learning, responsible citizenship, and leadership and teamwork. General Education courses play a vital role in helping students accomplish these outcomes. Student success in achieving the Course Learning Outcomes (CLOs) within the General Education courses provides assessment of the ILOs and CCLOs.

SJVC Required General Education Courses:

Course #	ENG 121/122	MTH 121/122	NSC 1	PHIL 1C	PSY1	SOC1
Course Title	Reading and Composition	College Algebra	Introduction to the Natural Sciences*	Ethics	General Psychology	Introduction to Sociology
Unit Value	6 units	6 units	3 units	3 units	3 units	3 units
MAJOR AREA OF KNOWLEDGE						
Language and rationality	●	●				
Humanities	●			●		
Natural Science			●			
Social Science					●	●
GENERAL EDUCATION SKILLS AND COMPETENCIES						
Written communication	●			●	●	●
Oral communication	●			●	●	●
Computer literacy	●	●	●	●	●	●
Information competency	●	●	●	●	●	●
Scientific and quantitative reasoning		●	●		●	
Critical analysis and logical thinking	●	●	●	●	●	●
Ethical and effective citizenship			●	●	●	●
Interpersonal skills	●			●	●	●
Respect for diversity	●	●	●	●	●	●

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

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

GENERAL EDUCATION FOR NON-DEGREE-SEEKING STUDENTS

SJVC offers the following General Education courses to students seeking to complete prerequisites to enroll in an SJVC program* or to apply to a program at another institution**.

Enrollment in standalone GE prerequisite courses is independent of any SJVC program enrollment and will be treated separately. **The tuition for GE prerequisite courses is not eligible for financial aid**. Payment is the sole responsibility of the student and payments must be made as agreed upon in the student's Retail Installment Contract. See tuition tables for cost of individual courses.

Science Courses

Science courses are ten weeks in length and are offered as standalone courses at the Bakersfield, Ontario, and Visalia campuses. Campus offerings vary; please contact the Admissions office at the campus of interest to inquire about courses and schedules.

- CHE 3: General Chemistry
- CHE 4: Introduction to Organic and Biochemistry
- BIOL 10: Human Anatomy
- BIOL 14: Microbiology
- BIOL 45: Human Physiology

Please see the program description of interest for information regarding prerequisites. Course descriptions may be found in Section 8 of this Catalog.

Non-Science Courses

Non-science courses are five weeks in length and are offered as standalone courses at the Bakersfield, Fresno, Ontario, and Visalia campuses, as well as online. **Campus offerings vary**; please contact the Admissions office at the campus of interest to inquire about courses and schedules.

- ENG 121: Composition and Reading – Part A
- ENG 122: Composition and reading – Part B
- MTH 121: College Algebra – Part A
- MTH 122: College Algebra – Part B
- NSC 1: Introduction to the Natural Sciences
- PHIL 1C: Ethics
- PSY 1: General Psychology
- SOC 1: Introduction to Sociology
- SPC 1A: Introduction to Public Speaking*

*SPC 1A is offered as a ten-week course at the Visalia campus for cohorts of five (5) or more students.

Please see the program description of interest for information regarding prerequisites. Course descriptions may be found in Section 8 of this Catalog.

*Completion of the General Education requirements and/or prerequisite courses at SJVC does not guarantee entry into an SJVC program.

**The transferability of credits you earn at SJVC is at the complete discretion of an institution to which you seek to transfer. Acceptance of the degree or certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat all or some of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SJVC to determine if your credits will transfer.

PROGRAMS OF STUDY LEADING TO A CERTIFICATE

Aviation Maintenance Technology

This program is offered at the **Fresno-Trades Education Center (TEC)**.

Program Description

SJVC's Aviation Maintenance Technology Certificate of Completion program is 73 weeks in length. The program provides students with the skills and technical knowledge to perform aircraft, airframe, and powerplant maintenance and inspections. Hands-on training in the hangar includes servicing, troubleshooting, and repair of power- plant and airframe systems and components.

The program is approved by the Federal Aviation Administration and approved by the California State Approving Agency to enroll veterans and other eligible persons. Graduates of the Certificate program can apply their credits toward earning and Associate of Science Degree. See pages 75-76 for additional details.

Program Student Learning Outcomes

Upon completion of this program, the successful student will be able to:
1. Apply general aviation concepts in accordance with applicable regulations while following safety procedures
2. Service, inspect, repair, and troubleshoot airframe structures and related components in accordance with applicable regulations while following safety procedures
3. Service, inspect, repair, and troubleshoot aircraft engines and related components in accordance with applicable regulations while following safety procedures
4. Relate and apply concepts of communication, reasoning, critical analysis ethical behavior, and, appropriate interpersonal interaction to situations in his or her career and personal life
5. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

Admission Requirements
*   Valid California driver license
*   No DUI convictions for the past 3 years
*   No felony convictions
*   Applicants must be at least 18 years of age by the end of their first 16 weeks

Graduation Requirements
*   Successful completion of the AERO courses listed below with a grade of "C" or higher
    o   A grade of "D" or higher is required for successful completion of the AERO 200 course, which meets the requirement for completion of the CSS100 course.

Credential and Professional Certifications
Graduates earn a Certificate of Completion and are eligible to test for an Airframe and Powerplant (A&P) license through the Federal Aviation Administration (FAA). Graduates of the Certificate of Completion program may earn an Associate of Science degree by completing courses online or at any *SJVC* campus. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Aviation Maintenance Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

*   Aircraft Mechanics and Service Technicians (49-3011.00)

Course Requirements

Course ID	Course Name	Credit Units	Credit Hours
AERO 100	Aircraft Basic Science	9.0	250
AERO 110	Basic Electricity and Electronics	9.0	250
AERO 120	Reciprocating Engine Theory and Engine Overhaul	9.0	250
AERO 3130	Sheet Metal Structures and Airframe Auxiliary Systems	9.0	250
AERO 140	Turbine Engines	9.0	250
AERO 150	Composite Structures	9.0	250
AERO 160	Propellers and Engine Auxiliary Systems	9.0	250
AERO 170	Aircraft Landing Gear	9.0	250
AERO 200*	Professional Licensing Seminar	2.0	96
Total		**75.0**	**2096.0**

*Fulfills the CSS100 graduation requirement.

Business Office Administration

This program is offered through the **Online Division** and at the **Antelope Valley (Lancaster), Atascadero, Bakersfield, Delano, Fresno, Hanford, Madera, Modesto (Salida), Ontario, Porterville, Rancho Mirage, Santa Maria, Temecula, Victor Valley (Hesperia),** and **Visalia** campuses.

Program Description
The Business Office 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)

Credential and Professional Certifications
Graduates earn a Certificate of Completion.

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Business Office Administration program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.
- Administrative Services Managers (11-3011.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- First-Line Supervisors of Retail Sales Workers (41-1011.00)
- General and Operations Managers (11-1021.00)
- Human Resources Specialists (13.1071.00)
- Office Clerks, General (43-9061.00)
- Receptionists and Information Clerks (43-4171.00)
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (41-4012.00)
- First-Line Supervisors of Food Preparation and Serving Workers (35-1012.00)

Course Requirements

Course ID	Course Name	Credit Units
ACCT 100	Accounting Cycle Concepts	3.0
BUSN 100	Business Math Applications	3.0
BUSN 120	Business Communication	3.0
BUSN 130	Principles of Management	3.0
BUSN 140	Principles of Human Resources	3.0
BUSN 160	Principles of Marketing	2.0
BUSN 190	Customer Service	2.0
BUSN 201	Spreadsheet Management	3.0
BUSN 251	Business Externship	3.0
COMP 101	Computer Literacy and Applications for the Professional	3.0
GRS 100	Graduate Readiness Seminar	2.0
Total		**30.0**

Clinical Medical Assisting

This program is offered through the **Online Division** and at the **Antelope Valley (Lancaster), Atascadero, Bakersfield, Delano, Fresno, Hanford, Madera, Modesto (Salida), Ontario, Porterville, Rancho Mirage, Santa Maria, Temecula, Victor Valley (Hesperia),** and **Visalia** campuses.

Program Description
The Clinical 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. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior, and appropriate interpersonal interaction to situations in his or her career and personal life
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates

Graduation Requirements
- Successful completion of the courses listed below with a grade of "C" or higher in all clinical courses
- Successful completion of a CPR Certification course
  - **Online students only**: successful completion of a First Aid Certification Course
- Successful completion of the Career Services Seminar (CSS 100)
- Achieve the minimum requirement of Health Insurance Portability and Accountability Act (HIPAA) component
- Completion of a series of Hepatitis B vaccinations and a Tuberculosis (TB) test

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 and CPR; online students also earn certification in First Aid. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

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 Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California 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)

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 Applications	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**

Dental Assisting

This program is offered at the **Bakersfield, Fresno, Temecula, Victor Valley (Hesperia),** and **Visalia** campuses.

Program Description

The Dental Assisting program is 45 weeks in length and includes all aspects of working with a dentist, including patient care, office and laboratory duties. A balance of hands-on experience with classroom instruction prepares students with the dental assisting skills and related theory needed to perform on the job. Graduates are well-prepared for a career in chairside assisting or in an administrative capacity.

The Dental Assisting program is approved by the Dental Board of California.

Program Student Learning Outcomes

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

1. Identify and analyze the laws and regulations of the Dental Board and maintain the standards of a Dental Healthcare Provider
2. Meet eligibility requirements for employment and the California Registered Dental Assistant's State Board examination by achieving standardized course learning outcomes in the following areas of expertise: CPR, Dental Radiology, Infection Control and Dental Practice Act: Law and Ethics, Coronal Polish, Pit and Fissure Sealants
3. Perform all direct patient care duties legally assigned to the unlicensed dental assistant and Registered Dental Assistant
4. Assist during commonly practiced dental procedures including, but not limited to, direct and indirect restorations, fixed prosthodontics, endodontics and orthodontic treatment
5. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates

Admission Requirements

- Applicants must be age 18 by their expected start date

Graduation Requirements

- Completion of the courses listed below with a grade of "C" or higher
- Achieve the minimum requirement of the Infection Control, Radiology, Coronal Polish, Pit and Fissure Sealants, CPR and Health Insurance Portability and Accountability Act (HIPAA) components
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and certifications in Dental Radiation Safety, CPR, Infection Control and Dental Law and Ethics. With the completion of coronal polish and pit and fissure sealants, students are eligible to take the Dental Board of California Examination for state licensure. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

State Licensure

Graduates are eligible to apply for and take the Dental Board of California Examination for State Licensure as a Registered Dental Assistant.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Dental Assisting program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Dental Assistants (31-9091.00)

Course Requirements

Course ID	Course Name	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	Pediatrics 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**

Diagnostic Medical Sonography

This program is offered at the **Bakersfield** campus.

Program Description
The Diagnostic Medical Sonography program is 73 weeks in length and prepares students to work as an entry-level general sonographer. Students learn how to perform ultrasound scanning examinations and record the data for interpretation by a physician. Graduates are prepared to provide effective oral and written communication to the healthcare team as it pertains to diagnostic results. Students complete extensive clinical practice in California hospitals and clinics to gain real-world experience.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner.
7. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health.
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates.
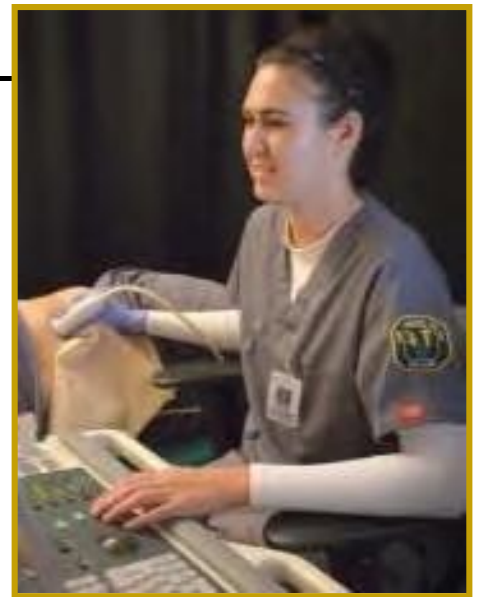
Admission Requirements
- Applicants must be at least 18 years of age and have completed a minimum of 9 units from a combination of any of the following prerequisite courses with a grade a "C" or higher at an accredited college or university:

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

Applicants who have successfully completed the prerequisites will be considered for admission into the program. Using a point-based system, applicants will be ranked on the following criteria: cumulative GPA on prerequisite courses, an assessment, professional references, and a personal interview with program faculty. Enrollment decisions are made by the Program Director or his/her designee.

Graduation Requirements
- Successful completion of the courses listed below with a grade of "C" or higher
- Achieve the minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications
Graduates earn a Certificate of Completion in Diagnostic Medical Sonography. Upon completion of 1,680 hours of work experience as a diagnostic medical sonographer, graduates are eligible to sit for the ARDMS certification exam. An alternative exam pathway is available to graduates who have earned a previous health studies credential (please see the Program Director for more information). Students also earn certification in CPR/First Aid. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Diagnostic Medical Sonography program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Diagnostic Medical Sonographers (29-2032.00)

Course Requirements

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

Electrical Technology

This program is offered at the **Bakersfield, Fresno-Trades Education Center (TEC), Modesto (Salida), Ontario, Rancho Mirage,** and **Temecula** campuses.

Program Description
The Electrical Technology program is 40 weeks in length and provides a framework of electrical knowledge and skills that can be adapted in the electrical trade industry. The program prepares students for employment in numerous electrical and related trades. Upon completion of the Electrical Technology program, the student should be able to install, maintain, and repair electrical equipment and systems in a safe, competent, and professional manner. The program meets the standards set forth by the California Department of Industrial Relations towards the current California Electrician Certification Program. Upon completion of the program, the student is eligible to sit for the California General Electrician's Certification Exam.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Discuss theories of electrical circuitry and relate these concepts to practical applications
2. Apply proper procedures for the installation, operation, maintenance and repair of residential, commercial, and light industrial wiring, electrical equipment and systems
3. Demonstrate proper usage of the basic tools of the trade
4. Demonstrate the basic use and application of the National Electrical Code and be prepared to successfully pass the California Electrician Certification Exam
5. Create effective reports and documents, electronically and in writing
6. Apply advanced electrical concepts and critical thinking skills to interpret and create blueprint drawings for residential, commercial and light industrial facilities
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates
9. Adhere to national, state, and local safety practices used by technicians working in the electrical industry

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

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

Credential and Professional Certifications
Graduates earn a Certificate of Completion and OSHA 30 and CPR/First Aid certification. Graduates are eligible to take the California General Electrician's Certification Exam, administered by the California Department of Industrial Relations (DiR). In order to be certified as a General Electrician in the State of California, pursuant to certification standards established by the Division of Labor Standards Enforcement, an applicant must pass a certification examination and complete 8,000 hours of work for a C-10 electrical contractor installing, constructing or maintaining electrical systems covered by the National Electrical Code. For additional details, please visit:
https://www.dir.ca.gov/dlse/ECU/ElectricalTrade.html. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Electrical Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

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

Course Requirements

Course ID	Course Name	Credit Units
ELEC 100	OSHA Standards for the Construction Industry	3.0
ELEC 110	Electrical Conduit Bending	2.0
ELEC 120	Blueprint Reading for Electricians	5.0
ELEC 130	Technical Math and Electric Circuits	10.0
ELEC 200	Residential Wiring	5.0
ELEC 211	Commercial Wiring	5.0
ELEC 212	Industrial Wiring	5.0
ELEC 220	Programmable Logic Controllers/ Industrial Electronics	5.0
Total		**40.0**

Heating, Ventilation, Air Conditioning, and Refrigeration

This program is offered at the **Antelope Valley (Lancaster), Bakersfield, Fresno, Fresno-Trades Education Center (TEC), Ontario, Rancho Mirage, Santa Maria, Temecula, Victor Valley (Hesperia),** and **Visalia** campuses.

Program Description
The Heating, Ventilation, Air Conditioning and Refrigeration program is 40 weeks in length and prepares students to work in the heating and cooling industry. Training focuses on theories of heating, refrigeration, and air conditioning. Students study the operation, maintenance, and repair of residential and commercial equipment.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Discuss theories of heating, refrigeration, and air conditioning and relate these concepts to practical applications.
2. Apply proper procedures for the installation, operation, maintenance and repair of both residential and light commercial heating, ventilation, air conditioning and refrigeration equipment and systems.
3. Demonstrate proper usage of the basic tools of the trade.
4. Demonstrate requisite mastery to apply for and obtain the EPA 608 certification from the Environmental Protection Agency.
5. Create effective reports and documents electronically and in writing.
6. Apply advanced electrical concepts and critical thinking skills to interpret and draft schematic wiring diagrams and perform system diagnostics and interpret results.
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
8. Demonstrate social skills, professional appearance, attitudes, and behavior that employers expect of all *SJVC* graduates.
9. Adhere to national, state, and local safety practices used by service technicians working on HVAC-R systems.

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

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

Credential and Professional Certifications
Graduates earn a Certificate of Completion and have the opportunity to earn EPA 608 certification.

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.
- Heating and Air Conditioning Mechanics and Installers (49-9021.01)
- Maintenance and Repair Workers, General (49-9071.00)
- Refrigeration Mechanics and Installers (49-9021.02)
- Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-9021.00)

Core Course Requirements

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

Human Resources Administration

This program is offered through the **Online Division**.

Program Description

The Human Resources Administration program is 30 weeks in length and offers training in the procedures, policies, and practices found in today's human resource departments. Students develop personal, professional, and human relations skills necessary to perform the duties of a human resource administrator. Hands-on training includes a variety of computer applications, including Microsoft Office, word processing, spreadsheets, databases and presentation software.

Program Student Learning Outcomes

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

Graduation Requirements
- Successful completion of the courses listed below
- Minimum keyboarding speed of 35 net words per minute
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and are prepared to take the Microsoft® Office Specialist Exam for certification in Word, PowerPoint® and Excel®. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Human Resources Administration program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Administrative Services Managers (11-3011.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- First-Line Supervisors of Retail Sales Workers (41-1011.00)
- General and Operations Managers (11-1021.00)
- Human Resources Specialists (13-1071.00)
- Office Clerks, General (43-9061.00)
- Receptionists and Information Clerks (43-4171.00)
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (51-4081.00)
- First-Line Supervisors of Food Preparation and Serving Workers (35-1012.00)

Core Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy and Applications for the Professional	3.0
BUSN 100	Business Math Applications	3.0
BUSN 120	Business Communication	3.0
BUSN 140	Principles of Human Resources	3.0
BUSN 190	Customer Service	2.0
BUSN 200	Spreadsheet Management	2.0
HRA 22	Regulations and Laws Affecting Human Resources	5.0
HRA 27	Ethics in Human Resources	3.0
HRA 33	Payroll Management & Compensation	6.0
Total		**30.0**

Industrial Maintenance Technology

This program is offered at the **Bakersfield, Fresno, Fresno-Trades Education Center (TEC), Modesto (Salida), Ontario,** and **Visalia** campuses.

Program Description

SJVC's Industrial Maintenance Technology program is 30 weeks in length and is designed to provide fundamental, hands-on training of industrial systems and equipment. Students will study and master the basic principles, applications, concepts, and functions of hydraulic systems, bearing and seal types, and power transmission components. Practical instruction is provided with industry-standard equipment and software.

Program Student Learning Outcomes

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

1. Apply basic concepts of electrical theory related to motor control
2. Operate and maintain machinery and machinery components such as industrial bearings, gear systems, and shaft joining and coupling devices
3. Perform advanced hydraulic testing procedures, maintenance, and hydraulic systems operation
4. Program, install, and perform diagnostic functions on programmable logic controllers (PLCs)
5. Use a computer and associated hardware and software to generate documents, prepare electronic spreadsheets, manage databases, conduct internet research, and communicate via electronic mail
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates

Admission Requirements

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

Graduation Requirements

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

Credential and Professional Certifications

Graduates earn a Certificate of Completion.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Industrial Maintenance Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Helpers-Installation, Maintenance & Repair Workers (49-9098.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Maintenance Workers, Machinery (49-9043
- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic (51-4081.00)

Core Course Requirements

Course ID	Course Name	Credit Units
IT 101	Industrial Electricity	10.0
IT 110	Power Transmission	5.0
IT 120	Fluid Power	5.0
IT 201	Programmable Logic Controllers	10.0
Total		**30.0**

Information Technology

This program is offered through the **Online Division**.

Program Description

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

Program Student Learning Outcomes

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

1. Apply problem solving and critical thinking skills to information technology solutions.
2. Design and manage secure networks using standard industry practices.
3. Demonstrate knowledge of hardware and software installation, maintenance, and support.
4. Use technical support and customer service best practices.
5. Follow information security best practices.
6. Troubleshoot, maintain and secure PC's, mobile devices, and peripherals.
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.

Graduation Requirements

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

Credential and Professional Certifications

Graduates earn a Certificate of Completion. Graduates from the concentrations listed below are eligible to take the exams through CompTIA®. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Concentration	Certifications		
Computer Support	A+		
Networking		Network+	
Security			Security+
Networking Support	A+	Network+	
Security Support	A+		Security+
Computer Support, Networking, and Security	A+	Network+	Security+
Computer Support and Networking	A+	Network+	
Networking and Security		Network+	Security+
Computer Support and Security	A+		Security+

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Information Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

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

20-Week Certifications

Information Technology with a Concentration in Computer Support
Course Requirements

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

Information Technology with a Concentration in Networking
Course Requirements

Course ID	Course Name	Credit Units
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 124	Network+	4.0
COMP 156	Network Security	4.0
COMP 224	Certification Review – Network+	1.0
Total		**17.0**

Information Technology with a Concentration in Security
Course Requirements

Course ID	Course Name	Credit Units
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 154	Security+	4.0
COMP 156	Network Security	4.0
COMP 254	Certification Review – Security+	1.0
Total		**17.0**

25-Week Certifications

Information Technology with a Concentration in Networking Support
Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – A+	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 124	Network+	4.0
COMP 154	Security+	4.0
COMP 156	Network Security	4.0
COMP 224	Certification Review – Network+	1.0
Total		**23.0**

Information Technology with a Concentration in Security Support
Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – A+	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 124	Network+	4.0
COMP 154	Security+	4.0
COMP 156	Network Security	4.0
COMP 254	Certification Review – Security+	1.0
Total		**23.0**

30-Week Certifications

Computer Support, Networking, and Security Concentration
Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – A+	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 123	Wireless Local Area Networks (LAN)	4.0
COMP 124	Network+	4.0
COMP 154	Security+	4.0
COMP 156	Network Security	4.0
COMP 224	Certification Review – Network+	1.0
COMP 254	Certification Review – Security+	1.0
Total		**28.0**

Computer Support and Networking Concentration
Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – A+	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 123	Wireless Local Area Networks (LAN)	4.0
COMP 124	Network+	4.0
COMP 154	Security+	4.0
COMP 156	Network Security	4.0
COMP 224	Certification Review – Network+	1.0
Total		**27.0**

Networking and Security Concentration
Course Requirements

Course ID	Course Name	Credit Units
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 123	Wireless Local Area Networks (LAN)	4.0
COMP 124	Network+	4.0
COMP 154	Security+	4.0
COMP 156	Network Security	4.0
COMP 224	Certification Review – Network+	1.0
COMP 254	Certification Review – Security+	1.0
Total		**26.0**

Computer Support and Security Concentration
Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review – A+	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 123	Wireless Local Area Networks (LAN)	4.0
COMP 124	Network+	4.0
COMP 154	Security+	4.0
COMP 156	Network Security	4.0
COMP 254	Certification Review – Security+	1.0
Total		**27.0**

Medical Billing and Coding

This program is offered through the **Online Division**.

Program Description
The Medical Billing and Coding program is 30 weeks in length and trains students to work on the administrative side of healthcare in a medical practice, facility billing service, or health insurance company. Hands-on experience and classroom instruction include the study of anatomy and physiology, medical terminology, diagnostic and procedural coding, insurance principles and billing, medical office skills, and professional communication.

Program Student Learning Outcomes
Upon completion of this program, the successful student will be able to:
1. Demonstrate proficiency in reviewing and assigning medical codes across a wide range of medical services
2. Facilitate timely reimbursement by preparing and submitting claims with accurately assigned codes
3. Use EHR/EMR systems to research, code, and abstract patient information and other coded data
4. Support the efficient operation of a medical office by accurately reviewing, documenting, and maintaining patient financial records
5. Effectively communicate with other medical professionals using correct medical and insurance terminology in written and oral communication
6. Assist with patient registration and intake
7. Provide CPR (BLS-HCP) and First Aid
8. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
9. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

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

Credential and Professional Certifications
Graduates earn a Certificate of Completion and are eligible to take the Certified Professional Coders (CPC) exam administered by the American Academy of Professional Coders (AAPC). Graduates also earn certificates in typing, HIPAA compliance, and CPR/First Aid (BLS-HCP). SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Medical Billing and Coding program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Medical Secretaries (43-6013.00)
- Billing and Posting Clerks (43.3021)
- Medical Records and Health Information Technicians (29-2071.00)
- Office Clerks, General (43-9061.00)
- Medical Assistants (31-9092.00)

Core Course Requirements

Course ID	Course Name	Credit Units
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body Systems Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
COMP 101	Computer Literacy & Applications for the Professional	3.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 140	ICD Coding	3.0
MBC 105	Body Systems and Pathology	3.0
MBC 200	Advanced Medical Coding & Exam Prep	5.0
Total		**30.0**

Medical Office Administration

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

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 certifications in Health Insurance Portability and Accountability Act (HIPAA) and AHA-Adult & Infant CPR. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment
The following job categories are considered in-field to calculate the graduate employment rates required by the state of California 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	Externship Seminar	1.0
GRS 100	Graduate Readiness Seminar	2.0
Total		**36.0**

Pharmacy Technology

This program is offered at the Antelope **Valley (Lancaster), Bakersfield, Fresno, Modesto, Ontario, Rancho Mirage, Santa Maria, Temecula, Victor Valley (Hesperia),** and **Visalia** campuses.

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 foundational Pharmacy Technician competencies
2. Read, interpret, and follow pharmacy laws, ethics, and regulations
3. Read, interpret, transcribe, troubleshoot, and process prescriptions and medical orders
4. Perform sterile and non-sterile compounding
5. Perform pharmacy billing and computer system applications
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. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

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 Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California 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 Computations	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**

Registered Nursing

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

Program Description

In accordance with the Board of Registered Nursing Policy (section 1435.5), California Licensed Vocational Nurses may apply for entry into the non-degree Registered Nursing program. This program is commonly referred to as the "30-unit option" and prepares the student to take the NCLEX-RN Examination, but does not award an Associate of Science Degree. Non-degree applicants will be considered on a space available basis only and if program resources allow. See the Program Director for more information.

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

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

Program Student Learning Outcomes

Upon completion of this program, the 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 the following science prerequisites at an accredited college or university with a GPA of 2.5 or higher:
  - BIOL14 Microbiology
  - BIOL45 Human Physiology

  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 pre-requisites at *SJVC* does not guarantee entry into the program.

- Current Basic Life Support (BLS) certification from the American Heart Association
- Evidence of a current California LVN license.
  - The program does allow applicants to challenge the LVN coursework and licensure requirements. To successfully do so, applicants must:
    - Achieve a benchmark equivalent National Standard for ATI Fundamentals Proctored Assessment to establish foundational knowledge base
    - Achieve a score of 75% on the Final Exam for RN10 and 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 Registered Nursing program

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

Program Length

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

Graduation Requirements
- Completion of the courses listed below with a grade of 75% or higher
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications

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

State Licensure

Graduates are eligible to apply to the California Board of Registered Nursing (BRN) to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This application requires a background check. When applying for licensure in the State of California to the Board of Registered Nursing (BRN), applicants are required to report any disciplinary action against a professional license and/or misdemeanor or felony convictions; certain convictions may result in denial of licensure. Each case is considered individually by the BRN. Graduates who pass the NCLEX-RN are licensed by the BRN and authorized to use the RN credential, which is a requirement to work in this field. SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

California Licensing Requirements
- Have a high school diploma, high school equivalency diploma or equivalent
- Have successfully completed the courses of instruction prescribed by the board for licensure in a program in this state accredited by the board for training registered nurses, or have successfully completed courses of instruction in a school of nursing outside of this state which, in the opinion of the board at the time the application is filed with the Board of Registered Nursing, are equivalent to the minimum requirements of the board for licensure established for an accredited program in this state
- Submit application to the California State Board of Registered Nursing (BRN) at least 6-8 weeks before graduation
- Have your school send the BRN your transcripts
- Complete a fingerprint and background check
- Take and pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The exam is computerized and given continuously 6 days a week. (New graduates are advised to take the exam soon after graduation because research has shown there is a higher success rate for early test takers compared with those who wait several months).
- Not be subject to denial of licensure under California Business & Professional Code § 2736, Section 480 (regarding crimes, false statements and other dishonest acts).
- Reference links
- Board of Registered Nursing: http://www.rn.ca.gov/applicants/lic-exam.shtml
- National Council of State Boards of Nursing (NCSBN): https://www.ncsbn.org/index.htm

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Registered Nursing program. Detailed information for each Standard Occupational Code (SOC) can be found at http://www.onetonline.org/.

- Registered Nurses (29-1141.00)

Course Requirements

Course ID	Course Name	Credit Units
Science Prerequisites (Semester 1)		
BIOL 14	Microbiology	4.0
BIOL 45	Human Physiology	5.0
TOTAL		**9.0**

Nursing Courses (Semester 2-3)
(Theory and clinical courses with the same name must be take 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 Psychiatric Nursing – Theory	3.0
RN 43L	Mental Health Psychiatric Nursing – Clinical	2.0
RN 44[1]	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[2]		**31.0**

[1] Fulfills the CSS100 graduation requirement.

[2] Includes credit awarded for science pre-requisites.

Veterinary Assistant

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

Program Description

The Veterinary Assistant 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

1. Upon completion of this program, the graduate will be able to:
2. Perform the duties pertaining to veterinary clinic reception, office management, and general computer skills
3. 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
4. Perform dental prophylaxis, with capability to instruct and demonstrate in-home dental care, providing detailed explanation for future recommendations
5. Apply the concepts of animal husbandry, common diseases, signs, treatment, and prevention of disease
6. Perform and apply laboratory procedures, as well as radiographic film processing regarded as diagnostic contributions in animal health care
7. 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
8. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
9. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates

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 SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Veterinary Assistant 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)

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 Procedures	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		**36.0**

GRADUATION REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION

SJVC will issue Certificates of Completion to those students who satisfactorily complete the requirements and are able to demonstrate proficiency and competency in a prescribed vocational training program. The certificate is widely recognized and accepted by employers as verification of job preparedness and skill achievement. Certificates of Completion are issued to those students who complete a prescribed vocational program under all of the following conditions:

- Completion of all required courses with a 2.0 cumulative grade point average or better.

   Course requirements may be waived by Campus Presidents upon submission of proof of completion of equivalent course(s).

- Completion of the Career Services Seminar or equivalent: *The Career Services Seminar concentrates on the job search preparation and process. Topics include services provided by the Career Services Department, resume writing, interview techniques, networking skills, portfolio presentation, and workplace success.*

Most **SJVC** certificate courses can be applied toward an Associate of Science degree. Students who intend on obtaining a certificate and a degree should see their admissions representative for general education and other requirements beyond those required for their certificate.

> To keep pace with educational, technological or similar developments, *SJVC* reserves the right to change the requirements for graduation.
>
> Changes may be applied to students already enrolled. For those cases, the College will specify an alternate plan of study, which must be completed in lieu of the original requirements.

ALPHABETIC LIST OF 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.

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
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 Inventory
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
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.

AERO 100: Aircraft Basic Science
9.0 units – 250 hours
This course covers the basics of blueprint reading, mechanical drawings, the fabrication of fluid lines, and the identification of different aircraft hardware and materials. It will also focus on nondestructive testing methods, how to utilize precision measuring tools, and aircraft corrosion control. Proper FAA documentation and manufacturer instructions will be used which will include mechanic privileges and limitations. **A grade of "C" or higher is required to pass this course.**

AERO 110: Basic Electricity and Electronics
9.0 units – 250 hours
This course will break down basic math, how it relates to the physics of flight, and the importance of weight and balance for an aircraft. Basic electricity will also be covered, discussing capacitance, inductance, volts, amperes, resistance, and AC/DC circuits. Electrical schematics, flow-charts, and wiring diagrams will be emphasized. The inspection and servicing of aircraft batteries is included. **A grade of "C" or higher is required to pass this course.**

AERO 120: Reciprocating Engine Theory and Engine Overhaul
9.0 units – 250 hours
This course will focus on the operational concepts, inspections, and maintenance procedures of reciprocating engines and their accessories. This includes the removal, overhaul, and inspection of a piston engine. Students will also learn the procedures involved in the inspection and servicing of engine instrument systems, ground operations, and safety practices. **A grade of "C" or higher is required to pass this course.**

AERO 130: Sheet Metal Structures and Airframe Auxiliary Systems
9.0 units – 250 hours
This course covers procedures for the layout, fabrication, drilling, and riveting of aircraft sheet metal. This course will also cover autopilot, communication, and navigation systems. **A grade of "C" or higher is required to pass this course.**

AERO 140: Turbine Engines
9.0 units – 250 hours
This course will focus on the operational concepts, inspections, and maintenance procedures of turbine engines and their accessories. This includes the removal, overhaul,

and inspection of a turbine engine. Students will also learn the procedures involved in the inspection and servicing of engine instrument systems, ground operations, and safety practices. **A grade of "C" or higher is required to pass this course.**

AERO 150: Composite Structures
9.0 units – 250 hours
This course will include the inspection and repair procedures for wood, composite, and fabric-covered structures. Techniques for aircraft conformity and airworthiness will be taught as well. Fabrication and repair of plastics, honeycomb, and bonded aluminum structures will be included. Students will also learn about applications of aircraft finishes which includes paint and dope. Basic welding practices, fabrication, and repair are also included. **A grade of "C" or higher is required to pass this course.**

AERO 160: Propellers and Engine Auxiliary Systems
9.0 units – 250 hours
This course will cover the inspection, troubleshooting, and repair of landing gear retraction systems which includes shock struts, wheals, brakes, and tires. Fuel management and dump systems will be discussed, as well as inspection and repair of auxiliary systems. This includes ice and rain control, smoke and carbon monoxide warning systems, and fire detection and extinguishing systems. **A grade of "C" or higher is required to pass this course.**

AERO 170: Aircraft Landing Gear
9.0 units – 250 hours
This course will cover the inspection, troubleshooting, and repair of landing gear retraction systems which includes shock struts, wheals, brakes, and tires. Fuel management and dump systems will be discussed, as well as inspection and repair of auxiliary systems. This includes ice and rain control, smoke and carbon monoxide warning systems, and fire detection and extinguishing systems. **A grade of "C" or higher is required to pass this course.**

AERO 200: Professional Licensing Seminar
3.0 units – 96 hours
The focus of this course is the review and practical application of the AMT license examination. Students will prepare for both the written and practical examinations. The course also covers a review of the professional opportunities for the AMT graduate. Professional development and employment skills including resume writing, interview techniques, and personalized job search planning will be covered in this class. The final grade in this class includes projects and assignments related to professional development and employment skills. **A grade of "C" or higher is required to pass this course.**

APMT 1: Anatomy, Physiology, Medical Terminology
5.0 units – 90 hours
This course provides an overview of medical terminology including basic word construction, abbreviations and symbols used in the profession. An extensive study of the human body includes basic chemistry, organization, cells, tissues, membranes and human diseases. Emphasis is placed on the integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. **A grade of "C" or higher is required to pass this course.**

BIO 24: Human Anatomy and Physiology
4.0 units – 75 hours
This course provides students in health majors an introduction to the structure and function of the major organs, essential structures, and physiological principles of the human body with emphasis on primary organ systems. Integration of multi-organ functions and relevant terminology will be included. **A grade of "C" or higher is required to pass this course.**

BIO 31: Microbiology
4.0 units – 75 hours
An introduction to microbiology covering the fundamental aspects of taxonomy, morphology, classification, genetics and reproduction, physiology, nutrition and growth, control, host – parasite relationships, and immunology. Bacteria, fungi, protozoa, viruses and the roles and importance in the biological world will be covered. Basic techniques for culturing, staining, counting, and identifying microorganisms are emphasized in the laboratory. **A grade of "C" or higher is required to pass this course.**

BIOL 10: Human Anatomy
4.0 units – 90 hours
This course provides the study of human body structure including cellular, tissue, organ, and system levels of organization. Classroom instruction is supported by laboratory activities of models, charts, specimens, and vital laboratory exercises. **A grade of "C" or higher is required to pass this course.**

BIOL 14: Microbiology
4.0 units – 90 hours
An introduction to microbiology covering the fundamental aspects of morphology, classification, genetics and reproduction, physiology, nutrition, growth and control, microbial metabolism, molecular biology and genetics. Emphasis will be on the diversity of the microbial world, including taxonomy and phylogeny, ecology and symbiosis, the pathogenicity of microbes and the immune response of the human body, as well as environmental and food microbiology. Basic techniques for culturing, staining, counting and identifying pathogenic and non-pathogenic microorganisms will be devoted during the laboratory sessions. **A grade of 75% or higher is required to pass this course.**

BIOL 45: Human Physiology
5.0 units – 105 hours
This course provides the integrated study of the function of cells, organs, and systems in maintaining homeostasis.

Physiological principles and concepts are supported with laboratory activity. **A grade of 75% or higher is required to pass this course.**

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. **A grade of 75% or higher is required to pass this course.**

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, court systems, 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: 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 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: 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 201: Spreadsheet Management
3.0 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.

BUSN 251: Business Externship
3.0 units – 144hours
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.**

CHE 3: General Chemistry
4.0 units – 90 hours
This course focuses on composition of matter and physical and chemical changes; fundamental laws and principles; atomic and molecular structure; acid-base chemistry, redox, equilibria; qualitative and quantitative techniques and theory. **A grade of 75% or higher is required to pass this course.**

CHE 3A: Introduction to General Chemistry
4.0 units – 75 hours
This course focuses on composition of matter and physical and chemical changes; fundamental laws and principles; atomic and molecular structure; acid-base chemistry, redox, equilibria; qualitative and quantitative techniques and theory. **A grade of "C" or higher is required to pass.**

CJ 4: Criminal Law
3.0 units – 45 hours
This course explores the historical development of California law. In addition, this course defines and classifies a variety of crimes, such as crimes against persons, property, and the state.

CJ 14: Juvenile Law and Procedures
3.0 units – 45 hours
This course identifies techniques for handling juvenile offenders and victims, prevention and repression of

delinquency, diagnosis and referral procedures for juveniles, and the organization of community resources. Juvenile law and juvenile court procedures will also be covered.

CJ 060A: Adult Corrections Officer Core Course
15.0 units – 270 hours
This course meets the training requirement as set forth by the California Board of Corrections, Section 179 and 1020 of Title XV, California Administrative Code, and fulfills the mandatory training requirements for Corrections/Custodial Officers who are assigned to custody positions in city/county/private jails or facilities. The content is job-related and is certified by Standards and Training for Corrections (STC Certification #601-1253). Training in First Aid and CPR is included.

CJ 63: 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, 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 of elective subjects for a licensed security professional.

CMA 501: Exam Prep
1.0 unit – 15 hours
This course will focus on professional development and preparing for appropriate certification examinations. This course includes review of clinical skills and concepts of medical terminology, body systems, injections, vital signs, venipuncture, prescription drug dosage calculations and the use of surgical instruments.

CMP 101: Introduction to Microsoft Office 1
5.0 units – 90 hours
This course is designed to provide introductory and intermediate skills in Microsoft Office through hands-on operations and practice of simulated business projects and activities. Emphasis is placed on Word and PowerPoint applications. This course includes functions such as word processing, document formatting, mail merge, automating your work, and organization and arrangement of PowerPoint presentations. Skills competency will be assessed throughout this course. Keyboarding skills are included.

CMP 102: Introduction to Microsoft Office 2
5.0 units – 90 hours
This course is designed to provide introductory and intermediate skills in Microsoft® Office through hands-on operations and practice of simulated business projects and activities. Emphasis is placed on Excel and Access applications. Students will learn to build a worksheet using commands such as copying, formatting, identifying ranges, and the functions of formulas. Students will also learn the basics of Access, how to create, maintain, and work with a database. Skill competency will be assessed throughout this course. Keyboarding skills are included.

CMP 110: Computer Applications in Construction Management
5.0 units – 90 hours
This course provides a foundational approach to Construction Industry software, including a basic introduction to Estimating and Project Scheduling. The curriculum is designed to provide a fundamental overview of the software packages that students will utilize in subsequent coursework.

CO 2: Introduction to Administration of Justice
3.0 units – 45 hours
This course covers the history and philosophy of justice as it has evolved throughout the world. This course offers an in-depth study of the American system and the various sub-systems, roles, and role expectations of criminal justice agents and their interrelationship with society; concepts of crime causation; punishment and rehabilitation; ethics; and education in training relating to professionalism in the social system.

CO 3: Criminal Procedures
3.0 units – 45 hours
This course examines the legal processes of search warrants, reasonable cause for detention of a person, probable cause for arrest, criminal trials, procedural hearings, and sentencing. This course offers a review of the history of case and common law, conceptual interpretations of law as reflected in court decisions, a study of case law methodology and case research, and how the decisions impact the procedures of the justice system. Students will also be introduced to the legal aspects of evidence.

CO 5: Community and Human Relations
3.0 units – 45 hours
This course explores the roles of administration of justice practitioners and their agencies. Through interaction and study, the student becomes aware of the interrelationships and role expectations between the various members of the system and the public. Professional development and employment skills including resume writing, interview techniques, and personalized job search planning will also be covered in this class. The final grade in this class includes projects and assignments related to professional development and employment skills.

CO 8: Introduction to Investigation
3.0 units – 45 hours

The fundamentals of investigation are introduced in this course through the following topics: techniques of crime scene search and recording, collection and preservation of physical evidence, modus operandi, sources of information, interview and interrogation, and follow-up investigation.

CO 10: Writing for Criminal Justice
3.0 units – 45 hours

This course focuses on the techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner using the various types of criminal justice terminology. The use of factual information and organization in report writing are also included.

CO 20A: Introduction to Corrections
3.0 units – 45 hours

This course examines a survey of the field of correctional science through historical development, current concepts, ethics and practice, and explanations of criminal behavior. The functions and objectives of the criminal justice system concerned with institutional, probation, and the parole processes as they modify the offender's behavior are also covered. A survey of professional career opportunities in public and private agencies will be introduced.

COMP 101: 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.

COMP 105: Certification Review – A+
2.0 units – 45 hours
Prerequisites: COMP 106, COMP 107

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

COMP 106: A+ Hardware
4.0 units – 60 hours Prerequisites: None

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

COMP 107: A+ Software
4.0 units – 60 hours Prerequisites: None

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

COMP 121: Windows Server Installation and Configuration
4.0 units – 75 hours
Prerequisites: COMP 106, COMP 107

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

COMP 122: Windows Server Administration
4.0 units – 75 hours

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

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

This course is designed to provide the student with the knowledge and skills for installing and configuring wireless local area networks (WLAN). Students will learn the fundamentals of wireless data transmission along with WLAN security, management, and troubleshooting.

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

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

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

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

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

This course is designed to provide 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.

COMP 224: Certification Review – Network+
1.0 unit – 30 hours
Prerequisites: COMP 106, COMP 107, COMP 124
This course uses various methods and strategies to prepare students to take industry certification exams related to completed Information Technology courses.

COMP 254: Certification Review – Security+
1.0 unit – 30 hours
Prerequisites: COMP 106, COMP 107, COMP 154
This course uses various methods and strategies to prepare students to take industry certification exams related to completed Information Technology courses.

CON 100: Construction Materials
3.0 units – 45 hours
This course provides an overview and study of the principle construction materials used within the construction industry: concrete, masonry, metals, woods, and thermal materials. The course also examines the general requirements of a construction project and the techniques of project mobilization. This course focuses on CSI Divisions 1-8 (Master Format 1994) and is designed to accompany CON 120.

CON 105: Design Theory
3.0 units – 45 hours
This course is an introduction to architectural related design and working document evolution, including the design process, the establishment of architectural criteria, blueprint reading, technical specifications, and related and accompanying design and drawing development. In addition, students will enhance their critical communication skills necessary to interact with design professionals.

CON 106: Blueprint and Plan Reading
3.0 units – 45 hours
Students will learn a fundamental approach to construction industry blueprint and plan reading, focusing on both residential and commercial construction. They will also develop the skills needed to learn to read the construction drawings that are used to communicate information about buildings. Students will utilize these skills in subsequent coursework.

CON 111: Materials and Architectural Design
5.0 units – 90 hours
This course provides an overview and study of the principal construction materials used within the construction industry and an introduction to architectural related design and working document evolution. Construction materials covered include concrete, masonry, metals, woods, thermal and moisture protection, openings, and interior finishes. The course examines the general requirements of a construction project and the techniques of project mobilization with a focus on CSI Divisions 1-9 and 31 (Master Format 2004). The design process, the establishment of architectural criteria, blueprint reading, technical specifications, and related and accompanying design and drawing development are also covered. In addition, students will enhance their critical communication skills necessary to interact with design professionals.

CON 112: Construction Documents and Methods
5.0 units – 90 hours
This course examines various documents utilized within the construction industry to record and communicate with others. The document practice introduced in this course will provide students with the exposure to proper communication procedures with project owners, designers, subcontractors, and local governmental agencies. This course also provides an overview and study of specialties, equipment, furnishings, special construction, conveying equipment, fire suppression, plumbing systems, heating, ventilating, air-conditioning, electrical, electronic safety, and security systems, used within the construction industry to complete a construction project. The course focuses on CSI Divisions 10-30, 32-48 (Master Format 2004).

CON 113: Construction and Labor Laws
5.0 units – 90 hours
This course focuses on federal and state labor-oriented regulations as applied to the construction industry practices. The student will investigate the interaction between technical and legal aspects of personnel administration practices, work force management, labor standards, employment discrimination, strikes and picketing, union organization, collective bargaining, pre-hire agreements, hiring hall referrals, union and non-union shop construction. This course also provides an orientation to the rules and regulations governing the construction industry, including building codes, state lien laws, contractors' license law, health and safety laws, workers' compensation, and employment insurance and taxes.

CON 114: Computer Applications and Strategic Communication
5.0 units – 90 hours
This course provides a foundational approach to Construction Industry software and how students use the software to employ effective communication in the field. The curriculum is designed to provide a fundamental overview of the software packages that students will utilize in subsequent coursework and provides the skills for effective strategic communication and presentations through the use of practical exercises.

CON 115: Applied Math for Construction Management
3.0 units – 45 hours
This course provides topics in fundamental algebra to include: operations on expressions, variables, monomials, polynomials, solving and graphing linear equations and inequalities. Emphasis is placed on operations involving formulas, factoring, problem-solving, radicals, and rational expressions. This course also provides topics in fundamental

plane geometry to include: congruence, similarity, perpendicular and parallel lines, angles, theorems, and properties of polygons and circles. Emphasis is placed on constructions and calculations for perimeter, area and volume of common and complex geometric figures. In addition, this course offers hands-on applications, which allow students to relate and apply concepts, developed through inductive and deductive reasoning, to real world situations.

CON 116: Construction Business, Accounting and Financial Management
3.0 units – 45 hours
This course provides students with the fundamentals of business management, financial management and accounting for construction companies. Emphasis is placed on construction business strategic planning and organization, as well as the systems, methods and report analysis of accounting as it relates to construction management. Additionally, this course provides fundamental financial principles, focusing on cash flow for both company and project needs, methods and sources for financial resources, productivity analysis and financial analysis. Using inductive and deductive reasoning, students relate and apply the concepts, through hands-on applications, to real world situations.

CON 120: Construction Methods
3.0 units – 45 hours
This course provides an overview and study of the equipment, systems, finishes, and manufacturing specialties used within the construction industry to complete a construction project. The course also focuses on CSI Divisions 9-16 (Master Format 1994) and is designed to accompany CON 100.

CON 125: Scheduling and Control
5.0 units – 90 hours Prerequisites: CMP 110
This course is the study and application of the critical path method, which includes planning, scheduling and control of the construction projects. Students will discuss the use of logic, time assignment and computation, analysis, re-evaluation, computer applications, and management responsibilities. This course provides an introduction to the ethical problems and issues in modern society. Students will discuss current events related to ethical issues and participate in group discussions.

CON 126: Project Scheduling and Strategic Communication
5.0 units – 90 hours
This course is the study and application of Critical Path Method, which includes planning, scheduling, and control of construction projects together with a foundational approach to Construction Industry software. The student will discuss the use of logic, time assignment and computation, analysis, re-evaluation, computer applications, and management responsibilities.

CON 135: Estimating & Bidding for Residential & Commercial Projects
5.0 units – 90 hours
This course focuses on the introduction to residential cost estimating, including: reading and interpretation of blue print, plans, specifications and other project documents; principles of building costs; estimate and construction cost control; and practice in preparing bids for prospective buyers. Techniques and rationale used for analysis in estimating residential, commercial, and heavy construction projects are discussed, along with format and preparation of competent construction cost estimates with an emphasis on computer applications. Students will plan and prepare competitive bids for the firm-price heavy construction projects.

CON 136: Labor and Construction Laws
3.0 units – 45 hours
This course provides an orientation to the rules and regulations that govern the construction industry. Students will study contract law, state lien laws, tort law, federal and state labor-oriented regulations, along with dispute resolution methods. They will discuss organized labor's role in construction industry practices.

CON 137: Quantity Survey, Estimating & Bidding for Construction
5.0 units – 90 hours
Prerequisites: CON 155, CMP 110
This course focuses on the introduction to residential and commercial cost estimating, including: reading and interpretation of blue print, plans, specifications and other project documents; principles of building costs; estimate and construction cost control; and practice in preparing bids for prospective buyers. Techniques and rationale used for analysis in estimating residential, commercial, and heavy construction projects are discussed, along with format and preparation of competent construction cost estimates with an emphasis on computer applications and mathematical formulas used in estimating.

CON 141: Construction Management Supervision
3.0 units – 45 hours
All the methods of field supervision in construction will be identified in this course. Students will also investigate and discuss basic principles of business management, how to be an effective manager, and the best practices of supervision, motivation, and leading a team to successful outcomes. This course also covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Upon successful course completion, the student will receive an OSHA 30 Hour Construction Outreach Training Completion Card.

CON 142: Construction Management Supervision
3.0 units – 45 hours
All the methods of field supervision in construction will be identified in this course. Students will also investigate and discuss basic principles of business management, how to be

an effective manager, and the best practices of supervision, motivation, and leading a team to successful outcomes. This course also covers OSHA policies, procedures, and standards, as well as construction safely and health principles. Upon successful course completion, the student will receive an OSHA 30 Hour Construction Outreach Training Completion Card.

CON 145: Construction Project Management
5.0 units – 90 hours

This course will discuss the construction manager's relationship and interaction with internal organization, owner, architect, engineer, public, press, legal aid, unions, trades, equipment, utilities, insurance, finances, government and others. In addition, the student will examine the administration aspects as well as monitoring, budgeting, expediting, and achieving a quality construction project.

CON 146: Construction Project Management and Contract Documents
5.0 units – 90 hours
Prerequisites: CON 155

Students in this course will discuss the construction manager's relationship and interaction with internal organization, owner, architect, engineer, public, press, legal aid, unions, trades, equipment, utilities, insurance, finances, government and others. They will examine the administration aspects including monitoring, budgeting, expediting, and achieving a quality construction project, along with the various documents utilized within the construction industry to record, communicate and enter into legal agreements with others.

CON 155: Competitive Business Presentations and Strategic Communication
3.0 units – 45 hours

This course equips construction supervisors with the skills necessary to become effective communicators in the workplace. The goal of this course is to introduce a culture of open and accurate communication, which will lead to trust between the construction supervisor and those intrinsic to productivity of workflow. The course will focus on the importance of verbal, non-verbal, and listening skills as effective communication tools. Topics include persuasion and negotiation strategies; constructive and corrective feedback; and electronic and written communication. Critical, active thinking and decision-making are expected and encouraged through group activity, class discussion, and self-reflective assignments. Students will learn the fact gathering process of organizational presentation skills and aids through preparation and execution of competitive business presentations.

CSS 100: Career Services Seminar
Pass/Fail – 8 hours

Students will prepare for the job search process in this seminar. Through work with the Career Services Department, they will develop resumes, interview techniques, and networking skills needed for workplace success. **The grade in this course is Pass/Fail** and is based upon creation of a career portfolio, mock interviewing skills, and other professional development activities. **Passing this course is a graduation requirement.**

DA 105: Orientation to Dentistry
5.0 units – 90 hours

This course focuses on the study of the oral environment within dentistry. Nutrition as it relates to dental health and an introduction to standard infection control procedures will be covered in this course. The roles of the Dental Healthcare Professional (DHCP) will be introduced in a simulated laboratory setting. **A grade of "C" or higher is required to pass the course.**

DA 110: Dental Anatomy and Patient Management
5.0 units – 90 hours Prerequisites: DA 105

Emphasis of this course is on the basic study of the anatomy of the head and neck. This course also provides the theory as well as hands-on approach to medical and dental emergencies. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting and clinical observation in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication. **A grade of "C" or higher is required to pass the course.**

DA 115: Dental Regulations and Pre-Laboratory
5.0 units – 90 hours
Prerequisites: DA 105, DA 110

This course provides theory as well as hands-on applications to basic dental materials, instrumentation, and equipment. Emphasis is given to step-by-step procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting and clinical observation in an extramural facility. This course will also present principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication. **A grade of "C" or higher is required to pass the course.**

DA 230: Dental Radiology
5.0 units – 90 hours
Prerequisites: DA 105, DA 110, and DA 115

This course presents the principles of dental radiology for protection and safety precautions and also covers the clinical application of procedures involved in exposing and evaluating dental images. Emphasis is placed on principles and practices of infection control, OSHA regulations, law and ethics, practice management, and communication. Students will be required to expose radiographs on mannequins and clinical patients and report clinical observations in an extramural facility. A certificate of completion in Radiology Safety will be issued to the student upon course completion. Students must be 18 years of age to expose and process radiographs. **A grade of "C" or higher is required to pass the course.**

DA 235: Restorative Procedures
2.0 units – 45 hours
Prerequisites: DA 105, DA 110, DA 115, DA 230
This course emphasizes the chairside application of four-handed restorative dentistry. Emphasis is given to procedures performed by the Dental Healthcare Professional (DHCP) and will be performed on typodonts in a laboratory setting, in a pre-clinical setting on patients, and clinical observation in an extramural facility. **A grade of "C" or higher is required to pass the course.**

DA 305: Prosthodontics and Endodontic Specialties
2.0 units – 45 hours
Prerequisites: DA 105, DA 110, DA 115, DA 230, DA 235
In this course, students will perform dental assisting within Endodontic and Prosthodontic specialties. Emphasis is applied to the procedures performed on typodonts in a laboratory setting, in a pre-clinical setting and clinical observation in an extramural facility. **A grade of "C" or higher is required to pass the course.**

DA 321: Periodontic and Oral Surgery Specialties
3.0 units – 45 hours
Prerequisites: DA 105, DA 110, DA 115, DA 235, DA 305
This course focuses on procedures and instrumentation for oral and periodontal surgical procedures and various drug therapies commonly used in dentistry. Emphasis is given to procedures performed on typodonts in a laboratory setting, in a pre-clinical setting and clinical observation in an extramural facility. **A grade of "C" or higher is required to pass the course.**

DA 325: Pediatric and Orthodontic Specialties
3.0 units – 45 hours
Prerequisites: DA 105, DA 110, DA 115, DA 235, DA 305, DA 321
This course emphasizes the practical applications of advanced chairside dental assisting within pediatric and orthodontic specialties. Emphasis is given to the procedures performed on typodonts in a laboratory setting, in a pre-clinical setting and clinical observation in an extramural facility. **A grade of "C" or higher is required to pass the course.**

DA 410: Preventative Clinical Procedures
5.0 units – 90 hours
Prerequisites: DA 105, DA 110, DA 115, DA 230, DA 235, DA 305, DA 321, DA 325
This course presents the principles of preventive dentistry specializing in coronal polish and pit and fissure sealants. Emphasis is placed on applicable oral anatomy, histology, physiology, and oral pathology pertaining to preventive procedures. Students will be required to perform coronal polish and place pit and fissure sealants on laboratory typodonts as well as clinical patients. This course will also apply principles and practices of infection control, OSHA regulations, California Dental Practice Act, practice

management, and communication. **A grade of "C" or higher is required to pass the course.**

DA 525: RDA Licensure Review Seminar
3.0 units – 45 hours (pass/fail)
Prerequisites: Completion of all programmatic coursework.
This course gives the student the opportunity to review the theory and skills covered throughout the program in preparation for the RDA examinations. This course is graded as a Pass or Fail based on successful completion of an Exit Exam, which simulates the state RDA exam.

DA 530: Clinical and Professional Experience
5.0 units – 265 hours (Pass/Fail)
This course relates to work experience in an extramural facility under direct supervision of the dentist. Students are required, once per week, to turn in completed hours and evaluations. This course is graded as a Pass or Fail. **Failure of this course will result in the student repeating the clinical experience rotation.**

DH 11: Oral Radiology
2.0 units – 30 hours
This course provides the didactic learning experiences to enable the student to distinguish the normal anatomical features of the oral cavity as they appear radiographically. Normal and pathological conditions, placing film for x-rays, and analyzing the quality of exposed radiographs will be covered. **A grade of "C" or higher is required to pass this course.**

DH 13: Dental Health Education
2.0 units – 30 hours
This course covers the principles and practices of prevention and control of dental disease with emphasis on plaque control, motivation and chair-side patient education. **A grade of "C" or higher is required to pass this course.**

DH 16: Introduction to Clinic
3.0 units – 45 hours
This course provides an introduction to the clinical procedures and skills needed for Dental Hygiene. **A grade of "C" or higher is required to pass this course.**

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

DH 21: General and Oral Pathology
4.0 units – 60 hours
This course examines the pathological processes of inflammation, immunology defense, degeneration, neoplasm, developmental disorders, healing and repair. Abnormalities in the human body with a special emphasis on

normal and abnormal conditions in the oral cavity are covered. **A grade of "C" or higher is required to pass this course.**

DH 22: Patient Management and Geriatrics
2.0 units – 30 hours
This course teaches the characteristics of individual patients, their motivation and management as well as interpersonal communications. Treatment of the compromised patient and myofunctional therapy is presented. **A grade of "C" or higher is required to pass this course.**

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

DH 26: Community Oral Health
2.0 units – 30 hours
This course introduces students to the principles and practices of dental public health. Emphasis is placed on the role of the dental hygienist as an innovator of, and an educator in, community health programs. Public health issues will be introduced and thoroughly discussed. **A grade of "C" or higher is required to pass this course.**

DH 27: Local Anesthesia
2.0 units – 30 hours
This course examines the pharmacology and physiology of local anesthetic agents and their proper use in dental hygiene therapy. The anatomy of the Trigeminal nerve, the physiology of nerve conduction, and the mode of action of local anesthetic agents are to be covered. Prevention and management of emergencies in the dental setting will be reviewed. The theory, rationale, and protocol for nitrous oxide/oxygen administration will be explored. Students will have the opportunity to administer local anesthesia and nitrous oxide/oxygen in the laboratory setting. **A grade of "C" or higher is required to pass this course.**

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

DH 31: Applied Pharmacology
3.0 units – 45 hours
This course includes the classification and study of drugs according to physical/chemical properties and their therapeutic effects; particularly drugs used in dentistry. **A grade of "C" or higher is required to pass this course.**

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

DH 33: Clinic Seminar 2 – Advanced Clinical Topics
1.0 unit – 15 hours
This course (in conjunction with DH 133) focuses on soft tissue diagnosis and evaluation. The student will enhance clinical

understanding of comprehensive periodontal treatment plans by preparing various treatment plans. Students will learn criteria for use of advanced instrumentation strategies, soft tissue management and post-treatment procedures for use on (or applicable to) periodontally involved cases. **A grade of "C" or higher is required to pass this course.**

DH 36: Cultural Diversity and Healthcare
1.0 unit – 15 hours
This course provides students with an understanding of cultural diversity and cultural competence by examining cultural beliefs, values and attitudes influencing health care delivery systems. Projects will provide students with a deeper understanding of health care practices and the delivery of care for individuals, groups, and communities. **A grade of "C" or higher is required to pass this course.**

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; preventative measures; and non-surgical therapy. **A grade of "C" or higher is required to pass this course.**

DH 42: Clinical Seminar 3
2.0 units – 30 hours
This course provides an expanded exposure to the clinical experience through development of case studies taken from the student's personal clinical practice. Case studies will be presented in class to fellow students. Occasional guest speakers from the dental specialty fields will provide case presentations as well. **A grade of "C" or higher is required to pass this course.**

DH 45: Nutrition
2.0 units – 30 hours
This course provides the basic principles of nutrition and their relationship to dental health. Students will perform dietary surveys and plan nutritional dietary programs. **A grade of "C" or higher is required to pass this course.**

DH 46: Legal and Ethical Responsibilities
2.0 units – 30 hours
This course looks at the ethical and legal considerations of practice in the field of dental hygiene. Fundamental factors, such as professional responsibility, decision making, and Health Insurance Portability and Accountability Act (HIPAA) of 1996 are addressed. This course covers the regulation of the practice of Dental Hygiene with the focus on the policies of the state dental practice act and the code of ethics of the American Dental Hygienists' Association. **A grade of "C" or higher is required to pass this course.**

DH 48: Periodontics 4
2.0 units – 30 hours
This course includes treatment options for moderate to advanced periodontal disease; nonresponsive periodontitis; legal and ethical considerations for periodontal issues in the broad scope of dentistry; and science based research and epidemiology of periodontal disease. **A grade of "C" or higher is required to pass this course.**

DH 101: Oral Biology
3.0 units – 60 hours
The study of embryology and histology of oral structural formation, clinical recognition of normal oral structures, the physiological and structural functions of teeth and supporting tissues, and oral anatomy relative to proper dental hygiene procedures. Lab activities are designed to reinforce and deepen understanding of important concepts and their application to dental hygiene practice. **A grade of "C" or higher is required to pass this course.**

DH 105: Head and Neck Anatomy
3.0 units – 60 hours
This course covers the anatomical structures of the head and neck regions and relates these structures to the clinical practices of dental hygiene. Lab activities are designed to reinforce and deepen understanding of important concepts and their application to dental hygiene practice.

DH 114: Introduction to Clinic Lab
2.0 units - 120 hours
This course provides an introduction to the clinical procedures and skills needed for Dental Hygiene. **A grade of "C" or higher is required to pass this course.**

DH 115: Oral Radiology Lab
2.0 units – 60 hours
This course provides the laboratory and clinical learning experiences to enable the student to distinguish the normal anatomical features of the oral cavity as they appear radiographically. Normal and pathologic conditions, placing film for x-rays, and analyzing the quality of exposed radiographs will be covered. **A grade of "C" or higher is required to pass this course.**

DH 120: Local Anesthesia Lab
1.0 unit – 45 hours
This course examines the pharmacology and physiology of local anesthetic agents and their proper use in dental hygiene therapy. The anatomy of the Trigeminal nerve, the physiology of nerve conduction, and the mode of action of local anesthetic agents are to be covered. Prevention and management of emergencies in the dental setting will be reviewed. The theory, rationale, and protocol for nitrous oxide/oxygen administration will be explored. Students will have the opportunity to administer local anesthesia and nitrous oxide/oxygen in the laboratory setting. **A grade of "C" or higher is required to pass this course.**

DH 124: Clinical Seminar 1 Lab
1.0 unit – 30 hours
Lab Application: 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. **A grade of "C" or higher is required to pass this course.**

DH 129: Clinical Practice 1
3.0 units – 136 hours (Pass/Fail)
This course provides beginning experience in the treatment of adults and children utilizing skills of oral inspection, cancer screening, dental and periodontal charting, radiographic technique, plaque control instructions, scaling, polishing, and fluoride application. **Passing this course is a graduation requirement.**

DH 132: Dental Materials-Laboratory
1.0 unit - 30 hours
This course (with DH 32) 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. **A grade of "C" or higher is required to pass this course.**

DH 133: Clinical Seminar 2 Lab – Advanced Clinical Topics
1.0 unit - 30 hours
Lab applications: This course focuses on soft tissue diagnosis and evaluation. The student will enhance clinical understanding of comprehensive periodontal treatment plans by preparing various treatment plans. Students will learn criteria for use of advanced instrumentation strategies, soft tissue management and post treatment procedures for us on (or applicable to) periodontally involved cases. **A grade of "C" or higher is required to pass this course.**

DH 135: Clinical Practice 2
4.0 units – 204 hours (Pass/Fail)
This course provides the beginning learner experiences in the treatment of dental hygiene patients by expanding on the procedures and techniques introduced in earlier courses. **Passing this course is a graduation requirement.**

DH 143: Clinical Practice 3
5.0 units – 240 hours (Pass/Fail)
This course provides students with the opportunity to become competent in the clinical skills learned and practiced in previous clinical courses and to prepare them for success on their state and national board examinations. **Passing this course is a graduation requirement.**

DH 399: Dental Hygiene Review Seminar 1 CR – 30 hours (Pass/Fail)
This course presents an overview of all dental hygiene theory for the purpose of National Board Exam review. **This course is not graded and does not receive credit.**

DH 401: Teaching Dental Hygiene in Theory and Practice
4.0 Units – 60 hours
This course provides practical, evidence-based teaching strategies for dental hygienists wishing to develop their skills as clinical educators. Dental hygienists will learn strategies for instruction, assessment, evaluation, and coaching for both novice and experienced students. Special topics include teaching of mixed-level groups, balancing teaching with the provision of patient care, engaging patients, and motivating students. **A grade of "C" or higher is required to earn credit for this course.**

DH 420: Community Oral Health Assessment and Program Planning
4.0 Units – 60 hours
This course is designed to provide students with the framework necessary to identify a target population and assess, plan, implement and evaluate a community oral health program. Topics include assessment methods; diagnosis of community needs; program planning, budgeting and community resources; program implementation; program evaluation and documentation. **A grade of "C" or higher is required to earn credit for this course.**

DH 441: Dental Practice Management
5.0 Units – 75 hours
This course provides professionals a foundation in practice management of dental teams by addressing the skills required to effective team leadership, staff management, establishing goals, appointment management, use of financial systems and patience needs assessments. Topics include: Marketing; professional standards; risk management; legal and ethical issues; business office technology; office design and equipment placement; dental office documents and the storage of business records; and business office systems. **A grade of "C" or higher is required to earn credit for this course.**

DH 499: Dental Hygiene Review
1.0 unit – 30 hours
This course presents an overview of all dental hygiene theory for the purpose of National Board Exam review. Clinical board preparation will include review of current exam criteria and application process. Professional development and employment skills including resume writing, interview techniques, and personalized job search planning will be covered in this class. The final grade in this class includes projects and assignments related to professional development and employment skills. **A grade of "C" or higher is required to pass this course.**

DH 601: Dental Hygiene Review CR – As needed (Pass/Fail)
This course focuses on review for the Dental Hygiene National Board Exam. Students will be required to complete some of the course through self-study and completion of assignments, pre and post-tests. **This course is not a requirement for obtaining a degree in dental hygiene.**

DH 602: Dental Hygiene Clinical Experience CR – As needed (Pass/Fail)
This course focuses on the clinical skills to be utilized during the State Dental Hygiene Exam. Patient selection, case management, and clinical practice will be covered. Students may use approved extramural dental sites for their clinical portion of the class. Enrollment in this course is required for students to continue their clinical experience until the time of the California State Dental Hygiene Board Examination. Upon passing the California State Dental Hygiene Board Examination or showing satisfactory performance in the clinical setting, students will receive a passing grade. Enrollment in DH 602 may be extended through two additional California Dental Hygiene Board Examinations. **This course is not a requirement for obtaining a degree in dental hygiene.**

DMS 200: Orientation to Ultrasound Imaging Seminar Pass/Fail – 8 hours
This instructional seminar is a prerequisite to the DMS program. This seminar provides an overview of the scope and content of the DMS program. It focuses upon the elementary operational principles of diagnostic medical ultrasound, basic ultrasound terminology specific to the profession, anatomic imaging planes and body directions used in ultrasound imaging, and the image orientation on the ultrasound display. **A grade of "C" or higher is required to earn credit for this course.**

DMS 210: Abdominal and Small Parts Ultrasound Imaging
6.0 units – 96 hours
This course covers the aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. Emphasis is placed upon basic anatomy and physiology, normal and abnormal ultrasound appearances of the organs of the abdominal cavity, retroperitoneum, breast, thyroid, parathyroid, prostate,

andtestes. The student will develop competency in assessing the ultrasonic appearance of normal versus abnormal images through the use of PowerPoint slides and studies. Clinical indications for ultrasound examination of the abdomen and small parts, and differential diagnoses will also be presented and considered. DMS 210 must be taken concurrently with DMS 210L. **A grade of "C" or higher is required to pass his course.**

DMS 210L: Abdominal and Small Parts Ultrasound Imaging Laboratory
5.0 units – 150 hours
This course focuses on the application of generally accepted scanning techniques and protocols utilized for ultrasound examination of the abdomen, related structures, and small parts. This course includes instruction and demonstration related to patient preparation and positioning employed to achieve optimum ultrasound images. Proper identification and representation of normal and abnormal anatomy is stressed. Laboratory demonstrations and scanning exercises coincide with DMS 210 to integrate and reinforce understanding of the didactic and hands on elements in sonographic evaluation of the abdomen and small parts. DMS 210L must be taken concurrently with DMS 210. **A grade of "C" or higher is required to pass this course.**

DMS 215: Fundamentals of Sonography
1.0 unit – 15 hours
This course provides a broad overview of the field of diagnostic medical sonography. It covers the history and evolution of ultrasound as an imaging modality, the sonographer's role, required skills and abilities, and effective learning techniques. The student will learn causes of ergonomic injuries, how to prevent them, and causes of sonographer stress. Students will also discuss the different imaging modalities within the radiology department and their value in providing diagnostic information. **A grade of "C" or higher is required to pass this course.**

DMS 220: Obstetrics and Gynecology Ultrasound Imaging
6.0 units – 96 hours
This course is an in-depth study of the normal and abnormal conditions that affect the reproductive organs of the female pelvic cavity and the developing fetus, including cross-sectional anatomy, physiology, pathology, and pathophysiology. Emphasis is placed upon ultrasonic identification and assessment of the normal and pathological conditions of the uterus, ovaries and fetus. The sonographer's role in determining fetal biometry measurements, age, weight, and well-being is covered. Clinical indications and differential diagnoses for OB/GYN ultrasound examinations are also discussed. DMS 220 must be taken concurrently with DMS 220L. **A grade of "C" or higher is required to pass this course.**

DMS 220L: Obstetrics and Gynecology Ultrasound Imaging Laboratory
5.0 units – 150 hours
Students learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal versus abnormal anatomy, optimization of ultrasonic images, ultrasound documentation of findings, biometry measurements, and preparation of initial preliminary reports to the interpreting physician. Demonstration and instruction in patient preparation and patient positioning techniques are also included. DMS 220 didactic instruction and laboratory instruction coincide to reinforce and integrate theory and hands on scanning skills. DMS 220L must be taken concurrently with DMS 220. **A grade of "C" or higher is required to pass this course.**

DMS 225: Patient Care for Sonographers
3.0 units – 52 hours
This course presents the student with different aspects of patient care that are relevant to the sonographer. Focus is placed on patient/sonographer interaction, patient confidentiality and HIPAA compliance, sonographic positioning techniques, history taking, patient preparation for different ultrasound examinations, vital signs, body mechanics for patient transfer, techniques utilized for patients with tubing, standard precautions for infection control, aseptic/sterile technique, isolation techniques, emergency medical situations, caring for special needs patients, and communications with patients and other health care professionals. CPR/BLS training for the health care professional will be included. **A grade of "C" or higher is required to pass this course.**

DMS 230: Introduction to Vascular Ultrasound Imaging
6.0 units – 96 hours
This introductory course in vascular ultrasound introduces the student to the hemodynamic considerations of the arterial and venous vascular systems. Also covered are the principles and techniques of spectral analysis, waveform analysis and interpretation, Color Doppler, and Power Doppler. The course focuses on the anatomy and physiology of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. The student will develop competency in assessing the ultrasonic appearance of normal versus abnormal images through the use of PowerPoint slides and studies. Emphasis will be placed on types of vascular ultrasound examinations most commonly ordered, the clinical indications for various types of vascular duplex examinations, differentiation of normal versus abnormal conditions, and interpretation of ultrasound findings. DMS 230 must be taken concurrently with DMS 230L. **A grade of "C" or higher is required to pass this course.**

DMS 230L: Introduction to Vascular Ultrasound Imaging Laboratory
5.0 units – 150 hours
Students will learn standard ultrasound imaging techniques and protocols for duplex examination of the most commonly ordered vascular ultrasound studies. Focus is placed on duplex ultrasound examinations of the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. The course is designed to prepare the student to perform the most common vascular ultrasound studies that may be required of the general sonographer. DMS 230 didactic instruction and laboratory instruction approximately coincide to integrate and reinforce theory and hands on scanning skills. DMS 230L must be taken concurrently with DMS 230. **A grade of "C" or higher is required to pass this course.**

DMS 235: Professional Aspects of Sonography
1.0 unit – 15 hours
The aspects of sonography as a career will be examined in this course. Topics of discussion include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, medical ethics and legal aspects of sonography, professional behavior, sonographer employment venues, resume writing and interview techniques. **A grade of "C" or higher is required to pass this course.**

DMS 240: Physical Principles & Instrumentation of Ultrasound
6.0 units – 96 hours
This course provides a firm foundation in the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit. Coursework includes the basic acoustic principles of ultrasound, propagation of ultrasound in tissue, the physics of pulsed ultrasound, Doppler principles, the components of the ultrasound imaging instrument, common artifacts in imaging, quality assurance, bio-effects, and safety in operation of the ultrasound imaging system. DMS 240 must be taken concurrently with DMS 420L. **A grade of "C" or higher is required to pass this course.**

DMS 240L: Physical Principles & Instrumentation of Ultrasound Laboratory
5.0 units – 150 hours
This course emphasizes operation of the instrumentation controls required for optimum operation of the ultrasound imaging instrument. Students are provided with hands on instruction in equipment operation and adjustment of gray scale and Doppler controls required for the production of ultrasound images. Maintenance of the ultrasound scanning unit and patient safety considerations in equipment operation are also covered. DMS 240 didactic instruction and laboratory instruction approximately coincide to integrate and reinforce theory and hands on scanning and equipment operation skills. DMS 240L must be taken concurrently with DMS 240. **A grade of "C" or higher is required to pass this course.**

DMS 250: Clinical Practicum I
10.0 units – 480 hours
During this course, the student will be assigned and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising sonographer or supervising physician and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through both observations of and participation in clinical case studies of patients undergoing ultrasound examinations. The student will be assessed on supervised clinical practice and completion of clinical assignments and task-based performance objectives. **A grade of "C" or higher is required to pass this course.**

DMS 260: Clinical Practicum II
10.0 units – 480 hours
This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect scanning skills in the clinical environment and to learn more advanced imaging techniques, protocols, and procedures required of the sonographer. The student will gain more experience in performing various ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations. The student will be assessed on supervised clinical practice and completion of clinical assignments and task based performance objectives. **A grade of "C" or higher is required to pass this course.**

DMS 300: ARDMS Certifying Examination Review
1.0 unit – 20 hours
This course covers the application process and content specific outline information for the ARDMS Sonography Principles and Instrumentation examination, the Abdomen specialty examination, and the Obstetrics and Gynecology specialty examination. Registry examination preparation techniques and strategies for achievement of successful examination outcomes are included. Administration of mock examinations will enable the student to identify specific strengths and weaknesses in subject matter in order to self-correct and improve performance on the ARDMS examinations. Guidance and direction toward additional registry preparation tools and resources are provided. **A grade of "C" or higher is required to pass this course.**

ECON 1: Economics
3.0 units – 45 hours
This course provides a general introduction and overview of economics and the role economics plays in society today. Topics in the course include taxes, the roles of supply and demand, elasticity, productivity, GDP, unemployment, competitive pricing, and the role of money in the economy. Students will discuss the impact these topics have on our economy and society. Students will understand and illustrate how each person's daily decisions affect the economy.

ELEC 100: OSHA Standards for the Construction Industry
3.0 units – 45 hours
This course covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 Hour Construction Outreach Training Completion Card. **A grade of "C" or higher is required to pass this course.**

ELEC 110: Electrical Conduit Bending
2.0 units – 45 hours
This course is a study of how to properly calculate, layout, and bend Electrical Metallic Tubing (EMT) and Rigid Metal Conduit (RMC) per industry and National Electrical Code standards. This course utilizes both hand bending tools and the use of mechanical and machine-type bending equipment. **A grade of "C" or higher is required to pass this course.**

ELEC 120: Blueprint Reading for Electricians
5.0 units – 90 hours
This course is designed to introduce students to architectural plans utilized in the construction industry for residential and commercial construction with a focus on the electrical trade. Students will develop the skills needed to interpret information conveyed on blueprints and apply these skills in subsequent coursework. Students will be trained in CPR and First Aid. **A grade of "C" or higher is required to pass this course.**

ELEC 130: Technical Math and Electric Circuits
10.0 units – 180 hours
This course is a study of mathematics used in the electrical trade with an application of direct and alternating current. **A grade of "C" or higher is required to pass this course.**

ELEC 200: Residential Wiring
5.0 units – 90 hours
This course introduces the student to the elements of residential-type construction with an emphasis on wiring principles and basic residential design. This course also allows the student to perform a "hands-on" component of wiring a basic residential structure. Both components of this course are completed in strict accordance with the requirements of the National Electrical Code. **A grade of "C" or higher is required to pass this course.**

ELEC 211: Commercial Wiring
5.0 units – 90 hours
This course covers the theory and application of electrical wiring systems utilized in commercial buildings inclusive of general wiring and raceway systems, lighting systems, low voltage systems, overcurrent and grounding protection, electrical distribution systems, and load calculations, all in adherence to the requirements of the National Electrical Code. **A grade of "C" or higher is required to pass this course.**

ELEC 212: Industrial Wiring
5.0 units – 90 hours
This course covers the theory and application of electrical wiring systems utilized in industrial buildings inclusive of general wiring and raceway systems, lighting systems, low voltage control systems, alternating current motors and transformers, and load calculations, all in adherence to the requirements of the National Electrical Code. **A grade of "C" or higher is required to pass this course.**

ELEC 220: Programmable Logic Controllers/Industrial Electronics
5.0 units – 90 hours
This course presents basic concepts and applications of PLCs such as the PLC language, performing installation and diagnostic functions, using program tools, basic communications and logic operations. The practical instruction of this course is performed with Allen Bradley equipment and RSLogix software, both of which are predominantly used within the manufacturing industry. **A grade of "C" or higher is required to pass this course.**

ENG 121: Composition and Reading – Part A
3.0 units/45 hours
This is the first in a two-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 is the second part 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.

ENG 321: Writing for Research
4.0 units – 60 hours
This course is designed to provide students with the framework necessary for research writing; the course will provide guidance in creating a literary review, allowing students to focus on research pertaining to their discipline of study. The course will outline the research process, APA formatting for research writing, and the literary review process. Students will utilize peer-reviewed journals to synthesize data pertaining to their studies in preparation for their Senior Capstone Project. **A grade of "C" or higher is required to pass this course.**

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 400: Leadership in Healthcare Settings
4.0 units – 60 hours
This course introduces students to theories and approaches to leadership in healthcare. Students will apply leadership theories to scenarios in the healthcare context, and develop the necessary skills to communicate effectively, manage conflict, and lead organizational change. **A grade of "C" or higher is required to pass this course.**

HC 403: Health Care Law and Ethics
4.0 units – 60 hours
This course presents an overview of legal and ethical issues facing health care managers. Students will be introduced to legal and policy issues in the dynamic health care environment and explore ethical dilemmas faced by health care managers. Emphasis is placed on developing the skillset to evaluate legal and ethical situations and assess the potential consequences choices have on key stakeholders. **A grade of "C" or higher is required to pass this course.**

HC 410: Performance Improvement Measures and Methodologies
4.0 units – 60 hours
This course covers quality assessment and improvement, providing a basis for developing skills in collecting and analyzing data. Students will explore the relationship between measurement and improvement in the healthcare settings. Topics include measure selection, data analysis and interpretation, selecting an improvement methodology, and evaluation of improvement activities. **A grade of "C" or higher is required to pass this course.**

HC 415: Human Resource Management
4.0 units – 60 hours
 This course presents the major elements of human resource practices, retention, performance evaluation, compensation, education, and succession planning. Students will learn to analyze and evaluate how human resource management is applied in different health care settings. An emphasis is placed on strategic planning for health care organizations using the major elements of human resource management. **A grade of "C" or higher is required to pass this course.**

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 team-building. **A grade of "C" or higher is required to pass the course.**

HC 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.**

HC 450: Health Care Finance
4.0 units – 60 hours
The focus of this course is an understanding of the Respiratory Care Practitioner's role in revenue cycle management as well as the rules and regulations that apply to insurance and reimbursement. **A grade of "C" or higher is required to pass this course.**

HC 470: Research Capstone
5.0 units – 90 hours
This course will provide students the opportunity to integrate their field of study with their selected area of specialty to research an issue and propose a solution. The student will compose a formal paper that will include a literature review to compare and contrast differing perspectives related to a chosen problem or process in a healthcare facility or department. The student will then compose and deliver a presentation suitable for an interprofessional audience. **A grade of "C" or higher is required to pass this course.**

HCP 101: Structural Anatomy and Terminology
3.0 units – 45 hours
The course examines the foundational principles of the skeletal, muscular, lymphatic, immune, integumentary, and nervous and special senses body systems; plus, 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 the digestive, urinary, endocrine, reproductive, respiratory, and

cardiovascular body systems, plus 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, 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.

HEA 10: Health and Wellness
3.0 units – 45 hours
This course is designed to promote desirable health attitudes and practices. Students will examine the various dimensions of health, which include physical, psychological, social, and environmental health. Students will also review a variety of health related topics, including stress, nutrition, fitness, sexuality, disease, and drug use and abuse, and evaluate healthy lifestyle choices in their own lives.

HR 100: Human Resource Management and Administration
2.0 units – 45 hours
This course will provide an overview of the tasks and responsibilities associated with the administration of human resources in the business environment. Topics include: recruitment, selection, and hiring practices, legal and regulatory factors, employee and labor relations, and compensation and benefits. This course addresses diversity and equal employment opportunity, sexual harassment, discrimination, employee handbooks, employee privacy, performance management and appraisal, and issues related to worker's compensation and investigation.

HR 155: Human Resource Management and Administration
5.0 units – 90 hours
This course will provide an overview of the tasks and responsibilities associated with the administration of human resources in the business environment. Topics include: recruitment, selection, and hiring practices; legal and regulatory factors; employee and labor relations; and compensation and benefits. This course addresses diversity and equal employment opportunity, sexual harassment, discrimination, employee handbooks, employee privacy, performance management and appraisal, and issues related to worker's compensation and investigation.

HRA 22: Regulations and Laws Affecting Human Resources
5.0 units – 90 hours
This course will provide an overview of the regulatory environment of the human resource professional. Students will investigate and discuss employment relationships, employee privacy topics, and wage and hour law issues. By defining Title VII of the Civil Rights Act, as well as other Equal Employment Opportunity Commission (EEOC) regulations, students will be able to evaluate employer responsibilities and the variety of situational applications that involve human resources management.

HRA 27: Ethics in Human Resources
3.0 units – 45 hours
In this course, students will apply ethical theory to business situations and practices. Students will describe the roles of corporate culture and leadership in a social and global economy, as well as discuss legislation regulating employer and employee rights and responsibilities. Students will analyze ethical situations and develop solutions needed by Human Resource Administrators.

HRA 33: Payroll Management & Compensation
6.0 units – 90 hours
This course introduces students to acc. Students will outline the goals of human resource management and explore laws affecting payroll and personnel records. Activities include performance of payroll calculations and analysis of the function and performance of human resource information systems.

HST 301: American Political Thought from Reconstruction to Present
3.0 units – 45 hours
This course explores various social, diplomatic, and economic philosophies in American politics from Reconstruction to the Present. Special consideration is given to the development and inter-connectedness of the philosophies while also considering their historical context. Students are encouraged to make connections between these philosophies and their own beliefs. **A grade of "C" or higher is required to pass this course.**

HUMN 125: Intercultural Communication
3.0 units – 45 hours

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

HUMN 325: Cross-Cultural Communication
3.0 units – 45 hours

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

HVAC-R 100: Theory & Applications of Air Conditioning
5.0 units – 90 hours

This course introduces, discusses, and demonstrates the practical applications of the physical properties of air (psychometrics), blueprint, interpretation, floor plan layout, calculating building heat loads, air distribution systems, types of air conditioning equipment and systems, codes, and installations. This course also introduces various heating systems and EPA, Section 608.

HVAC-R 101: Theory & Applications of Refrigeration
5.0 units – 90 hours

This course introduces, discusses, and practices the physical laws of matter, heat transfer, gas laws and equations, pressure and temperature conversions, refrigerants and refrigerant recovery-recycle-reclaim methods and equipment. The refrigeration cycle, basic refrigerating systems and applications, codes, installation, safety practices, and EPA information are topics covered in this course. This course discusses and applies the principles of theory and fundamentals to problem analysis and diagnostics for residential, light commercial, and commercial refrigeration systems. Students will practice the basics of brazing.

HVAC-R 102: Theory & Applications of Electricity
10.0 units – 180 hours

This course introduces, discusses and applies electron flow theory, magnetism, electrical generation and power distribution, conductors, insulators, fuses, DC and AC electricity and circuits, motors and motor circuits, air conditioning and refrigerating system components and circuits. This course identifies and discusses the control devices used in refrigeration and air conditioning systems, practices electrical drafting skills, interpretation of pictorial and ladder wiring diagrams, and problem analysis, using various diagnostic techniques for domestic and light-commercial ventilation, refrigeration, and air conditioning systems.

HVAC-R 103: Advanced Air Conditioning
5.0 units - 90 hours

This course applies pictorial and schematic wiring diagrams, interpretation and various techniques for problem analysis and troubleshooting of air conditioning and heating units. Students will work with gas and propane furnaces, refrigerant recovery/recycle practices, proper evacuation procedures, major component replacement and brazing techniques, leak testing methods, system charging procedures, system performance analysis, problem analysis, diagnostics and repair procedures for heating and air conditioning systems including heat pumps. In addition, this course prepares the students for HVAC-R industry certification.

HVAC-R 104: Advanced Refrigeration
5.0 units – 90 hours

This course applies the principles of theory and fundamentals to problem analysis and diagnostics for light commercial refrigeration systems. Students will describe typical commercial refrigeration problems and the possible factors that make the problems occur. Both self-contained and remote refrigeration systems are analyzed under proper performance and typical running conditions and compared to systems with air-flow problems, undercharge conditions, overcharge conditions and box temperature controls (both pressure and temperature) along with system safety switches and flow controls. In addition, this course prepares students for HVAC-R industry certification.

HVAC-R 105: Advanced Electricity
5.0 units – 90 hours

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

HVAC-R 106: Air Distribution Systems
5.0 units – 90 hours

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

IT 101: Industrial Electricity
10.0 units – 180 hours
This course is the study of the elements and applications of electricity that are common to any industrial facility. In strict accordance with the Occupation Safety and Health Administration (OSHA) and National Electric Code (NEC), this course will introduce students to electrical theory with an emphasis in those energy sources developed for commercial and manufacturing use. Students will utilize mathematical skills to calculate values and solve electrical based problems and scenarios. Additional topics include troubleshooting and installing complex control circuits.

IT 110: Power Transmission
5.0 units – 90 hours
This course is the study of industrial bearings, industrial drive gears and gear systems, belt and chain drives, shaft joining and coupling devices. Students will focus on the operation, maintenance, and safety of power transmission systems and devices.

IT 120: Fluid Power
5.0 units – 90 hours
This course presents basic concepts and operation of fluid power, demonstrating knowledge in maintenance, safety, and troubleshooting. Students will perform power operation with the use of hydraulic power systems, pressure control valves, directional control valves, check valves, flow control valves, actuators, pumps, oil conditioners and measuring instruments.

IT 201: Programmable Logic Controllers
10.0 units – 180 hours
This course presents basic concepts and applications of PLCs such as Language, performing installation and diagnostic functions, using programming tools, basic communications, and logic operations. The practical instructions of this course are performed with Allen Bradley equipment and RSLogix software, both of which are predominantly used within the manufacturing industry.

MAP 105: Laboratory Procedures
5.0 units – 90 hours
Students will be instructed in venipuncture/capillary techniques and a variety of CLIA waived and Point of Care Testing (POCT). The student will be familiarized with various laboratory techniques, hematology tests, and established values. Students will also be instructed in CPR/First Aid and rapid response procedures. **A grade of "C" or better is required to earn credit for this course.**

MAP 115: Pharmacology and Medication Administration
5.0 units – 90 hours
Students will be introduced to injections and a variety of clinical procedures including basic pharmacology, immunizations, and a variety of medication administration techniques. Students will calculate medication dosages and complete appropriate documentation. **A grade of "C" or higher is required to pass this course.**

MAP 126: Clinical Applications
4.0 units – 45 hours
In this course students will discuss the role of the medical assistant in a clinical setting. Students will demonstrate non-invasive procedures such as electrocardiograms and vital signs. They will prepare exam rooms, exam trays, using medical and surgical aseptic techniques. They will discuss blood-borne pathogen guidelines for a safe 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 the 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.**

MBC 101: Medical Billing and Coding Requisites
3.0 units – 45 hours
Students will apply the knowledge, skills, and concepts previously learned through formal education and/or work experience in preparation for entry into the Medical Billing and Coding program. Students will demonstrate how to compile, process, audit, and report patient information in a manner consistent using CPT, HCPCS, and ICD-10-CM regulatory and legal requirements.

MBC 105: Body Systems and Pathology
3.0 units – 45 hours
The course focuses on basic knowledge of anatomy and physiology to a deeper examination of diseases, disorders, etiology, pathology, diagnostic testing, and common treatments of internal body systems. The course emphasizes applying medical terminology to situations in medical professions.

MBC200: Advanced Medical Coding and Exam Prep
5.0 Units – 75 hours
Students will practice advanced case coding and review coding guidelines to ensure accurate assignment of medical codes. Focused review of study materials will take place to prepare students to sit for the CPC (Certified Professional

Coder) examination. Students take the CPC practice examinations and schedule the CPC examination.

MBC223: Medical Coding Practicum I
2.0 units – 30 hours
In a three-course series, students will use Practicode to code the required number of cases to upgrade their CPC certification status from CPC-A ("apprentice") to CPC. The expansive coding requirements provide application-based skills transferable to the workplace. In this course, students will review the proper steps for locating a diagnostic code and review the ICD-10-CM Official Coding Guidelines.

MBC224: Medical Coding Practicum II
2.0 units – 30 hours
In a three-course series, students will use Practicode to code the required number of cases to upgrade their CPC certification status from CPC-A ("apprentice") to CPC. The expansive coding requirements provide application-based skills transferable to the workplace. In this course, students will review the proper steps for locating a procedure code and review the CPT/HCPCS coding conventions and guidelines.

MBC225: Medical Coding Practicum III
2.0 units – 30 hours
In a three-course series, students will use Practicode to code the required number of cases to upgrade their CPC certification status from CPC-A ("apprentice") to CPC. The expansive coding requirements provide application-based skills transferable to the workplace. In this course, students will review the steps necessary to abstract information from medical cases necessary for accurate coding.

MOP 110: Medical Insurance Principles
5.0 units – 90 hours
This course focuses on the requirements of a billing and coding specialist as well as insurance terminology, legislation and regulations that affect billing and coding. Students will perform fundamental administrative and communication skills needed to work in a medical facility. Students will practice the basics of CPT and ICD coding as well as complete insurance claim forms. Students will be trained in CPR/BLS-HCP and first aid. Keyboarding skills are also emphasized in this course.

MOP 120: CPT/HCPCS Coding
3.0 units/45 hours
The course examines coding concepts associated with the Current Procedural Terminology manual and the HCPCS code book. The Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology/Laboratory and Medicine sections are covered with emphasis on section guidelines and proper code selection. Keyboarding skills are also emphasized in this course.

MOP 130: Billing Principles
2.0 units/45 hours
The course focuses on the procedures for billing in both hospital and clinical settings. Students will identify a variety of source documents used in billing, compare and complete the forms used in hospitals and offices, analyze the revenue cycles, and apply the correct codes to the different venues.

MOP 140: ICD Coding
3.0 units/45 hours
The course covers coding concepts associated with the International Classification of Diseases and Clinical Modification codebook. Students will practice using terminology following documentation guidelines and applying codes to various forms and documents. Keyboarding skills are also emphasized in this course.

MOP 211: Medical Office Principles
3.0 units – 45 hours
The course presents basic bookkeeping and collection tasks. The course also emphasizes effective communication and documentation skills required in the medical office.

MOP 500: Externship
3.0 units – 125 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 the Extern/Clinical Coordinator. **The grade earned in this course is Pass/Fail. Passing this course is a graduation requirement.**

MOP 510: Externship Seminar
1.0 units – 15 hours
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 is Pass/Fail.**

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, order of operations, single and multiple step linear equations and inequalities, use of formulas, algebraic expressions, polynomials, systems of equations, and graphing of linear equations. Students will utilize the metric and U.S. standard systems. The fundamentals and real-world formulaic terminology will be provided. This course offers applications that allow students to relate to and to apply concepts to their field of study.

MTH 122: College Algebra – Part B
3.0 units – 45 hours
This course integrates technology with mathematics through the use of online learning resources. Topics include use of formulas, algebraic expressions, polynomials, exponential and logarithmic expressions, and quadratic equations. Students will utilize rational and radical expressions and conics functions. This course offers applications that allow students to relate to and to apply concepts to their field of study.

NSC 1: Introduction to the Natural Sciences
3.0 units – 45 hours
This course presents an overview of the basic concepts of the natural sciences, emphasizing biology, chemistry, physical, earth and space science. These concepts are taught both as a technical foundation and from a historical perspective. The subject matter is integrated into lecture discussions covering the environment, ecology, and the relevance of natural science to human affairs. Subjects discussed include current and relevant social, scientific and economic issues. Special projects and activities may be required.

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.

PHIL 200: Critical Thinking
3.0 units – 45 hours
This course develops and expands students' capacity to evaluate information, solve problems, and apply reasoning to practical and complex issues. Students will increase their abilities to mindfully apply rigorous logic and standards of evidence, guard against bias, develop, and analyze arguments. Students will effectively apply communication strategies and concepts to personal and professional moral and ethical issues.

PHIL 300: Critical Thinking for Health Professionals
4.0 units – 60 hours
This course presents concepts and principles of thinking and decision-making including the Wonder, Investigate, Speculate, Evaluate (W.I.S.E.) approach. Through application and evaluation, students practice problem solving and investigative, research, and persuasive skills. Emphasis is placed on applying critical thinking skills to practical issues applicable to health care administration, and the evaluation and development of solutions. **A grade of "C" or higher is required to pass this course.**

PHR 15: Pharmacy Science and Applications 2
5.0 units – 90 hours
This course covers the theory of anatomy, physiology, pathophysiology, and related pharmacology of the urinary, circulatory, and respiratory 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. Students will utilize the pharmacy lab in the applications of pharmacy science. Interpretations of doctor's orders along with prescription filling, refilling, and labeling procedures are practiced.

Also presented in this course are procedures for the generation and maintenance of accurate pharmacy records, third party claims and the use of pharmacy reference materials. Emphasis is placed on the importance of diligence in documentation and related issues of potential liability. Computerized pharmacy systems and keyboarding skills are also an integral component of this course. **A grade of "C" or higher is required to pass this course.**

PHR 20: Pharmacy Law and Ethics
3.0 units – 45 hours
This course presents an overview of the history of the pharmacy as well as the duties and responsibilities of a pharmacist and the State and Federal laws governing pharmacy practice, standards and regulations. This course includes HIPAA (Health Insurance Portability and Accountability Act) statutes, regulations, and preparation for certification. Current ethical issues in pharmacology will be discussed. **A grade of "C" or higher is required to pass this course.**

PHR 25: Pharmacy Records & Documentation
3.0 units – 45 hours
This course focuses on enhancing the skills to properly interpret, fill and label prescription orders. An emphasis of this course is to train students to properly maintain and document pharmacy records. Students will be introduced to the duties of inventory control in a pharmacy practice and explore legal parameters of dispensing medications. **A grade of "C" or higher is required to pass this course.**

PHR 30: Pharmacy Math and Computations
3.0 units – 45 hours
This course focuses on the fundamentals of arithmetic processes involving fractions, decimals, ratios, and percentages including the metric, household 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 100: Pharmacy Science and Applications 1
5.0 units – 90 hours
This course covers the theory of anatomy, physiology, pathophysiology, and related pharmacology of the gastrointestinal, integumentary and sensory 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. Students will utilize the pharmacy lab in the applications of pharmacy science. Interpretations of doctor's orders along with prescription filling, refilling, and labeling procedures are practiced. Computerized pharmacy systems and keyboarding skills are also an integral component of this course. **A grade of "C" or higher is required to pass this course.**

PHR 120: Pharmacy Clinical Applications 1
2.0 units – 45 hours
This course covers the theory of anatomy, physiology, pathophysiology, and related pharmacology of the nervous systems, including mental health, and nutrition. 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 this system will be included. Students will utilize the pharmacy lab in the applications of pharmacy science. 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 135: Pharmacy Clinical Applications 2
2.0 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, 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 203: Pharmaceutical Lab Applications 1
2.0 units – 45 hours
This course offers the practical lab applications for drug distribution and dispensing, non-sterile compounding, and manufacturing/packaging procedures. Students will utilize essential pharmacy tools and supplies to process orders during this course. **A grade of "C" or higher is required to pass this course.**

PHR 231: Anatomy, Physiology, and Pharmacology 1

3.0 units – 45 hours
This course covers important knowledge of pharmacy organizational skills. This course offers applied practice of insurance claim processing, ICD-10 recognition and pharmacy software management. Diverse pharmacy setting simulations are practiced on a daily basis. Pharmacy calculations and certification examination criteria are also covered. **A grade of "C" or higher is required to pass this course.**

PHR 303: Pharmaceutical Lab Applications 2
2.0 units – 45 hours
This course focuses on the physical and chemical properties of drugs. The fundamentals in aseptic technique, parenteral admixture procedures, and I.V. preparations are emphasized in this course. Dosage calculations are integrated in the applications of this course. **A grade of "C" or higher is required to pass this course.**

PHR 312: Pharmacy Business, Simulations & Computer Applications
3.0 units – 45 hours
This course offers a study of pharmacy computer applications specializing in processing prescriptions, drug information retrieval, and other practical applications including legal documentation, patient profiles, and related topics. **A grade of "C" or higher is required to pass this course.**

PHR 371: Professional Development
2.0 units – 45 hours
The focus of this course is to prepare students for the certification exam through practice and review based on established certification criteria. Students will be provided with an online self-paced study program and faculty 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. **A grade of "C" or higher is required to pass this course.**

PHR 512: Clinical Experience
2.0 units – 120 hours
Students will apply their acquired skills and knowledge, taking on the responsibilities and duties of a pharmacy technician trainee in a distinct pharmacy practice setting. The teaching/learning facility will provide appropriate supervision and evaluation of student performance. This course is taught concurrently with PHR 513. **Passing this course is a graduation requirement.**

PHR 513: Externship Seminar
1.0 unit – 15 hours (Pass/Fail)
Through reflection on the weekly externship experience along with discussion and feedback from the faculty, students will prepare for career placement. Projects in this course will be aimed at career readiness and will include opportunity for mock interviews, researching job opportunities, submitting job applications, and following up with the California State Board of pharmacy as needed to

assure timely registration. Certification preparation for those not yet certified will continue throughout this course to best assure success on the certification exam. Students will work through an individualized study plan if they are not yet certified. Attendance in this course is mandatory to meet the course learning outcomes. At the discretion of the faculty member teaching the course, additional time outside of class may be arranged depending on the individual needs and progress of each student.

PHR 514: Certification Prep
2.0 units – 30 hours
The focus of this course is to prepare students for 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 discuss expectations and general responsibilities during the externship. **The grade earned in this course is Pass/Fail.**

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.

PSY200: Team Dynamics
3.0 units – 45 hours
This course examines the principles of group dynamics in business, industry, public and private life. Students will explore group structures, strategies for managing conflict, and problem resolution in group settings.

PSY 302: Group Dynamics
4.0 units – 60 hours
This course examines the principles of group dynamics in business, industry, public and private life. In order to develop as effective group participants (whether members or leaders), individuals must understand group dynamics, group process, and group facilitation. In professional settings, individuals are frequently tasked with participating in groups or working as teams. Understanding and applying principles of group dynamics will improve effectiveness and marketability. **A grade of "C" or higher is required to pass this course.**

RCP 100: Introduction to Respiratory Care
7.0 units – 120 hours
This course provides an introduction to the physical world to students in health majors and practices encountered within health care environments. Topics will include classroom theory and laboratory exploration of physical dynamics as they relate to health professions, with an emphasis in respiratory care, as well as, advanced directives, patient bill of rights, bioterrorism preparedness and management. Procedures and practices related to common settings will be explored. **A grade of "C" or higher is required to pass this course.**

RCP 110: Pharmacology
4.0 units – 75 hours
This course will study the drugs administered to treat pulmonary disease. It will also include other classifications of drugs that have an effect on cardiopulmonary status. Areas will include drug calculations, indications, classification, proper dosage, modes of administration, the physiological actions of pharmacokinetics, pharmacodynamics, and pharmacogenetics, side effects, precautions, hazards, therapeutic effects and patient monitoring. **A grade of "C" or higher is required to pass this course.**

RCP 120: Clinical Laboratory Practice
1.0 unit – 45 hours
This course will prepare the student for their clinical rotations with preparatory requirements, certifications, orientations, introduction to ClinicalTrac clinical management system, safety procedures, and clinical seminars. **A grade of "C" or higher is required to pass this course.**

RCP 130: Fundamentals of Respiratory Care
4.0 units – 75 hours
This course provides an introduction to the physical world to students in health majors and practices encountered within health care environments. Topics will include classroom theory and laboratory exploration of physical dynamics as they relate to health professions, with an emphasis in respiratory care, as well as, advanced directives, patient bill of rights, bioterrorism preparedness and management. Procedures and practices related to common settings will be explored. **A grade of "C" or higher is required to pass this course.**

RCP 140: Respiratory Care Pathophysiology
4.0 units – 75 hours
The focus of this course is on the cardiopulmonary systems and the application of protocol-based clinical Respiratory Therapy treatment to deliver disease-specific patient care. Respiratory pathophysiology, assessment techniques and indices, basic pharmacology as it applies to the treatment and prevention of pulmonary disease, humidity and aerosol modalities as they apply to the treatment of pulmonary disease, electrophysiology, and correlation of acid-base and arterial blood gas interpretation are among the topics emphasized. **A grade of "C" or higher is required to pass this course.**

RCP 150: Ventilatory Principles of Respiratory Care
5.0 units – 120 hours
The focus of this course is management of the airway and mechanical ventilation. Topics include endotracheal intubation, resuscitation devices, invasive and non-invasive ventilation, and initiation, monitoring, managing, and

discontinuation of mechanical ventilation. Students will apply hemodynamics to positive pressure ventilation. **A grade of "C" or higher is required to pass this course.**

RCP 160: Critical Care Principles of Respiratory Care
3.0 units – 60 hours
The focus of this course is management of the airway and mechanical ventilation. Topics include endotracheal intubation, advanced airway management, resuscitation devices, invasive and non-invasive ventilation, tracheostomy care, and initiation, monitoring, managing, and discontinuation of mechanical ventilation. Students will apply hemodynamics to positive pressure ventilation. **A grade of "C" or higher is required to pass this course.**

RCP 170: Essentials of Respiratory Care
7.0 units – 150 hours
The focus of this course is special applications in respiratory care, and neonatal and pediatric respiratory care. Topics include: neonatal and pediatric anatomy, physiology, and pathology. Specialized diagnostics and certifications also occur during this course. **A grade of "C" or higher is required to pass this course.**

RT 180: Advanced Respiratory Care
5.0 units – 90 hours
The focus of this course is advanced pulmonary function testing and critical care with emphasis on hemodynamic monitoring. Topics include advanced physical, radiological, and clinical laboratory assessment along with invasively monitored cardiac assessment and special procedures. Routine and specialized pulmonary function tests are also covered. **A grade of "C" or higher is required to pass this course.**

RCP 190: Specialized Respiratory Care
7.0 units – 150 hours
The focus of this course is alternate work sites and job readiness for successful employment in Respiratory Care. Topics include land/air patient transport, disaster management, patient and family education and health management, case management, home care, long term care, pulmonary rehabilitation, and sleep studies. Job readiness along with licensure and credentialing examination preparation also occurs in this course. **A grade of "C" or higher is required to pass this course.**

RCP 210: Clinical Practice – Rotation 1
5.0 units – 225 hours
Students will participate in clinical rotations in acute and sub-acute respiratory therapy conducted at local hospitals and medical centers. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. **A grade of "C" or higher is required to pass this course.**

RCP 220: Clinical Practice – Rotation 2
5.0 units – 225 hours
Students will participate in clinical rotations in adult intensive care, emergency care, and pediatric floor care conducted at local hospitals and medical centers. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. **A grade of "C" or higher is required to pass this course.**

RCP 230: Clinical Practice – Rotation 3
5.0 units –225 hours
Students will participate in advanced rotations in adult, pediatric, and neonatal critical care conducted at local hospitals and medical centers. Specialized clinical experiences, as available, in respiratory home care, asthma education, pulmonary function testing, sleep studies, land/air patient transport, intra-hospital patient transport, disaster management, medical emergency team (MET) and pulmonary rehabilitation. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. **A grade of "C" or higher is required to pass this course.**

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 430: Establishing Best Practices in Quality Improvement of Health Care
3.0 units – 45 hours
This course covers techniques and strategies relating to the establishment of quality improvement best practices and techniques to effectively measure quality for high-level performance. This includes the following components: strategic planning, marketing tools, policy process and teambuilding. **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 provides an introduction for non-financial managers on business concepts of financial management within health care organizations. Learners will gain introductory knowledge on departmental budgeting, revenue cycle, purpose and interpretation of financial reports. Students will develop the needed skills, attitudes, analytical, and decision-making abilities required in health care leadership in dynamic health care organizations. **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.**

RN 10L: Fundamentals of Nursing - Clinical
3.0 units – 135 hours
Co-Requisites: RN 10; RN 12
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.**

RN 12: Nursing Seminar 1: Pathophysiology
2.0 units – 30 hours
Co-Requisites: RN 10; RN 10L; RN 43; and RN 43L
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.**

RN 22: Nursing Seminar 2: Pharmacology
2.0 units – 30 hours
Co-Requisites: RN 23; RN 23L; 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.**

RN 23: Maternal Newborn Nursing – Theory
3.0 Units – 45 hours
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.**

RN 23L: Maternal Newborn Nursing – Clinical
2.0 Units – 90 hours
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.**

RN 24: Beginning Medical Surgical Nursing - Theory
3.0 units – 45 hours
Co-Requisites: RN 24L; 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.**

RN 24L: Beginning Medical Surgical Nursing - Clinical
3.0 units – 135 hours
Co-Requisites: RN 24; RN 22
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.**

RN 28: 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 curse. 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.**

RN 30: Gerontology Community Health Nursing – Theory
1.0 unit – 15 hours
Co-Requisites: RN 30l; RN 44
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.**

RN 30L: Gerontology Community Health Nursing – Clinical
1.0 unit- 45 hours
Co-Requisites: RN 30; RN 44
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 higher is required to pass this course.**
RN 34: Maternal Child Nursing – Theory
3.0 units – 45 hours
Co-Requisites: RN 34L; RN 44
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.**

RN 34L: Maternal Child Nursing – Clinical
2.0 units – 90 hours
Co-Requisites: RN 34; RN 44
Clinical experiences in this course provide the student with the 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.**

RN 35: Intermediate Medical Surgical Nursing - Theory
3.0 units – 45 hours
Co-Requisites: RN 35L; RN 36
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.**

RN 35L: Intermediate Medical Surgical Nursing – Clinical
3.0 units – 135 hours
Co-Requisites: RN 35; RN 36
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.**

RN 36: Health Assessment
2.0 units – 30 hours
Co-Requisites: RN 35; RN 35L; RN 37; and RN 37L
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.**

RN 37: Pediatrics Theory
3.0 units – 45 hours
Co-Requisite: RN 36; RN 37L
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.**

RN 37L: Pediatrics Clinical
2.0 units – 90 hours
Co-Requisite: RN 36; RN37
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 collaboration with other health care team members. **A grade of "C" or higher is required to pass this course.**

RN 43: Mental Health Psychiatric Nursing – Theory
3.0 units – 45 hours
Co-Requisites: RN 43L; RN 12
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.**

RN 43L: Mental Health Psychiatric Nursing – Clinical
2.0 units – 90 hours
Co-Requisites: RN 43; RN 12
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.**

RN 44: Leadership
3.0 units – 45 hours
Co-Requisites: RN 30; RN 30L; RN 46; and RN 46L
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.**

RN 45: Advanced Medical Surgical Nursing – Theory
3.0 units – 45 hours
Co-Requisites: RN 44; RN 45L
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.**

RN 45L: Advanced Medical Surgical Nursing – Clinical
3.0 units – 135 hours
Co-Requisites: RN 44; RN 45
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.**

RN 46: Advanced Medical Surgical Nursing - Theory
3.0 units – 45 hours
Co-Requisites: RN 44; 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.**

RN 46L: Advanced Medical Surgical Nursing - Clinical
4.0 units – 180 hours
Co-Requisites: RN 44; RN 46
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.**

RN 50: 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.**

RN 405: Community Health Nursing
3.0 units – 45 hours
In this course, students explore concepts for promoting, maintaining, and restoring health to individuals, families, and communities. Primary, secondary, and tertiary prevention strategies are explored along with the role of the community health nurse. The impact of political, economic, social, environmental, and cultural concerns on the health of populations are examined. Topics covered in the course include: community nursing and disaster management, Healthy People 2020, determinants of health, epidemiology, and community health assessment. **A grade of "C" or higher is required to pass this course.**

RN 412: Health Assessment
3.0 units – 45 hours
This course explores the knowledge and skills necessary to complete health assessments for patients across the lifespan. The principles and techniques of nursing assessment are presented with emphasis on history taking, review of systems, physical examination techniques, and documentation of findings. Use of clinical decision making based on assessment findings is also examined. **A grade of "C" or higher is required to pass this course.**

RN 455: Issues and Trends in Nursing
4.0 units – 60 hours
This course will explore current issues and trends affecting nurses and patient care. Students will gain knowledge and strategize solutions to incorporate into practice. Some of the issues covered in this course include: the nursing shortage, violence, self-care, and legal and ethical issues. **A grade of "C" or higher is required to pass this course.**

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.

SPC 1A: Introduction to Public Speaking
3.0 units – 45 hours
The theory and techniques of public speaking will be addressed in this course. Emphasis on the logical organization and composition of informative and persuasive speeches and practice in clearly stating and developing ideas will be covered. Techniques and tools for confidence building and reducing anxiety are also included in this course.

STC 3: Clinical Experience 1
5.0 units – 225 hours
Under direct supervision, at the assigned clinical site, the student will perform non-sterile and sterile surgical case management duties. In conjunction with STC4, the student must participate in a minimum of 120 select surgical cases. Assignments may include the sterile processing department, preoperative holding area, surgery department, and the post-anesthesia care unit. **A grade of "C" or higher is required to pass this course.**

STC 4: Clinical Experience 2
7.0 units – 315 hours
Under direct supervision, at the assigned clinical site, the student will perform non-sterile and sterile surgical case management duties. In conjunction with STC3, the student must participate in a minimum of 120 select surgical cases. **A grade of "C" or higher is required to pass this course.**

STL 1: Surgical Case Management Lab
2.0 units – 45 hours
In this course students will practice the basic skills related to the principles of asepsis and the practice of sterile technique. The three phases of surgical case management are learned in the simulated operating room. Corresponds with STT 12: Surgical Case Management. **A grade of "C" or higher is required to pass this course.**

STL 2: Basic Surgical Procedures Lab
2.0 units – 45 hours
Building on the basic skills learned in STL 1, students will assimilate surgical case management into regular practice and carry out mock surgical procedures in the simulated operating room. **A grade of "C" or higher is required to pass this course.**

STS 301: Introduction to Statistics
4.0 units – 60 hours
This course will provide a practical foundation in statistical concepts and practice with emphasis on acquiring the skills necessary to collect, interpret, describe and present sample data in a clear and focused manner. This course will cover how to obtain and interpret basic descriptive statistics, and how to calculate commonly used statistics. **A grade of "C" or higher is required to pass this course.**

STT 11: Introduction to Surgical Technology
5.0 units – 90 hours
This course covers development of medicine, surgery, and the field of surgical technology. Related professional practice issues are discussed. Patient care concepts, pharmacology, anesthesia, information technology, electricity, robotics, all-hazards preparation, and microbiology will also be studied. Basic Life Support for Healthcare Providers (CPR) is included. **A grade of "C" or higher is required to pass this course.**

STT 12: Surgical Case Management
3.0 units – 45 hours
Orientation to the surgical environment includes introduction of the roles of the surgical team members, attire, furniture, instrumentation, equipment, and supplies. The principles of asepsis and the practice of sterile technique are introduced. Fundamental elements of the three phases of surgical case management are presented. **A grade of "C" or higher is required to pass this course.**

STT 22: Basic Surgical Procedures
9.0 units – 150 hours
This course introduces noninvasive and invasive diagnostic procedures as well as basic surgical interventions for the following: general, obstetric and gynecologic, endoscopic, otorhinolaryngologic, genitourinary, trauma, and orthopedic. **A grade of "C" or higher is required to pass this course.**

STT 33: Advanced Surgical Procedures
7.0 units – 120 hours
This course encompasses an in-depth study of relevant surgical anatomy, physiology, pathophysiology, and diagnostic interventions as well as factors unique to the following advanced procedure areas: ophthalmic, oral and maxillofacial, plastic and reconstructive, oncologic, cardiothoracic, peripheral vascular, neurosurgical, and pediatric. **A grade of "C" or higher is required to pass this course.**

STT 44: Professional Development
6.0 units – 90 hours
Professional development and employability skills including resume writing and interview techniques are mastered. A comprehensive study of information learned throughout the program is provided in preparation for the National Certification Examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). **A grade of "C" or higher is required to pass this course.**

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; 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; 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; 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; 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 120; VA 130; VA 140; 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 120; VA 130; VA 140; VA 150; 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; 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 120; VA 130; VA 140; VA 150; VA 160; 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 timecards. **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.

VN 9: Anatomy and Physiology for Vocational Nurses
3.0 units – 45 hours
This course focuses on the anatomy of the human body and how the organs function in a healthy state. This course will provide an understanding of how disease processes affect the human body. Pathophysiology is introduced and further explored in the nursing theory courses. **A grade of "C" or higher is required to pass this course.**

VN 11: Clinical Pharmacology for Nurses
4.0 units – 60 hours
All phases of clinical pharmacology, types of drugs, general drug actions and uses, adverse effects, clinical consideration, and patient teaching will be covered. **A grade of "C" or higher is required to pass this course.**

VN 14: Nursing Fundamentals Theory
6.0 units – 90 hours
This course focuses on the patient centered study of fundamental nursing concepts and basic bedside nursing skills that apply to all clinical areas in vocational nursing. **A grade of "C" or higher is required to pass this course.**

VN 21: Nursing of the Mature Adult Theory
8.0 units – 120 hours
This course provides a foundation in the study of nursing care related to adult clients experiencing disorders of the integumentary system, skeletal system, muscular system, nervous system, sensory system, endocrine system, cardiovascular system, respiratory system, digestive/gastrointestinal system, urinary system, and metabolic/nutritional disorders. Other topics to be covered are: legal/ethical issues, community resources, diagnostic testing, patient education, rehabilitation, communicable diseases, cultural influences, and death/dying. **A grade of "C" or higher is required to pass this course.**

VN 32: Maternity Nursing Theory
3.0 units – 45 hours
This course applies the nursing process to the care of the mother and newborn baby, including prenatal care, stages of labor, delivery, and postpartum care with emphasis on patient teaching, legal/ethics, communication, community resources, cultural influence, substance abuse, and death/dying. **A grade of "C" or higher is required to pass this course.**

VN 33: Pediatric Nursing Theory
3.0 units – 45 hours
This course applies the nursing process to the care of the infant, toddler, preschool child, school age child and the adolescent with additional emphasis on patient teaching, legal/ethics, communication, community resources, cultural influence, substance abuse, and death and dying. **A grade of "C" or higher is required to pass this course.**

VN 40: Critical Care Concepts Theory
8.0 units – 120 hours
This course builds on the foundations of basic and intermediate medical surgical nursing classes to provide current concepts in advanced medical surgical nursing, mental health and community based nursing. **A grade of "C" or higher is required to pass this course.**

VN 46: Nursing Ethics and Professionalism
2.0 units – 30 hours
This course has nursing ethics and the development of the student's skills in leadership, supervision, and management as its focus. Classes include principles of paradigm thinking, becoming a change agent, and conflict resolution. Nursing, medical, and psychosocial issues that impact nurses and the nursing profession will be discussed. **A grade of "C" or higher is required to pass this course.**

VN 51: Pharmacology: Dosages and Calculations
2.0 units – 30 hours
This class presents clinical applications for usual dosage determination and preparation through the use of arithmetic calculations, using both the metric and apothecary systems, involving fractions, decimals, ratios, and percentages. **A grade of "C" or higher is required to pass this course.**

VN 100: Nursing Fundamentals of the Adult Clinical Rotation
3.0 units – 160 hours
This course provides a clinical application in the study of nursing care related to adult clients experiencing disorders of the integumentary system, skeletal system, muscular system, nervous system, sensory system, endocrine system, cardiovascular system, respiratory system, digestive/gastrointestinal system, urinary system, and metabolic/nutritional disorders. Other topics to be covered are: legal/ethical issues, community resources, diagnostic testing, patient education, rehabilitation, communicable diseases, cultural influences, and death/dying. **A grade of "C" or higher is required to pass this course.**

VN 112: Nursing Fundamentals Skills Lab
1.0 unit – 80 hours
This course focuses on the patient centered study of fundamental nursing concepts and basic bedside nursing skills that apply to all clinical areas in vocational nursing. This

course provides comprehensive HIPAA (Health Insurance Portability and Accountability Act) compliance training. **A grade of "C" or higher is required to pass this course.**

VN 201: Nursing of the Mature and Older Adult Clinical Rotations
5.0 units – 240 hours
This course provides a clinical application in the study of nursing care related to mature and older adult clients experiencing disorders of the integumentary system, skeletal system, muscular system, nervous system, sensory system, endocrine system, cardiovascular system, respiratory system, digestive/gastrointestinal system, urinary system, and metabolic/nutritional disorders. Other topics to be covered are: legal/ethical issues, community resources, diagnostic testing, patient education, rehabilitation, communicable diseases, cultural influences, and death/dying. **A grade of "C" or higher is required to pass this course.**

VN 301: Maternity and Pediatric Nursing Clinical Rotations
5.0 units – 240 hours
This course is the clinical application of the nursing process to the maternity and pediatric patient. Topics include prenatal care, stages of labor, delivery, and postpartum care with emphasis on patient teaching, newborn and pediatric patient care in the clinical setting, legal/ethics, communication, community resources, cultural influence, substance abuse, and death and dying. **A grade of "C" or higher is required to pass this course.**

VN 401: Advanced Nursing Care in Medical/Surgical, Mental and Community Health Clinical Rotations
5.0 units – 240 hours
This course is the clinical application of nursing care concepts in advanced medical surgical nursing including mental health and community based nursing. **A grade of "C" or higher is required to pass this course.**

VN 501: Comprehensive Licensure Exam Review
2.0 units – 40 hours
This course focuses on review and preparation for passing the licensing exam required by the State Board of Vocational Nursing that allows a VN graduate from the State Board accredited program to become a Licensed Vocational Nurse. The course is designed to teach test taking strategies, assess knowledge needed and psychological approaches for successfully passing the exam. The exam is known as the National Certification Licensing Exam (NCLEX). **A grade of "C" or higher is required to pass this course.**

VT 200: Advanced Anatomy & Physiology
2.0 Units – 45 hours
The course examines the principles and comparison of the skeletal, muscular, lymphatic, immune, integumentary, nervous, special senses, digestive, urinary, endocrine, reproductive, respiratory, and cardiovascular body systems of various large, small, laboratory, and exotic 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. **A grade of "C" or higher is required to pass this course.**

VT 210: Animal Nursing II
2.0 Units – 45 hours
This course focuses on zoonotic, infectious, and non-infectious diseases of large, small/laboratory, avian, and exotic animal species. Students will identify the basic principles of disease transmission, pathology, and prevention as it applies to these species in comparison to canines and felines. Additional topics include animal husbandry, identification, and effective livestock breeding programs. **A grade of "C" or higher is required to pass this course.**

VT 220: Advanced Technical Skills
2.0 Units – 45 hours
This course focuses on essential veterinary nursing skills. Students will perform various tests, medication administration and other therapeutics as ordered by a veterinarian. Utilization of radiographic and diagnostic equipment will be demonstrated. **A grade of "C" or higher is required to pass this course.**

VT 230: Veterinary Pharmacology II
3.0 Units – 45 hours
This course emphasizes the chemistry of drugs, their pharmacodynamics and the pharmacokinetics with various species. Constant rate infusions, fluid therapy nursing, local anesthetic agents, and drugs used in the surgical setting will be studied. In-depth dosage calculation exercises will be performed. **A grade of "C" or higher is required to pass this course.**

VT 240: Veterinary Laboratory Procedures II
2.0 Units – 45 hours
This course focuses on the critical aspects of laboratory procedures. Students will analyze parasitic screening procedures, abnormal lab values and discuss associated disease processes for a variety of species. Students will demonstrate the proper use and handling of lab equipment, including quality control procedures. Basic microbiological procedures will be discussed and demonstrated. **A grade of "C" or higher is required to pass this course.**

VT 250A: Large Animals Skills
1.0 units – 30 hours
In this course, students will learn husbandry and restraint skills for large animals. Students will practice and demonstrate diagnostic procedures, basic venipuncture techniques, and administration of medications to these large animal species. **A grade of "C" or higher is required to pass this course.**

VT 250B: Exotic and Lab Animals Skills
1.0 units – 30 hours
In this course, students will learn husbandry and restraint skills for small mammal, laboratory, avian, and exotic

animals. Students will practice and demonstrate diagnostic procedures, nail trims, basic venipuncture techniques and administration of medications to these various species. **A grade of "C" or higher is required to pass this course.**

VT 260A: Veterinary Surgical Assisting and Advanced Procedures
1.0 units – 30 hours
This course focuses on the principles of surgical nursing, instrumentation and assistance. Students will demonstrate competency of advanced nursing and surgical skills such as enemas, anesthetic induction and monitoring, aseptic assistance, and recovery of the anesthetized patient. **A grade of "C" or higher is required to pass this course.**

VT 260B: Veterinary Dentistry and Advanced Procedures
1.0 units – 30 hours
This course focuses on dental procedures, instrumentation, and pain management. Students will demonstrate competency of complete oral health assessment and treatment (COHAT), care of dental instruments, and anesthetic monitoring. **A grade of "C" or higher is required to pass this course.**

VT 260C: Veterinary Emergency, Critical Care, and Advanced Procedures
1.0 units – 30 hours
This course focuses on emergency, critical care and advanced procedures. Surgical assistance aptitude, critical care knowledge, and emergency response protocols will be performed and assessed. **A grade of "C" or higher is required to pass this course.**

VT 270: Course Review and Essential Skills
2.0 Units – 45 hours
In this course students will apply the knowledge gained throughout the program in order to prepare for the VTNE licensure exam and their future career. Students will review specific core knowledge areas of both the VTNE and California board exams. Study and testing strategies will also be discussed. **A grade of "C" or higher is required to pass this course.**

VT 600: Clinical Externship II
2.0 Units – 110 hours
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 timecards. The grade earned in this course is Pass/Fail. **Passing this course is a graduation requirement.**

SECTION 9

ADMINISTRATION AND FACULTY

COLLEGE ADMINISTRATION

CAMPUS LEADERSHIP AND FACULTY

COLLEGE ADMINISTRATION

BOARD OF GOVERNORS
Non-Affiliate Members

Dr. John R. Swiger, Chairperson
Dr. Swiger brings more than 20 years of experience in higher education to the San Joaquin Valley College (SJVC) Board of Governors. Prior to his service on the board, Dr. Swiger held the position of the SJVC Fresno Campus President for many years until his retirement in 2012. Dr. Swiger also held the position of SJVC's Director of Accreditation from 2005-2007. In that capacity, Dr. Swiger successfully led SJVC through its reaccreditation with the ACCJC/WASC. Prior to his employment with SJVC, Dr. Swiger held the position of Associate Dean with National University; Director and Dean for Heald Business College; and Director of Professional Education for the State of Washington.

Dr. Swiger earned his doctoral degree in Education from Seattle University. He earned a Master's Degree in Education from Central Washington University and a Bachelor's Degree from the University of Colorado.

John serves as Sr. Warden/Vestry for St. Columba Church.

Jill Sozinho
Ms. Sozinho is an English Teacher at Tulare Western High School. In that capacity, she also serves as the Lead Teacher-Head of the school's Professional Learning Community and is a member of the Advisory Board for the Pre-Medical Academy. Ms. Sozinho has also served as an adjunct faculty member of the Fresno Pacific University where she mentored student teachers.

Ms. Sozinho earned her Professional Clear Single Subject Teaching Credential from Chapman University where she also completed her Master of Arts in Teaching. She also earned a Bachelor of Arts in English from California Polytechnic State University, San Luis Obispo and holds multiple certifications.

Ms. Sozinho volunteers at the Bethlehem Center – a non-profit organization that provides meals, a food pantry, clothing, vouchers, and a thrift store.

Donn Ritter
Retired (former SJVC Campus President) UPS manager after a 28-year career. Mr. Ritter recently started D Ritter Consultants, to help businesses and organizations with efficiency, production and customer service.

Public Service: Mr. Ritter is actively involved in the Visalia Sunset Rotary Club and instrumental in the club's charter and served as their Charter President and he in now currently on their board. He served on the Board for the Visalia Chamber of Commerce and was their Board President. Mr. Ritter's other public service contributions include his involvement with the American Cancer Society; CASA, Regional Site Council; and the Creative Center Foundation. Mr. Ritter has also served on the Board of Directors for the Tulare County United Way. Mr. Ritter was recognized by the Visalia Chamber of Commerce as their Man of the Year for his lifetime of volunteering, nonprofit involvement and other contributions to the community.

Mr. Ritter received his Master's Degree from the California School of Professional Psychology and earned his Bachelor's Degree from Fresno Pacific University.

Mr. Ritter and his wife, Frony, have been married for 35 years. Frony is a dedicated psychotherapist who has been in private practice for over 25 years. They are the proud parents of two sons: Getty and Cale, who both have completed their BA and MA programs, respectively.

Marlea Lyon
Ms. Lyon has over 20 years of experience in the banking industry. She is currently the Portfolio Manager for Wells Fargo and is highly skilled at maintaining strong relationships with middle market and high-net-worth clients, cross-selling within bank lines of business, and acquiring new relationships.

Ms. Lyon earned her Bachelor of Science Degree in Agribusiness from Cal Poly San Luis Obispo.

Ms. Lyon is the Past President of the California Women for Agriculture – Tulare-Kings Chapter. She has served on multiple advisory committees and boards, including Wish Upon a Star, YMCA, and the Visalia Unified School District Ag Advisory.

Susan DeLong

Ms. DeLong is an educator with over 20 years of teaching experience and eight years in higher education administration. She currently holds the position of Academic Coach for Exeter Unified School District. In that capacity, Ms. DeLong assists instructors with curriculum, technology, instructional strategies, and assessment. She also mentors new teachers and conducts professional development.

From 2010-2015, Ms. DeLong was the Director of Assessment for San Joaquin Valley College. Ms. DeLong was instrumental in creating and administering an outcomes-based program review process for the then 13 SJVC campuses and 28 academic programs. She also managed the curriculum for the 28 academic programs and assisted with faculty hiring, training, and evaluation. She held the position of Assistant Director of Curriculum and Instruction from 2007-2010. In that role, Ms. DeLong primarily provided professional development to college faculty based on current educational research. She also coordinated the implementation of a college-wide learning management system for the delivery of learning objects for over 400 courses. From 1987-2007, Ms. DeLong taught seventh and eighth grade language arts with English language learners and GATE students at Valley Oak Middle School. She taught sixth, seventh, and eighth grade math at Reef-Sunset Unified School District from 1983-1987.

Ms. DeLong completed the WASC sponsored Assessment Leadership Academy in 2010. Ms. DeLong has a Master's Degree in Educational Technology from Fresno Pacific University. She earned her Bachelor's Degree in Education from Central Michigan University.

Ms. DeLong is a board member of Christ Lutheran Church; Past President of Christ Kids Preschool Board; and Past President of Eta Zeta Chapter, Delta Kappa Gamma.

Affiliate Members

Mark Perry

Mark Perry is co-owner and Chairman of the Board of Directors for San Joaquin Valley College, Inc., a corporation that governs Ember Education, San Joaquin Valley College and Carrington College. He has the responsibility of conducting corporate meetings that shape College operations, reporting and growth. The Board's oversight steers College direction toward greater growth, stability and success.

As one of the founding family members of San Joaquin Valley College that began in 1977, Mark (with his brother Mike Perry) supported parents Robert and Shirley Perry's dream to bring higher education and training to their small Visalia, CA community. The brothers took ownership of SJVC in 1995 and expanded the original vision to include 15 SJVC campuses in Central, Northern and Southern California that provide 20-plus career-focused programs to their communities.

Until his retirement in 2015, Mark brought a valuable point of view to San Joaquin Valley College's operations and administration. Mark's influence, honed by instrumental positions he held in areas such as Admissions, Marketing, corporate representation and - for over 20-years - President of the College, was felt in every facet of decision-making and operation.

Owned by San Joaquin Valley College, Inc., Ember Education was created to support the administration and business services of both San Joaquin Valley College and Carrington College and any future acquisitions.

Mark has represented both San Joaquin Valley College and the community service ideals his parents instilled in their sons through a spirit of giving. His philanthropy, support and leadership have helped to shape communities that provide so many opportunities to its populations.

Mark's vast history of community service includes: Kaweah Delta Hospital Foundation, Member of the Board; Visalia Breakfast Rotary; member of Rotary District 5230, Youth Exchange Committee; Visalia Education and Training Council. He also served on the Advisory Board of the Sequoia Council Boy Scouts of America and received the Good Scouter of the Year award.

Michael Perry

As CEO/President of Ember Education, a division of San Joaquin Valley College, Incorporated, Mike Perry oversees the operation, growth and accountability of all educational entities operating under SJVC, Inc. His mission is to provide the highest outcomes for students and graduates on every San Joaquin Valley College and Carrington College campus Ember Ed serves.

As co-owner/CEO and member of San Joaquin Valley College, Inc.'s Board of Directors, Mike directs the college teams toward continued success.

A member of the founding family of San Joaquin Valley College, Mike has made private college education his life's work. His parents, Robert and Shirley Perry, started San Joaquin Valley College in 1977, and Mike and his brother Mark held the most menial jobs to further their family's vision of career training for their small community. The brothers assumed ownership and full operation of the College and its many campuses in 1995. Mark Perry has since retired from college operations.

Giving back to his community through personal involvement and financial support is a life-long philosophy and practice for Mike. He has been an active Rotarian since 2005, serving most recently as Vice President. He has served his professional community as a Board Member and Chairman of the California Association of Private Postsecondary Schools (CAPPS) and is a member of the Board of Governors for both San Joaquin Valley College and Carrington College.

In his hometown, participation as a member and Chairman of the Board of Directors for the Visalia Chamber of Commerce was instrumental in his expression of community support. Mike was the honored recipient of the Visalia Junior Chamber of Commerce Man of the Year award.

Russ Lebo

Mr. Lebo is the Chief Financial Officer for Ember Education. As the CFO, Mr. Lebo is responsible for managing Ember Education's income and operational costs through strategic planning and the development of control systems that will preserve company assets and income. Starting with San Joaquin Valley College in 1995, Mr. Lebo broadened his financial administrator acumen over the years. As a member of the Senior Management Team and Executive Council, Mr. Lebo oversees and is responsible for staff of several departments, including Accounting/Finance and Payroll, Information Systems, Network Operations, Purchasing, Facilities, Benefits Administration and Risk Management. He also acts as Trustee for the company's 401(k) Profit Sharing Plan.

Mr. Lebo has been a site team member for the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, visiting several California private and community colleges seeking re-accreditation.

Mr. Lebo earned a Master of Business Administration degree from University of Redlands and a Bachelor of Science degree in Business Administration from California State University, Stanislaus. Mr. Lebo also serves as board member for Visalia Breakfast Rotary and Family Services of Tulare County.

Nick Gomez

Nick Gomez was named President of San Joaquin Valley College in August 2018 after 13 years of service in pivotal roles as Chief Operating Officer, Assistant Vice President, Campus Director and business program faculty. His ever-escalating value and expertise placed him in strategic positions of College influence and growth where he helped steer SJVC toward greater heights.

As President, Nick leads SJVC in fulfilling its mission and delivering on its vision as he works with a team of senior managers. He balances his extensive operations background with leadership abilities to realize strategic long and short-term goals for the College. His focus on SJVC's financial sustainability assures stable growth. His commitment to strong community relations deepens roots for a shared future.

Nick's cross-section of experience in strategy development, systems design and implementation, and operational management make him uniquely prepared to lead the College forward.

In addition to his experience with SJVC, Nick served as General Manager for U.S. operations with an international manufacturing company, working in the telecom and automotive industries. His time in this role provided opportunities for international travel and working within culturally diverse settings.

Currently pursuing a PhD in Human and Organizational Systems from Fielding Graduate University, Santa Barbara, CA, Nick also holds an MBA with concentrations in Leadership and Managing Organizational Change from Pepperdine University. He studied at the University of Antwerp, Belgium, with a focus on Emerging Business Opportunities. His education and training from the Kaplan and Norton Palladium Group on building a Strategy Focused Organization (SFO) earned him the Balanced Scorecard Certification.

BOARD OF DIRECTORS
Mark Perry
Michael Perry
Robert Perry

SENIOR LEADERSHIP

Nick Gomez
College President
MBA, Emphasis: Leadership and Managing Organizational Change, Pepperdine University
B.S., Business Management, University of Phoenix

Carole Brown
Vice President of Instruction & Student Success
M.A., Education, California State University Fresno
B.A., Liberal Studies, California State University Chico

Sumer Avila
Provost
Ed.D., Brandman University
M.A., Education, California State University, Fresno
B.A., Psychology, California State University, Fresno

Scott Hager
Vice President of Administration
MBA, Business Administration, UC Irvine, The Paul Merage School of Business
B.A., Business Administration and Management Information Systems, Eastern Washington University

Anthony Romo
Vice President of Admissions & Graduate Services
M.A., Human Resources Management, National University
B.A., Business Administration, CSU Fullerton

REGIONAL VICE PRESIDENTS OF OPERATIONS

Northern Region
Noha Elbaz
MBA, University of Phoenix
M.Ed., Curriculum & Instruction, Arizona State University
B.A., Political Science, Columbia University

Central Region
Elmo Frazer
M.Ed., Northeastern University

Southern Region
Robyn Whiles
B.A., Business Administration, American Continental University

San Joaquin Valley College
REGIONAL VICE PRESIDENTS OF OPERATIONS

CAMPUS LEADERSHIP AND FACULTY

ANTELOPE VALLEY (LANCASTER) CAMPUS

Leadership

Elmo Frazer
Regional Vice President of Operations (interim Campus President)
M.Ed., Northeastern University

Kodi Jackson
Academic Dean
M.A., Organizational Management, Ashford University
B.S., Criminal Justice, Colorado State University
A.S., Police Science, Community College of the Air Force

Ashley Diaz
Dean of Student Services
M.A., Human Resource Management, Davenport University
B.A., Business Administration, Aquinas College

Faculty
Business Studies

Frank Devera
M.A., Business Administration, University of Phoenix
B.A., Political Science, University of California Los Angeles

Derek Faraldo
B.S., Justice Studies, Arizona State University

Dannie Kamack
Criminal Justice: Corrections Program Director
M.A., Public Administration, Cal State Dominguez
B.A., Public Administration, San Diego State University

Kendra Landers
M.A., Public Administration, National University

Raymondo Rojas,
A.S., Criminal Justice: Corrections, San Joaquin Valley College

Health Studies

Deanna Moreno
A.S., Letters, Arts and Sciences, Antelope Valley College

Adjunct

Nelianne Garner Gray
A.A., Health Information Technology, ITT Technical Institute

Michelle Giroux
A.S., Phillips Jr. College, Medical Assisting

Steven Landaverde
B.A., Psychology, Arizona State University (in progress)

Sarah Moralez
A.S., Clinical Administrative Medical Assisting, San Joaquin Valley College

Ayah Sabawi
A.A., Vocational Nursing, (pending)

Technical Studies

Alejandro Cornejo
A.A., Aircraft Fabrication, Antelope Valley Community College

Adjunct

Javier Valencia
A.A., Fire Technology, Antelope Valley Community College

General Education
Adjunct

Wilson Morris
B.S., Organizational Management, Ventura College
M.A., (pending), Ventura College
Ed.D., Educational Leadership, George Fox University

Alessandra Parodi
B.S., Geography, Cal State University Northridge
M.A., Curriculum and Instruction, Cal State University Northridge

Susana Rodriguez
A.A., Liberal Arts, Long Beach City College
B.A., Sociology/Chicano Studies, UCLA
M.A., Chicano and Chicana Studies, Cal State University Northridge
M.A., Education, University of Phoenix

ATASCADERO CAMPUS

Leadership

Barbara Holt
Campus President
M.Ed., Cal Poly San Luis Obispo

Faculty
Health Studies

Laurel Siembieda
B.A., Fashion Merchandising, California State Long Beach
Certified Medical Assistant, California Certified Board of Medical Assistants

Aubri Kouklis
Certificate, Health Studies, Santa Barbara City College
Certified Nursing Assistant, Santa Barbara City College EMT
Certified, Allan Hancock College

Terri Castle
Certificate of Completion, Duluth Area Vocational Technical Institute

Daniel Munch
A.S., Mathematics, Central Oregon Community College

BAKERSFIELD CAMPUS

Leadership
Elmo Frazer
Regional Vice President of Operations *(interim Campus President)*
M.Ed., Northeastern University

Frank Vlasic
Academic Dean
A.S., Physical Education, Bakersfield College

Saidah Gavin
Dean of Student Services
A.S., Business Administration, San Joaquin Valley College

Faculty
Business Studies
Summer Head
M.A., Education, North Central University
M.A. Human Resource Management, Keller Graduate School of Management
B.A., Technical Management, DeVry University
A.S., Business Administration, San Joaquin Valley College

Edward Junsay
A.S., General Education, Cerro Coso College

Stacy Rocha
Program Director, Criminal Justice: Corrections
B.S., Criminal Justice, University of Phoenix

Adjunct
Timothy Dransart
B.A., Criminal Justice, Union Institute

Luis Lara
A.S., Liberal Arts, Bakersfield College

Joseph Mata
B.A., Criminal Justice, California State University Bakersfield

James Morrison
B.A., Criminal Justice, Union Institute

William Smallwood III
A.A., Administration of Justice, Bakersfield College

Bobby "Bob" Stratton
B.S., Social Science, Colorado State University, Pueblo
A.A., Administration of Justice, Bakersfield College

Health Studies
Dawn Christy
Program Director, Dental Assisting
A.S., Dental Assisting, San Joaquin Valley College

Patricia Hughes
Program Director, Surgical Technology
Certificate, Surgical Technology Bakersfield College

Judy Neumann
Program Director, Dental Assisting
A.S., Veterinary Technology, San Joaquin Valley College

Vanessa Vasquez
Program Director, Respiratory Therapy
B.A., Respiratory Therapy, Pima Medical Institute
A.S., Respiratory Therapy, San Joaquin Valley College

Traci Childers
Degree requirement waived

Brittany Davidson
B.S., Environmental Resources, California State University Bakersfield
A.S., Respiratory Therapy, San Joaquin Valley College

Linda Diprima
A.S., Respiratory Therapy, San Joaquin Valley College

Terri Fluke
Degree requirement waived

Vanessa Lopez
B.A., Business Administration, Colorado Christian University

Juan Miranda, Jr.
A.S., Surgical Technology, San Joaquin Valley College

Tiffani Newsom
A.S., Diagnostic Medical Sonography, San Joaquin Valley College

Melissa Pineda
A.S., Health Studies, San Joaquin Valley College

Jenna Reyes
A.S. *(in progress)*
Certificate, Clinical Medical Assisting, San Joaquin Valley College

Larry Romero
Director of Clinical Education, Respiratory Therapy
B.S., Technical Management, DeVry University
A.S., Respiratory Therapy, San Joaquin Valley College

Shelby Stoner
A.S., Surgical Technology, San Joaquin Valley College
A.S., Social Science, Taft Junior College

Destiny Tapia
A.S., Veterinary Technology, San Joaquin Valley College

April Vasquez
A.S. *(in progress)*

Adjunct
Danielle Alaniz
A.S., Respiratory Therapy, San Joaquin Valley College

Chad Alves, DVM
D.V.M., University of Illinois at Urbana

Lisa Amavizca
Certificate, Medical Assisting, (pending)

Marcel Anderson
A.S., Respiratory Therapy, San Joaquin Valley College

Amanda Fischer
A.S., Pharmacy Technology, San Joaquin Valley College

Sahiba Gill
A.S., Clinical and Administrative Medical Assisting, San Joaquin Valley College

Tara Howard
A.S., Dental Assisting, San Joaquin Valley College

Wendy Kolb
A.S., Pharmacy Technology, San Joaquin Valley College

Anthony Lopez
Degree in progress

Rachel Lovett
Degree in progress

Sonya Monarrez
A.S., Respiratory Care, California College of Health and Science

Tarah Poochigian
B.S., Animal Health Science, California Polytechnic State University

Darrell Reed
A.S., Radiology Technology, Bakersfield College

Melissa Rodriguez
A.S., Clinical and Administrative Assisting, San Joaquin Valley College

Martha Ruiz
A.S., Dental Assisting, San Joaquin Valley College

Melanie Talosig
A.S., Respiratory Therapy, Independence University

Michael Thomasson
A.S., Respiratory Therapy, San Joaquin Valley College

Rachel Valley
A.S., Diagnostic Medical Sonography, San Joaquin Valley College

Carrie Young
A.S. (*in progress*)

Technical Studies
Thomas Cadena
A.S., HVAC-R, San Joaquin Valley College

James Greer
Degree requirement waived

Carl Meyers
A.S., Industrial Maintenance Technology, San Joaquin Valley College

Modesto Negrete
A.S. (*in progress*)

General Education
Jamie Lyn Pacada
B.A., Natural Science, California State University Bakersfield

Jeffrey Parker
B.A., Biology, CA State University Channel Islands
M.A., Biology, CA State University Channel Islands

Adjunct
Amanda Dominguez
B.A., Sociology, California State University Bakersfield

Cathy Frampton
M.B.A., CSU Bakersfield
B.S., Business Administration, CSU Bakersfield
A.A., Business Administration, Bakersfield College

Alejandro Gonzaga
B.A., Math, California State University Bakersfield

Russel Grimes
B.A., Industrial Arts, California Polytechnic State University

Angie Olmedo
B.A., Criminal Justice, California State University, Bakersfield

Olukemisola Shittu
M.A., Occupational Health & Safety, Environmental Management,
Columbia Southern University
B.A., Environmental Resources Management, Occupational Health & Safety,
California State University Bakersfield

Briana Tucker
B.A., English, California State University, Bakersfield

Terrance "Terry" Verdun
M.B.A., California State University, Bakersfield
B.A., Liberal Arts, University of Louisiana

Thomas Wallace
B.A., Political Science, University of California, Berkeley

DELANO CAMPUS
Leadership
Michael Rugnao
Campus Director
A.A., Liberal Arts, Bakersfield College

Jessica Figueroa
Campus Dean
A.S., Clinical Administrative Medical Assisting, San Joaquin Valley College

Faculty
Business Studies
Adjunct
Yesmin Ochoa
B.A., Psychology California State University Bakersfield
M.A., Business Administration, University of Phoenix

Bryan Bair
M.A., Business Administration, University of Phoenix
B.A., Psychology, California State University Bakersfield

Health Studies
Adjunct
Kristi O'Brien
A.S., Medical Assisting, Hamilton College

Brandy Salazar
A.S., Health Care Insurance Specialist,
San Joaquin Valley College

Nereida De Jesus
A.A., Liberal Studies, Porterville College
A.S., Physical and Natural Science, Porterville College

Cecilia Perea
A.S., Medical Assisting, Santa Barbara Business College

Gwendolyn Tervillison
A.S., Healthcare Administration (in progress), Colorado Technical University

FRESNO CAMPUS
Leadership
Patricia Hruby
Campus President
B.A., Communications, Marietta College

Academic Dean
Robert Dart
Division Manager
M.B.A., University of Phoenix
B.A., Business Administration, University of Phoenix

Faculty
Business Studies
Brian Gibbs
Program Director, Criminal Justice: Corrections
M.S., Business Administration, National University
B.S., Business Administration, National University
A.S., General Studies, Reedley College

Salvador Bueno
M.A., Business Administration, University of Phoenix
B.A., Management, University of Phoenix
A.A., General Studies, Reedley College

Adjunct
Erick De La Pena
M.A., Theology, Dallas Theological Seminary
M.A., Business Administration, National University

John Esparza
B.S., Criminology/Law Enforcement,
California State University, Fresno

Michael Head
B.S., Organizational Behavior, University of San Francisco
A.S., Criminal Justice, College of Sequoias

David Ramsey
B.A., Criminology

Jose "Joe" Rodriguez
B.A., Criminology/Law Enforcement, California State University, Fresno
A.A., Liberal Arts, West Hills Community College

Karol Seabolt
B.A., Information Technology, National University

Jesse Townsend
B.A., Criminology, California State University, Fresno
A.S., General Studies, Reedley College

Health Studies
Cynthia Cuellar
Program Director, Dental Assisting
A.S., (in progress) General Studies

Meggy Rodriguez
Program Director, Surgical Technology
A.S. Surgical Technology, Anthem College

Angela Diaz
A.S., Veterinary Technology, San Joaquin Valley College

Jessica Flanagan
A.S. (in progress) General Studies, Clovis Community

Jeanette Hanneman
A.S., Veterinary Technology, San Joaquin Valley College

Susan Hernandez
B.A., Business, National University
A.A., General Studies, Reedley College

Amy Li
B.A., Management & Organizational Development, Fresno Pacific University

Dominica Martin
A.S., Surgical Technology, San Joaquin Valley College
B.S., Natural Sciences, California State University, Fresno

Carolyn Martinez
Clinical Coordinator, Surgical Technology
A.S. Surgical Technology, San Joaquin Valley College
A.A., Liberal Arts, Gavilan College

Mark Nample
PhD., Veterinary Medicine, University of California Davis
M.S., Animal Science, University of California Davis
B.S., Animal Science, Cal Poly San Luis Obispo

Edgar Ortega
A.S., Dental Assisting, San Joaquin Valley College
Robin Perez
B.S., Biology, California State University Fresno
A.S., Veterinary Technology, Western Career College

Raquel Rey
A.S., Clinical and Administrative Medical Assisting, San Joaquin Valley College

Rosie Rodriguez
A.S., Occupational Science, American Career College

Ashley Gonzalez
B.S., Nursing, National University

Jennifer Turner-Oliveira
B.S., Professional Aeronautics, Embry Riddle Aeronautical University
A.S., Professional Aeronautics, Embry Riddle Aeronautical University
A.S., Veterinary Technology, San Joaquin Valley College

Ashley Warner
A.S., Veterinary Technology, San Joaquin Valley College

Nicole Williams
B.S., Animal Science, California State University, Fresno

Adjunct
Wendy Berry
A.S. Veterinary Technology, San Joaquin Valley College

Kanwarjit Boparai
Ph.D., Veterinary Medicine, Ross University
B.S., Animal Science, University of California, Davis

Katherine Burt-Jones
Ph.D., Veterinary Medicine, University of California, Davis
B.S., Animal Science, California State University, Fresno

Stephanie Lain
Ph.D., Veterinary Medicine, Virginia Polytechnic University
B.A., Genetics, University of Georgia

Jessica Lamas
A.S., Medical Assisting, Heald College

Robyn Nearn
D.V.M., University of California, Davis
B.S., Veterinary Science, University of California, Davis

Donna Shepard
B.S., Agricultural Science, California State University, Fresno

Annie Tiger
A.S., General Studies, Reedley College

Michael Viveros
A.S., Clinical Administrative Medical Assisting, San Joaquin Valley College

Technical Studies
Adjunct
Timothy Clyde
A.S., Liberal Arts, Fresno City College

Seng Maokhamphiou
A.S., HVAC-R, San Joaquin Valley College

Jason Poirrier
A.S., Human Resources, San Joaquin Valley College
A.S., Industrial Technology, San Joaquin Valley

Jason Reynolds
A.S., HVAC-R, San Joaquin Valley College

General Education
Adjunct
Matthew Brown
B.S., Biology, California State University, Fresno

Leticia Cerpa
B.A., Psychology, California State University, Fresno

Erin Chausse
(pending)

Madhubanti Chowdhury
B.S., Chemistry, California State University, Fresno

Olivia Echeverria-Bis
B.A., Liberal Arts, California State University Fresno
M.A., Education, California State University Fresno

FRESNO - TRADES EDUCATION CENTER (TEC) CAMPUS
Leadership
Jerald D. Franksen
Campus President
B.S., English, California State University Fresno

Faculty
Technical Studies
Jason Alves
Program Director, Aviation Maintenance Technology
B.S., Adult Education and Training, Saint Joseph College of Maine
A.S., Aviation Maintenance Technology, San Joaquin Valley College
FAA Inspection Authorization
FAA Designated Mechanical Examiner

Michael Dodt
A.S., Aviation Maintenance Technology, San Joaquin Valley College
FAA Airframe and Powerplant License

Jerome Gay
FAA Airframe and Powerplant License
Degree requirement waived

Christerpher Hurtado
A.S., Aviation Maintenance Technology, San Joaquin Valley College

Brian Nusser
A.S., Aviation Maintenance Technology, San Joaquin Valley College

FAA Airframe and Powerplant License
Zachary Stewart
A.S., Aviation Maintenance Technology, San Joaquin Valley College
FAA Airframe and Powerplant License

Adjunct
Richard Simmons
Program Director, Aviation Maintenance Technology
FAA Inspection Authorization
FAA Designated Mechanical Examiner
Degree requirement waived

General Education
James Montague
B.A., English, California State University Fresno

HANFORD CAMPUS
Leadership
Noha Elbaz *(interim)*
MBA, University of Phoenix
M.Ed., Curriculum & Instruction, Arizona State University
B.A., Political Science, Columbia University

Cari Stockdale
Academic/Student Services Dean
M.A., Business Administration, Stevens-Henager College
M.A., Rehabilitation Counseling, California State University Fresno

Faculty
Business Studies
Adjunct
Tierrell Sims
A.S., Business Administration, San Joaquin Valley College

Health Studies
Corinna Avina
A.S., Health Studies, San Joaquin Valley College

Amanda Gibson
A.S., Medical Office Administration, San Joaquin Valley College

Gracie Morales
A.S., *Degree in Progress*

MADERA CAMPUS

Leadership

Lisa Kisla
Campus President/Academic and Student Services
Dean B.S., *(in progress)*, Business Administration,
California State University, Fresno

Faculty
Business Studies
Raul Ponce Jr.
B.S. Liberal Studies, California State University Fresno
M.S. Business Administration National University

Health Studies
Lanie Souza
A.S. Clinical and Administrative Medical Assisting,
San Joaquin Valley College

Adjunct
Pedro Garcia IV
B.S., Clinical Laboratory Science, National University,
Fresno

MODESTO (SALIDA) CAMPUS

Leadership

Anthony Alejandre
Campus President
M.B.A., University of Phoenix
B.A., Social Science (specialization in research and social
policy), University of California

Alaine Johnson
Academic Dean
B.A., Organizational Leadership, Fresno Pacific
University A.S., Medical Office Administration,
Monterey Peninsula College
A.S., Medical Assisting, Monterey Peninsula College

Tina Husman
Dean of Student Services
B.S., University of Phoenix

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Division Manager
Ph.D., Psychology, Saybrook University
M.P.A., Public Administration, Bellevue University
B.S., Public Administration, Bellevue University
A.S., Administration of Justice, Modesto Junior College

Faculty
Business Studies
Donald Martin
Program Director, Criminal Justice: Corrections
A.A. Excelsior College

Christopher Lewis
B.A., Business Management, University of Phoenix

Adjunct
Nicolas Medina
A.S., (in progress) Modesto Junior College

Shawn Osborne
A.S., Administration of Justice, Sacramento City College

Jamie Pacheco
A.A. Criminal Justice, San Joaquin Valley College

Eusevio Valdez-Cordova
A.A., Criminal Justice Corrections, San Joaquin Valley
College

Health Studies
Vanessa Ahio
B.A., Health & Wellness, Kaplan University

Carley Arends
B.A., Organizational Communication, CSU Stanislaus

Maricela Ariza
A.A., Pharmacy Technology, San Joaquin Valley College

Shabnam Basha
M.B.B.S., Temil Nadu Dr., M.G.R. Medical University

Stephanie Baughn
A.A., General Studies, Modesto Junior College

Cindy Carney
M.A., Health Care Administration, Ashford University
B.A., Health Care Administration, Ashford University
A.S., Health Studies, San Joaquin Valley College

Nicole Harris
A.S., Medical Assisting, San Joaquin Valley College

Adjunct
Mary Elizabeth Aguilar
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Jessica Borba
A.S., Pharmacy Technology, San Joaquin Valley College

Janet Guinn
A.S., College of the Siskiyous

Shahtaj Khan
B.A., Biological Sciences, California State University
Sacramento
A.S., Mathematics and Science, San Joaquin Delta College

Kristi Vargas
A.S., Pharmacy Technology, San Joaquin Valley College

Technical Studies
Steven Bertozzi
(Degree requirement waived)

Casey Carney
A.S., Industrial Maintenance *(in progress)*

Mitchell Eberhard
M.B.A., with a concentration in Information Technology
Management, Trident University International
B.A., Leadership and Fundamentals, Jones International
University

Ricardo Marentes-Hernandez
A.S. *(in progress),* San Joaquin Valley College

Adjunct
Alfoso Benavides
B.S., Chemical Engineering, Technological and Higher
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Trevelyn Blazzard
A.S., Engineering, University of California Davis

Shivani Kanoongo
M.B.A., International Business, Southern States University

Michael Miller
M.S., Electronic Commerce, National University
B.S., Electronics, Chapman University

Steven Sharp
Degree requirement waived

Trent Wragg
B.S., Entomology, University of California Davis

General Education
Ashvindar Singh
M.A., Education, University of Phoenix
B.S., Psychology, University of Phoenix

Adjunct
Kesha McKibben
B.S., Business Management, California State University
Stanislaus
A.A., General Studies, Modesto Jr. College

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M.B.A., Holy Names University
B.S., Environmental Management, California Polytechnic
State University

ONLINE DIVISION

Leadership
Marcus Barnette
Director of Online Operations
B.S., Business Administration: Marketing/Finance
University of Southern California, Los Angeles

Pat Fox
Director of eLearning Curriculum & Instruction
Ph.D. Integral Studies, Transformative Learning & Change,
California Institute of Integral Studies
M.A., Organizational Development & Transformation,
California Institute of Integral Studies
B.S., Liberal Studies, University of Central Florida
A.A., Curriculum & Instruction, University of Central Florida

Justin Halligan
Dean of Student Services
M.A., English, CSU East Bay
B.A., English, CSU East Bay
A.A., Transfer Studies, Modesto Junior College

Nancy Lyles
Technology Coach
M.B.A., University of Phoenix
B.A., Business/Accounting, American Intercontinental
University
A.S., Business Administration, San Joaquin Valley College

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eLearning Coordinator
M.B.A., Keller Graduate School of Management
B.A., Telecommunications Management, DeVry University
A.A., Liberal Arts, Mt. San Antonio Junior College

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Online Curriculum Manager
M.S., Florida International University
Ph.D. ABD, University of Miami

Faculty
Baccalaureate Degree Program (Degree Completion)
Julie Sahlin
M.A., Business Administration, Campbell University
M.A., Central Michigan University
Certificate, Online College Teaching, Kaplan University

Adjunct
Tabatha Dragonberry
A.S., Respiratory Therapy, Illinois Central College
B.S., Health Science, University of Missouri-Columbia
M.S., Medical Education, University of Cincinnati

Felisity Gardner
B.S.N., South University Online
M.S.N., South University Online
A.S., Nursing, South University Online

Cynthia Meekhof
A.S., Health Science, Independence University
B.A., Management, University of Phoenix
M.A., Business Administration, Upper Iowa University

Erin Ross
Ph.D., Nursing, University of Alabama
M.S.N., Marquette University
B.S., Biological Sciences
A.A., General Studies, Rock Valley College

Business Studies
Michael McGuire
M.B.A., Youngstown State University
B.S., Engineering, Youngstown State University

Tonya Peak
M.A., Business Administration, Southern New Hampshire University
B.S., Accounting, Southern New Hampshire University

Adjunct
Ariel Andrews
M.A., Business Administration, Albany State University
B.A., Business Administration, Columbus State University

Jennifer Brown
Doctorate, Business Administration, North Central University
M.A., Business Administration, St. Leo University
B.A., Business Administration, St. Leo University
A.A, Liberal Studies, St. Leo University

Annette Hall
M.A., Business Administration, National University
B.A., Business Administration, California State University
A.A., Liberal Arts, Fresno City College

Bijan Houshiar
M.A., Management, National University
B.A., Electrical Engineering, Cal State Fullerton

Deven Matthews
M.A., Management, University of Phoenix
B.A., Business Marketing, University of Phoenix
A.A., Business, University of Phoenix

Michael Mayes
B.A., Applied Management, Franklin University
M.A., Business Administration, Methodist University

Tanesha Morgan
Ph.D., Public Policy, Southern University
M.A., Business Administration, Southeastern LA University
B.A., Finance, South Eastern LA University

Patrick O'Brien
Ph.D., Engineering Management, Walden University
M.S., Library Science, University of Pittsburgh
B.A., History, University of Pittsburgh

John Oviatt
M.A., Computer Information Systems, University of Phoenix
B.A., Business Information Systems, University of Phoenix
A.A., General Education, Glendale Community College

Theresa Paserb
M.S., Health Services Administration, Central Michigan University
B.S., Healthcare Management, Southern Illinois University, Carbondale
A.A.S., Business, Suffolk County Community College

Danielle Philipson
M.A., Health Administration, Cornell University
B.S., Sociology, University of CA Irvine

Laurel Schneider
B.A., Business Administration, Lakeland University
M.A., Business Administration, Columbia College

Michael Storper
M.A., Math, NOVA Southeastern University
B.A., Math, NOVA Southeastern University

James Tomasulo
M.S., Civil Engineering, University of Colorado
B.S., Civil Engineering, Cal Poly San Luis Obispo

Emily Ware
B.A., Fashion Merchandising, CSU Long Beach

Health Studies
Toni Gee
A.S., Health Care Administration, San Joaquin Valley College

Shelly Sowers
A.S., Nursing, Keiser College
A.A., Health Services Administration, Keiser College A.S., Medical Assisting, Keiser College

Carol Williams
A.S., Health Studies, San Joaquin Valley College

Adjunct

Stacey Bottone
M.B.A., Management, Salve Regina University
B.S., Business Administration, Charter Oak State College

Michelle Davis
MPAS, Physician Assistant, University of Nebraska Ph.D., Holistic Science, Madison University
M.B.A.-H.C., HC Management, Saint Leo University

Sherry Davis
M.B.A., Business Administration, Ashford University B.A., Health Care Administration (with minor in Human Resources Management), Ashford University

Karen Garcia
M.A., Teaching & Learning, Colorado State
B.S., Health & Wellness, Kaplan University

Huma Haque
Ph.D., Medicine, University of Karachi with Equivalency Report

Taffy Hemphill
M.A., Education, Capella University
B.A., Liberal Studies, Purdue

Brenda Kunz
M.S., Educational Technology, DeVry University

Eryn Lukic
M.A., Business Administration, Cardinal Stritch University
B.A., Healthcare Administration, University of Wisconsin-Milwaukee
A.A., Information Technology, Hutchinson Community College

Ronald Mason
MBA, Health Care Management, Columbia Southern University
A.A., General Studies, Central Texas College
A.A., Medicine, San Antonio College

Cynthia Moholland
M.A., Business Administration, Thomas College
B.A., Business Administration, University of Maine
A.A., Medical Assisting, Washington College

Technical Studies

Robert Vasile
M.S., Information Technology, University of North Carolina at Charlotte
B.S., Business Administration, Concord University

Adjunct

Rassoul Alizdeh
M.A., Computer Information Systems, St. Mary's University
B.A., Computer Science, St. Mary's University

Randall Arvay
Ph.D., Software Engineering, Naval Postgraduate School
M.S., Information Systems, Hawaii Pacific University
B.S., Computer Science, United States Military Academy

Clifton Krahenbill
M.S., Cybersecurity, University of Maryland
M.S., Educational Technology, DeVry University
B.S., Information Technology, Capella University

Lawrence "Todd" Meadors
Ph.D., Education, Nova Southeastern University
M.S., Computer Information Systems, Georgia State University
B.S., Management/Marketing, Mercer University

General Education

Melissa Brewer
B.A., Social Science, Chapman University
A.A., Liberal Arts, College of the Sequoias

Anastasia Kenrick
M.A., Business Communication with major in Influence and Leadership, John International University
M.A., Education, Arizona State University
B.A., Liberal Arts & Science, Arizona State University

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M.A., English, California Polytechnic State University
B.A., English, California Polytechnic State University
A.A., General Studies, Cuesta College

Adjunct

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Ph.D., Organizational Leadership, Bradman University
B.A., Liberal Studies, California State University Fresno
A.A., Liberal Arts, College of the Sequoias

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Ph. D, Curriculum & Instruction, Gardner-Webb University
M.A., School of Education, North Carolina Central University
B.S., Mathematics, Bennett College

Michael Frahm
M.A., Mathematics Education, Western Governors University
B.A., Mathematics, Washington College
A.S., Arts & Science, Chesapeake College

Maureen Green
M.S., Social Science, Towson University
B.A., English, Charleston Southern University

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M.A., Curriculum and Instruction, Arizona State University
B.S., Communication, East Carolina University

College Catalog (Effective February 24, 2020 – December 31, 2020)

Megan McLaughlin
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M.A. Education: Counseling, Portland State University
B.S., International Relations, California State University, Chico

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Ph.D., Education Technology, Walden University
M.Ed., Education, Loyola University
B.S., Biology/Education, Towson University

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M.A., Education, Ashford University
B.A., Healthcare Admin, Ashford University

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Ph.D., Psychology, Fielding Graduate University M.A., Psychology, Fielding Graduate University
M.A., Criminal Justice, Georgia Southern University
M.A., Health Science, Armstrong State University
B.A., Criminal Justice, Armstrong State University
A.A., Criminal Justice, Armstrong State University

Patricia Vineski
M.S., Teaching/English, State University of New York
M.B.A., Writing, Vermont College of Norwich University
B.A., English/Writing, State University of New York

ONTARIO CAMPUS

Leadership
Shannon Koh
Campus President
B.A., Liberal Studies, California State University, San Bernardino

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Academic Dean
B.S., Business Management, Ashworth College
A.S, Health Care Management, Ashworth College

Davina Cary
Dean of Student Services
M.S., Higher Education Leadership and Student Development, Cal Baptist University
A.S., Clinical Medical Assisting, San Joaquin Valley College

Jim DeBerry
Division Manager
A.A., Business Management, Pasadena City College

Faculty
Business Studies
Darryl Chestnut
Program Director, Criminal Justice: Corrections
Degree requirement waived

Deborah Nichols
B.A., Business Administration, California State University, Fullerton

Andria Marrs
B.S., Management Studies, Cambridge College
A.S., Construction Management, San Joaquin Valley College

John Northcutt
Degree requirement waived

Adjunct
Raul Alvarez
MBA, California State University San Bernardino
B.A., Business Administration, California State University Fullerton

Jesse Embry
B.A., Communication, Azusa Pacific University

Myra Ferretiz
M.A., Public Administration, California State University, San Bernardino
B.A., Business Administration, Cal Baptist University
A.S., Correctional Science, Chaffey College

Erika Oduro
B.S., Social Work, Azusa Pacific

Michael Ortiz
M.A., Public Administration, University of Phoenix
B.S., Criminal Justice Administration, University of Phoenix

Douglas Paris
Degree requirement waived

Dale Perkins
B.S., Applied Management, Azusa Pacific

Huston Walker III
M.B.A., University of Phoenix
B.S., Business/Management, University of Phoenix

Health Studies
Angela Barnett
Program Director, Dental Hygiene
B.S., Dental Hygiene, University of Southern California

Michelle Connors
Assistant Program Director, Registered Nursing
M.A., Health Administration, University of La Verne
M.A., Nursing, University of Phoenix
B.A., Nursing, University of Phoenix

Dani Hoyle
Program Director, Respiratory Therapy
B.S., Respiratory Therapy, Pima Medical Institute

Martha Keough
Program Director, Registered Nursing
M.S., Maternal Child Nursing, Rush University
B.S., Nursing, Walla Walla University
A.S., Nursing, Atlantic Union College

Irma Jo Bejarano
M.H.A., University of La Verne
B.S., Dental Hygiene, Texas Woman's University

Sharon Cobb
A.S., Medical Assisting, San Joaquin Valley College

Jesse Diaz
A.A., Liberal Arts, Crafton Hill College

Katelyn Malone
B.S., Dental Hygiene, Loma Linda University

Shadia Maximus
M.S.N., University of Phoenix
B.S.N., Cairo University Egypt

Carolyn Molina
M.S., Nursing, California State University Fullerton
B.S., Nursing, San Diego State University

Bernadette Smith
B.S., Biology, California State University, Long Beach
A.S., Dental Hygiene, San Joaquin Valley College

Ardella Tatro
Director of Clinical Education, Respiratory Therapy
B.S., Applied Studies, Azusa Pacific University

Kristin Temme
B.S., Dental Hygiene, Northern Arizona University
A.S., Liberal Arts, Victor Valley College

Gabriel Yang
B.S., Dental Hygiene, Loma Linda University

Adjunct

Kimberly Andriamiarisoa
B.S., Dental Hygiene, Loma Linda University
B.A., French, Walla Walla University

Francis Benton
M.A., Biological Science, San Jose State University
B.A., Biological Science, San Jose State University

Jerica Block
B.S., Health Care Management, Southern Illinois University

Dinnel Bornstein
B.S., Psychology, University of California Irvine
A.S., San Joaquin Valley College

Holli Burgos
B.S., Human Services, University of LaVerne

Andrea Busby
Degree requirement waived

Dean Busser
B.S., Registered Nursing, Grand Canyon University
A.S., Registered Nursing, Everest College

Denise Campas
B.S., Dental Hygiene, Loma Linda University

Brian Dodero
A.S., Respiratory Therapy, San Joaquin Valley College

Abel Dumaup
B.A., Marketing and Communications, De La Salle University
A.S., Respiratory Therapy, American College

Christine Fletcher
M.A., Nursing, California State University Fullerton
B.A., Microbiology, University of California
Santa Barbara

Laura Gehr
M.S.N., Grand Canyon University
B.S.N., California Baptist University

Sharon Greenough
B.S.N., Grand Canyon University
A.S., Nursing, Everest College

Trevena Hanna
B.A., Physics & Chemistry, Ain Shams University

Modesty Isaguirre
M.Ed., Adult Education-Training, University of Phoenix
B.S., Pharmaceutical Sciences, University of Santo Tomas, Philippines

Henry "Hank" Lockridge
A.S., Respiratory Therapy, San Bernardino Valley College

Starlie Luna
M.S., Registered Nursing, Loma Linda University

Joe Malave
A.S., Respiratory Therapy, Rio Hondo College
A.A., General Education, Rio Hondo College

Jessica Malenitza
B.S.N., Grand Canyon University
A.S., Nursing, Everest College

Anthony Marquez
Degree requirement waived

Guy Miller
Ph.D., Dentistry, Loma Linda University

Ralph Miller
Ph.D., Dentistry, Loma Linda University
M.A., Divinity/Theology, Fuller Theological Seminary
B.A., Biology, University of California Riverside

Katie Munson
B.S., Dental Hygiene, Loma Linda University

Tin Nguyen
B.S., Business, University of Redlands
Certificate, Respiratory Therapy, North Central State College

Tuan Nguyen
B.S., Nursing, Grand Canyon University

Maria Ottinger
A.A., Registered Nursing, Everest College

Mary Rascon
M.S., Registered Nursing, University of Phoenix
B.S., Registered Nursing, West Coast University

Frances Rice-Farrand
M.S.N., University of California Los Angeles
B.S.N., California State University Los Angeles

Jocelyn Seitz Keough
M.S.N., Loma Linda University
B.S., Behavioral Sciences, Andrews University

Thomas Serrano
M.A., Education, Jones International University
B.S., Respiratory Therapy, Loma Linda University
A.S., Respiratory Therapy, Mt. San Antonio College
A.A., Liberal Arts, Mt. San Antonio College

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A.S., Respiratory Care, Crafton Hill College

Brandon Sweeney
A.S., Respiratory Therapy, San Joaquin Valley College

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B.A., Liberal Arts, San Beda College
A.S., Respiratory Therapy, California Paramedical & Technical College

Karla Torres
DH Supervising Dentist
Ph.D., Dental Medicine, Western University of Health Sciences
B.S., Biology, Western University of Health Sciences
A.S., Dental Hygiene, San Joaquin Valley College

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A.S., Nursing, Riverside Community College
B.S.N., University of Washington
M.S.N., Azusa Pacific

Technical Studies
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B.S., Management Studies, Cambridge College
A.S., Construction Management, San Joaquin Valley College

Timm Reese
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A.A., Management, Barstow College

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Louis Pascal
B.S., Electrical Engineering, Tennessee Technological University

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A.S., Humanities/Social Sciences, Riverside Community College

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A.A., General Education, Chaffey College

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B.S., Biology, California State Polytechnic University, Pomona

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B.S., Human Biology, Cleveland Chiropractic College
A.A., Liberal Arts, Mount San Antonio

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B.S., Business Management, University of Phoenix
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A.S., Health Studies, San Joaquin Valley College

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

Faculty
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B.S., Human Development, Azusa Pacific

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A.S., Clinical and Administrative Medical Assisting,
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University
B.A., Organizational Leadership, California Baptist
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B.S., Respiratory Care, Boise State University

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Melissa DiGregorio
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Kylee Flordelis
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A.S., Clinical Administrative Medical Assisting,
San Joaquin Valley College

Elsi Garcia Arrieta
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Technical College

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B.S., Nursing, University of Wisconsin

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A.S., Carrington College Las Vegas

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Joshua Leininger
A.S., HVAC-R, San Joaquin Valley College

Thomas McGinnis
Degree Requirement Waived

Adjunct
Edgar Arenas
Degree requirement waived

Ricky Lawson
Degree requirement waived

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John Nichols
B.A., Theology, Global University
A.A., Liberal Arts, San Bernardino Valley College

Oscar Orellana
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Ashley Velasquez
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Appendix A: Emergency, Medical, and Crisis Resources

When reporting an emergency, dial 911

Campus	Hospital	Police Dept	Crisis Center
Atascadero	Twin Cities Community Hospital 1100 Las Tablas Road Templeton, CA 93465 (805) 434-3500	Atascadero Police 5505 El Camino Real Atascadero, CA 93422 (805) 461-5051	RAINN – National Sexual Assault Hotline (800) 656-4673 Serving the Atascadero Area
Bakersfield	Mercy Hospital 2215 Truxtun Ave. Bakersfield, CA 93301 (661) 632-5000	Bakersfield Police 1600 Truxtun Avenue Bakersfield, CA 93301 (661) 327-7111	Alliance Against Family Violence & Sexual Assault Business: (661) 322-0931 Hotline: (661) 327-1091 Bakersfield, CA
Delano	Delano Regional Medical Center 1401 Garces Hwy Delano, CA 93215 (661) 725-4800	Delano Police 2330 High St Delano, CA 93215 (661) 721-3377	Rape Crisis Hotline: (760) 375-0745 Delano, CA 93215
Fresno	St. Agnes Hospital 1303 E. Herndon Ave. Fresno, CA 93720 (559) 450-3000	Fresno Police 2323 Mariposa Street #2075 Fresno, CA 93721 (559) 621-7000	Resource Center for Survivors of Sexual Assault (RCS) Business: (559) 497-2900 Hotline: (559) 222-7273 Fresno, CA 93701
Fresno – Trades Education Center	Clovis Community Center 2755 Herndon Ave. Clovis, CA 93611 (559) 324-4000	Fresno Police 2323 Mariposa Street Fresno, CA (559) 621-7000	Resource Center for Survivors of Sexual Assault (RCS) Business: (559) 497-2900 Hotline: (559) 222-7273 Fresno, CA 93701
Hanford	Adventist Medical Center 115 Mall Drive Hanford, CA 93230 (559) 582-9000	Hanford Police 425 N. Irwin Hanford, CA 93230 (559) 585-2535	Family Services of Tulare County Business: (559)741-7310 Hotline: (559) 741-7310 Visalia, CA 93291
Hesperia	Desert Valley Center 12421 Hesperia Rd. #2 Victorville, CA 92395 (760) 245-2220	Hesperia Police 15840 Smoke Tree St Hesperia, CA 92345 (760) 947-1500	Rape Crisis Center 15437 Anacapa Road Victorville, CA 92392 (760) 952-0041 24 hour helpline: (800) 656-4673
Lancaster	Antelope Valley Hospital 1600 W. Avenue J Lancaster, CA 93534 (661) 949-5000	Lancaster Police 501 W. Lancaster Blvd. Lancaster, CA 93534 (661) 948-8466	Sexual Assault Response Antelope Valley Hospital (661) 723-7273
Madera	Madera Community Hospital 1250 E. Almond Avenue Madera, CA 93637 (559) 675-5555	Madera City Police 330 S. C Street Madera, CA 93638 (559) 675-4200	Resource Center for Survivors of Sexual Assault (RCS) Business: (559) 497-2900 Hotline: (559) 222-7273 Fresno, CA 93701
Modesto	Kaiser Permanente 4601 Dale Rd. Modesto, CA 95356 (209) 557-1000	Stanislaus County Sherriff 250 E. Hackett Modesto, CA 95358 (209) 552-2468	Haven Women's Center of Stanislaus Business: (209) 524-4331 Hotline: (888) 454-2836 Modesto, CA 95354
Ontario	Rancho San Antonio 7777 Milliken Avenue Rancho Cucamonga, CA 91730 (909) 948-8000	Ontario Police 2500 W. Archibald Avenue Ontario, CA 91761 (909) 395-2001	Project Sister Family Services Business: (909) 623-1619 Hotline: (626) 966-4155 Pomona, CA 91769

Appendix A: Emergency, Medical, and Crisis Resources

When reporting an emergency, dial 911

Campus	Hospital	Police Dept	Crisis Center
Porterville	Sierra View District Hospital 465 W. Putnam Ave Porterville, CA 93257 (559) 784-1110	Porterville Police 350 N. D St. Porterville, CA 93257 (559) 782-7400	Central California Family Crisis Center 770 N. Main St. Porterville, CA 93257 (559) 781-7462
Rancho Cordova	Mercy San Juan Medical 6501 Coyle Avenue Carmichael, CA 95608 (916) 537-5000	Rancho Cordova Police 2897 Kilgore Road Rancho Cordova, CA 95670 (916) 875-9600	PEACE for Families Business: (916) 773-7273 Hotline: (800) 575-5352 Roseville, CA 95661
Rancho Mirage	Eisenhower Medical Center 39000 Bob Hope Dr. Rancho Mirage, CA 92270 (760) 340-3911	Palm Desert Police 73705 Gerald Ford Dr. Palm Desert, CA 92211 (760) 736-1600	SAFE Eisenhower Medical Center 39000 Bob Hope Dr. Rancho Mirage, CA 92270 (760) 340-3911
Santa Maria	Marian Regional Medical Center 1400 E. Church St. Santa Maria, CA 73454 (805) 739-3000	Santa Maria Police 1111 Betteravia Rd. Santa Maria, CA 93458 (805) 928-3781	Child Protection & Rape Crisis 301 Miller St. #103 Santa Maria, CA 93454 (805) 922-2994
Temecula	Inland Valley Medical Ctr. 36485 Inland Valley Drive Wildomar, CA 92895 (951) 677-1111	Temecula Police 30755 Auld Road #A Murrieta, CA 92563 (951) 696-4357	Center Against Sexual Assault Business: (951) 652-8300 Hotline: (866) 373-8300 Hemet, CA 92543
Visalia	Kaweah Delta 400 W. Mineral King Visalia, CA 93291 (559) 624-2215	Visalia Police 303 S. Johnson Street Visalia, CA 93291 (559) 734-8116	Family Services of Tulare County Business: (559) 741-7310 Hotline: (559) 741-7310 Visalia, CA 93291