



**SAN JOAQUIN VALLEY COLLEGE**

---

## **SUPPLEMENT TO THE 2020 COLLEGE CATALOG**



# SUPPLEMENT TO THE 2020 COLLEGE CATALOG

This document is a supplement to the 2020 College Catalog and is provided for the purpose of notifying students of corrections and/or updates to College policy, programs, courses, admissions and graduation requirements which have occurred since the Catalog's publication.

This is a living document; changes will be added until publication of the next Catalog.

## Table of Contents

|   |    |
|---|----|
| SECTION 1: INTRODUCTION TO SAN JOAQUIN VALLEY COLLEGE .....                       | 3  |
| THE HISTORY OF SAN JOAQUIN VALLEY COLLEGE .....                                   | 3  |
| SJVC LOCATIONS AND PROGRAM OFFERINGS .....  | 3  |
| SECTION 2: ADMISSIONS PROCEDURES AND REQUIREMENTS.....                            | 4  |
| BACHELOR OF SCIENCE, NURSING .....  | 4  |
| CERTIFICATE OF COMPLETION, VOCATIONAL NURSING .....                               | 4  |
| ARBITRATION AND CLASS ACTION WAIVER DISCLOSURE.....                               | 4  |
| SECTION 4: INSTITUTIONAL POLICIES .....   | 5  |
| NOTICE OF NON-DISCRIMINATION .....  | 5  |
| SECTION 7: BACCALAUREATE DEGREE, ASSOCIATE DEGREE, AND CERTIFICATE PROGRAMS ..... | 6  |
| BUSINESS OFFICE ADMINISTRATION .....  | 6  |
| CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING .....                               | 6  |
| CRIMINAL JUSTICE: CORRECTIONS.....  | 6  |
| ELECTRICAL TECHNOLOGY .....   | 6  |
| MEDICAL BILLING AND CODING.....   | 7  |
| PHARMACY TECHNICIAN.....  | 10 |
| PHARMACY TECHNOLOGY .....   | 10 |
| VOCATIONAL NURSING .....  | 11 |
| SECTION 8: COURSE DESCRIPTIONS .....  | 12 |
| SECTION 9: ADMINISTRATION AND FACULTY .....                                       | 14 |
| BOARD OF GOVERNORS .....  | 14 |

## SECTION 1: INTRODUCTION TO SAN JOAQUIN VALLEY COLLEGE

---

### THE HISTORY OF SAN JOAQUIN VALLEY COLLEGE

**Addition:** The **Bakersfield North** campus has been added to the campuses listed in **The History of San Joaquin Valley College**. (Catalog p. 6, rev. 9.08.20)

### SJVC LOCATIONS AND PROGRAM OFFERINGS

**Addition:** The **Bakersfield North** campus has been added to the list of SJVC Locations and Program Offerings as set forth below. (Catalog p. 12, rev. 9.08.20)

#### **Bakersfield North Campus**

5300 California Avenue

Bakersfield, CA 93309

Phone: (661) 835-1100

The Bakersfield North Campus was founded in 2020 and serves students and employers in neighboring communities between Visalia and Santa Clarita. The following program is offered at the Bakersfield North Campus:

#### **Certificate of Completion:**

Vocational Nursing

**Correction:** In the Certificate of Completion listing for the **Rancho Mirage** and **Santa Maria** campuses, *Clinical and Administrative Medical Assisting* has been corrected to *Clinical Medical Assisting*. (Catalog p. 15, rev. 9.08.20)

## SECTION 2: ADMISSIONS PROCEDURES AND REQUIREMENTS

---

### **BACHELOR OF SCIENCE, NURSING**

**Revision:** The start date reflected in the Tuition Table for the Bachelor of Science in Nursing program (Online) has been revised to August 3, 2020 (Catalog p. 27, rev. 7.13.20)

### **CERTIFICATE OF COMPLETION, VOCATIONAL NURSING**

**Revision:** The start date reflected in the Academic Calendar for the Certificate of Completion Vocational Nursing program at the Rancho Mirage campus has been revised to September 8, 2020. (Catalog p. 22, rev. 7.16.20)

**Revision:** The start date reflected in the Tuition Table for the Certificate of Completion Vocational Nursing program at the Rancho Mirage campus has been revised to September 8, 2020. (Catalog p. 28, rev. 7.16.20)

**Correction:** The entrance exam listed as required for admission to the Certificate of Completion Vocational Nursing program has been corrected to the **Test of Essential Academic Skills (TEAS)**. (Catalog P. 18, rev. 9.08.20)

**Revision:** The tuition for the Certificate of Completion Vocational Nursing program has been removed from the Bakersfield campus and is now listed under the **Bakersfield North** campus. (Catalog P. 25, rev. 9.08.20)

**Correction:** The Bakersfield campus location shown in the Academic Calendar for the Certificate of Completion Vocational Nursing program has been corrected to **Bakersfield North**. (Catalog p. 28, rev. 9.08.20)

### **ARBITRATION AND CLASS ACTION WAIVER DISCLOSURE**

**Addition:** The following disclosure has been added. (Catalog p. 31, rev. 7.13.20)

#### Arbitration and Class Action Waiver Disclosure:

San Joaquin Valley College ("SJVC") requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by SJVC prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to SJVC's Student Services Coordinator, Alyssa Bahr Casillas, 3828 W. Caldwell Ave., Visalia, CA 93277, (559) 622-1992, [Alyssa.Bahr@sjvc.edu](mailto:Alyssa.Bahr@sjvc.edu).

## SECTION 4: INSTITUTIONAL POLICIES

---

### **NOTICE OF NON-DISCRIMINATION**

**Revision:** The Notice of Non-Discrimination has been revised, as set forth below. (Catalog p. 43, rev. 9.08.20)

#### **NOTICE OF NON-DISCRIMINATION AND SEXUAL HARRASSMENT AND SEXUAL ASSAULT PREVENTION POLICIES**

SJVC does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other protected characteristic in its education programs and activities. Pursuant to Title IX of the Higher Education Amendments of 1972 ("Title IX"), SJVC's policy against sex discrimination extends to student admissions and employment. SJVC also prohibits retaliation against an individual who reports, submits a complaint, or who otherwise participates in good faith in any matter related to SJVC's anti-discrimination policies. Any inquiries about SJVC's non-discrimination policies or the application of Title IX rules may be addressed to the individual identified below, the U.S. Department of Education's Assistant Secretary of the Office of Civil Rights, or both.

#### Person Designated to Handle Inquiries/Title IX Coordinator:

Alyssa Bahr Casillas  
3828 West Caldwell Avenue  
Visalia, CA 93277  
Phone: (559)622-1992  
E-mail: [Alyssa.Bahr@sjvc.edu](mailto:Alyssa.Bahr@sjvc.edu)

## **SECTION 7: BACCALAUREATE DEGREE, ASSOCIATE DEGREE, AND CERTIFICATE PROGRAMS**

---

### **AVIATION MAINTENANCE TECHNOLOGY**

**Revision:** the statement associated with AERO 200 has been revised, as set forth below (Catalog p. 78, rev. 9.08.20):

\*Fulfills the CSS 100 graduation requirement. This course is specific to SJVC and is not part of the FAA's approved curriculum.

### **BUSINESS OFFICE ADMINISTRATION**

**Revision:** PLO #2 has been revised to reflect the removal of "ten key skills", as set forth below (Catalog p. 79, rev. 7.13.20):

2. Demonstrate keyboarding skills commensurate with industry standards.

**Revision:** The minimum 10-key speed requirement has been removed from both the Associate Degree and Certificate of Completion Graduation Requirements. (Catalog p. 79, 130, rev. 7.13.20)

### **CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING**

**Revision:** Graduation Requirements have been revised to reflect the removal of the Hepatitis B vaccinations and Tuberculosis testing requirements as set forth below. (Catalog p. 81, rev. 9.08.20)

#### **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 the 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

### **CRIMINAL JUSTICE: CORRECTIONS**

**Revision:** Graduation Requirements have been revised to reflect a change from "Job Knowledge Tests" to "Multiple Choice Tests" (bullet #2), as set forth below: (Catalog p. 85, rev. 7.13.20)

- A score of 70% or higher on all Multiple Choice Tests as well as successful completion of all skill examinations in the CJ60A course

### **ELECTRICAL TECHNOLOGY**

**Revision:** Credential and Professional Certifications have been revised to reflect that students will receive OSHA 10 certification, as set forth below. (Catalog p. 92 and 138, rev. 9.08.20)

#### **Credential and Professional Certifications**

Graduates earn an Associate of Science Degree and OSHA 10 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.

## **MEDICAL BILLING AND CODING**

**Revision:** The Medical Billing and Coding Associate Degree program has been revised as set forth below, to reflect changes to program length and required core and general education courses. (Catalog p. 102, rev. 9.08.20)

## **Medical Billing and Coding**

---

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

### **Program Description**

The Medical Billing and Coding program is 60 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 with a grade of "C" or higher in all MBC courses
- 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 |
|--------------|---|--------------|
| 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          |
| MBC 222      | Billing Applications                                    | 3.0          |
| MBC 201*     | Billing and Coding Practicum                            | 2.0          |
| MBC 501*     | Externship  | 2.0          |
| MOP 110      | Medical Insurance Principles                            | 5.0          |
| MOP 120      | CPT and HCPCS Coding                                    | 3.0          |
| MOP 135      | Billing Principles                                      | 3.0          |
| MOP 140      | ICD Coding  | 3.0          |
| <b>Total</b> |   | <b>30.0</b>  |

### General Education Course Requirements

| Course ID            | Course Name                          | Credit Units |
|----------------------|--------------------------------------|--------------|
| ENG 121              | Composition and Reading – Part A     | 3.0          |
| ENG 122              | Composition and Reading – Part B     | 3.0          |
| HEA 10               | Health & Wellness                    | 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          |
| <b>Total</b>         |                                      | <b>30.0</b>  |
| <b>Program Total</b> |                                      | <b>60.0</b>  |

\*Students have the choice of either MBC 201 or MBC 501.



**Revision:** The Medical Billing and Coding Certificate of Completion program has been revised as set forth below, to reflect changes in required core courses. **This revision is effective with the 9/8/20 start date.** (Catalog p. 147, rev. 9.08.20)

## 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**

| <b>Course ID</b> | <b>Course Name</b>                                      | <b>Credit Units</b> |
|------------------|---|---------------------|
| 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                 |
| MBC 222          | Billing Applications                                    | 3.0                 |
| MBC 201*         | Billing and Coding Practicum                            | 2.0                 |
| MBC 501*         | Externship  | 2.0                 |
| MOP 110          | Medical Insurance Principles                            | 5.0                 |
| MOP 120          | CPT and HCPCS Coding                                    | 3.0                 |
| MOP 135          | Billing Principles                                      | 3.0                 |
| MOP 140          | ICD Coding  | 3.0                 |
| <b>Total</b>     |   | <b>30.0</b>         |

\*Students have the choice of either MBC 201 or MBC 501.

**PHARMACY TECHNICIAN**

**Revision:** Course codes and unit values have been revised for the following courses. These changes do not impact the total units in the program. This revision is effective with the 10/12/20 start date. (Catalog p. 106, rev. 9.08.20)

| <b>Removed</b>   | <b>Added</b>   |
|--|--|
| <b>PHR 25</b> Pharmacy Records and Documentation<br><b>(3.0 units)</b> | <b>PHR 26</b> Pharmacy Records and Documentation<br><b>(2.0 units)</b> |
| PHR 135 Pharmacy Clinical Applications 2<br><b>(3.0 units)</b>         | <b>PHR 136</b> Pharmacy Clinical Applications 2<br><b>(2.0 units)</b>  |
| PHR 150 Pharmaceutical Compounding<br><b>(3.0 units)</b>               | <b>PHR 151</b> Pharmaceutical Compounding<br><b>(5.0 units)</b>        |

**PHARMACY TECHNOLOGY**

**Revision:** Course codes and unit values have been revised for the following courses. These changes do not impact the total units in the program. This revision is effective with the 10/12/20 start date. (Catalog p. 151, rev. 9.08.20)

| <b>Removed</b>   | <b>Added</b>   |
|--|--|
| <b>PHR 25</b> Pharmacy Records and Documentation<br><b>(3.0 units)</b> | <b>PHR 26</b> Pharmacy Records and Documentation<br><b>(2.0 units)</b> |
| PHR 135 Pharmacy Clinical Applications 2<br><b>(3.0 units)</b>         | <b>PHR 136</b> Pharmacy Clinical Applications 2 <b>(2.0 units)</b>     |
| PHR 150 Pharmaceutical Compounding<br><b>(3.0 units)</b>               | <b>PHR 151</b> Pharmaceutical Compounding <b>(5.0 units)</b>           |

## **VOCATIONAL NURSING**

**Correction:** The list of campuses offering the Vocational Nursing Certificate of Completion program has been corrected to reflect the program's location at the **Bakersfield North** campus. (Catalog p. 158, rev. 9.08.20)

**Correction:** Entrance Testing Requirements for the Certificate of Completion program have been corrected to reflect that the required exam for admission is the **Test of Essential Academic Skills (TEAS)**, as set forth below. (Catalog p. 159, rev. 9.08.20)

### **Entrance Testing Requirements**

Applicants must complete the Test of Essential Academic Skills in order to be considered for admission into the program (see **Admissions Procedures and Requirements** in Section 2 of this Catalog).

Vocational Nursing applicants may be scheduled for a personal interview with the Vocational Nursing Program Director. The Program Director will make final selection recommendations to the Admissions Review Committee based on all available information including test scores and submission of required documentation.

## SECTION 8: COURSE DESCRIPTIONS

---

**Revision:** The course description for AERO 200 has been revised as shown below. (Catalog p. 177, rev. 9.08.20)

### **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 "D" or higher is required to pass this course. This course is specific to SJVC and is not part of the FAA's approved curriculum.**

**Addition:** The course description for CJ 060B has been added (Catalog p. 165, rev. 9.08.20)

### **CJ 060B: STC/ACO Make-Up** **1.0 unit – 15 hours**

This course was created for students whose enrollment in the 15-week **CJ 060A: Adult Corrections Officer Core Course** was temporarily suspended due to the California statewide shelter-in-place order in spring 2020 resulting from the COVID-19 pandemic. The course is a resumption of that scheduled instruction for impacted students only, and fulfills all mandates for training as noted in the **CJ 060A** course description.

**Revision:** The course description for ELEC 100 has been revised to reflect a change from OSHA 30 training to OSHA 10 training. (Catalog p. 177, rev. 9.08.20)

### **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 10 Hour Construction Outreach Training Completion Card. **A grade of "C" or higher is required to pass this course.**

**Addition:** The course description for **MBC 201: Billing and Coding Practicum** has been added. (Catalog p. 182, rev. 9.08.20)

### **MBC 201: Billing and Coding Practicum** **2.0 units – 30 hours**

In this course, students develop proficiency preparing the various documents needed to submit and receive payment for medical services in clinical settings. Special focus is given to abstracting cases, preparing commonly used bills and claim forms, and auditing claims to ensure accuracy and completeness.

**Addition:** The course description for **MBC 222: Billing Applications** has been added. (Catalog p. 182, rev. 9.08.20)

### **MBC 222: Billing Applications**

#### **3.0 units – 45 hours**

In this course, students use (or employ) industry-standard computer applications to produce billing and claims documentation and financial reports needed to support revenue generation in clinical settings. Special focus is given to the preparation of Medicare and Medicaid documentation and advanced Microsoft Excel techniques.

**Addition:** The course description for **MBC 501: Externship** has been added. (Catalog p. 182, rev. 9.08.20)

### **MBC 501: Externship**

#### **2.0 units – 96 hours**

Students will apply their acquired skills and knowledge while taking on the responsibilities and duties of an extern trainee in a medical billing and coding setting under direct supervision of a Medical Billing and/or Coding Specialist, Medical Records Coordinator, or Coder. Students will maintain SJVC expected professionalism, proper policy and protocol, and will uphold state and federal laws at all times. 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.

**Addition:** The course description for **MOP 135: Billing Principles** has been added. (Catalog p. 183, rev. 9.08.20)

### **MOP 135: Billing Principles**

#### **3.0 units – 45 hours**

This course introduces the concepts that govern healthcare insurance billing in clinical settings. Students will examine the revenue cycle, explore common billing practices and the practical application of insurance reimbursement rules and regulations, and practice techniques used to increase reimbursement for services from patients and insurers.

**Addition:** The course description for **PHR 136: Pharmacy Clinical Applications 2** has been added. (Catalog p. 189, rev. 9.08.20)

### **PHR 136: Pharmacy Clinical Applications 2**

#### **2.0 units – 30 hours**

This course covers the theory of anatomy, physiology, pathophysiology, and related pharmacology of the endocrine and reproductive systems. An 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 physical and chemical properties of drugs. Interpretations of doctor's orders along with prescription filling, refilling, and labeling procedures are practiced.

**Addition:** The course description for **PHR 151: Pharmacy Clinical Applications 2** has been added. (Catalog p. 189, rev. 9.08.20)

### **PHR 151: Pharmaceutical Compounding**

#### **5.0 units – 90 hours**

This course focuses on the fundamentals of aseptic technique, sterile, and extemporaneous compounding. 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.

## **SECTION 9: ADMINISTRATION AND FACULTY**

---

### **BOARD OF GOVERNORS**

**Revision:** The Board of Governors' biographies have been revised to reflect that **Donn Ritter** is now the Board's Chairperson. (Catalog p. 201, rev. 9.08.20)