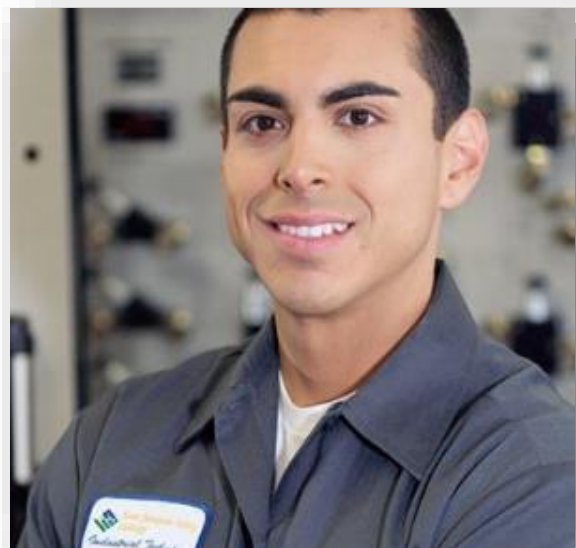




SAN JOAQUIN VALLEY COLLEGE

**SUPPLEMENT TO THE
2022 COLLEGE CATALOG**



SUPPLEMENT TO THE 2022 COLLEGE CATALOG

This document is a supplement to the 2022 College Catalog and is provided for the purpose of notifying students of corrections and/or updates to College policy, programs, courses, admissions and graduation requirements which have occurred since the Catalog's publication.

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

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SECTION 2: ADMISSIONS

PROGRAMMATIC ACCREDITATION & APPROVAL ENTITIES

REVISION: The contact information for the Commission on Accreditation of Allied Health Education Programs (CAAHEP) has been updated, as set forth below. (Catalog p. 9, rev. 4.25.22)

CAAHEP

9355 – 113th St. N, #7709

Seminole, FL 33775

Phone: (727) 210-2350

Fax: (727) 210-2354

Email: mail@caahep.org

COURSE RETAKE FEES

REVISION: The following language has been added to **Course Retake Fees**. (Catalog p. 30, rev. 5.23.22)

“Non-degree-seeking students who wish to repeat a general education course to achieve a higher grade may retake the course at cost (see Tuition tables in this section).”

TUITION

REVISION: Tuition for the Diagnostic Medical Sonography Associate of Science degree program has been revised, as set forth below. **This revision is effective with the 6.10.22 start date.** (Catalog p. 25, rev. 4.25.22)

Effective Date	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
6/10/2022	Diagnostic Medical Sonography	Associate Degree	\$22,776	\$22,776	---	\$115	\$45,667

REVISION: Tuition for the Human Resources Administration Associate of Science degree and Certificate of Completion programs has been revised, as set forth below. **This revision is effective with the 6.13.22 start date.** (Catalog p. 27, rev. 4.25.22)

Effective Date	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
6/13/2022	Human Resource Administration	Associate Degree	\$17,277	\$13,473	---	\$77.50	\$30,827.50
		Certificate	\$16,759		---	\$42.50	\$16,801.50

REVISION: Tuition tables for Non-Degree courses have been revised, as set forth below. (Catalog, p. 25-29, rev. 5.23.22)

- **On-ground** campuses no longer offer 5-week non-science courses for non-degree-seeking students.
- A 10-week science course has been added to the Bakersfield campus tuition table.
- The 10-week non-science course has been removed from the Visalia campus tuition table.
- 10-week offerings specified as science courses.

BAKERSFIELD CAMPUS							
Effective Date	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
4/4/2022	Non-Degree (science courses) 10 weeks	NA	\$1,500		---		\$1,500 per course

FRESNO CAMPUS							
Effective Date	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
4/4/2022	Non-Degree (science courses) 10 weeks	NA	\$1,500		---		\$1,500 per course

ONTARIO CAMPUS							
Effective Date	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
4/4/2022	Non-Degree (science courses) 10 weeks	NA	\$1,500		---		\$1,500 per course

VISALIA CAMPUS							
Effective Date	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
4/4/2022	Non-Degree (science courses) 10 weeks	NA	\$1,500		---		\$1,500 per course

REVISION: Tuition for the Information Technology Associate of Science degree and Certificate of Completion programs has been revised, as set forth below. **This revision is effective with the 7.18.22 start date.** (Catalog p. 25, rev. 5.23.22)

Effective Date	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
7/18/22	Information Technology	Associate Degree	\$16,759	\$15,221	---	\$80	\$32,060
		Certificate	\$16,759		---	\$42.50	\$16,801.50

CORRECTION: Tuition for the Vocational Nursing (Weekend & Evening) Associate of Science degree program has been corrected to include the STRF fee in the total tuition. (Catalog p. 28, rev. rev. 5.23.22)

VISALIA CAMPUS							
Effective Date	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
10/17/2022	Vocational Nursing (Weekend & Evening)	Associate Degree	\$13,312	\$13,312	\$13,312	\$100	\$40,036

SECTION 6: ACADEMIC POLICIES & REGULATIONS

COURSE RETAKES

REVISION: The following language has been added to **Course Retakes**. (Catalog p. 57, rev. 5.23.22)

“For information regarding fees for course retakes, please see **Course Retake Fees** in Section 2 of this Catalog.”

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

CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING

REVISION: The Clinical and Administrative Medical Assisting Associate of Science degree program has been revised, as set forth below. (Catalog p. 81, rev. 4.25.22)

Clinical and Administrative Medical Assisting

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

Program Description

The Clinical and Administrative Medical Assisting program is 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
Total		36.0

General Education Course Requirements

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

CLINICAL MEDICAL ASSISTING

REVISION: The Clinical Medical Assisting Certificate of Completion program has been revised, as set forth below. (Catalog p. 144, rev. 4.25.22)

Clinical Medical Assisting

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

Program Description

The Clinical 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 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
Total		36.0

DENTAL HYGIENE

REVISION: Admission Requirements have been revised for the Dental Hygiene Bachelor of Science degree program, as set forth below. (Catalog p. 65, rev. 4.25.22)

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 77.0 units of lower-division courses (includes courses from Associate Degree program and general education pre-requisites prior to entering the AS program)
- Hold a current, unencumbered credential licensure as a Registered Dental Hygienist (RDH) in California or in the state of current employment

REVISION: Admission Requirements have been revised for the Dental Hygiene Associate of Science degree program, as set forth below. (Catalog p. 89, rev. 4.25.22)

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): 4 Units
- General Microbiology (with lab) (BIOL 14)*: 4 Units
- Human Physiology (with lab): 4 Units
- Speech/Oral Communication: 3 Units
- Introduction to Sociology: 3 Units
- Organic/Biochemistry (with lab) (CHE 4)*: 4 Units
- Human Anatomy (with lab): 4 Units
- Writing and Composition: 3 Units
- Intermediate Algebra or higher (not included in the minimum GPA requirements for entry into the program): 4-6 Units
- General Psychology: 3 Units

*Science courses must have been completed within the past seven (7) years. The BIOL 14 and/or CHE 4 course(s) maybe 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.

DIAGNOSTIC MEDICAL SONOGRAPHY

REVISION: The Diagnostic Medical Sonography Associate of Science degree program has been revised, as set forth below. **This revision is effective with the 6.10.22 start date.** (Catalog p. 92, rev. 4.25.22)

Diagnostic Medical Sonography

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

Program Description

The Diagnostic Medical Sonography program can be completed in 65 weeks and prepares students to work as an entry-level diagnostic medical sonographer. Students will learn concepts of human anatomy, physiology, medical terminology, sonographic patient care, physical principles of ultrasonic waves, obstetrics, gynecology, vascular, abdominal, superficial, and small parts, as well as application of these hands-on skills. Training includes a balance of classroom and lab instruction, as well as an extern component which allows students experiential learning in a professional clinical environment.

Program Student Learning Outcomes

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

1. Evaluate normal anatomy and physiology using proper medical terminology
2. Exhibit appropriate patient care
3. Demonstrate the utilization of basic principles of ultrasound, image acquisition, and evaluation and selection of representative images
4. Perform abdomen, superficial structures, small parts, OB-GYN, and vascular ultrasound procedures and scanning techniques
5. Determine pathologies, congenital anomalies, lab values, and differential diagnoses
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:

- Applicant must be age 18 by program start date

Using a point-based system, applicants will be ranked on the following criteria: an assessment, professional references, and a personal interview with program faculty. Enrollment decisions are made by the Program Director or their 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 a CPR Certification course

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 HIPAA and 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.

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 Placement

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

- Diagnostic Medical Sonographers (29-2032.00)

Core Course Requirements

Course ID	Course Name	Credit Units
BIOL 100	Human Anatomy, Physiology, and Medical Terminology	5.0
DMS 100	Introduction to Sonography and Patient Care	5.0
DMS 110	Ultrasound Physics & Instrumentation	8.0
DMS 120	Abdominal, Superficial, and Other Ultrasound Imaging	7.0
DMS 130	Gynecology and Obstetrics Ultrasound Imaging	7.0
DMS 140	Vascular Ultrasound Imaging	7.0
DMS 180	Examination Review	2.0
DMS 190	Clinical Externship	13.0
Total		54.0

General Education Course Requirements

Course ID	Course Name	Credit Units
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
Total		18.0
Program Total		72.0

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

CORRECTION: In **Course Requirements**, the course title for **HVAC-R 100** has been corrected to “**Theory & Applications of HVAC Systems**”. (Catalog p. 101, 154, rev. 5.5.22)

CORRECTION: In **Course Requirements**, the course title for **HVAC-R 103** has been corrected to “**Advanced HVAC Systems**”. (Catalog p. 101, 154, rev. 5.5.22)

HEALTH STUDIES

REVISION: The Health Studies Associate of Science degree program has been revised, as set forth below. (Catalog p. 98, rev. 5.5.22)

Health Studies

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

Program Description

SJVC's Health Studies program may be completed in 25 weeks. The program is designed for healthcare professionals who want to advance their career and who have earned a certificate of completion in Clinical Medical Assisting, Dental Assisting, Medical Billing and Coding, Medical Office Administration, or Pharmacy Technology from an institution of higher learning accredited by an agency that is recognized by the United States Department of Education. 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 certificate program in Clinical Medical Assisting, Dental Assisting, Medical Billing and Coding, Medical Office Administration, Pharmacy Technology, or other similar program (at the discretion of *SJVC*), from an institution of higher learning accredited by an agency that is recognized by the United States Department of Education.
- Successful completion of a minimum of 30.0 units of lower-division courses.

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" 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/>.

Clinical Medical Assisting Certificate Track:

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

Dental Assisting Certificate Track:

- Community Health Workers (21-1094.00)
- Dental Assistants (31-9091.00)
- Medical Records Specialists (29-2072.00)
- Medical Secretaries and Administrative Assistants (43-6013.00)

Medical Billing and Coding Certificate Track:

- 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)

Medical Office Administration Certificate Track:

- 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)

Pharmacy Technology Certificate Track:

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

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition & Reading – Part A	3.0
ENG 122	Composition & Reading – Part B	3.0
HEA 10	Health & Wellness	3.0
HUMN 125	Intercultural Communication	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Minimum Program Units		30.0
Total Prerequisites		30.0
Program Total		60.0

HUMAN RESOURCES ADMINISTRATION

REVISION: Core Courses for Human Resources Administration Associate of Science degree and Certificate of Completion programs have been revised, as set forth below. **This revision is effective with the 6.13.2022 start date.** (Catalog p. 102, 155, rev. 4.25.22)

This revision results in a one-unit increase in total credit units for both programs:

- 67 total units for the Associate of Science degree, including 36 units of General Education
- 31 total units for the Certificate of Completion

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 201	Spreadsheet Management	3.0
HRA 22	Regulations & Laws Affecting Human Resources	5.0
HRA 27	Ethics in Human Resources	3.0
HRA 33	Payroll Management & Compensation	6.0
Total		31.0

INFORMATION TECHNOLOGY

REVISION: The Information Technology Associate of Science degree program has been revised, as set forth below. **This revision is effective with the 7.18.22 start date.** (Catalog p. 104, rev. 5.23.22)

Information Technology

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

Program Description

The Information Technology (IT) program is 61 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, software, help desk, cloud computing, operating systems, networking, and security. They also get exposed to a real-world working environment and get experience in the field by completing a capstone help desk externship.

Program Student Learning Outcomes

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

1. Demonstrate knowledge of hardware and software installation, maintenance, and support
2. Design, manage, and secure networks using standard industry practices
3. Use technical support and customer service best practices
4. Troubleshoot, maintain, and secure PCs, mobile devices, and peripherals
5. Implement cloud computing and virtualization solutions
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 Information Technology.

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

Course ID	Course Name	Credit Units
BUSN 120	Business Communication	3.0
COMP 101	Computer Literacy & Applications for the Professional	3.0
COMP 108	Computer Hardware	3.0
COMP 109	Computer Software	3.0
COMP 110	Introduction to Cloud Computing	2.0
COMP 111	Fundamentals of Operating Systems	3.0
COMP 125	Networking Essentials	2.0

COMP 126	Introduction to Security	3.0
COMP 127	Help Desk Fundamentals	2.0
IFT 80	Capstone & Student Help Desk	6.0
OR		
IFT 90	Capstone & Externship	6.0
Total		30.0

General Education Course Requirements

Course ID	Course Name	Credit Units
ENG 121	Composition and Reading - Part A	3.0
ENG 122	Composition and Reading - Part B	3.0
HUMN 125	Intercultural Communication	3.0
MTH 121	College Algebra - Part A	3.0
MTH 122	College Algebra - Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PHIL 200	Critical Thinking	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
Total		30.0
Program Total		60.0

REVISION: The Information Technology Certificate of Completion program has been revised, as set forth below. **This revision is effective with the 7.18.22 start date.** (Catalog p. 157, rev. 5.23.22)

Information Technology

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

Program Description

The Information Technology (IT) program is 31 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, software, help desk, cloud computing, operating systems, networking, and security. They also get exposed to a real-world working environment and get experience in the field by completing a capstone help desk externship.

Program Student Learning Outcomes

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

1. Demonstrate knowledge of hardware and software installation, maintenance, and support
2. Design, manage, and secure networks using standard industry practices
3. Use technical support and customer service best practices
4. Troubleshoot, maintain, and secure PCs, mobile devices, and peripherals
5. Implement cloud computing and virtualization solutions
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 a Certificate of Completion in Information Technology.

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

Course ID	Course Name	Credit Units
BUSN 120	Business Communication	3.0
COMP 101	Computer Literacy & Applications for the Professional	3.0
COMP 108	Computer Hardware	3.0
COMP 109	Computer Software	3.0
COMP 110	Introduction to Cloud Computing	2.0
COMP 111	Fundamentals of Operating Systems	3.0
COMP 125	Networking Essentials	2.0
COMP 126	Introduction to Security	3.0
COMP 127	Help Desk Fundamentals	2.0
IFT 80	Capstone & Student Help Desk	6.0
<i>OR</i>		
IFT 90	Capstone & Externship	6.0
Total		30.0

REGISTERED NURSING

CORRECTION: In **Course Requirements**, the course title for **RN 36** has been corrected to "**Health Assessment**". (Catalog p. 116, rev. 5.5.22)

SURGICAL TECHNOLOGY

REVISION: The contact information for the Commission on Accreditation of Allied Health Education Programs (CAAHEP) has been updated, as set forth below. (Catalog p. 123, rev. 4.25.22)

CAAHEP

9355 – 113th St. N, #7709

Seminole, FL 33775

Phone: (727) 210-2350

Fax: (727) 210-2354

Email: mail@caahep.org

SECTION 8: COURSE DESCRIPTIONS

REVISION: The following course descriptions have been added. (Catalog p. 174, rev. 4.25.22)

DMS 100: Introduction to Sonography and Patient Care

5.0 Units – 90 Hours

Prerequisite(s): BIOL 100

This course provides an introduction of the diagnostic medical sonographer field. Topics include possible employment opportunities, safety methods, medical ethics and legal responsibilities, medical and sonography procedures, and communication with patients and other health care professionals. **A grade of "C" or higher is required to pass this course.**

DMS 110: Ultrasound Physics & Instrumentation

8.0 Units – 150 Hours

Prerequisite(s): DMS 100

This course provides a firm foundation in the basic physical principles of ultrasound and the instrumentation relating to the ultrasound machine. 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, bioeffects, and safety in operation of the ultrasound imaging system. **A grade of "C" or higher is required to pass this course.**

DMS 120: Abdominal, Superficial, and Other Ultrasound Imaging

7.0 Units – 150 Hours

Prerequisite(s): DMS 110

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, and testes. Clinical indications for ultrasound examination of the abdomen and small parts, and differential diagnoses will also be presented and considered. **A grade of "C" or higher is required to pass this course.**

DMS 130: Gynecology and Obstetrics Ultrasound Imaging

7.0 Units – 150 Hours

Prerequisite(s): DMS 110

This course covers the aspects of obstetrics and gynecology 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 patient and fetal growth. Clinical indications for ultrasound examination of obstetrics, gynecology, and differential diagnoses will also be presented and considered. **A grade of "C" or higher is required to pass this course.**

DMS 140: Vascular Ultrasound Imaging

7.0 Units – 150 Hours

Prerequisite(s): DMS 110

This course introduces hemodynamic considerations of the arterial and venous vascular systems including principles and techniques of spectral analysis, waveform analysis and interpretation, Color Doppler, and Power Doppler. Emphasis is placed on the anatomy and physiology of the arterial and venous systems, the pathologies commonly encountered in those systems, 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. **A grade of "C" or higher is required to pass this course.**

DMS 180: Examination Review

2.0 Units – 60 Hours

Prerequisite(s): DMS 120, DMS 130, DMS 140

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.**

DMS 190: Clinical Externship**13.0 Units – 600 Hours****Prerequisite(s): DMS 180**

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 observation 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.**

MAP 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.**

CORRECTION: The course description for **HRA 33: Payroll Management & Compensation** has been corrected. (Catalog p. 188, rev. 4.25.22)

HRA 33: Payroll Management & Compensation**6.0 Units – 90 Hours**

This course introduces students to payroll management. 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.

REVISION: The following course descriptions have been added, **effective with the 7.18.22 start date.** (Catalog p. 180, rev. 5.23.22)

COMP 108: Computer Hardware**3.0 units – 45 hours**

This course introduces students to the fundamentals of configuring, maintaining, and troubleshooting computer hardware. Students will explore the basics of computer components and storage technologies and learn how to manage mobile and peripheral devices. Opportunities to develop skills are provided through the use of simulation software.

COMP 109: Computer Software**3.0 units – 45 hours**

This course introduces students to the basics of installing, configuring, maintaining, and troubleshooting system software. Students will also perform administrative tasks using command line and graphical user interface tools and secure software against common security threats and vulnerabilities. Opportunities to develop skills are provided through the use of simulation software.

COMP 110: Introduction to Cloud Computing**2.0 units – 30 hours**

This course introduces students to the foundational concepts of cloud computing. Topics include virtualization, migration, infrastructure, connectivity, storage, and management of cloud-based systems. Students gain knowledge, skills, and abilities using simulation software.

COMP 111: Fundamentals of Operating Systems**3.0 units – 45 hours**

This course introduces students to the skills needed to use various operating systems with a focus on Windows Client. Students will learn how to install, deploy, configure, and manage Windows 10 Client through the graphical user interface and the command line. Students will explore the purposes of other industry-standard operating systems. Opportunities to develop skills are provided through the use of simulation software.

COMP 125: Networking Essentials**2.0 units – 30 hours**

This course introduces students to the basics of installing, configuring, and securing network devices, protocols, and services. Students will also learn the principles of network design and industry-standard terminology.

COMP 126: Introduction to Security**3.0 units – 45 hours**

This course introduces students to the basics of enterprise and personal computer security. Topics to be covered include network security, operational security, threats and vulnerabilities, application, data and host security, access control, identity management, and cryptography.

COMP 127: Help Desk Fundamentals**2.0 units – 30 hours**

This course introduces students to the skills needed for successful employment in user support positions and the tasks necessary for entry-level support positions. Students gain knowledge, skills, and abilities using simulation software.

IFT 80: Capstone & Student Helpdesk**6.0 units – 135 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 by providing helpdesk support to other **SJVC** students. 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.**

IFT 90: Capstone & Externship**6.0 units – 135 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.**