



SAN JOAQUIN VALLEY COLLEGE

**SUPPLEMENT TO THE
2021 COLLEGE CATALOG**



SUPPLEMENT TO THE 2021 COLLEGE CATALOG

This document is a supplement to the 2021 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.

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SECTION 1: INTRODUCTION TO SAN JOAQUIN VALLEY COLLEGE

SJVC LOCATIONS AND PROGRAM OFFERINGS

Addition: The Health Studies Associate of Science degree program has been added to the list of programs offered through the Online Division. (Catalog p. 15, rev. 2/9/2021)

Addition: The Vocational Nursing Associate of Science degree program has been added to the list of programs offered at the Rancho Mirage campus. (Catalog p. 16, rev. 12/21/2020)

Revision: The Vocational Nursing Certificate of Completion program has been removed from the list of programs offered at the Rancho Mirage campus; the program is no longer offered. (Catalog p. 16, rev. 2/2/2021)

Addition: The Vocational Nursing Associate of Science degree program has been added to the list of programs offered at the Santa Maria campus. (Catalog p. 16, rev. 1/12/2021)

Revision: The Vocational Nursing Certificate of Completion program has been removed from the list of programs offered at the Santa Maria campus; the program is no longer offered. (Catalog p. 16, rev. 2/2/2021)

Revision: The Business Office Administration Associate of Science and Certificate of Completion programs have been removed from the list of programs offered at the Santa Maria campus; the programs are no longer offered at that location. (Catalog p. 16, rev. 4/8/2021)

SECTION 2: ADMISSIONS

ACADEMIC CALENDAR

Addition: The Vocational Nursing Associate of Science degree program at the Rancho Mirage campus has been added to the Academic Calendar for Linear Programs, as set forth below. (Catalog p. 23, rev. 12/21/2020) The start date for the program at the Santa Maria campus was added on 1/12/2021.

Correction: Start dates for the Dental Hygiene and Vocational Nursing programs at the Visalia campus have been corrected, as set forth below. (Catalog p. 23, rev. 2/9/2021)

DENTAL HYGIENE	
Visalia Campus	
07/26/2021	

VOCATIONAL NURSING	
Visalia Campus	Rancho Mirage Campus
07/26/2021	03/08/21
Bakersfield Campus	Santa Maria Campus
01/04/21	03/08/21
05/03/21	

Addition: The Health Studies Associate of Science degree program has been added to the Academic Calendar. (Catalog p. 22, rev. 2/9/2021)

ADMISSIONS PROCEDURES AND REQUIREMENTS

Addition: Admissions Procedures and Requirements have been updated to include the following language regarding transcript evaluation of high school completion or equivalent from outside of the United States, as set forth below. (Catalog p. 19, rev. 4/21/2021)

- Applicants must possess a high school diploma or the equivalent*
- Applicants must participate in an interview with an admissions advisor

*Transcripts for High School Completion or equivalent from outside of the United States must be translated and evaluated by [AACRAO International Education Services](#), a member of the Association of International Credential Evaluators ([AICE](#)), or a member of the National Association of Credential Evaluation Services ([NACES](#)), for U.S. equivalency with graduation from high school and eligibility to enter the College.

INTERNATIONAL STUDENTS (Requirements and VISA Services)

Revision: International Applicant Packet Documents Item a. has been revised to include additional transcript verification providers, as set forth below. (Catalog p. 20, rev. 4/21/2021)

- a. Official copy of student's diploma or transcripts translated and evaluated by [AACRAO International Education Services](#), a member of the Association of International Credential Evaluators ([AICE](#)), or a member of the National Association of Credential Evaluation Services ([NACES](#)), for U.S. equivalency with graduation from high school.

STUDENT TUITION RECOVERY FUND

Revision: The information regarding the Student Tuition Recovery Fund (STRF) has been revised, per the State of California, to reflect that STRF fees will be collected as set forth below. (Catalog p. 32-33, rev. 2/26/2021)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste. 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

NOTE: Effective February 8, 2021, each qualifying institution shall collect an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

TUITION

Revision: The Tuition table has been annotated to reflect select programs which are eligible for Workforce Agency contracted total program costs, as set forth below. (Catalog p. 25, rev. 1/12/2021).

The table was further revised on 2/2/2021 to reflect the removal of tuition for the Vocational Nursing Certificate program at Rancho Mirage and Santa Maria, and the addition of tuition for the Associate Degree in Vocational Nursing at those campuses.

Tuition for the Health Studies Associate of Science degree program was added to the Online Division on 2/9/2021.

Tuition for the Criminal Justice: Corrections program at the Santa Maria campus was added on 3/18/2021.

Tuition for the Business Office Administration Associate Degree and Certificate of Completion programs was removed from the Santa Maria campus on 4/8/2021.

The Tuition table was revised on 2/26/2021 to reflect the addition of the **Student Tuition Recovery Fund (STRF)** fees, as required by the State of California. Detailed information regarding the STRF can be found above.

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. Tuition is effective as of 2/26/2021.

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
Antelope Valley (Lancaster)	Business Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical & Administrative Medical Assisting	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Criminal Justice: Corrections	Associate Degree	\$17,647	\$17,647		\$17.50	\$35,311.50
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$17,724	\$16,741		\$17	\$34,482
		Certificate	\$17,724	\$5,931		\$12	\$23,667 ^b
	Medical Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
Pharmacy Technician	Associate Degree	\$16,032	\$13,968		\$15	\$30,015	
Pharmacy Technology	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a	
Atascadero	Business Office Administration	Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Medical Office Administration	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
Bakersfield	Business Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical & Administrative Medical Assisting	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Criminal Justice: Corrections	Associate Degree	\$16,218	\$16,218		\$16	\$32,452
	Dental Assisting	Certificate	\$18,966			\$9.50	\$18,975.50 ^a
	Diagnostic Medical Sonography	Associate Degree	\$20,778	\$20,778		\$21	\$41,577
	Electrical Technology	Associate Degree	\$16,457	\$15,292		\$16	\$31,765
		Certificate	\$16,457	\$5,444		\$11	\$21,912 ^c
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$16,457	\$15,292		\$16	\$31,765
		Certificate	\$16,457	\$5,444		\$11	\$21,912 ^b
	Maintenance Technician	Associate Degree	\$16,457	\$14,775		\$15.50	\$31,247.50
		Certificate	\$16,457			\$8	\$16,465 ^a
	Medical Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Non-Degree (Non-Science Courses) 5 weeks	N/A	\$1,400 per course			N/A	\$1,400 per course
	Pharmacy Technician	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Pharmacy Technology	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Surgical Technology	Associate Degree	\$19,406	\$19,406		\$19.50	\$38,831.50
	Respiratory Therapy	Associate Degree	\$17,854	\$17,854	\$9,082	\$22.50	\$44,812.50
Veterinary Assistant	Certificate	\$16,457	\$2,753		\$9.50	\$19,219.50	
Vocational Nursing	Associate Degree	\$18,850	\$18,850		\$19	\$37,719	
Delano	Business Office Administration	Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Medical Office Administration	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
Fresno	Business Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical & Administrative Medical Assisting	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Criminal Justice: Corrections	Associate Degree	\$16,218	\$16,218		\$16	\$32,452
Dental Assisting	Certificate	\$18,966			\$9.50	\$18,975.50 ^a	

^a This program is eligible for a Workforce Agency contracted total program cost of \$10,005 (includes STRF)

^b This program is eligible for a Workforce Agency contracted total program cost of \$10,255 (includes STRF)

^c This program is eligible for a Workforce Agency contracted total program cost of \$15,007.50 (includes STRF)

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
Fresno	Medical Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Non-Degree (Non-Science Courses 5 Weeks)	N/A	\$1,400 per course			N/A	\$1,400 per course
	Non-Degree (Science Courses) 10 Weeks	N/A	\$1,500 per course			N/A	\$1,500 per course
	Pharmacy Technician	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Pharmacy Technology	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Surgical Technology	Associate Degree	\$19,406	\$19,406		\$19.50	\$38,831.50
	Veterinary Assistant	Certificate	\$16,457	\$2,753		\$9.50	\$19,219.50
Veterinary Technology	Associate Degree	\$16,457	\$16,457	\$2,484	\$17.50	\$35,415.50	
Fresno Trades Education Center	Aviation Maintenance Technology	Associate Degree	\$14,795	\$14,795	\$5,936	\$18	\$35,544
		Certificate	\$14,795	\$14,795	\$1,385	\$15.50	\$30,990.50 ^c
	Electrical Technology	Associate Degree	\$16,457	\$15,292		\$16	\$31,765
		Certificate	\$16,457	\$5,444		\$11	\$21,912 ^c
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$16,457	\$15,292		\$16	\$31,765
		Certificate	\$16,457	\$5,444		\$11	\$21,912 ^b
Maintenance Technician	Certificate	\$16,457			\$8	\$16,465 ^a	
Hanford	Business Office Administration	Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Medical Office Administration	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
Madera	Business Office Administration	Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Medical Office Administration	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
Modesto (Salida)	Business Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical & Administrative Medical Assisting	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Criminal Justice: Corrections	Associate Degree	\$16,218	\$16,218		\$16	\$32,452
	Electrical Technology	Associate Degree	\$16,457	\$15,292		\$16	\$31,765
		Certificate	\$16,457	\$5,444		\$11	\$21,912 ^c
	Maintenance Technician	Associate Degree	\$16,457	\$14,775		\$15.50	\$31,247.50
		Certificate	\$16,457			\$8	\$16,465 ^a
	Medical Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
Certificate		\$16,032	\$2,494		\$9.50	\$18,535.50 ^a	
Pharmacy Technician	Associate Degree	\$16,032	\$13,968		\$15	\$30,015	
Pharmacy Technology	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a	
Online (conferred from Visalia)	Business Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical & Administrative Medical Assisting	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Construction Management	Associate Degree	\$14,837	\$14,837		\$15	\$29,689
	Dental Hygiene	Bachelor of Science	\$13,400	\$3,350		\$8.50	\$16,758.50
	Health Care Management	Bachelor of Science	\$13,400	\$11,600		\$12.50	\$25,012.50
	Health Studies	Associate Degree	\$13,457			\$7	\$13,464
	Human Resources Administration	Associate Degree	\$14,837	\$14,837		\$15	\$29,689
		Certificate	\$14,837			\$7.50	\$14,844.50 ^a
Information Technology	Associate Degree	\$14,837	\$14,837		\$15	\$29,689	

^a This program is eligible for a Workforce Agency contracted total program cost of \$10,005 (includes STRF)

^b This program is eligible for a Workforce Agency contracted total program cost of \$10,255 (includes STRF)

^c This program is eligible for a Workforce Agency contracted total program cost of \$15,007.50 (includes STRF)

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
Online	Information Technology with Concentration in:						
	Computer Support	Certificate	\$9,889			\$5	\$9,894
	Computer Support & Networking	Certificate	\$14,837			\$7.50	\$14,844.50 ^a
	Computer Support & Security	Certificate	\$14,837			\$7.50	\$14,844.50 ^a
	Computer Support, Networking & Security	Certificate	\$14,837			\$7.50	\$14,844.50 ^a
	Networking	Certificate	\$9,889			\$5	\$9,894
	Networking & Security	Certificate	\$14,837			\$7.50	\$14,844.50 ^a
	Networking Support	Certificate	\$12,363			\$6	\$12,369
	Security	Certificate	\$9,889			\$5	\$9,894
	Security Support	Certificate	\$12,363			\$6	\$12,369
	Medical Billing and Coding	Associate Degree	\$14,402	\$14,402		\$14.50	\$28,818.50
		Certificate	\$14,402			\$7	\$14,409
	Non-Degree (Non-Science Courses) 5 Weeks	N/A	\$1,400 per course			N/A	\$1,400 per course
	Registered Nursing	Bachelor of Science	\$13,400	\$3,350		\$8.50	\$16,758.50
Respiratory Therapy	Bachelor of Science	\$10,764	\$4,658		\$7.50	\$15,429.50	
Ontario	Business Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical & Administrative Medical Assisting	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Construction Management	Associate Degree	\$17,724	\$16,224		\$17	\$33,965
	Criminal Justice: Corrections	Associate Degree	\$17,647	\$17,647		\$17.50	\$35,311.50
	Dental Hygiene*	Associate Degree	\$29,575	\$29,575		\$29.50	\$59,179.50
	Electrical Technology	Associate Degree	\$17,724	\$16,741		\$17	\$34,482
		Certificate	\$17,724	\$5,931		\$12	\$23,667 ^c
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$17,724	\$16,741		\$17	\$34,482
		Certificate	\$17,724	\$5,931		\$12	\$23,667 ^b
	Maintenance Technician	Associate Degree	\$17,724	\$16,224		\$17	\$33,965
		Certificate	\$17,724			\$9	\$17,733 ^a
	Medical Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Non-Degree (Non-Science Courses) 5 Weeks	N/A	\$1,400 per course			N/A	\$1,400 per course
	Non-Degree (Non-Science Courses) 10 Weeks	N/A	\$1,500 per course			N/A	\$1,500 per course
	Pharmacy Technician	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Pharmacy Technology	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Registered Nursing (Generic)	Associate Degree	\$29,870	\$30,362		\$30	\$60,262
Registered Nursing (30-Unit)	Certificate	\$35,966			\$18	\$35,984	
Respiratory Therapy	Associate Degree	\$17,854	\$17,854	\$9,082	\$22.50	\$44,812.50	
Porterville	Business Office Administration	Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Medical Office Administration	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
Rancho Cordova	Respiratory Therapy	Associate Degree	\$19,613	\$19,898	\$10,014	\$25	\$49,550
	Surgical Technology	Associate Degree	\$19,406	\$19,406		\$19.50	\$38,831.50

a This program is eligible for a Workforce Agency contracted total program cost of \$10,005 (includes STRF)

b This program is eligible for a Workforce Agency contracted total program cost of \$10,255 (includes STRF)

c This program is eligible for a Workforce Agency contracted total program cost of \$15,007.50 (includes STRF)

* 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	STRF	TOTAL
Rancho Mirage	Business Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical & Administrative Medical Assisting	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Criminal Justice: Corrections	Associate Degree	\$17,647	\$17,647		\$17.50	\$35,311.50
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$17,724	\$16,741		\$17	\$34,482
		Certificate	\$17,724	\$5,931		\$12	\$23,667 ^b
	Medical Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Pharmacy Technician	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
Pharmacy Technology	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a	
Vocational Nursing	Associate Degree	\$18,850	\$18,850		\$19	\$37,719	
Santa Maria	Clinical & Administrative Medical Assisting	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Criminal Justice: Corrections	Associate Degree	\$17,647	\$17,647		\$17.50	\$35,311.50
	Medical Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Pharmacy Technician	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Pharmacy Technology	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Vocational Nursing	Associate Degree	\$18,850	\$18,850		\$19	\$37,719
Temecula	Business Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical & Administrative Medical Assisting	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Criminal Justice: Corrections	Associate Degree	\$17,647	\$17,647		\$17.50	\$35,311.50
	Dental Assisting	Certificate	\$18,966			\$9.50	\$18,975.50 ^a
	Electrical Technology	Associate Degree	\$17,724	\$16,741		\$17	\$34,482
		Certificate	\$17,724	\$5,931		\$12	\$23,667 ^c
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$17,724	\$16,741		\$17	\$34,482
		Certificate	\$17,724	\$5,931		\$12	\$23,667 ^b
	Medical Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Pharmacy Technician	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Pharmacy Technology	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
Respiratory Therapy	Associate Degree	\$17,854	\$17,854	\$9,082	\$22.50	\$44,812.50	
Surgical Technology	Associate Degree	\$19,406	\$19,406		\$19.50	\$38,831.50	
Victor Valley (Hesperia)	Business Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical & Administrative Medical Assisting	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Criminal Justice: Corrections	Associate Degree	\$17,647	\$17,647		\$17.50	\$35,311.50
	Dental Assisting	Certificate	\$18,966			\$9.50	\$18,975.50 ^a
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$17,724	\$16,741		\$17	\$34,482
		Certificate	\$17,724	\$5,931		\$12	\$23,667 ^b
	Medical Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
Pharmacy Technician	Associate Degree	\$16,032	\$13,968		\$15	\$30,015	
Pharmacy Technology	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a	

a This program is eligible for a Workforce Agency contracted total program cost of \$10,005 (includes STRF)

b This program is eligible for a Workforce Agency contracted total program cost of \$10,255 (includes STRF)

c This program is eligible for a Workforce Agency contracted total program cost of \$15,007.50 (includes STRF)

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
Visalia	Business Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032			\$8	\$16,040 ^a
	Clinical & Administrative Medical Assisting	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Clinical Medical Assisting	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Criminal Justice: Corrections	Associate Degree	\$16,218	\$16,218		\$16	\$32,452
	Dental Assisting	Certificate	\$18,966			\$9.50	\$18,975.50 ^a
	Dental Hygiene*	Associate Degree	\$29,575	\$29,575		\$29.50	\$59,179.50
	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$16,457	\$15,292		\$16	\$31,765
		Certificate	\$16,457	\$5,444		\$11	\$21,912 ^b
	Maintenance Technician	Certificate	\$16,457			\$8	\$16,465 ^a
	Medical Office Administration	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
		Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Non-Degree (Non-Science Courses) 5 Weeks	N/A	\$1,400 per course			N/A	\$1,400 per course
	Non-Degree (Non-Science Courses) 10 Weeks	N/A	\$1,500 per course			N/A	\$1,500 per course
	Non-Degree (Science Courses) 10 Weeks	N/A	\$1,500 per course			N/A	\$1,500 per course
	Pharmacy Technician	Associate Degree	\$16,032	\$13,968		\$15	\$30,015
	Pharmacy Technology	Certificate	\$16,032	\$2,494		\$9.50	\$18,535.50 ^a
	Registered Nursing (Generic)	Associate Degree	\$29,870	\$30,362		\$30	\$60,262
	Registered Nursing LVN to RN Bridge	Associate Degree	\$35,966			\$18	\$35,984
	Registered Nursing (30-Unit)	Certificate	\$35,966			\$18	\$35,984
Respiratory Therapy	Associate Degree	\$17,854	\$17,854	\$9,082	\$22.50	\$44,812.50	
Vocational Nursing	Associate Degree	\$18,850	\$18,850		\$19	\$37,719	

^a This program is eligible for a Workforce Agency contracted total program cost of \$10,005 (includes STRF)

^b This program is eligible for a Workforce Agency contracted total program cost of \$10,255 (includes STRF)

^c This program is eligible for a Workforce Agency contracted total program cost of \$15,007.50 (includes STRF)

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

SECTION 3: FINANCIAL SERVICES

STUDENT'S RIGHT TO CANCEL

Revision: Paragraph 3 of **STUDENT'S RIGHT TO CANCEL** has been revised to reflect that Student Tuition Recovery Fund fees are nonrefundable after the cancellation period, as set forth below. (Catalog p. 36, rev. 2/26/2021)

If the student cancels the enrollment agreement within the cancellation period, 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. After the cancellation period, each student is charged a nonrefundable Student Tuition Recovery Fund fee of \$0.50 per \$1,000 in institutional charges (rounded to the nearest \$1,000 increment).

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

AVIATION MAINTENANCE TECHNOLOGY

Revision: Graduation Requirements have been revised to reflect the removal of completion of the Career Services Seminar (CSS 100); as annotated in the Core Course Requirements, the **AERO 200 Professional Licensing Seminar** course fulfills that requirement. (Catalog p. 77-78, rev. 2/2/2021)

BUSINESS OFFICE ADMINISTRATION

Addition: An additional Standard Occupational Code (SOC) has been added to the Graduate Employment sections of the Business Office Administration Associate Degree and Certificate of Completion programs, as set forth below. (Catalog p. 79, 132, rev. 1/12/2021)

- Secretaries and Administrative Assistants, except Legal, Medical, and Executive (43-6014.00)

Revision: Core Courses for the Business Office Administration Associate Degree program have been revised to reflect the addition of the BUSN 90: Capstone & Externship course and the removal of BUSN 251: Externship and GRS 100: Graduate Readiness Seminar, resulting in an increase in total program units from 60.0 to 61.0. **This revision is effective with the 4/12/2021 start date.** (Catalog p. 80, rev. 4/8/2021)

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 90	Capstone & Externship	6.0
COMP 101	Computer Literacy and Applications for the Professional	3.0
Total		31.0

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		61.0

Revision: Core Courses for the Business Office Administration Certificate of Completion program have been revised to reflect the addition of the BUSN 90: Capstone & Externship course and the removal of BUSN 251: Externship and GRS 100: Graduate Readiness Seminar, resulting in an increase in total program units from 30.0 to 31.0. **This revision is effective with the 4/12/2021 start date.** (Catalog p. 80, rev. 4/8/2021)

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 90	Capstone & Externship	6.0
COMP 101	Computer Literacy and Applications for the Professional	3.0
Total		31.0

Revision: The Santa Maria campus has been removed from the list of campuses offering the Business Office Administration Associate Degree and Certificate of Completion programs. (Catalog p. 75, 79, 128, 132, rev. 4/8/2021)

CLINICAL MEDICAL ASSISTING

Revision: Graduation Requirements for the Clinical Medical Assisting Certificate of Completion program have been revised to reflect the removal of Hepatitis B immunization and a Tuberculosis (TB) test. (Catalog p. 134, rev. 5.11.21)

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

DIAGNOSTIC MEDICAL SONOGRAPHY

Revision: The program page for the Diagnostic Medical Sonography program has been revised to reflect a substantial change to Credential and Professional Certifications, including the removal of the 1,680 hours of work experience required for certification/credentialing and the addition of a new exam pathway to achieve it. (Catalog p. 90, rev. 12/21/2020)

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:
 - Writing and Composition
 - Intermediate Algebra or higher
 - Anatomy and Physiology
 - 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 (CSS 100)
- Successfully complete at **SJVC** or transfer in (at the time of enrollment) 9.0 units of general education in the following subjects:
 - Ethics (PHIL 1C)
 - 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 and are eligible to sit for the exams required to gain certification through the [American Registry for Diagnostic Medical Sonography® \(ARDMS\)](#). 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.

SJVC enjoys registry status with the [American Registry of Radiologic Technologists \(ARRT\)](#), which provides students a pathway to credentialing without a required number of post-graduate clinical/experiential hours. Upon graduation, students will be eligible to sit for the following exams, in the order noted. After successfully passing these exams, students will earn the Registered Diagnostic Medical Sonographer (RDMS) credential. An alternative exam pathway is available to graduates who have earned a previous health studies credential (please see the Program Director for more information).

1. [ARDMS Sonography Principles and Instrumentation \(SPI\) Exam](#)
2. [American Registry of Radiologic Technologists \(ARRT\) Exam](#)
3. [ARDMS Specialty Exam](#) (see Prerequisite 5)

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 Classification (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

HEALTH STUDIES

Addition: The Health Studies Associate of Science Degree program has been added to the Online Division in the Programs of Study Leading to an Associate of Science Degree Table of Contents. (Catalog p. 74, rev. 2/9/2021)

Addition: The Health Studies Associate of Science Degree program page has been added, as set forth below. (Catalog p. 94, rev. 2/9/2021)

Revision: The Health Studies Associate of Science Degree program was revised on 4/12/2021 to specify that the program is solely available to graduates of the SJVC Dental Assisting Certificate of Completion program. (Catalog p. 94, rev. 4/12/2021)

Health Studies

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

Program Description

SJVC's Health Studies program may be completed in 25 weeks. The program is designed for healthcare professionals who want to advance their career and who have earned a certificate of completion in Dental Assisting from SJVC. The Health Studies Associate of Science Degree affords excellent opportunities for professional growth and development through instruction in general education coursework designed to produce the competencies of higher education that employers expect of college graduates.

Program Learning Outcomes

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

1. 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

Additionally, the general education coursework in the Health Studies program leads 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. The courses taken in this program play a vital role in helping students accomplish these outcomes.

Admission Requirements

To be considered for admission to the Health Studies program, applicants must meet the following requirements:

- Successful completion of the SJVC Dental Assisting program

Graduation Requirements

- Successful completion of the courses listed below with a grade of "D" or higher in all courses
- Successful completion of the Career Services Seminar (CSS 100) (if this requirement has not been met in the Certificate of Completion program)

Credential and Professional Certifications

Graduates earn an Associate of Science Degree in Health Studies.

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 Health Studies Associate of Science Degree program. Detailed information for each Standard Occupational Classification (SOC) can be found at <http://www.onetonline.org/>.

- Billing and Posting Clerks (43-3021.00)
- Billing, Cost, and Rate Clerks (43-3021.02)
- Community Health Workers (21-1094.00)
- Dental Assistants (31-9091.00)
- Medical Records and Health Information Technicians (29-2071.00)
- Medical Secretaries and Administrative Assistants (43-6013.00)
- Office Clerks, General (43-9061.00)
- Statement Clerks (43-3021.01)

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
HEA 10	Health & 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 the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Program Total		30.0
Total Prerequisites (SJVC Dental Assisting Certificate of Completion)		42.0
Total for Degree		72.0

PHARMACY TECHNICIAN

Revision: Core Courses for the Pharmacy Technician Associate Degree program have been revised to reflect the addition of the PHR 90: Capstone & Externship course and the removal of the PHR 512: Clinical Experience, PHR 514: Certification Prep, and GRS 100: Graduate Readiness Seminar courses. This revision does not impact total program units and is **effective with the 4/12/2021 start date.** (Catalog p. 107, rev. 4/8/2021)

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 26	Pharmacy Records and Documentation	2.0
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 136	Pharmacy Clinical Applications 2	2.0
PHR 151	Pharmaceutical Compounding	5.0
PHR 312	Pharmacy Business, Simulations, and Computer Applications	3.0
PHR 90	Capstone & Externship	6.0
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

PHARMACY TECHNOLOGY

Revision: Core Courses for the Pharmacy Technology Certificate of Completion program have been revised to reflect the addition of the PHR 90: Capstone & Externship course and the removal of the PHR 512: Clinical Experience, PHR 514: Certification Prep, and GRS 100: Graduate Readiness Seminar courses. This revision does not impact total program units and is **effective with the 4/12/2021 start date.** (Catalog p. 152, rev. 4/8/2021)

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 26	Pharmacy Records and Documentation	2.0
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 136	Pharmacy Clinical Applications 2	2.0
PHR 151	Pharmaceutical Compounding	5.0
PHR 312	Pharmacy Business, Simulations, and Computer Applications	3.0
PHR 90	Capstone & Externship	6.0
Total		36.0

VOCATIONAL NURSING

Addition: The Vocational Nursing program has been added to the Rancho Mirage campus in the Programs of Study Leading to an Associate of Science Degree Table of Contents. (Catalog p. 75, rev. 12/21/2020)

Addition: The Rancho Mirage campus has been added to the Vocational Nursing Associate of Science degree program page as a location which offers the program. (Catalog p. 121, rev. 12/21/2020)

Addition: The Vocational Nursing program has been added to the Santa Maria campus in the Programs of Study Leading to an Associate of Science Degree Table of Contents. (Catalog p. 75, rev. 1/12/2021)

Addition: The Santa Maria campus has been added to the Vocational Nursing Associate of Science degree program page as a location which offers the program. (Catalog p. 121, rev. 1/12/2021)

Revision: Admission Requirements for the Vocational Nursing program have been revised to include an essay as a component of the selection process, as set forth below. (Catalog p. 121, rev. 1/12/2021)

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, personal interview, and essay.

Revision: Graduation Requirements have been revised to reflect the removal of completion of the Career Services Seminar (CSS 100). (Catalog p. 121, rev. 2/2/2021)

Revision: Core Course Requirements have been annotated to reflect that the **VN 47 Nursing Leadership** course fulfills the Career Services Seminar (CSS 100) requirement for graduation. (Catalog p. 122, rev. 2/2/2021)

Revision: The Programs of Study Leading to a Certificate Table of Contents has been revised to reflect the removal of Vocational Nursing as a program offering at the Rancho Mirage and Santa Maria campuses; the program is no longer offered. (Catalog p. 128, rev. 2/2/2021)

Revision: The program page for the Vocational Nursing Certificate of Completion has been removed; the program is no longer offered. (Catalog p. 158-160, rev. 2/2/2021)

STANDARD OCCUPATIONAL CLASSIFICATION

Correction: "Standard Occupational Code", as noted in the **Graduate Employment** section of all program description pages, has been corrected to "Standard Occupational Classification". (Catalog p. 64-160, rev. 2/9/21)

Revision: On all applicable program description pages, Standard Occupational Classification **43-6013.00** has been revised to include "and Administrative Assistants", as set forth below. (Catalog p. 64-160, rev. 2/9/2021)

- Medical Secretaries and Administrative Assistants (43-6013.00)

SECTION 8: COURSE DESCRIPTIONS

Revision: The course description for MBC 501 has been revised, as set forth below. (Catalog p. 182, rev. 2/2/2021)

MBC 501: Externship

2.0 units – 96 hours

Students will apply acquired skills and knowledge while taking on responsibilities and duties of an extern trainee in a medical billing and coding setting under direct supervision of an office manager. Students will maintain SJVC expected professionalism, proper policy and protocol, and compliance with state and federal laws throughout the externship. 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 STC 3A: Clinical Experience has been added, as set forth below. (Catalog p. 195, 4/8/2021)

STC 3A: Clinical Experience 1

5.0 units – 235 hours

This course was created for students enrolled in the Surgical Technology program at the Temecula campus, whose STC 3: Clinical Experience 1 course was interrupted due to temporary closure of clinical sites during the COVID-19 pandemic. This course is a resumption of the clinical experience for those students, aligning to the reopening of approved clinical sites.

Under direct supervision, at the assigned clinical site, the student will perform non-sterile and sterile surgical case management duties. In conjunction with STC 4, 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.**

Revision: The course description for VT 270 has been revised to reflect the removal of the California board exams, as they are no longer offered. (Catalog p. 200, rev. 12/21/2020)

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 the VTNE. Study and testing strategies will also be discussed. **A grade of "C" or higher is required to pass this course.**

Correction: Units and the description have been corrected for the VT 220 course. (Catalog p. 199, rev. 2/26/2021)

VT 220: Veterinary Pharmacology II

3.0 units – 45 hours

This course emphasizes the chemistry of drugs, their pharmacodynamics and the pharmacokinetics with various species. Constate rate infusion, 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.**

Correction: Units and the description have been corrected for the VT 230 course. (Catalog p. 199, rev. 2/26/2021)

VT 230: 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.**

Addition: The course description for BUSN 90: Capstone and Externship has been added, as set forth below. (Catalog p. 160, 5/11/2021)

BUSN 90: Capstone & Externship

6.0 units – 210 hours

Students will demonstrate proficiency of theory-based competencies under direct supervision of their program faculty and apply their acquired skills and knowledge in a professional environment under direct supervision of an extern site supervisor. Maintaining SJVC-expected professionalism, proper policy and protocol along with upholding state and federal laws at all times is essential.

Addition: The course description for PHR 90: Capstone and Externship has been added, as set forth below. (Catalog p. 189, 5/11/2021)

PHR 90: Capstone & Externship

6.0 units – 210 hours

Students will demonstrate proficiency of theory-based competencies under direct supervision of their program faculty and apply their acquired skills and knowledge in a professional environment under direct supervision of an extern site supervisor. Maintaining SJVC-expected professionalism, proper policy and protocol along with upholding state and federal laws at all times is essential.

Revision: Course descriptions for the following have been removed. (Catalog p. 165, 190, rev. 5/11/2021)

BUSN 251: Externship

3.0 units – 144 hours

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

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 514. **Passing this course is a graduation requirement.**

PHR 514: Certification Prep

2.0 units – 30 hours

The focus of this course is to prepare students for 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.**

SECTION 9: ADMINISTRATION AND FACULTY

Addition: The Online faculty directory has been updated to include the faculty member shown below. (Catalog p. 216, rev. 12/21/2020)

Edwin Pouncival Smith

MSN, Herzing University

BSN, South University

B.S., Health Science, Stevens-Henager College

A.S., Medical Assisting, Keiser University

A.A., Elementary Education, University of Phoenix