



*San Joaquin Valley College*

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# **2022 CATALOG**

**(Effective December 10, 2021 – December 31, 2022)**



## **NAME, ADDRESS, AND WEBSITE**

### **San Joaquin Valley College**

8344 West Mineral King, Visalia California 93291 [www.SJVC.edu](http://www.SJVC.edu)

Addresses and telephone numbers for the **SJVC** Branch Campuses and the Central Administrative Office are provided in Section 1.

## **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 ([www.SJVC.edu](http://www.SJVC.edu)). A link to the Catalog is provided under the "Admissions & Aid" heading at the top 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 ([www.SJVC.edu](http://www.SJVC.edu)). Here you will click on the link to the Catalog in the "Admissions & Aid" tab, and then click on "Download Catalog" on the next page. 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:**

1747 N. Market Blvd. Ste. 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818

**Website address:** [bppe.ca.gov](http://bppe.ca.gov)

### Telephone and Fax Numbers:

(888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 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.

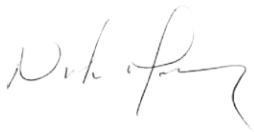
**SJVC** takes great pride in the high standards of instruction and services we deliver to our students. Our faculty and administrative staff are committed to providing you with an excellent educational experience that we believe will build your self-confidence and develop your potential.

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 17 campuses and the Online Division. 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



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Visit us on the web at [www.sjvc.edu](http://www.sjvc.edu)

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**SECTION 1**

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**INTRODUCTION TO SAN JOAQUIN VALLEY COLLEGE**

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## THE HISTORY OF SAN JOAQUIN VALLEY COLLEGE

*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 the Online Modality.

## 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**

## 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*

## CORE VALUES STATEMENT

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

***Integrity*** - We do what's right.

***Family*** - We are a caring and supportive team.

***Professionalism*** - We are accountable and take ownership in all we do.

***Communication*** - We cultivate transparent communication with mutual respect.

***Diversity*** - We seek inclusivity, fairness, and embrace differences.

***Success*** - We commit to personal, professional, and academic success.

**Approved by the Board of Governors December 2019**



## INSTITUTION-SET STANDARDS

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

Standard	Definition	Measure
<b>Course Completion</b> Passing grade in course and persist to next mod/term.	Institutional aggregate score of annual course completion rate.	80%
<b>Graduation</b> Graduation rate for a calendar year.	Institutional aggregate of annual graduation rate.	50%
<b>Placement</b> In-field placement in a calendar year.	Institutional aggregate of annual placement rate.	60%
<b>Certification/Licensure</b> 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, Vocational Nursing, Registered Nursing –LVN to RN Bridge, Registered Nursing, Respiratory Therapy, Surgical Technology, Veterinary Technology

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

**San Joaquin Valley College** is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001.

<https://www.wscuc.org/>

The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. 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](mailto: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 <a href="http://www.faa.gov">http://www.faa.gov</a>
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 <a href="http://www.bscc.ca.gov/s_standardsandtrainingforcorrections/">http://www.bscc.ca.gov/s_standardsandtrainingforcorrections/</a>  2. Bureau of Security and Investigative Service 2420 Del Paso Rd., Ste. 270 Sacramento, CA 95834 (916) 322-4000 or (800) 952-5210 <a href="http://www.bsis.ca.gov">http://www.bsis.ca.gov</a>
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 <a href="http://www.dbc.ca.gov">http://www.dbc.ca.gov</a>
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 <a href="http://www.ada.org/en/coda">http://www.ada.org/en/coda</a>  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 <a href="https://dhbc.ca.gov/">https://dhbc.ca.gov/</a>
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 <a href="https://www.dir.ca.gov/dsle/ECU/ElectricalTrade.html">https://www.dir.ca.gov/dsle/ECU/ElectricalTrade.html</a>
Registered Nursing; Registered Nursing-LVN to 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 <a href="http://www.rn.ca.gov">http://www.rn.ca.gov</a>

\*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 <a href="http://www.coarc.com">http://www.coarc.com</a>
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) <a href="http://nbstsa.org">http://nbstsa.org</a> is the sole qualifying organization to the exam	ARC/STSA 19751 E. Mainstreet, Ste. 339 Parker, CO 80138 (303) 694-9262 <a href="http://www.arcstsa.org/">http://www.arcstsa.org/</a>  CAAHEP 25400 US Highway 19 N, Ste. 158 Clearwater, FL 33763 Phone: (727) 210-2350 Fax: (727) 210-2354 <a href="http://www.caahep.org">http://www.caahep.org</a>
Veterinary Technology	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 <a href="http://www.avma.org">http://www.avma.org</a>  2. VMB 1747 N. Market Boulevard, Ste. 230 Sacramento, CA 95834 Phone: (916) 515-5220 Fax: (916) 928-6849 <a href="http://www.vmb.ca.gov">http://www.vmb.ca.gov</a>
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 <a href="http://www.bvnpt.ca.gov">http://www.bvnpt.ca.gov</a>

**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:

1747 N. Market Blvd. Ste. 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818

[bppe.ca.gov](http://bppe.ca.gov)

Telephone: (888) 370-7589 and (916) 574-8900

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 ([bppe.ca.gov](http://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.

## **Washington**

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan services, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

## **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

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## Antelope Valley (Lancaster) Campus

42135 10th Street West, Ste. 147  
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

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## 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

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## Bakersfield Campus

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

5300 California Avenue  
Bakersfield, CA 93309  
Phone: (661) 835-1100

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  
Maintenance Technician  
Medical Office Administration  
Pharmacy Technician  
Respiratory Therapy  
Surgical Technology  
Vocational Nursing

### Certificate of Completion

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

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## Delano Campus

1920 Cecil Avenue  
Delano, CA 93215  
**Phone:** (661) 778-1145

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

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## 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  
Medical Office Administration

Pharmacy Technician  
Surgical Technology  
Veterinary Technology

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**Certificate of Completion**

Business Office Administration  
Clinical Medical Assisting  
Dental Assisting  
Medical Office Administration  
Pharmacy Technology  
Veterinary Assistant

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**Fresno Trades Education Center (TEC)**

4985 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  
Maintenance Technician

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**Hanford Campus**

215 West 7<sup>th</sup> 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

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**Madera Campus**

2185 West Cleveland Avenue, Unit J  
Madera, CA 93637  
**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

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**Modesto Campus**

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

The Modesto (Salida) Campus was founded in 2004 and 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  
Maintenance Technician  
Medical Office Administration  
Pharmacy Technician

**Certificate of Completion**

Business Office Administration  
Clinical Medical Assisting  
Electrical Technology  
Maintenance Technician  
Medical Office Administration  
Pharmacy Technology

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**Online Division**

[http://www.SJVC.edu/campus/SJVC\\_Online/](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  
Registered Nursing  
Respiratory Therapy



### **Associate of Science Degree**

Business Office Administration  
Clinical and Administrative Medical Assisting  
Construction Management  
Health Studies  
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 <https://www.SJVC.edu/program/online-programs/> to connect with an admissions advisor for the Online Division.*

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## **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 Maintenance Technician  
Medical Office Administration  
Pharmacy Technician  
Registered Nursing  
Respiratory Therapy  
Veterinary Technology

### **Certificate of Completion**

Business Office Administration  
Clinical Medical Assisting  
Electrical Technology  
Heating, Ventilation, Air Conditioning, and Refrigeration Maintenance Technician  
Medical Office Administration  
Pharmacy Technology  
Registered Nursing

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## **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

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## **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

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## **Rancho Mirage Campus**

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

The Rancho Mirage Campus was founded in 2020. 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  
Heating, Ventilation, Air Conditioning, and Refrigeration Maintenance Technician  
Medical Office Administration  
Pharmacy Technician  
Vocational Nursing

### **Certificate of Completion**

Business Office Administration  
Clinical Medical Assisting  
Heating, Ventilation, Air Conditioning, and Refrigeration Maintenance Technician  
Medical Office Administration  
Pharmacy Technology

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## Santa Maria Campus

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

The Santa Maria Campus was founded in 2020. 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

Clinical and Administrative Medical Assisting  
Medical Office Administration  
Pharmacy Technician  
Vocational Nursing

### Certificate of Completion

Clinical Medical Assisting  
Medical Office Administration  
Pharmacy Technology

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## Temecula Campus

27270 Madison Avenue, Ste. 103  
Temecula, CA 92590  
**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

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## 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  
Electrical Technology  
Heating, Ventilation, Air Conditioning, and Refrigeration  
Medical Office Administration  
Pharmacy Technician

### Certificate of Completion

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

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## Visalia Campus

8344 West Mineral King  
Visalia, CA 93291  
**Phone:** (559) 651-2500

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  
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

Maintenance Technician

Medical Office Administration

Pharmacy Technology

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## **Central Administrative Office**

3828 West Caldwell Avenue

Visalia, CA 93277

**Phone:** (559) 734-9000

[www.SJVC.edu](http://www.SJVC.edu)

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

**SECTION 2**

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**ADMISSIONS**

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## 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.

\*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.

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	12
Clinical & Administrative Medical Assisting	
Clinical Medical Assisting	
Criminal Justice: Corrections	
Dental Assisting	
Medical Office Administration	
Pharmacy Technician/Technology	

Aviation Maintenance Technology	14
Construction Management	
Electrical Technology	
Heating, Ventilation, Air Conditioning, & Refrigeration	
Maintenance Technician	15
Veterinary Assistant; Veterinary Technology	

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	12
Clinical & Administrative Medical Assisting	
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](http://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)
Vocational Nursing	
Registered Nursing – LVN to RN Bridge	ATI Fundamentals Text 2019
Diagnostic Medical Sonography	Wonderlic Basic Skills Test (WBST)
Surgical Technology	
Respiratory Therapy	Health Occupations Aptitude Exam – Psychological Services Bureau (HOAE-PSB)

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'S 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 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.
- 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](mailto: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 \$200.00 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:
  - Advanced Placement Program of the College Board (AP)
  - College-Level Examination Program (CLEP)
  - DANTES Subject Standardization Test (DSST)
  - Excelsior College Examinations (formerly Regents or ACT/PEP)

**A tuition credit of \$200.00 per accepted unit will be credited to the student account.**

- **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

- 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 CONVICTIONS AND BACKGROUND CHECKS

All of the programs at **SJVC** are designed to prepare graduates for professional success. Professional success includes both the development of technical and social skills, as well as preparation for seeking employment related to the content of the educational program. **SJVC** is available to academically advise students with criminal convictions or difficulties that may arise in the course of the student's efforts to obtain externship and clinical placements, professional licensure, and/or job placement based on the nature, severity, and recentness of the crime. **SJVC** reserves the right to conduct background checks where certain extern and clinical sites and professional licensing boards are required by law and/or policy to exclude people with certain convictions.

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

The **2022 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.

### 2022 START DATES

01/24/2022	06/13/2022	10/31/2022
02/28/2022	07/18/2022	12/05/2022
04/04/2022	08/22/2022	
05/09/2022	09/26/2022	

Additionally, students are expected to research how prior criminal convictions could limit their progression in a program and in achieving career success prior to enrolling in a program at **SJVC**, and maintain awareness of the impacts of any arrests or convictions during the time that the student is enrolled at **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.

## 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 **2022 START DATES** for the linear programs are as follows:

<b>AVIATION MAINTENANCE TECHNOLOGY</b>		<b>VETERINARY ASSISTING</b>	
<b>Fresno Trades Education Center (TEC)</b>		<b>Bakersfield Campus</b>	
02/01/2022	07/28/2022	01/24/2022	06/13/2022
03/31/2022	09/27/2022	02/28/2022	08/22/2022
05/31/2021	11/23/2022	05/09/2022	09/26/2022
		12/05/2022	
<b>DENTAL HYGIENE</b>			
<b>Ontario Campus</b>		<b>Fresno Campus</b>	
08/1/2022		04/04/2022	10/31/2022
		05/09/2022	12/05/2022
<b>Visalia Campus</b>			
04/04/2021	11/28/2022	<b>VETERINARY TECHNOLOGY</b>	
		<b>Fresno Campus</b>	
<b>DIAGNOSTIC MEDICAL SONOGRAPHY</b>		04/04/2022	10/31/2022
<b>Bakersfield Campus</b>		05/09/2022	12/05/2022
03/18/2022	09/02/2022		
06/10/2022	11/23/2022	<b>Ontario Campus</b>	
		03/07/2022	10/17/2022
<b>REGISTERED NURSING</b>		06/27/2022	
<b>Ontario and Visalia Campuses</b>			
04/05/2022		<b>VOCATIONAL NURSING</b>	
		<b>Bakersfield Campus</b>	
<b>REGISTERED NURSING - LVN to RN BRIDGE</b>		05/09/2022	08/29/2022
<b>Visalia Campus</b>			
01/05/2022		<b>Rancho Mirage and Santa Maria Campuses</b>	
		06/27/2022	
<b>RESPIRATORY THERAPY</b>			
<b>Bakersfield and Visalia Campuses</b>		<b>Visalia Campus</b>	
02/14/2022	09/26/2022	04/04/2022	11/28/2022
06/06/2022			
<b>Ontario and Rancho Cordova Campuses</b>			
04/04/2022	07/25/2022		
<b>Temecula Campus</b>			
01/24/2022	06/13/2022		
<b>SURGICAL TECHNOLOGY</b>			
<b>Bakersfield and Fresno Campuses</b>			
07/25/2022			
<b>Rancho Cordova Campus</b>			
02/14/2022	09/19/2022		
<b>Temecula Campus</b>			
03/07/2022	10/10/2022		



## PROGRAM CANCELLATION

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

## 2022 HOLIDAY OBSERVATIONS

<b>Holiday</b>	<b>Date(s)</b>
New Year's Day	Observed December 31, 2021
Martin Luther King, Jr. Day	January 17, 2022
President's Day	February 21, 2022
Memorial Day	May 30, 2022
Independence Day	July 4, 2022
Labor Day	September 5, 2022
Veteran's Day	November 11, 2022
Thanksgiving	November 24-25, 2022
Winter Break	December 26-30, 2022
Christmas Day	Observed December 26, 2022

## TUITION

The tuition for each program is listed below, on the College's portal website, *InfoZone* (available to enrolled students), and the [sjvc.edu](http://sjvc.edu) website. **NOTE: Tuition rates are effective for the program start date (the first date on which the student begins attending classes), not the date on which the student enrolls at SJVC.**

START DATE:	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
<b>ANTELOPE VALLEY (LANCASTER) CAMPUS</b>							
<b>Start Date:</b> 10/4/21	Business Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Clinical & Administrative Medical Assisting	Associate Degree	\$17,972	\$13,028		\$15.50	\$31,015.50
<b>Start Date:</b> 10/4/21	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Criminal Justice: Corrections	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
<b>Start Date:</b> 10/4/21	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>b</sup>
<b>Start Date:</b> 10/4/21	Medical Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Pharmacy Technician	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
<b>Start Date:</b> 10/4/21	Pharmacy Technology	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>ATASCADERO CAMPUS</b>							
<b>Start Date:</b> 10/4/21	Business Office Administration	Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Medical Office Administration	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>BAKERSFIELD CAMPUS</b>							
<b>Start Date:</b> 10/4/21	Business Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Clinical & Administrative Medical Assisting	Associate Degree	\$17,972	\$13,028		\$15.50	\$31,015.50
<b>Start Date:</b> 10/4/21	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Criminal Justice: Corrections	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
<b>Start Date:</b> 10/4/21	Dental Assisting	Certificate	\$18,976			\$9.50	\$18,985.50 <sup>a</sup>
<b>Final start date:</b> 12/17/21	Diagnostic Medical Sonography	Associate Degree	\$20,778	\$20,778		\$21	\$41,577
<b>Start Date:</b> 3/18/2022	Diagnostic Medical Sonography	Associate Degree	\$21,535	\$21,535		\$21.50	\$43,091.50
<b>Start Date:</b> 10/4/21	Electrical Technology	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>c</sup>
<b>Start Date:</b> 10/4/21	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>b</sup>
<b>Start Date:</b> 10/4/21	Maintenance Technician	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513			\$9.50	\$18,522.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Medical Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>

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

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

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

START DATE:	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
<b>BAKERSFIELD CAMPUS</b>							
<b>NO CHANGE</b>	Non-Degree (Non-Science Courses) <b>5 weeks</b>	N/A	\$1,400 per course			N/A	\$1,400 per course
<b>Start Date: 10/4/21</b>	Pharmacy Technician	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
<b>Start Date: 10/4/21</b>	Pharmacy Technology	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Start Date: 8/15/22</b>	Surgical Technology	Associate Degree	\$19,520	\$19,520		\$19.50	\$39,059.50
<b>Final start date: 2/14/22</b>	Respiratory Therapy	Associate Degree	\$17,854	\$17,854	\$9,082	\$22.50	\$44,812.50
<b>Start Date: 6/6/22</b>	Respiratory Therapy	Associate Degree	\$19,810	\$19,810	\$9,905	\$25	\$49,550
<b>Start Date: 10/4/21</b>	Veterinary Assistant	Certificate	\$18,423	\$3,377		\$11	\$21,811
<b>Start Date: 5/9/22</b>	Vocational Nursing	Associate Degree	\$18,880	\$18,880		\$19	\$37,779
<b>DELANO</b>							
<b>Start Date: 10/4/21</b>	Business Office Administration	Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Medical Office Administration	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>FRESNO</b>							
<b>Start Date: 10/4/21</b>	Business Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Clinical & Administrative Medical Assisting	Associate Degree	\$17,972	\$13,028		\$15.50	\$31,015.50
<b>Start Date: 10/4/21</b>	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Criminal Justice: Corrections	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
<b>Start Date: 10/4/21</b>	Dental Assisting	Certificate	\$18,976			\$9.50	\$18,985.50 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Medical Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>NO CHANGE</b>	Non-Degree (Non-Science Courses) <b>5 Weeks</b>	N/A	\$1,400 per course			N/A	\$1,400 per course
<b>NO CHANGE</b>	Non-Degree (Science Courses) <b>10 Weeks</b>	N/A	\$1,500 per course			N/A	\$1,500 per course
<b>Start Date: 10/4/21</b>	Pharmacy Technician	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
<b>Start Date: 10/4/21</b>	Pharmacy Technology	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Final start date: 12/20/21</b>	Surgical Technology	Associate Degree	\$19,406	\$19,406		\$19.50	\$38,831.50
<b>Start Date: 8/15/2022</b>	Surgical Technology	Associate Degree	\$19,520	\$19,520		\$19.50	\$39,059.50
<b>Start Date: 10/4/21</b>	Veterinary Assistant	Certificate	\$18,423	\$3,377		\$11	\$21,811
<b>Start Date: 10/4/21</b>	Veterinary Technology	Associate Degree	\$18,423	\$16,887	\$1,550	\$18.50	\$36,878.50

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)



START DATE:	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
<b>FRESNO TRADES EDUCATION CENTER (TEC)</b>							
<b>Start Date:</b> 10/4/21	Aviation Maintenance Technology	Associate Degree	\$15,897	\$16,887	\$9,531	\$21	\$42,336
		Certificate	\$15,897	\$16,887	\$2,621	\$17.50	\$35,422.50 <sup>c</sup>
<b>Start Date:</b> 10/4/21	Electrical Technology	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>c</sup>
<b>Start Date:</b> 10/4/21	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>b</sup>
<b>Start Date:</b> 10/4/21	Maintenance Technician	Certificate	\$18,513			\$9.50	\$18,522 <sup>a</sup>
<b>HANFORD CAMPUS</b>							
<b>Start Date:</b> 10/4/21	Business Office Administration	Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Medical Office Administration	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>MADERA CAMPUS</b>							
<b>Start Date:</b> 10/4/21	Business Office Administration	Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Medical Office Administration	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>MODESTO CAMPUS</b>							
<b>Start Date:</b> 10/4/21	Business Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Clinical & Administrative Medical Assisting	Associate Degree	\$17,972	\$13,028		\$15.50	\$31,015.50
<b>Start Date:</b> 10/4/21	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Criminal Justice: Corrections	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
<b>Start Date:</b> 10/4/21	Electrical Technology	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>c</sup>
<b>Start Date:</b> 10/4/21	Maintenance Technician	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513			\$9.50	\$18,522.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Medical Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Pharmacy Technician	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
<b>Start Date:</b> 10/4/21	Pharmacy Technology	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>ONLINE DIVISION</b>							
<b>Start Date:</b> 10/4/21	Business Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Clinical & Administrative Medical Assisting	Associate Degree	\$17,972	\$13,028		\$15.50	\$31,015.50
<b>Start Date:</b> 10/4/21	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Construction Management	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
<b>Start Date:</b> 10/4/21	Dental Hygiene	Bachelor of Science	\$14,400	\$3,350		\$9	\$17,759

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)

START DATE:	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
<b>ONLINE DIVISION</b>							
<b>Start Date: 10/4/21</b>	Health Care Management	Bachelor of Science	\$15,492	\$11,133		\$13.50	\$26,638.50
<b>Start Date: 10/4/21</b>	Health Studies	Associate Degree	\$13,547			\$7	\$13,554
<b>Start Date: 10/4/21</b>	Human Resources Administration	Associate Degree	\$16,350	\$13,650		\$15	\$30,015
<b>Start Date: 10/4/21</b>		Certificate	\$16,350			\$8	\$16,358
<b>Start Date: 10/4/21</b>	Information Technology	Associate Degree	\$16,350	\$14,850		\$15.50	\$31,215.50
Information Technology with Concentration in:							
<b>Start Date: 10/4/21</b>	Computer Support	Certificate	\$9,889			\$5	\$9,894
<b>Start Date: 10/4/21</b>	Computer Support & Networking	Certificate	\$16,350			\$8	\$16,358 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Computer Support & Security	Certificate	\$16,350			\$8	\$16,358 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Computer Support, Networking & Security	Certificate	\$16,350			\$8	\$16,358 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Networking	Certificate	\$9,889			\$5	\$9,894
<b>Start Date: 10/4/21</b>	Networking & Security	Certificate	\$16,350			\$8	\$16,358 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Networking Support	Certificate	\$12,363			\$6	\$12,369
<b>Start Date: 10/4/21</b>	Security	Certificate	\$9,889			\$5	\$9,894
<b>Start Date: 10/4/21</b>	Security Support	Certificate	\$12,363			\$6	\$12,369
<b>Start Date: 10/4/21</b>	Medical Billing and Coding	Associate Degree	\$16,350	\$15,370		\$16	\$31,736
<b>Start Date: 10/4/21</b>		Certificate	\$16,350			\$8	\$16,358
<b>NO CHANGE</b>	Non-Degree (Non-Science Courses) <b>5 Weeks</b>	N/A	\$1,400 per course			N/A	\$1,400 per course
<b>Start Date: 10/4/21</b>	Registered Nursing	Bachelor of Science	\$14,400	\$3,350		\$9	\$17,759
<b>Start Date: 10/4/21</b>	Respiratory Therapy	Bachelor of Science	\$15,492	\$4,658		\$10	\$20,160
<b>ONTARIO CAMPUS</b>							
<b>Start Date: 10/4/21</b>	Business Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
<b>Start Date: 10/4/21</b>		Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Clinical & Administrative Medical Assisting	Associate Degree	\$17,972	\$13,028		\$15.50	\$31,015.50
<b>Start Date: 10/4/21</b>	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Construction Management	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
<b>Start Date: 10/4/21</b>	Criminal Justice: Corrections	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
<b>Start Date: 8/1/22</b>	Dental Hygiene*	Associate Degree	\$31,155	\$31,155		\$31	\$62,341
<b>Start Date: 10/4/21</b>	Electrical Technology	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
<b>Start Date: 10/4/21</b>		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>c</sup>
<b>Start Date: 10/4/21</b>	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
<b>Start Date: 10/4/21</b>		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>b</sup>

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.

START DATE:	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
<b>ONTARIO CAMPUS</b>							
<b>Start Date: 10/4/21</b>	Maintenance Technician	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513			\$9.50	\$18,522.50 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Medical Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>NO CHANGE</b>	Non-Degree (Non-Science Courses) <b>5 Weeks</b>	N/A	\$1,400 per course			N/A	\$1,400 per course
<b>NO CHANGE</b>	Non-Degree (Non-Science Courses) <b>10 Weeks</b>	N/A	\$1,500 per course			N/A	\$1,500 per course
<b>Start Date: 10/4/21</b>	Pharmacy Technician	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
<b>Start Date: 10/4/21</b>	Pharmacy Technology	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Start Date: 4/5/22</b>	Registered Nursing (Generic)	Associate Degree	\$33,495	\$33,495		\$33.50	\$67,023.50
<b>Start Date: 4/5/22</b>	Registered Nursing (30-Unit)	Certificate	---	\$38,250		\$19	\$35,269
<b>Start Date: 4/4/22</b>	Respiratory Therapy	Associate Degree	\$19,810	\$19,810	\$9,905	\$25	\$49,550
<b>Start Date: 10/4/21</b>	Veterinary Technology	Associate Degree	\$17,481	\$17,481	\$2,639	\$19	\$37,620
<b>PORTERVILLE CAMPUS</b>							
<b>Start Date: 10/4/21</b>	Business Office Administration	Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Medical Office Administration	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>RANCHO CORDOVA CAMPUS</b>							
<b>Start Date: 4/4/22</b>	Respiratory Therapy	Associate Degree	\$19,810	\$19,810	\$9,905	\$25	\$49,550
<b>Start Date: 2/28/22</b>	Surgical Technology	Associate Degree	\$19,520	\$19,520		\$19.50	\$39,059.50
<b>RANCHO MIRAGE CAMPUS</b>							
<b>Start Date: 10/4/21</b>	Business Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Clinical & Administrative Medical Assisting	Associate Degree	\$17,972	\$13,028		\$15.50	\$31,015.50
<b>Start Date: 10/4/21</b>	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>b</sup>
<b>Start Date: 10/4/21</b>	Medical Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Start Date: 10/4/21</b>	Pharmacy Technician	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
<b>Start Date: 10/4/21</b>	Pharmacy Technology	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Start Date: 6/27/22</b>	Vocational Nursing	Associate Degree	\$19,765	\$19,765		\$20	\$39,550

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)

START DATE:	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
<b>SANTA MARIA CAMPUS</b>							
<b>Start Date:</b> 10/4/21	Clinical & Administrative Medical Assisting	Associate Degree	\$17,972	\$13,028		\$15.50	\$31,015.50
<b>Start Date:</b> 10/4/21	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Medical Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Pharmacy Technician	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
<b>Start Date:</b> 10/4/21	Pharmacy Technology	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Start Date:</b> 6/27/22	Vocational Nursing	Associate Degree	\$19,765	\$19,765		\$20	\$39,550
<b>TEMECULA CAMPUS</b>							
<b>Start Date:</b> 10/4/21	Business Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Clinical & Administrative Medical Assisting	Associate Degree	\$17,972	\$13,028		\$15.50	\$31,015.50
<b>Start Date:</b> 10/4/21	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Criminal Justice: Corrections	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
<b>Start Date:</b> 10/4/21	Dental Assisting	Certificate	\$18,976			\$9.50	\$18,985.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Electrical Technology	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>c</sup>
<b>Start Date:</b> 10/4/21	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>b</sup>
<b>Start Date:</b> 10/4/21	Medical Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Pharmacy Technician	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
<b>Start Date:</b> 10/4/21	Pharmacy Technology	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Final start date:</b> 1/24/22	Respiratory Therapy	Associate Degree	\$17,854	\$17,854	\$9,082	\$22.50	\$44,812.50
<b>Start Date:</b> 6/13/22	Respiratory Therapy	Associate Degree	\$19,810	\$19,810	\$9,905	\$25	\$49,550
<b>Start Date:</b> 3/7/22	Surgical Technology	Associate Degree	\$19,520	\$19,520		\$19.50	\$39,059.50
<b>VICTOR VALLEY (HESPERIA) CAMPUS</b>							
<b>Start Date:</b> 10/4/21	Business Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Clinical & Administrative Medical Assisting	Associate Degree	\$17,972	\$13,028		\$15.50	\$31,015.50
<b>Start Date:</b> 10/4/21	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Dental Assisting	Certificate	\$18,976			\$9.50	\$18,985.50 <sup>a</sup>
<b>Start Date:</b> 11/8/21	Electrical Technology	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>c</sup>
<b>Start Date:</b> 11/8/21	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>b</sup>

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)

START DATE:	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
<b>VICTOR VALLEY (HESPERIA) CAMPUS</b>							
<b>Start Date:</b> 10/4/21	Medical Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Pharmacy Technician	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
<b>Start Date:</b> 10/4/21	Pharmacy Technology	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>VISALIA CAMPUS</b>							
<b>Start Date:</b> 10/4/21	Business Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895			\$8.50	\$16,903.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Clinical & Administrative Medical Assisting	Associate Degree	\$17,972	\$13,028		\$15.50	\$31,015.50
<b>Start Date:</b> 10/4/21	Clinical Medical Assisting	Certificate	\$17,972	\$1,638		\$10	\$19,620 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Criminal Justice: Corrections	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
<b>Start Date:</b> 10/4/21	Dental Assisting	Certificate	\$18,976			\$9.50	\$18,985.50 <sup>a</sup>
<b>Start Date:</b> 4/4/2022	Dental Hygiene*	Associate Degree	\$31,155	\$31,155		\$31	\$62,341
<b>Start Date:</b> 10/4/21	Heating, Ventilation, Air Conditioning, & Refrigeration	Associate Degree	\$18,513	\$16,887		\$17.50	\$35,417.50
		Certificate	\$18,513	\$5,087		\$12	\$23,612 <sup>b</sup>
<b>Start Date:</b> 10/4/21	Maintenance Technician	Certificate	\$18,513			\$9.50	\$18,522.50 <sup>a</sup>
<b>Start Date:</b> 10/4/21	Medical Office Administration	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
		Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>NO CHANGE</b>	Non-Degree (Non-Science Courses) <b>5 Weeks</b>	N/A	\$1,400 per course			N/A	\$1,400 per course
<b>NO CHANGE</b>	Non-Degree (Non-Science Courses) <b>10 Weeks</b>	N/A	\$1,500 per course			N/A	\$1,500 per course
<b>NO CHANGE</b>	Non-Degree (Science Courses) <b>10 Weeks</b>	N/A	\$1,500 per course			N/A	\$1,500 per course
<b>Start Date:</b> 10/4/21	Pharmacy Technician	Associate Degree	\$16,895	\$13,605		\$15.50	\$30,515.50
<b>Start Date:</b> 10/4/21	Pharmacy Technology	Certificate	\$16,895	\$2,725		\$10	\$19,630 <sup>a</sup>
<b>Start Date:</b> 4/5/22	Registered Nursing (Generic)	Associate Degree	\$33,495	\$33,495		\$33.50	\$67,023.50
<b>Start Date:</b> 1/5/22	Registered Nursing LVN to RN Bridge	Associate Degree	\$38,250			\$19	\$38,269
<b>Start Date:</b> 2/9/22	Registered Nursing (30-Unit)	Certificate	\$35,966			\$18	\$35,984
<b>Final start date:</b> 2/14/22	Respiratory Therapy	Associate Degree	\$17,854	\$17,854	\$9,082	\$22.50	\$44,812.50
<b>Start Date:</b> 6/6/2022	Respiratory Therapy	Associate Degree	\$19,810	\$19,810	\$9,905	\$25	\$49,550
<b>Start Date:</b> 4/4/2022	Vocational Nursing	Associate Degree	\$18,850	\$18,850		\$19	\$37,719

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

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

<sup>c</sup> 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.



## **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).

## **COURSE RETAKE FEES**

Students who fail a course required for graduation, who withdraw from a course after the 14<sup>th</sup> calendar day of that course, or are terminated from a course with a last date of attendance after the 14<sup>th</sup> calendar day of that course will be charged a Course Retake Fee in the amount of \$750.00. Students who withdraw from a course prior to the 15<sup>th</sup> calendar day of the course or are terminated from the course with a last date of attendance within the first 14 calendar days of the course will not be subject to the course retake fee.

## **TEXTBOOK OPT-OUT**

All textbooks and other required resources necessary for the courses in each program are included in the program tuition. Students may choose to opt out of the inclusion of the textbooks at the time of enrollment and purchase all required items from other vendors. Students that opt out will receive a textbook credit applied to their student account. The applied student account credit varies by program and may be split across more than one Award Year.

## **STUDENT TUITION RECOVERY FUND**

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).

## **HEALTH RISKS AND ADVISORY TO CONSULT WITH HEALTHCARE PROVIDER**

**San Joaquin Valley College** is committed to safety in all of its programs, and strives to provide instruction that minimizes risks to students' health and well-being. However, applicants must be informed that certain instructional elements in this program do contain inherent risks.

Therefore, before enrolling in any program at **San Joaquin Valley College**, prospective students should be aware that certain aspects of the curriculum and training, including classroom and required laboratory/clinical activities (as applicable), may present certain risks to themselves and others, including, but not limited to, exposure to hazardous substances, radiation, bodily fluids, bloodborne pathogens, and/or sharp objects. The potential adverse health effects of exposure to these risks may include, without limitation: loss of consciousness, nausea, dizziness, headaches, fatigue, irritability, drowsiness, problems with coordination and judgment, contracting a contagious disease, sterility, miscarriages, birth defects, cancer, liver and kidney disease, or other injury. These risks may result in harm to the student, or, if the student is pregnant or nursing, harm to their fetus or infant.

Accordingly, all prospective students, but especially those who are pregnant, nursing, or planning to become pregnant; have medical conditions; or have children at home are strongly encouraged to discuss these risks with their healthcare provider and/or child's healthcare provider before deciding to enroll in the program. Applicants should also feel free to consult with the Program Director or Dean as part of the decision-making process. Each applicant must make the decision that is best for them, but **San Joaquin Valley College** requests that it be an *informed* decision.

If, after enrolling, a student requires a reasonable medical accommodation at any time, he or she should immediately contact the Dean at their respective campus for information and assistance.

**SECTION 3**  
**FINANCIAL SERVICES**

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TYPES OF FINANCIAL AID AVAILABLE .....35  
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## 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.

Schools that enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

## 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®). FAFSA® is a registered trademark of the U.S. Department of Education.

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®. FAFSA® is a registered trademark of the U.S. Department of Education.

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 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).

### **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:

#### Official Withdrawal

Student notifies the College of withdrawal or the actual date of withdrawal; or the College terminates the enrollment. The date of the College's determination that the student withdrew is the date the student began the official withdrawal process or the date of the student's notification, whichever is later.

#### Unofficial Withdrawal

Student fails to attend all classes for fourteen (14) consecutive calendar days. If the student fails to attend all classes for fourteen (14) consecutive days, that student is considered an unofficial withdrawal from school on the 15<sup>th</sup> day. The institution will perform the Return to Title IV refund calculation and the institutional refund calculation on the 15<sup>th</sup> day, and the last date of attendance will be used to determine the amount of tuition owed or refund due.

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, email, 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 Direct Loan
2. Subsidized Direct Loan
3. Direct Parent PLUS Loan

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. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Iraq and Afghanistan Service Grant

**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 the 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

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# INSTITUTIONAL POLICIES

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## 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:

- Lectures
- Audio visual presentations
- Class discussions
- Guest speakers
- Role playing
- Simulations
- Skill demonstrations
- 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.

### ANNUAL NOTIFICATION AND PUBLICATION

Colleges are required to provide students an annual notification of their rights under the Federal Education Rights and Privacy Act (FERPA) of 1974. Currently enrolled San Joaquin Valley College (*referred to as "SJVC", "College" or "School"*) students will be notified of their FERPA rights annually via email to the students' School email accounts, *SJVC* Student Handbook, and *SJVC* Faculty/Staff Handbooks. This FERPA Policy shall be published at least annually in the *SJVC* catalog (Section 4 – Institutional Policies: Access to Student Educational Records and Privacy Rights).

## DEFINITIONS

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

Student - any person who attends or has attended *SJVC*

Education Records - any record (in handwriting, print, tapes, film, computer, or other medium) maintained by *SJVC* or an agent of the *SJVC* which is directly related to a student, except:

1. A personal record kept by 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.
2. 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.
3. 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 Opt-Out form to allow for recording this in *SJVC's* student information system. Directory information includes:

- Student's name(s);
- Student's address(s);
- Student's telephone number(s);
- Student's email address(s);
- Student's campus email address;
- Student's dates of attendance;
- Student's major field of study (program);
- Student's honors and awards; and
- 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 College. An *SJVC* School Official is a person employed by the College in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Governors; or a student serving on an official committee, such as 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 of function for which the College would otherwise use its own employees and who is under the direct control of the College 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 Policy 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 campus 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 individual 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 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 or 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 and 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 the school whom the school has determined to have legitimate educational interests. 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 §99.34. (§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 PII to outside entities that are designated by them as their 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 under FERPA expires 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, and under what conditions, information should be disclosed to third parties or survivors.

#### FEES FOR COPIES OF RECORDS

**SJVC** does not currently assess a fee for copies of education records requested by a student, but reserves the right to impose fees 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 Records	Registrar/Academic Applications Administrator
Any records signed by the student	eBridge records; Education Partners	Registrar/Academic Applications Administrator
Student records prior to 1992	Campus vaults & storage units (VIS, BAK, FRE campuses)	Registrar

*\*CampusNexus, eBridge, & Education Partners can be accessed via the campus locations or the **SJVC** 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 Student Services for more information.

## 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 OF NON-DISCRIMINATION AND SEXUAL HARASSMENT 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

Email [Alyssa.Bahr@SJVC.edu](mailto:Alyssa.Bahr@SJVC.edu)

## 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/>. It is highly recommended but not mandatory to bring all complaints first to the attention of the institution. In most cases this will resolve the complaint faster and will result in a satisfactory outcome. We suggest that students use this internal process first, but that is not required and they may contact the Bureau at any time.

## 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 workplace 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 PTDs 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 media, student posts have the potential to reach a much larger audience than intended. As such, the use of social media 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 media 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 violate 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 and 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**

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**STUDENT SERVICES**

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## 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.

### 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:

- Résumé 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**

**SECTION 6**

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**ACADEMIC POLICIES & REGULATIONS**

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## 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 email 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.

Students who are enrolled in the **BUSN 90, MAP 90, or PHR 90 Capstone & Externship** course **must** post externship hours by **Week 2/Day 3** of the course. Failure to post hours as required will result in termination from the course. If the **Capstone & Externship** is the *only* course the student is enrolled in at that time, failure to post hours as required will also result in termination from the College.

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.<sup>1</sup> 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 maybe 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

<sup>1</sup> 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.



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

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, 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 (SAP)

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 table below:

GRADE	DEFINITION	GRADE POINTS	COUNT AS UNITS:		INCLUDED IN SAP CALCULATION:	
			ATTEMPTED?	EARNED?	GPA?	QUANTITATIVE?
<b>A</b>	Excellent	4.00 per unit	Yes	Yes	Yes	Yes
<b>B</b>	Good	3.00 per unit				
<b>C</b>	Satisfactory	2.00 per unit				
<b>D</b>	Passing*	1.00 per unit				
<b>F</b>	Failing**	0				
<b>PASS</b>	Satisfactory	Not applicable		Yes		
<b>FAIL</b>	Unsatisfactory			No		
<b>W</b>	Withdraw			No		
<b>I</b>	Incomplete			Not applicable		
<b>T</b>	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. Students must provide documentation and/or a written attestation to demonstrate that the mitigating circumstances have been addressed such that they can resume making satisfactory academic progress. Students must meet the stated conditions in their approved appeal at the end of each term/module to remain active in their program. 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**

Students who have withdrawn or been terminated from **SJVC** may apply to re-start school pending successful submission, completion, and approval of all required documentation. Students approved to re-start the same academic program who were inactive for a period of less than 180 days are considered a re-entry, and will resume their program under the terms of the enrollment agreement and catalog of the original enrollment. Students approved to re-start who were inactive for a period of 180 days or greater, and/or transfer into another academic program are subject to a new enrollment agreement and the terms of the catalog in effect at that time.

Students seeking to re-start shall notify the campus of their intent to re-start. Students must submit all admissions, financial aid, and registrar documentation, if required. Upon receipt of all required documents, the Dean of Students will notify the student of a confirmed start date. If the student does not meet all requirements of the re-start process, the student will be notified in writing, including electronic communication, of missing requirements. The student's re-start application will be held until all requirements are met or the student indicates their desire to terminate the re-start process. All on-ground restarts must repeat the New Student Orientation prior to their first class session.

## SECTION 7

# BACCALAUREATE DEGREE, ASSOCIATE DEGREE, AND CERTIFICATE PROGRAMS

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## 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: <https://www.SJVC.edu/online-programs/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
- Registered Nursing (Associate Degree and Certificate)
- Respiratory Therapy
- Vocational Nursing

Information on the eligibility requirements for licensure can be found in each program's description.

## LICENSURE AND CERTIFICATION EXAM FEES

*SJVC* encourages graduates of its educational programs to pursue available licensure and certifications. In cases where licensure and/or certification is required to work in positions related to the field of study, *SJVC* pays the first attempt at the licensure and certification exam.

In cases where licensure and certification enhances a student's potential for employment but is not required to work in a related field, specifically Clinical Medical Assisting, Clinical and Administrative Medical Assisting, and Dental Assisting, *SJVC* will reimburse the cost of the examination to graduates who pass within one year of graduation and provide proof of licensure. Payment for retakes and subsequent examinations are the responsibility of the graduate. Failure to sit for either exam does not constitute a refund or discount in tuition.

Students in the Veterinary Technology program at the **Ontario campus** receive one (1) prepaid voucher to be redeemed for payment when completing the online application to schedule the VTNE. **Vouchers are non-transferable and nonrefundable;** students are responsible for ensuring they meet all VTNE eligibility requirements prior to applying for the exam and redeeming the voucher. Students who do not pass the VTNE on their first attempt will be responsible for the cost of all subsequent attempts. *SJVC* strongly encourages students to schedule their VTNE at the earliest opportunity.

**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.

Many healthcare programs at San Joaquin Valley College include a clinical or externship component, allowing students to gain field experience in a general or combination of general and specialty practice settings, providing students an opportunity to practice skills under direct supervision. Due to the COVID-19 pandemic, clinical and externship sites have begun requesting information regarding COVID-19 vaccination status for students. Additionally, some jurisdictions where San Joaquin Valley College operates have mandated COVID-19 vaccinations and/or requiring vaccination status updates along with weekly testing for those who are not vaccinated.

Students may be required to take one or more of the following actions in order to participate in clinical or externship courses in order to secure employment in their field of study:

- Attest to their COVID-19 vaccination status
- Provide proof of vaccination
- Submit to weekly testing, if unvaccinated, at the student's expense

## **CALIFORNIA DRIVER'S LICENSE REQUIREMENT**

Due to COVID-19 and its impact on public services, **SJVC** created a temporary policy to allow conditional acceptance for applicants that did not have a Valid California Driver's License at the time of enrollment for starts between March 2020 and February 2021, on the understanding that the impacted students would procure a Valid California Driver's License at their earliest opportunity. Failure to do so will result in a cancellation of their enrollment, return of funds paid, and forfeiture of credits earned.

**PROGRAMS OF STUDY LEADING TO A BACCALAUREATE DEGREE**

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# Dental Hygiene

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

## 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 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Dental Hygienists (29-1292.00)

**Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>31.0</b>

**General Education Course Requirements**

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

# Health Care Management

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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 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Medical and Health Services Managers (11-9111.00)



**Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>38.0</b>

**General Education Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total GE</b>		<b>22.0</b>
<b>Transfer Credit</b>		<b>60.0</b>
<b>Program Total</b>		<b>120.00</b>

# Registered Nursing

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

## Program Description

**SJVC's** Bachelor of Science in Registered 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 Registered 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 Registered 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 in Nursing (B.S.N).

## 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 Registered Nursing program. Detailed information for each Standard Occupational Classification (SOC) can be found at <http://www.onetonline.org/>.

- Registered Nurses (29-1141.00)
- Health Education Specialists (21-1091.00)

**Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>28.0</b>

**General Education Course Requirements**

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

# 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 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Respiratory Therapists (29-1126.00)
- Respiratory Therapy Technicians (29-2054.00)
- Health Education Specialists (21-1091.00)
- Medical and Health Services Managers (11-9111.00)

### Core Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>33.0</b>

### General Education Courses

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>18.0</b>
<b>Transfer Credit</b>		<b>70.0</b>
<b>Total Program Units</b>		<b>121.0</b>

# 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 FOR THE BACHELOR OF SCIENCE DEGREE

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
<b>MAJOR AREA OF KNOWLEDGE</b>					
Communication	X		X		
Diversity			X		
History		X			
Statistics					X
Group Dynamics				X	

# PROGRAMS OF STUDY LEADING TO AN ASSOCIATE OF SCIENCE DEGREE

## ANTELOPE VALLEY (LANCASTER) CAMPUS

Business Office Administration .....	81
Clinical and Administrative Medical Assisting .....	83
Criminal Justice: Corrections .....	89
Heating, Ventilation, Air Conditioning, and Refrigeration .....	102
Medical Office Administration .....	112
Pharmacy Technician .....	114

## BAKERSFIELD CAMPUS

Business Office Administration .....	81
Clinical and Administrative Medical Assisting .....	83
Criminal Justice: Corrections .....	89
Diagnostic Medical Sonography .....	94
Electrical Technology .....	96
Heating, Ventilation, Air Conditioning, and Refrigeration .....	102
Maintenance Technician .....	108
Medical Office Administration .....	112
Pharmacy Technician .....	114
Respiratory Therapy .....	122
Surgical Technology .....	125
Vocational Nursing .....	131

## FRESNO CAMPUS

Business Office Administration .....	81
Clinical and Administrative Medical Assisting .....	83
Criminal Justice: Corrections .....	89
Medical Office Administration .....	112
Pharmacy Technician .....	114
Surgical Technology .....	125
Veterinary Technology .....	127

## FRESNO TRADES EDUCATION CENTER (TEC)

Aviation Maintenance Technology .....	79
Electrical Technology .....	96
Heating, Ventilation, Air Conditioning, and Refrigeration .....	102

## MODESTO (SALIDA) CAMPUS

Business Office Administration .....	81
Clinical and Administrative Medical Assisting .....	83
Criminal Justice: Corrections .....	89
Electrical Technology .....	96
Maintenance Technician .....	108
Medical Office Administration .....	112
Pharmacy Technician .....	114

## ONLINE DIVISION

Business Office Administration .....	81
Clinical and Administrative Medical Assisting .....	85
Construction Management .....	87
Health Studies .....	100
Human Resources Administration .....	104
Information Technology .....	106
Medical Billing and Coding .....	110

**ONTARIO CAMPUS**

Business Office Administration .....	81
Clinical and Administrative Medical Assisting.....	83
Construction Management .....	87
Criminal Justice: Corrections .....	89
Dental Hygiene .....	91
Electrical Technology.....	96
Heating, Ventilation, Air Conditioning, and Refrigeration.....	102
Maintenance Technician .....	108
Medical Office Administration.....	112
Pharmacy Technician .....	114
Registered Nursing .....	116
Respiratory Therapy .....	122
Veterinary Technology.....	129

**RANCHO CORDOVA CAMPUS**

Respiratory Therapy .....	122
Surgical Technology .....	125

**RANCHO MIRAGE CAMPUS**

Business Office Administration .....	81
Clinical and Administrative Medical Assisting .....	83
Criminal Justice: Corrections .....	89
Heating, Ventilation, Air Conditioning, and Refrigeration.....	102
Medical Office Administration .....	112
Pharmacy Technician.....	114
Vocational Nursing .....	131

**SANTA MARIA CAMPUS**

Clinical and Administrative Medical Assisting .....	83
Medical Office Administration .....	112
Pharmacy Technician.....	114
Vocational Nursing .....	131

**TEMECULA CAMPUS**

Business Office Administration .....	81
Clinical and Administrative Medical Assisting .....	83
Criminal Justice: Corrections .....	89
Electrical Technology.....	96
Heating, Ventilation, Air Conditioning, and Refrigeration.....	102
Medical Office Administration .....	112
Pharmacy Technician.....	114
Respiratory Therapy .....	122
Surgical Technology .....	125

**VICTOR VALLEY (HESPERIA) CAMPUS**

Business Office Administration .....	81
Clinical and Administrative Medical Assisting .....	83
Electrical Technology.....	96
Heating, Ventilation, Air Conditioning, and Refrigeration.....	102
Medical Office Administration .....	112
Pharmacy Technician.....	114

**VISALIA CAMPUS**

Business Office Administration ..... 81  
Clinical and Administrative Medical Assisting ..... 83  
Criminal Justice: Corrections ..... 89  
Dental Hygiene ..... 91  
Heating, Ventilation, Air Conditioning, and Refrigeration ..... 102  
Medical Office Administration ..... 112  
Pharmacy Technician ..... 114  
Registered Nursing ..... 116  
Registered Nursing - LVN to RN Bridge ..... 119  
Respiratory Therapy ..... 122  
Vocational Nursing ..... 131

# Aviation Maintenance Technology

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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

## Credential and Professional Certifications

Graduates earn an Associate of Science in Aviation Maintenance Technology 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 Classification (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
<b>Total</b>		<b>75.0</b>	<b>2096.0</b>

### 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
<b>Total</b>		<b>21.0</b>	<b>315.0</b>
<b>Program Total</b>		<b>96.0</b>	<b>2411.0</b>

\*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

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This program is offered through the **Online Division** and at the **Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto (Salida), Ontario, Rancho Mirage, 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 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
- Successful completion of the Career Services Seminar (CSS 100)

## Credential and Professional Certifications

Graduates earn an Associate of Science in Business Office Administration.

## 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- 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)
- Food Service Managers (11-9051.00)
- 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)
- Secretaries and Administrative Assistants, except Legal, Medical, and Executive (43-6014.00)

### 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 90	Capstone & Externship	6.0
COMP 101	Computer Literacy and Applications for the Professional	3.0
<b>Total</b>		<b>31.0</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
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
<b>Total</b>		<b>30.0</b>
<b>Program Total</b>		<b>61.0</b>

# Clinical and Administrative Medical Assisting

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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 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 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 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

## Credential and Professional Certifications

Graduates earn an Associate of Science in Clinical and Administrative Medical Assisting and are eligible to sit for the National Certified Medical Assistant (NCMA) exam offered by the [National Center for Competency Testing \(NCCT\)](#).<sup>\*</sup> 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Medical Assistants (31-9092.00)
- Medical Secretaries and Administrative Assistants (43-6013.00)

### 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
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
<b>Total</b>		<b>36.0</b>

### General Education Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>24.0</b>
<b>Program Total</b>		<b>60.0</b>

# Clinical and Administrative Medical Assisting

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

## Program Description

The Clinical and Administrative Medical Assisting program is 61 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 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
- Achieve the minimum requirement of Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of CPR and First Aid Certifications (coursework provided)

## Credential and Professional Certifications

Graduates earn an Associate of Science in Clinical and Administrative Medical Assisting and may choose to apply for a certification exam from the organization of their choice (see organization's requirements for eligibility with SJVC's Clinical Medical Assisting program)\*. Students also prepare for and take certification exams within their program courses that include HIPAA, CPR, and 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Medical Assistants (31-9092.00)
- Medical Secretaries and Administrative Assistants (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 90	Capstone & Externship	6.0
<b>Total</b>		<b>36.0</b>

### 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
<b>Total</b>		<b>24.0</b>
<b>Program Total</b>		<b>60.0</b>



# Construction Management

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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 (CSS 100)

## Credential and Professional Certifications

Graduates earn an Associate of Science in Construction Management. Students successfully completing the CON 142 course (on-ground only) will also receive an OSHA 10-Hour Construction Outreach Training Completion Card.

## 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

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

**On-Ground Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>44.0</b>

**On-Ground General Education Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>24.0</b>
<b>Program Total</b>		<b>68.0</b>

**Online Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>41.0</b>

**Online General Education Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>24.0</b>
<b>Program Total</b>		<b>65.0</b>

# Criminal Justice: Corrections

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This program is offered at **Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto (Salida), Ontario, Temecula, 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 system
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's 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 Multiple-Choice Tests as well as successful completion of all skill examinations in the CJ060A course
- Successful completion of the Career Services Seminar (CSS 100)

## Credential and Professional Certifications

Graduates earn an Associate of Science in Criminal Justice: Corrections 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.

\*In accordance with [California Penal Code Section 27505](#), which restricts access to handguns for individuals under 21 years of age, students who have not reached age 21 or older at the start of the CJ 63 BSIS Security Officer Academy course may not participate in on-range firearms training. Students may participate in pre-range firearms training during the normally scheduled class time, and in place of on-range training, students will receive 24 hours of [SB1626](#) School Security training. Upon reaching age 21, students may return to SJVC to complete the full four days of pre-range and on-range Firearms Qualification Training at no extra cost. The delay in Firearms Training will not impact the student's projected graduation date.

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

**Antelope Valley (Lancaster):** TFB 1329/TFF 1450

**Bakersfield:** TFB 256/TFF 256

**Fresno:** TFB 1331/TFF 1434

**Modesto (Salida):** TFB 1330/TFF 1390

**Ontario:** TFB 1332/TFF 1393

**Santa Maria\*:** TFB 1372/TFF 1609

**Temecula:** TFB 1351/TFF 1559

**Victor Valley (Hesperia)\*:** TFB 1247/TFF 1389

**Visalia:** TFB 1328/TFF 1435

\*This campus is no longer enrolling new students into 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 Criminal Justice: Corrections Program. Detailed information for each Standard Occupational Classification (SOC) can be found at <http://www.onetonline.org/>.

- Correctional Officers and Jailers (33-3012.00)
- Retail Loss Prevention Specialists (33-9099.02)
- Security Guards (33-9032.00)

### 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
<b>Total</b>		<b>44.0</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
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
<b>Total</b>		<b>24.0</b>
<b>Program Total</b>		<b>68.0</b>

# Dental Hygiene

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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](http://www.ada.org/en/coda). 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) (BIOL 14)\*
- Human Physiology (with lab)
- Speech/Oral Communication
- Introduction to Sociology
- Organic/Biochemistry (with lab) (CHE 4)\*
- 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 BIOL 14 and/or CHE 4 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 in Dental Hygiene 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Dental Hygienists (29-1292.00)

## 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
<b>Term 1 Total</b>		<b>18.0</b>

**Term 2**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Term 2 Total</b>		<b>17.0</b>

**Term 3**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Term 3 Total</b>		<b>15.0</b>

**Term 4**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Term 4 Total</b>		<b>14.0</b>
<b>Program Total</b>		<b>64.0</b>

\*Fulfills the CSS 100 graduation requirement.



# Diagnostic Medical Sonography

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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
<b>Total</b>		<b>70.0</b>

### 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
<b>Total</b>		<b>9.0</b>
<b>Total Prerequisites</b>		<b>9.0</b>
<b>Program Total</b>		<b>88.0</b>

# Electrical Technology

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This program is offered at the **Bakersfield, Fresno Trades Education Center (TEC), Modesto (Salida), Ontario, Temecula and Victor Valley (Hesperia)\*** 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.

\*The Electrical Technology program on the Hesperia campus is new and pending laboratory site approval from the Electrician Certification Curriculum Committee with the State of California Department of Industrial Relations.

## 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's License

## 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 in Electrical Technology, and have the opportunity to earn OSHA 10-Hour Construction, CPR, and First Aid certifications. 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Electricians (47-2111.00)
- Electric Motor, Power Tool, and Related Repairers (49-2092.00)
- Electrical and Electronics Repairers, Commercial and Industrial Equipment (49-2094.00)
- Electrical Engineering Technicians (17-3023.03)
- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products (41-4011.00)
- Security and Fire Alarm Systems Installers (49-2098.00)
- Solar Thermal Installers and Technicians (47-4099.02)
- Signal and Track Switch Repairers (49-9097.00)
- First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00)

## Core Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
ELEC 111	Electrical Conduit Bending & Raceway Systems	5.0
ELEC 121	Blueprint Reading & Safety 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
<b>Total</b>		<b>40.0</b>

## General Education Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>24.0</b>
<b>Program Total</b>		<b>64.0</b>

# Electrical Technology

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***(This program version is no longer enrolling. Please see Electrical Technology on page 96)***

This program is offered at the **Bakersfield, Fresno - Trades Education Center (TEC), Modesto (Salida), Ontario, 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

## 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 in Electrical Technology 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.

## 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)
- Electric Motor, Power Tool, and Related Repairers (49-2092.00)
- Electrical and Electronics Repairers, Commercial and Industrial Equipment (49-2094.00)
- Electrical Engineering Technicians (17-3023.03)

- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products (41-4011.00)
- Security and Fire Alarm System Installers (49-2098.00)
- Solar Thermal Installers and Technicians (47-4099.02)
- Signal and Track Switch Repairers (49-9097.00)
- First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00)

**Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total:</b>		<b>40.0</b>

**General Education Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>24.0</b>
<b>Program Total:</b>		<b>64.0</b>

# Health Studies

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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 a minimum 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

## Credential and Professional Certifications

Graduates earn an Associate of Science 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/>.

- 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)



## General Education Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Program Total</b>		<b>30.0</b>
<b>Total Prerequisites</b>		<b>30.0</b>
<b>Total for Degree</b>		<b>60.0</b>

# **Heating, Ventilation, Air Conditioning, and Refrigeration**

This program is offered at the **Antelope Valley (Lancaster), Bakersfield, Fresno Trades Education Center (TEC), Ontario, Rancho Mirage, 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's License

## **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 in Heating, Ventilation, Air Conditioning, and Refrigeration, and have the opportunity to earn OSHA 10-Hour Construction and 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-9021.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products (41-4011.00)

### Core Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>40.0</b>

### General Education Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>24.0</b>
<b>Program Total</b>		<b>64.0</b>

# Human Resources Administration

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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 (CSS 100)

## Credential and Professional Certifications

Graduates earn an Associate of Science in Human Resources Administration.

## 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Administrative Services Managers (11-3012.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- General and Operations Managers (11-1021.00)
- Human Resources Specialists (13-1071.00)
- Office Clerks, General (43-9061.00)
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (41-4012.00)

### 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
<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 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
<b>Total</b>		<b>36.0</b>
<b>Program Total</b>		<b>66.0</b>

# Information Technology

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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

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 (CSS 100)

## Credential and Professional Certifications

Graduates earn an Associate of Science in Information Technology 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Computer User Support Specialists (15-1232.00)
- Computer Network Support Specialists (15-1231.00)
- Network and Computer Systems Administrators (15-1244.00)

### Core Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>36.0</b>

### General Education Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>24.0</b>
<b>Program Total</b>		<b>60.0</b>



# Maintenance Technician

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

## Program Description

*SJVC's* Maintenance Technician 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's License

## 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 - Maintenance 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 Maintenance Technician program. Detailed information for each Standard Occupational Classification (SOC) can be found at <http://www.onetonline.org/>.

- Electric Motor, Power Tool, and Related Repairers (49-2092.00)
- Electrical and Electronics Repairers, Commercial and Industrial Equipment (49-2094.00)
- Helpers-Installation, Maintenance & Repair Workers (49-9098.00)
- Maintenance Workers, Machinery (49-9043.00)
- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic (51-4081.00)

**Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
MT 101	Power Transmission	5.0
MT 102	Industrial Electricity	10.0
MT 103	Fluid Power	5.0
MT 104	Programmable Logic Controllers	10.0
<b>Total</b>		<b>30.0</b>

**General Education Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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 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
<b>Total</b>		<b>36.0</b>
<b>Program Total</b>		<b>66.0</b>

# Medical Billing and Coding

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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 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. **A grade of "C" or higher is required to pass MBC 101.**

- 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 Associate 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 in Medical Billing and Coding. Graduates also earn certificates in typing, HIPAA compliance, and CPR/FirstAid.

## 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Bill and Account Collectors (43-3011.00)
- Billing and Posting Clerks (43-3021.00)
- Medical Assistants (31-9092.00)
- Medical Secretaries and Administrative Assistants (43-6013.00)
- Office Clerks, General (43-9061.00)
- Patient Representatives (29-2099.08)

**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>

**General Education Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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.

# Medical Office Administration

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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 in Medical Office Administration 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, 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Billing and Posting Clerks (43-3021.00)
- Medical Assistants (31-9092.00)
- Medical Secretaries and Administrative Assistants (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
<b>Total</b>		<b>36.0</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
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
<b>Total</b>		<b>24.0</b>
<b>Program Total</b>		<b>60.0</b>

# Pharmacy Technician

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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 (CSS 100)

## Credential and Professional Certifications

Graduates earn an Associate of Science – Pharmacy Technician, 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 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

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



**Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>36.0</b>

**General Education Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>24.0</b>
<b>Program Total</b>		<b>60.0</b>

# Registered Nursing

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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)<sup>1</sup>

These courses are offered at **SJVC** (see **General Education Prerequisites** below). More information on pre-requisite courses is available on the **SJVC** website: <https://www.sjvc.edu/prerequisite-courses-faqs/>.

## 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.

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

## 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 Licensure 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Health Education Specialists (21-1091.00)
- 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 44 <sup>1</sup>	Leadership	3.0
RN 50 <sup>2</sup>	Work Study	0.0
<b>Total</b>		<b>51.0</b>
<b>Total Prerequisites</b>		<b>34.0</b>
<b>Program Total</b>		<b>85.0</b>

1 Fulfills the CSS 100 Requirement

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

# Registered Nursing - LVN to RN Bridge

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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:
  - 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)<sup>1</sup>

These courses are also offered at **SJVC** (see **General Education Prerequisites** below). More information on prerequisite 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.

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

- Current Basic Life Support (BLS) certification from the American Heart Association
- 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Health Education Specialists (21-1091.00)
- 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 <sup>1</sup>	Leadership	3.0
RN 45	Advanced Medical Surgical Nursing – Theory	3.0
RN 45L	Advanced Medical Surgical Nursing – Clinical	3.0
RN 50 <sup>2</sup>	Work Study	0.0
Credit for California-issued Vocational Nurse License		6.0
<b>Total</b>		<b>37.0</b>
<b>Total Prerequisites</b>		<b>34.0</b>
<b>Program Total</b>		<b>71.0</b>

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<sup>1</sup> Fulfills the CSS 100 requirement

<sup>2</sup> Course is not a degree requirement; students will be enrolled at the discretion of the Program Director

# Respiratory Therapy

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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

**Visalia:** 200389

**Rancho Cordova:** 200518

**Temecula:** 200607

## 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)<sup>1</sup>
- 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 in Respiratory Therapy 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.

<sup>1</sup> 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

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

**Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Course Units</b>
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
<b>Total</b>		<b>74.0</b>

**General Education Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Course Units</b>
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
<b>Total</b>		<b>21.0</b>
<b>Program Total</b>		<b>95.0</b>

# Surgical Technology

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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](http://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 (CSS 100)

## Credential and Professional Certifications

Graduates of this program earn an Associate of Science in Surgical Technology 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 Classification (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
<b>Total</b>		<b>51.0</b>

### 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
<b>Total</b>		<b>21.0</b>
<b>Program Total</b>		<b>72.0</b>

**All Surgical Technology Case Requirements can be viewed from the ST 6<sup>th</sup> Edition Core Curriculum.**

[https://www.ast.org/uploadedFiles/Main\\_Site/Content/Educators/2014\\_Revised\\_Core\\_Curriculum\\_Surgical\\_Rotation\\_Case\\_Requirements.pdf](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 Technology

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

## Program Description

The Veterinary Technology program can be completed in 76 weeks and is designed for students who wish to help animals when they need it the most. This in-depth training covers animal patient care including, but not limited to, anatomy and physiology, animal nursing and care, exotic and large animal skills, pharmacology, surgical assisting, laboratory procedures, and communication skills. 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 Technology 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

## Graduation Requirements:

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

## Credential and Professional Certifications

Graduates earn an Associate of Science in Veterinary Technology 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. 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 Technology program. Detailed information for each Standard Occupational Classification (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)
- Office Clerks, General (in a medical/veterinary setting) (43-9061.00)
- Medical Secretaries and Administrative Assistants (in a medical/veterinary setting) (43-6013.00)

### 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 120	Animal Nursing	2.0
VA 130	Veterinary Anatomy & Physiology I	3.0
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 and Critical Care	2.0
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 250	Exotic and Large Animals Skills	2.0
VT 260	Veterinary Surgical, Dental, and Critical Care Procedures	4.0
VT 270	Course Review and Essential Skills	2.0
VT 610	Directed Clinical Experience	5.0
GRS 100	Graduate Readiness Seminar	2.0
<b>Total</b>		<b>56.0</b>

### 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
<b>Total</b>		<b>21.0</b>
<b>Program Total</b>		<b>77.0</b>

# Veterinary Technology

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

## Program Description

Veterinary technicians typically work under the supervision of a licensed veterinarian doing clinical work such as performing various medical tests and treating medical conditions and diseases in animals. They also perform laboratory tests and take blood samples, assist with dental care, prepare tissue samples and assist veterinarians in a variety of other diagnostic tests and procedures. Veterinary technicians work in all phases of animal care, including surgical nursing, laboratory procedures, and office administration. Employment opportunities include positions in veterinary offices or hospitals, biomedical research institutions and the pharmaceutical and pet-care industries.

The program, which is 80 weeks in length and culminates in an Associate of Science degree in Veterinary Technology, prepares students with the basic knowledge and practical training necessary to function as an entry-level employee in a veterinary medical setting. The Veterinary Technology (VT) program is a balanced mix of theory and practical instruction, including clinical rotation and field experience during an externship. Fundamentals of mathematics, terminology, and anatomy and physiology are emphasized. This program prepares graduates to sit for the Veterinary Technician National Examination. The VT program has a companion animal emphasis and is not intended as a pre-veterinary program.

The mission of the Veterinary Technology program is to provide local and global veterinary communities with ethical graduates committed to lifelong learning and professional development. Graduates will have the entry level skills and knowledge required for the contemporary veterinary practice. The core program focus is companion animal practice, but all facets of veterinary medicine, including large animal medicine, biomedical research and industry related topics are emphasized.

The Veterinary Technology program on the Ontario 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. Perform a variety of administrative, clinical, nursing, and surgical assisting procedures in a veterinary medical setting
2. Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism

## Admission Requirements:

To be considered for admission to the Veterinary Technology program, applicants must meet the following requirements:

- Be 18 years old on the first day of classes
- Have no felony criminal convictions
- Have no felony or misdemeanor DUI convictions

## Graduation Requirements:

- Successful completion of all 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 an Associate of Science in Veterinary Technology 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. 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 Technology program. Detailed information for each Standard Occupational Classification (SOC) can be found at <http://www.onetonline.org/>.

- Veterinary Technologists and Technicians (29-2056.00)
- Veterinary Assistants and Lab Animal Caretakers (31-9096.00)
- Office Clerks, General (in a medical/veterinary setting) (43-9061.00)
- Medical Secretaries and Administrative Assistants (in a medical/veterinary setting) (43-6013.00)

### Core Course Requirements

Course ID	Course Name	Credit Units
AS 110	Introduction to the Veterinary Hospital	3.0
AS 111	Basic Anatomy and Physiology	3.0
VT 120	Veterinary Applied Sciences	3.0
VT 121	Companion Animal Diseases	3.0
VT 122	Clinical Procedures 1	3.0
VT 123	Clinical Rotation	0.5
VT 130	Surgical Assisting	3.0
VT 131	Anesthesia for Veterinary Technicians	3.0
VT 132	Clinical Procedures 2	3.0
VT 133	Clinical Rotation	1.0
VT 140	Large Animal Medicine	3.5
VT 141	Veterinary Technology Specialties	3.5
VT 142	Advanced Clinical Procedures and Surgery	4.0
VT 143	Clinical Rotation	1.0
VT 150	Licensure Exam Comprehensive Review	4.0
VT 105	VT Externship	4.0
<b>Total</b>		<b>45.5</b>

### General Education Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy and Applications for the Professional	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
PSY 200	Team Dynamics	3.0
<b>Total</b>		<b>18.0</b>
<b>Program Total</b>		<b>63.5</b>

\*See *SJVC General Education Requirements for the Associate of Science Degree*



# Vocational Nursing

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This program is offered at the **Bakersfield, Rancho Mirage, Santa Maria, and Visalia** campuses.

## Program Description

The Vocational Nursing program is 64 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 content and hours are approved by the [Board of Vocational Nursing and Psychiatric Technicians \(BVNPT\)](#).

## 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, personal interview, and essay.

## Graduation Requirements

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

## Credential and Professional Certifications

Graduates earn an Associate of Science in Vocational Nursing 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.

## Continuing Education

Upon graduation, the BVNPT Certification course in IV Therapy and Blood Withdrawals is provided to graduates as a continuing education course as a means of enhancing their employability.

## State Licensure

Graduates who pass the NCLEX-PN are licensed by the Board of Vocational Nursing and are authorized to 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 Classification (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 15	Fundamentals of Nursing Theory	6.0	90
VN 16	Pharmacology for Nurses	4.0	60
VN 17	Anatomy and Physiology	3.0	45
VN 22	Medical-Surgical Nursing Theory I	8.0	120
VN 34	Maternal and Pediatric Nursing Theory	3.0	45
VN 36	Medical-Surgical Nursing Theory II	3.0	45
VN 42	Medical-Surgical Nursing Theory III	8.0	120
VN 47*	Nursing Leadership	2.0	30
VN 52	Pharmacology Dosages and Calculations	2.0	30
VN 101	Fundamentals of Nursing Clinical	3.0	160
VN 113	Fundamentals of Nursing Skills Clinical	2.0	80
VN 202	Medical-Surgical Clinical I	5.0	240
VN 302	Maternity, Pediatric, and Intermediate Medica-Surgical Clinical II	5.0	240
VN 402	Medical-Surgical Nursing Clinical III	5.0	240
VN 501	Comprehensive Licensure Exam Review	2.0	40
<b>Total</b>		<b>61.0</b>	<b>1585</b>

### 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
<b>Total</b>		<b>21.0</b>	<b>315</b>
<b>Program Total</b>		<b>82.0</b>	<b>1900</b>

\*Fulfills the CSS 100 graduation requirement.

# 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-specific graduation requirements listed in the individual program descriptions

## 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*:
  - **ENG 121 & 122**
- Completion with a grade of "C" or better in a course equivalent to **ENG 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*:
  - **MTH 121 & 122**
- Completion with a grade of "C" or better in a course equivalent to **MTH 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 course partners students with the Career Services Department to prepare students for the job search process. Students will engage in a variety of professional development activities, including the creation of quality, professional résumés highlighting the skills acquired throughout their program and participation in mock interview sessions to develop effective interviewing skills. A final exit interview will capstone the student's preparedness for interviewing with potential employers. **The grade in this course is Pass/Fail. Passing this course 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.

# GENERAL EDUCATION FOR THE ASSOCIATE OF SCIENCE DEGREE

General Education courses are offered on all **SJVC** campuses where Associate 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 (Associate of Science Degree):

Course #	ENG 121/122	MTH 121/122	NSC 1	PHIL 1C	PSY1	SOC1
<b>Course Title</b>	Reading and Composition*	College Algebra	Introduction to the Natural Sciences**	Ethics	General Psychology	Introduction to Sociology
<b>Unit Value</b>	6 units*	6 units	3 units	3 units	3 units	3 units
<b>MAJOR AREA OF KNOWLEDGE</b>						
Language and rationality	●	●				
Humanities	●			●		
Natural Science			●			
Social Science					●	●
<b>GENERAL EDUCATION SKILLS AND COMPETENCIES</b>						
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	●	●	●	●	●	●

\* Students enrolled in the VT program at the Ontario campus have skills and competencies consistent with *ENG 121: Reading and Composition –Part A* taught and measured in their other coursework, therefore the General Education requirement for English in this program is satisfied by successful completion of *ENG 122: Reading and Composition –Part B*.

\*\* 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 (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 are 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

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## **ANTELOPE VALLEY (LANCASTER) CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Heating, Ventilation, Air Conditioning, and Refrigeration .....	154
Medical Office Administration .....	163
Pharmacy Technology .....	165

## **ATASCADERO CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Medical Office Administration .....	163

## **BAKERSFIELD CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Dental Assisting .....	148
Electrical Technology .....	150
Heating, Ventilation, Air Conditioning, and Refrigeration .....	154
Maintenance Technician .....	160
Medical Office Administration .....	163
Pharmacy Technology .....	165
Veterinary Assistant .....	170

## **DELANO CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Medical Office Administration .....	163

## **FRESNO CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Dental Assisting .....	148
Medical Office Administration .....	163
Pharmacy Technology .....	165
Veterinary Assistant .....	170

## **FRESNO TRADES EDUCATION CENTER (TEC) CAMPUS**

Aviation Maintenance Technology .....	140
Electrical Technology .....	150
Heating, Ventilation, Air Conditioning, and Refrigeration .....	154
Maintenance Technician .....	160

## **HANFORD CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Medical Office Administration .....	163

## **MADERA CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Medical Office Administration .....	163

**MODESTO (SALIDA) CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Electrical Technology.....	150
Maintenance Technician .....	160
Medical Office Administration.....	163
Pharmacy Technology .....	165

**ONLINE DIVISION**

Business Office Administration .....	142
Clinical Medical Assisting .....	146
Human Resources Administration .....	155
Information Technology.....	157
Computer Support Concentration (20 weeks).....	158
Networking Concentration (20 weeks).....	158
Security Concentration (20 weeks).....	158
Networking Support Concentration (25 weeks) .....	158
Security Support Concentration (25 weeks) .....	158
Computer Support, Networking, and Security Concentration (30 weeks) .....	159
Computer Support and Networking Concentration (30 weeks).....	159
Networking and Security Concentration (30 weeks).....	159
Computer Support and Security Concentration (30 weeks).....	159
Medical Billing and Coding.....	161

**ONTARIO CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Electrical Technology.....	150
Heating, Ventilation, Air Conditioning, and Refrigeration.....	154
Maintenance Technician .....	160
Medical Office Administration.....	163
Pharmacy Technology .....	165
Registered Nursing.....	167

**PORTERVILLE CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Medical Office Administration.....	163

**RANCHO MIRAGE CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Heating, Ventilation, Air Conditioning, and Refrigeration.....	154
Medical Office Administration.....	163
Pharmacy Technology .....	165

**SANTA MARIA CAMPUS**

Clinical Medical Assisting .....	144
Medical Office Administration.....	163
Pharmacy Technology .....	165

**TEMECULA CAMPUS**

Business Office Administration .....	142
Clinical Medical Assisting .....	144
Dental Assisting .....	148
Electrical Technology .....	150
Heating, Ventilation, Air Conditioning, and Refrigeration .....	154
Medical Office Administration .....	163
Pharmacy Technology .....	165



**VICTOR VALLEY (HESPERIA) CAMPUS**

Business Office Administration ..... 142  
Clinical Medical Assisting ..... 144  
Dental Assisting ..... 148  
Electrical Technology..... 150  
Heating, Ventilation, Air Conditioning, and Refrigeration..... 154  
Medical Office Administration..... 163  
Pharmacy Technology ..... 165

**VISALIA CAMPUS**

Business Office Administration ..... 142  
Clinical Medical Assisting ..... 144  
Dental Assisting ..... 148  
Heating, Ventilation, Air Conditioning, and Refrigeration..... 154  
Maintenance Technician ..... 160  
Medical Office Administration..... 163  
Pharmacy Technology ..... 165  
Registered Nursing..... 167

# Aviation Maintenance Technology

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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'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, which meets the requirement for completion of the CSS 100 course.

## Credential and Professional Certifications

Graduates earn a Certificate of Completion in Aviation Maintenance Technology 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Aircraft Mechanics and Service Technicians (49-3011.00)

## Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>	<b>Credit Hours</b>
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	3.0	96
<b>Total</b>		<b>75.0</b>	<b>2096.0</b>

\*Fulfills the CSS 100 graduation requirement.

# Business Office Administration

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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, 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 in Business Office Administration.

## 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- 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)
- Food Service Managers (11-9051.00)
- 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)
- Secretaries and Administrative Assistants, except Legal, Medical, and Executive (43-6014.00)

## Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>31.0</b>

# Clinical Medical Assisting

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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 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
1. 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
- Successful completion of the Career Services Seminar (CSS 100)
- Achieve the minimum requirement of Health Insurance Portability and Accountability Act (HIPAA) component

## Credential and Professional Certifications

Graduates earn a Certificate of Completion in Clinical Medical Assisting and are eligible to sit for the National Certified Medical Assistant (NCMA) exam offered by the [National Center for Competency Testing \(NCCT\)](#). \* 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Medical Assistants (31-9092.00)
- Medical Records Specialists (29-2072.00)
- Medical Secretaries and Administrative Assistants (43-6013.00)

## Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>36.0</b>

# Clinical Medical Assisting

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

## Program Description

The Clinical Medical Assisting program is 36 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
- Achieve the minimum requirement of Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of CPR and First Aid Certifications (coursework provided)

## Credential and Professional Certifications

Graduates earn a Certificate of Completion in Clinical Medical Assisting and may choose to apply for a certification exam from the organization of their choice (see organization's requirements for eligibility with SJVC's Clinical Medical Assisting program)\*. Students also prepare for and take certification exams within their program courses that include HIPAA, CPR, and 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Medical Assistants (31-9092.00)
- Medical Records Specialists (29-2072.00)
- Medical Secretaries and Administrative Assistants (43-6013.00)



**Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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 90	Capstone & Externship	6.0
<b>Total</b>		<b>36.0</b>

# Dental Assisting

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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 (CSS 100)

## Credential and Professional Certifications

Graduates earn a Certificate of Completion in Dental Assisting 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Dental Assistants (31-9091.00)

**Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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 230	Dental Radiology	5.0
DA 236	Restorative Procedures	3.0
DA 306	Prosthodontics and Endodontic Specialties	3.0
DA 322	Periodontics and Oral Surgery Specialties	2.0
DA 326	Pediatrics and Orthodontic Specialties	2.0
DA 411	Preventative Clinical Procedures	4.0
DA 526	RDA Licensure Review Seminar	3.0
DA 530	Clinical and Professional Experience	5.0
<b>Total</b>		<b>42.0</b>

# Electrical Technology

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This program is offered at the **Bakersfield, Fresno Trades Education Center (TEC), Modesto (Salida), Ontario, Temecula** and **Victor Valley (Hesperia)\*** 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.

\*The Electrical Technology program on the Hesperia campus is new and pending laboratory site approval from the Electrician Certification Curriculum Committee with the State of California Department of Industrial Relations.

## 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's License

## 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 in Electrical Technology, and have the opportunity to earn OSHA 10-Hour Construction, CPR, and First Aid certifications. 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Electricians (47-2111.00)
- Electric Motor, Power Tool, and Related Repairers (49-2092.00)
- Electrical and Electronics Repairers, Commercial and Industrial Equipment (49-2094.00)
- Electrical Engineering Technicians (17-3023.03)
- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products (41-4011.00)
- Security and Fire Alarm System Installers (49-2098.00)
- Solar Thermal Installers and Technicians (47-4099.02)
- Signal and Track Switch Repairers (49-9097.00)
- First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00)

## Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
ELEC 111	Electrical Conduit Bending & Raceway Systems	5.0
ELEC 121	Blueprint Reading & Safety 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
<b>Total</b>		<b>40.0</b>

# Electrical Technology

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*(This program version is no longer enrolling. Please see Electrical Technology on page 150).*

This program is offered at the **Bakersfield, Fresno - Trades Education Center (TEC), Modesto (Salida), Ontario, 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 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

## 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 a Certificate of Completion in Electrical Technology 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.

## 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)
- Electric Motor, Power Tool, and Related Repairers (49-2092.00)
- Electrical and Electronics Repairers, Commercial and Industrial Equipment (49-2094.00)
- Electrical Engineering Technicians (17-3023.03)
- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products (41-4011.00)

- Security and Fire Alarm System Installers (49-2098.00)
- Solar Thermal Installers and Technicians (47-4099.02)
- Signal and Track Switch Repairers (49-9097.00)
- First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00)

### **Core Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total:</b>		<b>40.0</b>

# Heating, Ventilation, Air Conditioning, and Refrigeration

This program is offered at the **Antelope Valley (Lancaster), Bakersfield, Fresno Trades Education Center (TEC), Ontario, Rancho Mirage, 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's License

## **Graduation Requirements**

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

## **Credential and Professional Certifications**

Graduates earn a Certificate of Completion in Heating, Ventilation, Air Conditioning, and Refrigeration, and have the opportunity to earn OSHA 10-Hour Construction and 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Maintenance and Repair Workers, General (49-9071.00)
- Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-9021.00)
- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products (41-4011.00)

## **Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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 103	Advanced Air Conditioning	5.0
HVAC-R 104	Advanced Refrigeration	5.0
HVAC-R 105	Advanced Electricity	5.0
HVAC-R 106	Air Distribution Systems	5.0
<b>Total</b>		<b>40.0</b>



# Human Resources Administration

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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 (CSS 100)

## Credential and Professional Certifications

Graduates earn a Certificate of Completion in Human Resources Administration 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Administrative Services Managers (11-3012.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- General and Operations Managers (11-1021.00)
- Human Resources Specialists (13-1071.00)
- Office Clerks, General (43-9061.00)
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (41-4012.00)

**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
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
<b>Total</b>		<b>30.0</b>

# 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 (CSS 100)

## Credential and Professional Certifications

Graduates earn a Certificate of Completion in Information Technology – *selected concentration*. 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:		
<b>Computer Support</b>	A+		
<b>Networking</b>		Network+	
<b>Security</b>			Security+
<b>Networking Support</b>	A+	Network+	
<b>Security Support</b>	A+		Security+
<b>Computer Support, Networking, and Security</b>	A+	Network+	Security+
<b>Computer Support and Networking</b>	A+	Network+	
<b>Networking and Security</b>		Network+	Security+
<b>Computer Support and Security</b>	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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Computer User Support Specialists (15-1232.00)
- Computer Network Support Specialists (15-1231.00)
- Network and Computer Systems Administrators (15-1244.00)

## 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
<b>Total</b>		<b>18.0</b>

### 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
<b>Total</b>		<b>17.0</b>

### 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
<b>Total</b>		<b>17.0</b>

## 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
<b>Total</b>		<b>23.0</b>

### 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
<b>Total</b>		<b>23.0</b>

## **30-Week Certifications**

### **Computer Support, Networking, and Security Concentration**

#### **Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>28.0</b>

### **Computer Support and Networking Concentration**

#### **Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>27.0</b>

### **Networking and Security Concentration**

#### **Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>26.0</b>

### **Computer Support and Security Concentration**

#### **Course Requirements**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>27.0</b>

# Maintenance Technician

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

## Program Description

**SJVC's** Maintenance Technician 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's License

## Graduation Requirements

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

## Credential and Professional Certifications

Graduates earn a Certificate of Completion – Maintenance 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 Maintenance Technician program. Detailed information for each Standard Occupational Classification (SOC) can be found at <http://www.onetonline.org/>.

- Electric Motor, Power Tool, and Related Repairers (49-2092.00)
- Electrical and Electronics Repairers, Commercial and Industrial Equipment (49-2094.00)
- Helpers-Installation, Maintenance & Repair Workers (49-9098.00)
- Maintenance Workers, Machinery (49-9043.00)
- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic (51-4081.00)

<b>Core Course</b>	<b>Requirements</b>	
<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
MT 101	Power Transmission	5.0
MT 102	Industrial Electricity	10.0
MT 103	Fluid Power	5.0
MT 104	Programmable Logic Controllers	10.0
<b>Total</b>		<b>30.0</b>

# Medical Billing and Coding

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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 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. **A grade of "C" or higher is required to pass MBC 101.**

- 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 Certificate of Completion 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 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 in Medical Billing and Coding. Graduates also earn certificates in typing, HIPAA compliance, and CPR/FirstAid.

## 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Medical Secretaries and Administrative Assistants (43-6013.00)
- Billing and Posting Clerks (43-3021.00)
- Office Clerks, General (43-9061.00)
- Medical Assistants (31-9092.00)

## Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
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.



# Medical Office Administration

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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 in Medical Office Administration 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 (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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Billing and Posting Clerks (43-3021.00)
- Medical Assistants (31-9092.00)
- Medical Secretaries and Administrative Assistants (43-6013.00)
- Office Clerks, General (43-9061.00)

## Core Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>36.0</b>

# Pharmacy Technology

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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 in Pharmacy Technology 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

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

## Core Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>36.0</b>

# Registered Nursing

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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 \(BRN\)](#).

## Program Student Learning Outcomes

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

1. Assist individuals from diverse backgrounds to achieve optimal health utilizing the knowledge gained from biological, social, and nursing sciences
2. Formulate a comprehensive plan of care that minimizes risk and optimizes safety using the nursing process
3. Integrate the role of professional nurse into clinical practice
4. Apply psychological, social, and cultural knowledge to nursing practice
5. Use inter- and intra-professional communication and collaboration skills to deliver evidence-based, patient-centered care
6. Assume the role of advocate to improved health care delivery by communicating and acting according to the expressed needs of the individual
7. Interpret data and apply evidence to support clinical judgment
8. Develop and implement patient education based on identified need and in collaboration with the patient
9. Utilize a variety of resources, including electronic media and medical technology to provide safe, quality care of the patient and family
10. Provide leadership, manage resources, delegate and supervise members of the healthcare team
11. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life

## Admission Requirements

- Completion of the following science prerequisites at an accredited college or university with a GPA of 2.5 or higher:
  - BIOL 14: Microbiology
  - BIOL 45: 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: <https://www.sjvc.edu/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 RN 10 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 the minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

### **Credential and Professional Certifications**

Graduates earn a Certificate of Completion in Registered Nursing 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 Licensure 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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Health Education Specialists (21-1091.00)
- Registered Nurses (29-1141.00)

## Course Requirements

### Science Prerequisites (Semester 1)

Course ID	Course Name	Credit Units
BIOL 14	Microbiology	4.0
BIOL 45	Human Physiology	5.0
<b>Total</b>		<b>9.0</b>

### Nursing Courses (Semesters 2-3)

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

Course ID	Course Name	Credit Units
RN 30	Gerontology/Community Health Nursing – Theory	1.0
RN 30L	Gerontology/Community Health Nursing – Clinical	1.0
RN 35	Intermediate Medical Surgical Nursing – Theory	3.0
RN 35L	Intermediate Medical Surgical Nursing – Clinical	3.0
RN 43	Mental Health Psychiatric Nursing – Theory	3.0
RN 43L	Mental Health Psychiatric Nursing – Clinical	2.0
RN 44 <sup>1</sup>	Leadership	3.0
RN 45	Advanced Medical Surgical Nursing – Theory	3.0
RN 45L	Advanced Medical Surgical Nursing – Clinical	3.0
<b>Total</b>		<b>22.0</b>
<b>Program Total</b>		<b>31.0</b>

<sup>1</sup> Fulfills the CSS 100 graduation requirement.

# Veterinary Assistant

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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

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

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

## Graduation Requirements

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

## Credential and Professional Certifications

Graduates earn a Certificate of Completion – Veterinary Assistant, and can apply for licensure by meeting all of the Veterinary Medical Board Alternate Route 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: [https://www.vmb.ca.gov/applicants/rvt\\_forms.shtml](https://www.vmb.ca.gov/applicants/rvt_forms.shtml). **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.

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 Classification (SOC) can be found at <http://www.onetonline.org/>.

- Veterinary Assistants and Lab Animal Caretakers (31-9096.00)
- Office Clerks, General (in a medical/veterinary setting) (43-9061.00)
- Medical Secretaries and Administrative Assistants (in a medical/veterinary setting) (43-6013.00)



## Course Requirements

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>
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
<b>Total</b>		<b>36.0</b>

## 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: This course partners students with the Career Services Department to prepare students for the job search process. Students will engage in a variety of professional development activities, including the creation of quality, professional résumés highlighting the skills acquired throughout their program and participation in mock interview sessions to develop effective interviewing skills. A final exit interview will capstone the student’s preparedness for interviewing with potential employers. **The grade in this course is Pass/Fail. Passing this course is a graduation requirement.**

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.

**SECTION 8**

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**COURSE DESCRIPTIONS**

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## 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.

### **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, repair, and maintenance practices for propellers and their control systems. Fuel metering systems for turbine and reciprocating engines will also be covered. This includes the techniques required for inspections, repairs, and overhauls of carburetors. Finally, engine fire detection and extinguishing systems will be taught as well as requirements for light-sport aircraft. **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, wheels, 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 résumé 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.**

### **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.**

#### **AS 110: Introduction to the Veterinary Hospital**

**3.0 units – 64 hours**

This course introduces basic concepts pertaining to the veterinary hospital including safety, terminology, and basic math. Students apply this knowledge to practice in breed identification, animal handling and restraint, animal behavior, client communication, law and ethics, and preventative medicine. **A grade of "C" or higher is required to pass this course.**

#### **AS 111: Basic Anatomy and Physiology**

**3.0 units – 64 hours**

This course introduces students to the basic sciences, including chemistry and biology. In addition, anatomy and physiology and terminology of the integumentary, skeletal, muscular, cardiovascular, digestive, reproductive, endocrine, urinary, and nervous systems are introduced. Students will also discuss concepts associated with these systems that include nutrition and metabolism, genetics, pregnancy, development, and lactation, as well as the sense organs that include sight, smell, taste, hearing, and equilibrium. **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 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. **A grade of "C" or higher is required to pass this course.**

#### **BUSN 100: Business Math Applications**

**3.0 units – 45 hours**

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

#### **BUSN 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 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.

**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 this course.**

**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 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.

**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 résumé 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 PCs 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 principal 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, 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 2014).

### **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 construction 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 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 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 blueprint 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 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 blueprints, 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. Topics will include administrative procedures, quality control, scheduling, and bidding. 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.

### **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 safety and health principles. Upon successful course completion, the student will receive an OSHA 10 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 – 8.0 hours**

This course partners students with the Career Services Department to prepare students for the job search process.

Students will engage in a variety of professional development activities, including the creation of quality, professional résumés highlighting the skills acquired throughout their program and participation in mock interview sessions to develop effective interviewing skills. A final exit interview will capstone the student's preparedness for interviewing with potential employers. **The grade in this course is Pass/Fail. 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 this course.**

### **DA 110: Dental Anatomy and Patient Management**

**5.0 units – 90 hours**

**Prerequisite: 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 this 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 this 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 this course.**

### **DA 236: Restorative Procedures**

**3.0 units – 60 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 this course.**

### **DA 306: Prosthodontics and Endodontic Specialties**

**3.0 units – 60 hours**

**Prerequisites: DA 105, DA 110, DA 115, DA 230, DA 236**

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 this course.**

### **DA 322: Periodontic and Oral Surgery Specialties**

**2.0 units – 45 hours**

**Prerequisites: DA 105, DA 110, DA 115, DA 236, DA 306**

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 this course.**

### **DA 326: Pediatric and Orthodontic Specialties**

**2.0 units – 45 hours**

**Prerequisites: DA 105, DA 110, DA 115, DA 236, DA 306, DA 322**

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 this course.**

### **DA 411: Preventative Clinical Procedures**

**4.0 units – 90 hours**

**Prerequisites: DA 105, DA 110, DA 115, DA 230, DA 236, DA 306, DA 322, DA 326**

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 this course.**

#### **DA 526: 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 the 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. **A grade of "C" or higher is required to pass this course.**

**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 Applications: 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 use 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 patient 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 résumé 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**

### **As needed – CR, 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**

### **As needed – CR, 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,

testes, and musculoskeletal. The student will develop competency in assessing the ultrasonic appearance of normal versus abnormal images, clinical indications for ultrasound examination of the abdomen and small parts, and differential diagnoses. 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, résumé 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 10-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 111: Electrical Conduit Bending & Raceway Systems**

### **5.0 units – 90 hours**

This course is a study of raceway materials common in the electrical industry, including proper applications and installation. Students will also calculate, lay out, and bend Electrical Metallic Tubing (EMT) and Rigid Metal Conduit (RMC) per industry and National Electrical Code standards. **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 121: Blueprint Reading & Safety for Electricians**

### **5.0 units – 90 hours**

This course seeks to develop in students an appreciation for two conceptual and practical skills necessary in an electrician's career: building plans and safety. Students will learn to interpret residential and commercial architectural and mechanical plans used in the electrical industry. Instruction regarding electrical and construction safety practices will culminate in students having the opportunity to earn OSHA-10 Hour Construction, CPR, and First Aid certifications. **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 Health 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.

**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 HVAC Systems**

#### **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 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. Students will have the opportunity to earn OSHA 10-Hour Construction certification.

### **HVAC-R 103: Advanced HVAC Systems**

#### **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.

### **MAP 90: Capstone & Externship**

#### **6.0 units – 180 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. **A grade of "C" or higher is required to pass this course.**

### **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 205: Front Office Procedures**

#### **2.0 units – 45 hours**

In this course, students will examine the skills needed for administrative front office procedures. They will employ appropriate coding terminology, associate medical office software, and exhibit administrative tasks they will likely be doing in a medical office.

### **MAP 501: 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. **A grade of "C" or higher is required to pass this course.**

### **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.

### **MBC 200: 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.

### **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.

### **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.

### **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.**

### **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 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 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.

### **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.**

### **MT 101: 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.

### **MT 102: 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.

### **MT 103: 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.

### **MT 104: 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.

### **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 26: Pharmacy Records & Documentation**

### **2.0 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 90: Capstone & Externship**

### **6.0 units – 180 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. **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 136: 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. 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. **A grade of "C" or higher is required to pass this course.**

## **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. **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.**

## **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.



**PSY 200: 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 course. This course also facilitates the transition of the student to the role of an LPN/LVN. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs/LVNs and unlicensed personnel. Standards of practice and the importance of practicing according to state regulations and statutes are examined. **A grade of "C" or higher is required to pass this course.**

**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; 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 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 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 résumé 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 15: Fundamentals of Nursing Theory**

**6.0 units – 90 hours**

This course provides an introduction to nursing 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.**

### **VN 16: Pharmacology for Nurses**

**4.0 units – 60 hours**

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

### **VN 17: Anatomy and Physiology**

**3.0 units – 45 hours**

This course focuses on the anatomy and physiology of the human body. The functioning of the specific body systems and the changes that occur during the aging process are emphasized. **A grade of "C" or higher is required to pass this course.**

**VN 22: Medical-Surgical Nursing Theory I****8.0 units – 120 hours**

This course focuses on the care of adult clients with common acute and chronic health conditions related to specific systems in the human body that require medical and/or surgical intervention. Some of the systems are endocrine, cardiovascular, and musculoskeletal. There is an emphasis on gerontological considerations. The nurse's responsibility for client education is emphasized. Pharmacology, pathophysiology, and nutrition are integrated throughout the course. **A grade of "C" or higher is required to pass this course.**

**VN 34: Maternal and Pediatric Nursing Theory****3.0 units – 45 hours**

This course focuses on introducing maternity and pediatric nursing care. The role of the nurse in maternity care is family centered for the mother and newborn utilizing the nursing process. Pediatric nursing care utilizing the nursing process for infants, children and adolescents is addressed. **A grade of "C" or higher is required to pass this course.**

**VN 36: Medical-Surgical Nursing Theory II****3.0 units – 45 hours**

This course focuses on the care of adult clients with common acute and chronic health conditions related to specific systems in the human body that require medical and/or surgical intervention. Some of the systems are reproductive, integumentary, and urinary. There is an emphasis on gerontological considerations. The nurse's responsibility for client education is emphasized. Pharmacology, pathophysiology, and nutrition are integrated throughout the course. In addition, health promotion and disease prevention is a focus. **A grade of "C" or higher is required to pass this course.**

**VN 42: Medical-Surgical Nursing Theory III****8.0 units – 120 hours**

This course focuses on the care of adult clients experiencing cognitive, mental and behavioral disorders. Concepts of promoting and maintaining mental health in addition to crisis interventions, therapeutic communication and coping skills are integrated during this focus. Course content includes medical/surgical concepts of care for clients with acute illnesses as well as those with rehabilitative and restorative nursing care needs. The role of nurse in providing care during natural and human disasters is presented. **A grade of "C" or higher is required to pass this course.**

**VN 47: Nursing Leadership****2.0 units – 30 hours**

This course focuses on introducing the concepts of leadership, management and supervision responsibilities related to the LVN in specific work settings. Ethical issues in nursing care, medical care and psychological issues that impact clients and their families will be discussed. **A grade of "C" or higher is required to pass this course.**

**VN 52: Pharmacology Dosages and Calculations****2.0 units – 30 hours**

This course presents clinical applications for common dosage determination and preparation through the use of calculations using the metric and household systems. **A grade of "C" or higher is required to pass this course.**

**VN 101: Fundamentals of Nursing Clinical****3.0 units – 160 hours**

This course focuses on providing care to adult and geriatric clients in the long-term skilled nursing facility for chronic health conditions, end of life, or rehabilitation. The emphasis is on providing basic fundamental nursing care and developing the use of the nursing process to identify and manage the health problems of the client. **A grade of "C" or higher is required to pass this course.**

**VN 113: Fundamentals of Nursing Skills Clinical****2.0 units – 80 hours**

This course focuses on the fundamental nursing concepts and basic bedside nursing skills that apply to all clinical areas in vocational nursing. There is emphasis on providing a safe environment and safe care to clients ranging in age from adults to the elderly. Health Insurance Portability and Accountability certification is earned. **A grade of "C" or higher is required to pass this course.**

**VN 202: Medical-Surgical Clinical I****5.0 units – 240 hours**

This course focuses on providing care to adult clients with common acute and chronic health conditions that require medical and/or surgical intervention. There is emphasis on gerontological considerations. Providing client education is emphasized. Pharmacology, pathophysiology, and nutrition are integrated throughout the course. In addition, medication administration skills and knowledge are applied. **A grade of "C" or higher is required to pass this course.**

**VN 302: Maternity, Pediatric, and Intermediate Medical-Surgical Clinical II****5.0 units – 240 hours**

This course covers providing care to maternity, newborns, and pediatric clients. There will also be rotations to provide nursing care to medical-surgical clients with common acute and chronic health conditions that require medical and/or surgical intervention. There is an emphasis on gerontological considerations. Providing client education is emphasized. Pharmacology, pathophysiology, and nutrition are integrated throughout the course. Health promotion and disease prevention is also a focus. **A grade of "C" or higher is required to pass this course.**

**VN 402: Medical-Surgical Nursing Clinical III****5.0 units – 240 hours**

This course focuses on providing clinical nursing care incorporating the concepts of holism and caring. Medical, surgical, and mental health nursing care is provided. In addition, rehabilitative and restorative nursing care to increase function is provided. Management and leadership nursing skills are also



focused on for the role of the LVN. **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 105: VT Externship**

**4.0 units – 200 hours**

**Pre-requisites: successful completion of all previous coursework**

The externship provides students with field experience and the opportunity to practice the skills they have learned, under direct supervision, in an actual work environment. **A grade of "C" or higher is required to pass this course.**

### **VT 120: Veterinary Applied Sciences**

**3 units – 48 hours**

**Pre-requisites: successful completion of AS 110; AS 111**

This course introduces students to practical skills essential to the veterinary technologist. The course includes medical records, physical examination, blood, lymph and immunity, laboratory diagnostics, pharmacology, and parasitology concepts. **A grade of "C" or higher is required to pass this course.**

### **VT 121: Companion Animal Diseases**

**3.0 units – 48 hours**

**Pre-requisites: successful completion of AS 110; AS 111**

This course covers common animal diseases and treatment for multiple body systems of various species. Included are pathology and oncology, clinical microbiology, necropsy, wound management, periodontal disease, and ocular conditions. Additionally, diseases and pharmacology as treatment for the urinary, respiratory, reproductive, nervous, musculoskeletal, integumentary, endocrine, digestive, cardiovascular are covered. **A grade of "C" or higher is required to pass this course.**

### **VT 122: Clinical Procedures 1**

**3.0 units – 96 hours**

**Pre-requisites: successful completion of AS 110; AS 111**

This course uses hands-on practice for students to gain technical skills in utilizing medical records, physical examination, pharmacology practices, laboratory diagnostics, parasitology, and an introduction to radiography. The student will also practice surgical assisting skills including the care, preparation and use of anesthesia and surgical equipment,

preparation of surgical patients, and assistant protocols in a surgical suite. **A grade of "C" or higher is required to pass this course.**

### **VT 123: Clinical Rotation**

**0.5 units – 32 hours**

**Pre-requisites: successful completion of AS 110; AS 111**

The clinical rotation course provides students with field experience and the opportunity to practice the skills they have learned in the first half of the program, under direct supervision, in an actual work environment. **A grade of "C" or higher is required to pass this course.**

### **VT 130: Surgical Assisting**

**3.0 units – 48 hours**

**Pre-requisites: successful completion of VT 120; VT 121; VT 122; VT 123**

This course prepares the student to assist in surgery. Students will learn the parts and function of anesthetic equipment including setup and maintenance. They will also learn to prepare the surgical suite for various surgical procedures and prepare the patient as well. Self-preparation, assisting the veterinarian, instrument care, sterilization, and asepsis will be covered. **A grade of "C" or higher is required to pass this course.**

### **VT 131: Anesthesia for Veterinary Technicians**

**3.0 units – 48 hours**

**Pre-requisites: successful completion of VT 120; VT 121; VT 122; VT 123**

This course covers all aspects of anesthesia including anesthetic agents, adjuncts, and patient preparation. Students will continue to explore anesthetic equipment and how it relates to anesthetic monitoring. Special techniques and considerations for various species will be covered as well as anesthetic problems and emergencies. **A grade of "C" or higher is required to pass this course.**

### **VT 132: Clinical Procedures 2**

**3.0 units – 96 hours**

**Pre-requisites: successful completion of VT 120; VT 121; VT 122; VT 123**

This course uses hands-on practice for students to gain technical skills in utilizing anesthetic equipment, monitoring equipment, sutures and suturing, fluid therapy, radiography, dentistry, bandages, and splints. The student will also practice surgical assisting skills including the care, preparation, and use of anesthesia and surgical equipment, preparation of surgical patients, and assistant protocols in a surgical suite. **A grade of "C" or higher is required to pass this course.**

### **VT 133: Clinical Rotation**

**1.0 unit – 48 hours**

**Pre-requisites: successful completion of VT 120; VT 121; VT 122; VT 123**

The clinical rotation course provides students with field experience and the opportunity to practice the skills they have learned in the first half of the program, under direct supervision, in an actual work environment. **A grade of "C" or higher is required to pass this course.**

**VT 140: Large Animal Medicine****3.5 units – 64 hours****Pre-requisites: successful completion of VT 130; VT 131; VT 132; VT 133**

In this course students will explore the medical care of horses, cattle, sheep, goats, swine, and camelids. General husbandry, restraint and handling, collection of diagnostic samples, administration of treatments, common diseases, preventive medicine, plus anesthesia and surgery will be covered for each species. The course also requires that students participate in a number of field trips to gain hands-on practice. **A grade of "C" or higher is required to pass this course.**

**VT 141: Veterinary Technology Specialties****3.5 units – 64 hours****Pre-requisites: successful completion of VT 130; VT 131; VT 132; VT 133**

This course introduces students to special aspects of veterinary medicine, including emergency care of the critically ill patient. General care, anatomy and physiology, and surgical and medical nursing of avian, reptile, and small mammal species will be covered. This course may include a variety of guest speakers and requires that students participate in on-site laboratories and/or field trips for hands-on practice. **A grade of "C" or higher is required to pass this course.**

**VT 142: Advanced Clinical Procedures and Surgery****4.0 units – 128 hours****Pre-requisites: successful completion of VT 130; VT 131; VT 132; VT 133**

Students gain practice in surgical instrumentation and instrument care; surgical pack preparation and autoclaving; surgical suite preparation; scrubbing, gowning, and gloving; performing as sterile and nonsterile surgical assistants; placing intravenous catheters and administering parenteral fluids; inducing, monitoring, and maintaining anesthesia; dental prophylaxis; and providing perioperative patient care. Students will also practice skills with client communication, medical records, physical examination, and the performance of pre-operative diagnostic tests and evaluations of surgical and dental patients. **A grade of "C" or higher is required to pass this course.**

**VT 143: Clinical Rotation****1.0 unit – 48 hours****Pre-requisites: successful completion of VT 130; VT 131; VT 132; VT 133**

The clinical rotation course provides students with field experience and the opportunity to practice the skills they have learned in the first half of the program, under direct supervision, in an actual work environment. **A grade of "C" or higher is required to pass this course.**

**VT 105: VT Externship****4.0 units – 200 hours****Pre-requisites: successful completion of all previous coursework**

The externship provides students with field experience and the opportunity to practice the skills they have learned, under

direct supervision, in an actual work environment. **A grade of "C" or higher is required to pass this course.**

**VT 150: Licensure Exam Comprehensive Review****4.0 units – 64 hours****Pre-requisites: successful completion of all previous coursework**

This course helps students prepare for the Veterinary Technician National Exam as well as the State Veterinary Technician Exam by identifying knowledge deficits and implementing strategies for enhancing knowledge in a self-directed learning environment. This course reviews all content learned throughout the program. **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: 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 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.**

## **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 250: Exotic and Large Animals Skills**

### **2.0 units – 45 hours**

In this course, students will learn husbandry and restraint skills for large, 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 260: Veterinary Surgical, Dental, and Critical Care Procedures**

### **4.0 units – 90 hours**

This course focuses on advanced licensure procedures for the Veterinary Technician. These include principles of anesthesia induction, advanced surgical nursing techniques, dental prophylaxis and extractions, suture techniques, emergency and critical care. Basic disaster planning and pet CPR are included. Students will also demonstrate competency of advanced veterinary technician skills with anesthetic induction, suture techniques and dental prophylaxis and extraction techniques. Surgical assistance aptitude, critical care knowledge, and proper 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 the VTNE. Study and testing strategies will also be discussed. **A grade of "C" or higher is required to pass this course.**

## **VT 610: Directed Clinical Experience**

### **5.0 Units – 240 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.**

# **ADMINISTRATION AND FACULTY**

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## BOARD OF GOVERNORS

### Non-Affiliate Members



#### **Dr. John R. Swiger**

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, Chairperson**

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 is 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

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

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.

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



**Sumer Avila**  
**Provost**

Ed.D., Brandman University  
M.A., Education, California State University, Fresno  
B.A., Psychology, California State University, Fresno



**Anthony Romo**  
**Vice President of Admissions & Graduate Services**

M.A., Human Resources Management, National University  
B.A., Business Administration, CSU Fullerton



**Scott Hager**  
**Vice President of Operations North**

MBA, Business Administration, UC Irvine, The Paul Merage School of Business  
B.A., Business Administration and Management Information Systems, Eastern Washington University



# CAMPUS LEADERSHIP AND FACULTY

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## ANTELOPE VALLEY (LANCASTER) CAMPUS

### Leadership

**Richard Kwon**

Campus Director  
JD, Chapman University

**Frank Devera**

Campus Dean  
M.A., Business Administration, University of Phoenix  
B.A., Political Science, University of California Los Angeles

### Faculty

**Rivaldo Castillo**

*Degree requirement waived*

**Kent Chivington**

(Interim) Program Director, Criminal Justice: Corrections  
M.A., Strategic Leadership, Mountain State University  
B.S., Human Development, Azusa Pacific

**Alejandro Cornejo**

A.A., Aircraft Fabrication, Antelope Valley Community College

**Jessica Ervin**

*Credentials pending at publication*

**Derek Faraldo**

B.S., Justice Studies, Arizona State University

**Nelianne Garner Gray**

A.A., Health Information Technology, ITT Technical Institute

**Mariah Gomez**

*Credentials pending at publication*

**Steven Landaverde**

B.A., Psychology, Arizona State University (in progress)

**Kendra Landers**

M.A., Public Administration, National University

**Ryan Michel****Christian Nollinger**

B.S., Organizational Security and Management, University of Phoenix  
A.A., Criminal Justice, University of Phoenix

**Raymondo Rojas**

A.S., Criminal Justice: Corrections, San Joaquin Valley College

## ATASCADERO CAMPUS

### Leadership

**Barbara Holt**

Campus Dean  
M.Ed., Cal Poly San Luis Obispo

### Faculty

**Daniel Guardiola**

A.S., Social Science, Allan Hancock College

**Aubri Kouklis**

Certificate, Health Studies, Santa Barbara City College  
Certified Nursing Assistant, Santa Barbara City College

**Mary Robles**

B.S., Organizational Behavior, University of San Francisco

## BAKERSFIELD CAMPUS

### Leadership

**Ivonna Edkins**

Campus President  
MBA, University of Phoenix

**Frank Vlasic**

Academic Dean  
A.A., Physical Education, Bakersfield College

**Wilbur Ampey**

Dean of Student Services  
B.S., Health Science, Oakwood University

### Faculty

**Danielle Alaniz**

A.S., Respiratory Therapy, San Joaquin Valley College

**Chad Alves, DVM**

D.V.M., University of Illinois at Urbana

**Lisa Amavizca**

*Credentials pending at publication*

**Wilbur Ampey**

B.S., Health Science, Oakwood University

**Marcel Anderson**

A.S., Respiratory Therapy, San Joaquin Valley College

**Joseline Andrade**

*Credentials pending at publication*

**Tyler Atchue**

*Credentials pending at publication*

**Bryan Avila**

A.S., Heating, Ventilation, Air Conditioning, and Refrigeration,  
San Joaquin Valley College

**Marie Berkley**

A.S., Veterinary Technology, Carrington College

**Shelby Bernard**

Program Director, Surgical Technology  
A.S., Surgical Technology, San Joaquin Valley College  
A.S., Social Science, Taft Junior College

**Martin Brown**

M.A., Education, University of Phoenix  
B.A., Psychology, University of Phoenix

**Erin Brewster**

*Credentials pending at publication*

**Thomas Cadena**

A.S., Heating, Ventilation, Air Conditioning, and  
Refrigeration, San Joaquin Valley College

**Julio Chavez**

*Credentials pending at publication*

**Traci Childers**

*Degree requirement waived*

**Dawn Christy**

Program Director, Dental Assisting  
A.S., Dental Assisting, San Joaquin Valley College

**Ambar Cruz**

*Credentials pending at publication*

**Timothy Dransart, Jr.**

B.A., Criminal Justice, Union Institute

**Marc Duncan**

*Credentials pending at publication*

**Rodyna Espana**

A.S., Respiratory Therapy, San Joaquin Valley College

**Shawneice Fox**

A.S., Respiratory Therapy, San Joaquin Valley College

**Gerald Gaines**

B.A., Business/Marketing, University of Phoenix

**Sahiba Gill**

A.S., Clinical and Administrative Medical Assisting,  
San Joaquin Valley College

**James Greer**

*Degree requirement waived*

**Erika Guzman**

*Credentials pending at publication*

**Samantha Hernandez**

*Credentials pending at publication*

**Joanalyn Hodet**

*Credentials pending at publication*

**Amore' Jackson**

M.A., Science Education, California State University,  
Northridge (in progress)  
B.A., Africana Studies/Biology, California State University,  
Northridge  
California Teaching Credential: General Science and Biology

**Robert Jimenez**

*Credentials pending at publication*

**Bhawanjeet Kaur**

*Credentials pending at publication*

**Laveen Khangura**

B.S., Natural Sciences, California State University,  
Bakersfield

**Meghan King**

A.S., Respiratory Therapy, San Joaquin Valley College

**Wendy Kolb**

A.S., Pharmacy Technology, San Joaquin Valley College

**Luis Lara**

A.S., Liberal Arts, Bakersfield College

**Michelle Lewis**

A.S., Surgical Technology, San Joaquin Valley College

**Vanessa Lopez**

B.A., Business Administration, Colorado Christian  
University

**Elsa Luna**

*Credentials pending at publication*

**Weiguo Luo**

*Credentials pending at publication*

**Joseph Mata**

B.A., Criminal Justice, California State University  
Bakersfield

**Eden Mata-Pascual**

DDS, Dentistry, Pine City Colleges

**Jennifer McAteer**

*Credentials pending at publication*

**Norma Mejia**

*Credentials pending at publication*

**Ryan Miller**

*Credentials pending at publication*

**Alma Molina**

Program Director, Licensed Vocational Nursing  
MSN/NED, Nursing Education, University of Phoenix  
BSN, Chamberlain College  
ADN, College of the Sequoias

**Sonya Monarrez**

A.S., Respiratory Care, California College of Health and Science

**Victor Moore**

*Credentials pending at publication*

**James Morrison**

B.A., Criminal Justice, Union Institute

**Donovan Naranjo**

A.S., Industrial Automation, Bakersfield College  
A.S., Industrial Technology, Electronics Option, Bakersfield College

**Modesto Negrete**

*Degree requirement waived*

**Yesmin Ochoa**

B.A., Psychology California State University Bakersfield  
M.A., Business Administration, University of Phoenix

**Jeffrey Parker**

B.A., Biology, California State University, Channel Islands  
M.A., Biology, California State University, Channel Islands

**Melissa Pineda**

A.S., Health Insurance Specialist, San Joaquin Valley College

**Dominador Posadas**

DDS, Dental Medicine, Centro Escolar University

**Justin Ramos**

*Credentials pending at publication*

**Darrell Reed**

A.S., Radiology Technology, Bakersfield College

**Patrick Reinhard**

*Credentials pending at publication*

**Jenna Reyes**

Certificate, Clinical Medical Assisting, San Joaquin Valley College

**Greg Richardson**

M.A., Criminal Justice, University of Phoenix  
B.A., Criminal Justice, Tiffin University

**Stacy Rocha**

Program Director, Criminal Justice: Corrections  
B.S., Criminal Justice, University of Phoenix

**Larry Romero**

Program Director, Respiratory Therapy  
B.S., Technical Management, DeVry University  
A.S., Respiratory Therapy, San Joaquin Valley College

**Ashley Slater**

*Credentials pending at publication*

**William Smallwood III**

A.A., Administration of Justice, Bakersfield College

**Taylor Smith**

*Credentials pending at publication*

**Bobby "Bob" Stratton**

B.S., Social Science, Colorado State University, Pueblo  
A.A., Administration of Justice, Bakersfield College

**Destiny Tapia**

A.S., Veterinary Technology, San Joaquin Valley College

**Jessica Tejada**

A.S., Surgical Technology, San Joaquin Valley College

**Julie Terrell**

*Credentials pending at publication*

**April Vasquez**

*Credentials pending at publication*

**Terry Verdun****Jeffrey Wankum**

A.A., Electronics Technology, Bakersfield College

**Robert Weisberg**

*Degree requirement waived*

## DELANO CAMPUS

### Leadership

**Adrianna Ruiz**

Campus Dean  
M.A., Educational Leadership and Administration, Brandman University  
B.S., Business Administration, San Diego State University

**Jessica Figueroa**

Library Resource Coordinator  
A.S., Clinical and Administrative Medical Assisting, San Joaquin Valley College

## Faculty

### **Beverly Calvo**

A.S., Clinical and Administrative Medical Assisting,  
San Joaquin Valley College

### **Brandy Salazar**

A.S., Health Care Insurance Specialist, San Joaquin  
Valley College

## FRESNO CAMPUS

## Leadership

### **Patricia Hruby**

Campus President  
B.A., Communications, Marietta College

### **Lisa Kisla**

Academic Dean  
B.S., (in progress), Business Administration, California  
State University, Fresno

### **Nancy Hale**

Dean of Student Services  
A.A., Theatre, Fresno City College

## Faculty

### **Joyce Aispuro**

M. A., Curriculum & Instruction, Brandman University  
B.A., Interdisciplinary Studies, Sul Ross State University

### **Susana Aranda**

Certificate of Completion, Dental Assisting, San Joaquin  
Valley College

### **Heather Aubrey**

DVM, Western University of Health Sciences, Pomona

### **Sahar Bakhdoud**

M. A., Education, National University  
MBA, California State University, Fresno

### **Wendy Berry**

A.S., Veterinary Technology, San Joaquin Valley College

### **Kelly Bixler**

A.S., Animal Health Technology, San Diego Community  
College

### **Katherine Burt-Jones**

Ph.D., Veterinary Medicine, University of California, Davis  
B.S., Animal Science, California State University, Fresno

### **Brandi Carillo**

*Credentials pending at publication*

### **Juan Carillo**

*Credentials pending at publication*

### **Bart Conner**

Program Director, Criminal Justice: Corrections  
A.S., Business Administration, San Joaquin Valley College  
Multiple Law Enforcement/Criminal Justice Certificates

### **Cynthia Cuellar**

Program Director, Dental Assisting  
A.A., Liberal Arts, Fresno City College

### **Sherisse DeCanio**

A.S., Social Science, Clovis Community College

### **Angela Diaz**

A.S., Veterinary Technology, San Joaquin Valley College

### **Jenny Edwards**

*Credentials pending at publication*

### **Christina Fernandez**

A.S., Natural Science, Riverside Community College

### **Manuel Flores**

B.A., Restorative Justice, Fresno Pacific University  
A.S., Criminal Justice, Fresno City College

### **Vanessa Garcia**

ADN, Fresno City College

### **Janet Gutierrez**

B.A., Communicative Disorders, California State University,  
Fresno  
A.S., Dental Assisting, Reedley College

### **Jeanette Hanneman**

A.S., Veterinary Technology, San Joaquin Valley College

### **Jessie Hernandez**

*Credentials pending at publication*

### **Bethany Hsia**

*Credentials pending at publication*

### **Jessica Lamas**

A.S., Medical Assisting, Heald 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

**Ameaca Murphy**

*Credentials pending at publication*

**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

**Judy Neumann**

A.S., Veterinary Technology, San Joaquin Valley College

**Xenia Onofre**

*Credentials pending at publication*

**Edgar Ortega**

A.S., Dental Assisting, San Joaquin Valley College

**Ameaca Packard**

B.S., Health Science, Kaplan/Purdue University  
A.S., Clinical and Administrative Medical Assisting,  
San Joaquin Valley College

**Robin Michelle Perez**

Program Director, Veterinary Technology  
B.S., Biology, California State University, Fresno  
A.S., Veterinary Technology, Western Career College

**John Reynolds**

*Credentials pending at publication*

**Jose "Joe" Rodriguez**

B.A., Criminology/Law Enforcement, California State  
University, Fresno  
A.A., Liberal Arts, West Hills Community College

**Meggy Rodriguez**

Program Director, Surgical Technology  
A.S. Surgical Technology, Anthem College

**Rosie Rodriguez**

A.S., Occupational Science, American Career College

**Christopher Saenz**

*Credentials pending at publication*

**Jesse Townsend**

B.A., Criminology, California State University, Fresno  
A.S., General Studies, Reedley College

**Taelor Webb**

A.S., Liberal Arts with Cultural Studies (in progress)  
Certificate of Completion, Clinical Medical Assisting,  
San Joaquin Valley College

**Michelle White**

*Credentials pending at publication*

**Nicole Williams**

B.S., Animal Sciences, California State University, Fresno

## FRESNO TRADES EDUCATION CENTER (TEC) CAMPUS

### Leadership

**Curtis MacNeill**

Campus Dean  
B.S., Biology, California State University, Fresno

### Faculty

**Ramon Collazo**

A.S., Applied Science, DeVry Institute of Technology  
Certificate of Completion, PLC-5 Using 6200 Software,  
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## Appendix A: Emergency, Medical, and Crisis Resources

When reporting an emergency, dial **911**.

Campus	Hospital	Police Dept.	Crisis Center
<b>Atascadero</b>	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
<b>Bakersfield</b>	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
<b>Delano</b>	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
<b>Fresno</b>	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
<b>Fresno Trades Education Center</b>	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
<b>Hanford</b>	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
<b>Hesperia</b>	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
<b>Lancaster</b>	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
<b>Madera</b>	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
<b>Modesto</b>	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
<b>Ontario</b>	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
<b>Porterville</b>	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
<b>Rancho Cordova</b>	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
<b>Rancho Mirage</b>	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
<b>Santa Maria</b>	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
<b>Temecula</b>	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
<b>Visalia</b>	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

## Appendix B: Supplemental Information

Since the release of the **SJVC** 2021 Academic Catalog, the following significant changes have been implemented and are incorporated into this publication. **Entries in red indicate changes since the last publication.**

Revision Date	Pages Impacted	Change/Update
9/17/21	21	Tuition credit for course transferred revised
9/17/21	32	Language regarding course retake fees added
9/17/21	32	Language regarding textbook opt-out added
9/17/21	37	Language regarding Student's Right to Cancel revised
9/17/21	41	Access to Student Educational Records and Privacy Rights policy updated
9/17/21	65	Health Screening and Immunizations Fees updated
9/17/21	129	Admissions requirements for Veterinary Technology at Fresno removed
9/17/21	131	Admissions requirements for Veterinary Technology at Ontario revised
10/1/21	37	Language regarding Withdrawal from Program revised
10/1/21	61	Appeal Process for Termination due to Unsatisfactory Academic Progress revised
10/1/21	62	Re-Start Policy revised
10/5/21	36	Language regarding Financial Aid Assistance added
10/5/21	38	Return to Title IV Funds Calculation (R2T4) language revised

10/5/21	54	Language regarding MyLabs Plus removed
10/27/21	55	Attendance Policy updated for specific externship courses
11/2/21	Throughout	Criminal Justice: Corrections removed from Santa Maria
11/8/21	Throughout	Criminal Justice: Corrections removed from Victor Valley (Hesperia)
11/8/21	96, 150	Credentials and Professional Certifications for Electrical Technology Associate of Science and Certificate of Completion programs revised
11/8/21	102, 153	Credentials and Professional Certifications for Heating, Ventilation, Air Conditioning, and Refrigeration Associate of Science and Certificate of Completion programs revised
12/10/21	27	Tuition for Aviation Maintenance Technology Associate of Science and Certificate of Completion programs corrected
12/10/21	31	Tuition for Registered Nursing LVN to RN Bridge Technology Associate of Science program corrected
12/10/21	89	Credentials and Professional Certifications for Criminal Justice: Corrections revised
9/17/21 – 12/10/21	Section 8	Various course descriptions revised
9/17/21 – 12/10/21	211-231	Campus Leadership and Faculty updated