



SAN JOAQUIN VALLEY COLLEGE

**SUPPLEMENT TO THE
2023 COLLEGE CATALOG**



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This document is a supplement to the 2023 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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CATALOG: ALL SECTIONS

PHARMACY TECHNICIAN

REVISION: The Catalog has been revised to reflect that the **Pharmacy Technician Associate of Science degree program at the Santa Maria campus** is not currently enrolling new students. (Catalog, all sections, rev. 7.31.23).

PHARMACY TECHNOLOGY

REVISION: The Catalog has been revised to reflect that the **Pharmacy Technology Certificate of Completion program at the Santa Maria campus** is not currently enrolling new students. (Catalog, all sections, rev. 7.31.23).

VETERINARY TECHNOLOGY

REVISION: The Catalog has been revised to reflect that the **Veterinary Technician Associate of Science degree program at the Fresno campus** is not currently enrolling new students. (Catalog, all sections, rev. 7.25.23).

SECTION 1: INTRODUCTION TO SAN JOAQUIN VALLEY COLLEGE

STATE DISCLOSURES

REVISION: The disclosure for the State of Iowa has been revised, as set forth below. See **Section 3: Refunds** for additional information. (Catalog p.12, rev. 8.21.23)

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.

IOWA STUDENT COMPLAINTS

Students residing in Iowa who have questions or complaints about this institution may contact the Iowa College Student Aid Commission at 475 SW Fifth Street, Suite D, Des Moines, IA 50309-4608, toll-free telephone number (877) 272- 4456.

SECTION 2: ADMISSIONS

STUDENT'S RIGHT TO CANCEL

REVISION: The **Student's Right to Cancel** policy in Catalog Section 2 has been revised, as set forth below. **This revision is in effect for all students who start classes on or after July 1, 2023.** (Catalog, p. 20, rev. 6.30.23)

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid any time prior to midnight on the seventh calendar day (excluding institutionally recognized holidays) after the start of their first scheduled class session, or for new students enrolled in a distance education program, the seventh calendar day (excluding institutionally recognized holidays) after the start of their first lesson.

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, 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 and in good condition.

TRANSFER OF CREDIT

REVISION: Bullet #4 under "General requirements for transfer credit include the following:" has been revised, as set forth below. (Catalog p. 21, rev. 6.9.23)

Most courses, including science, computer, technical, and clinical courses, 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.

ACADEMIC CALENDAR

CORRECTION: The Academic Calendar has been revised to reflect a corrected **2024 Start Date for Respiratory Therapy** at the **Ontario and Rancho Cordova campuses**, as set forth below. (Catalog, p. 24, rev. 8.11.23)

RESPIRATORY THERAPY	
Ontario and Rancho Cordova Campuses	
03/13/2023	10/23/2023
07/03/2023	02/19/2024

REVISION: The 2024 Start Date for Vocational Nursing at the Rancho Mirage and Santa Maria campuses has been added, as set forth below. (Catalog p. 24, rev. 8.21.23)

VOCATIONAL NURSING	
Rancho Mirage and Santa Maria Campuses	
02/27/2023	06/17/2024
10/16/2023	

TUITION

REVISION: Tuition tables have been revised to reflect that the **Business Office Administration Certificate of Completion** program is no longer eligible for the Workforce Agency contracted total program cost of \$10,025. This revision is effective across all campuses and the Online Division. (Catalog, p. 26-30, rev. 5.19.23)

CORRECTION: The **Student Tuition Recovery Fund (STRF)** fee listed for the Vocational Nursing program starting on 05/01/2023 at the Bakersfield campus has been corrected, as set forth below. (Catalog p. 26, rev. 9.20.23)

Effective Date	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
05/01/2023	Vocational Nursing	Associate Degree	\$20,567	\$20,567	---	\$102.50	\$41,236.50

COURSE RETAKE FEES

REVISION: The **Course Retake Fees** policy has been revised to include a cap in fees assessed, as set forth below. (Catalog, p. 31, rev. 7.7.23)

Students who fail a course required for graduation, who withdraw from a course after the 14th calendar day of that course, or are terminated from a course with a last date of attendance after the 14th 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 15th 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.

Retake fees will be capped at \$1,500 per course (two retakes). A student's third (and any subsequent) course retake under the charged-retake policy will not be assessed the retake fee.

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).

REFUNDS

REVISION: The **Tuition Refund Policy for Iowa Students** has been added, as set forth below. (Catalog p. 37, rev. 8.21.23)

Pursuant to Iowa Code, tuition reimbursement for non-military Iowa students is as follows: **SJVC** shall refund all tuition charges to a student who withdraws within the first two calendar weeks of instruction.

SJVC shall make a pro rata refund of tuition charges to a student who terminates from any of the school's postsecondary educational programs or courses after the first two calendar weeks in an amount that is not less than ninety-five percent (95%) of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period to the total number of calendar days in the school period. If a terminating student has completed sixty percent or more of a school period, **SJVC** is not required to refund tuition charges to the student.

A refund of tuition charges shall be provided to the student within forty-five (45) days following the date of the school's determination that a student has terminated from a postsecondary educational program.

SECTION 3: FINANCIAL SERVICES

STUDENT'S RIGHT TO CANCEL

REVISION: The **Student's Right to Cancel** policy in Catalog Section 3 has been revised, as set forth below. **This revision is in effect for all students who start classes on or after July 1, 2023.** (Catalog, p. 35, rev. 6.30.23)

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid any time prior to midnight on the seventh calendar day (excluding institutionally recognized holidays) after the start of their first scheduled class session, or for new students enrolled in a distance education program, the seventh calendar day (excluding institutionally recognized holidays) after the start of their first lesson.

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, 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 and in good condition.

After the cancellation period, each student is charged a nonrefundable Student Tuition Recovery Fund fee of \$2.50 per \$1,000 in institutional charges (rounded to the nearest \$1,000 increment).

SECTION 6: ACADEMIC POLICIES & REGULATIONS

STUDENT ACHIEVEMENT: GRADES AND CREDITS

REVISION: The **Additional grade designations possible** table has been revised, as set forth below.
(Catalog, p. 57, rev. 7.31.23)

CR/P	= Pass, satisfactory 0.0 Grade Points, credit awarded
NC	= Attempted, failed 0.0 Grade Points, credit awarded
I	= Incomplete 0.0 Grade Points, credit awarded
W	= Withdrawal 0.0 Grade Points, credit awarded
WC	= Withdrawn-Cancel 0.0 Grade Points, credit awarded
WN	= Withdrawn, not attempted 0.0 Grade Points, credit awarded
R	= Course Repeated Credit awarded upon successful completion
T	= Transfer Credit

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

AVIATION MAINTENANCE TECHNOLOGY

CORRECTION: The **course code** for the Sheet Metal Structures and Airframe Auxiliary Systems course has been corrected from AERO 3130 to AERO 130. (Catalog p. 140, rev. 7.12.23)

REVISION: Admission Requirements have been revised, as set forth below. (Catalog p. 81, 139, rev. 9.13.23)

Admission Requirements

- Valid, unexpired Driver's License issued by a U.S. state or U.S. territory
- 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

DENTAL ASSISTING

REVISION: Graduation Requirements for the Dental Assisting Certificate of Completion program have been revised, as set forth below. (Catalog p. 145, rev. 7.12.23)

Graduation Requirements

- Completion of the courses listed below with a grade of C or higher
- Achieve the minimum requirement of the Dental Practice Act (Law and Ethics), Infection Control, CPR, Health Insurance Portability and Accountability Act (HIPAA), Radiology Safety, Coronal Polish, and Pit and Fissure Sealants certification components
- Successful completion of the Career Academy requirements (see **Graduation Requirements for the Certificate of Completion**)

REVISION: Credential and Professional Certifications for the Dental Assisting Certificate of Completion program have been revised, as set forth below. (Catalog p. 145, rev. 7.12.23)

Credential and Professional Certifications

Graduates earn a Certificate of Completion in Dental Assisting and certifications in Dental Practice Act (Law and Ethics), Infection Control, CPR, Health Insurance Portability and Accountability Act (HIPAA), and Radiology Safety. With the completion of certification in 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.

CONSTRUCTION MANAGEMENT

REVISION: The Program Page for the Construction Management Bachelor of Science degree program has been revised, as set forth below. (Catalog p. 66, rev. 8.11.23)

Construction Management

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

Program Description

The Bachelor of Science degree in Construction Management program prepares graduates to competitively enter the construction management field. Students are provided with comprehensive instruction on a wide variety of topics available to the construction industry, and 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. Freshman applicants (those entering without a previously earned Associate of Science degree in Construction Management) may complete this program in 135 weeks. Two bridge options are also available to Transfer Applicants; these require previous completion of an Associate of Science degree in Construction Management or a trades-related field and may be completed in 75 - 90 weeks.

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 construction management.
3. Identify emergent issues impacting the construction profession and evaluate solutions utilizing relevant data interpretation techniques.
4. Apply critical thinking to enhance decision-making skills related to the management of residential, commercial, private, and public projects.
5. Apply advanced estimating, scheduling, and financial management skills to ensure the successful outcomes of construction projects.
6. Utilize advanced knowledge of legal and environmental factors to create safe, sustainable, ethical, legally compliant, and lawfully administered projects.

Admission Requirements

To be considered for admission to the Bachelor of Science degree in Construction Management program, applicants must meet the following requirements:

Freshman Applicants

- Must meet all institutional admissions requirements as set forth in **Section 2** of the **College Catalog**.

Transfer Applicants

- Hold an Associate of Science degree in Construction Management or a trades-related field from **SJVC** (or an institution of higher learning accredited by an agency that is recognized by the United States Department of Education).
 - All incoming course credit is subject to evaluation for equivalency pursuant to the Transfer of Credit policy as set forth in **Section 2** of the **College Catalog**.
- **Bridge Option 1:** Have successfully completed a minimum of 60.0 units of lower-division coursework in Construction Management
- **Bridge Option 2:** Have successfully completed a minimum of 43.0 units of lower-division coursework in a trades-related major

Graduation Requirements: Successful completion of the courses listed below with a grade of C or higher. See **Graduation Requirements for the Bachelor of Science Degree** for additional requirements.

Credential and Professional Certifications

Graduates earn a Bachelor of Science degree in Construction Management.

Graduate Employment

The following job categories are considered in-field placements for graduates of the Bachelor of Science degree in 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 Estimator (13-1051.00)
- First Line Supervisors of Construction Trades and Extraction Workers (47-1011.00)
- General and Operations Managers (11-1021.00)
- Purchasing Agents, Except Wholesale, Retail, and Farm Products (13-1023.00)

Freshman Applicants

Course ID	Course Name	Credit Units
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Lower Division Core Course Requirements

COMP 101	Computer Literacy and Applications for the Professional	3.0
CON 100	Construction Materials	3.0
CON 107	Construction Blueprints	3.0
CON 115	Applied Mathematics for Construction Management	3.0
CON 117	Construction Documents and Methods	3.0
CON 127	Project Scheduling and Control	5.0
CON 136	Construction and Labor Laws	3.0
CON 138	Estimating and Bidding for Residential and Commercial Projects	5.0
CON 142	Construction Management Supervision	3.0
CON 147	Construction Project Management	5.0

Total		36.0
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Lower Division General Education Course Requirements

ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0

Total		24.0
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Upper Division Core Course Requirements

CON 300	Construction Materials, Methods, and Equipment	4.0
CON 301	Commercial Design and Construction	4.0
CON 302	Environmental Issues in Construction	4.0
CON 303	Building Codes	4.0
CON 400	Construction Accounting and Finance	4.0
CON 401	Design and Construction Process Integration	4.0
CON 402	Construction Plan Reading	4.0
CON 403	Construction: Human Factors and Safety	4.0
CON 404	Government Construction Contracting	4.0
CON 410	Externship*	4.0
CON 411	Research Capstone*	4.0

Total		40.0
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Upper Division General Education Course Requirements

ENG 322	Competitive Business Presentation and Strategic Communications	4.0
GEO 300	Principles of Soils and Hydrology	4.0
HUMN 325	Cross-Cultural Communication	3.0
HUMN 325A	Cross-Cultural Communication for Construction Managers	1.0
PHIL 301	Critical Thinking for Professionals	4.0
PSY 302	Group Dynamics	4.0

Total		20.0
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Program Total		120.0
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* Students will select either CON 410: Externship or CON 411: Research Capstone.

Bridge Option 1: The bridge option below is for transfer applicants who have completed an Associate of Science degree in Construction Management with a minimum of 60.0 units of lower-division coursework.

Transfer Applicants

Upper Division Core Course Requirements

Credit Units

CON 300	Construction Materials, Methods, and Equipment	4.0
CON 301	Commercial Design and Construction	4.0
CON 302	Environmental Issues in Construction	4.0
CON 303	Building Codes	4.0
CON 400	Construction Accounting and Finance	4.0
CON 401	Design and Construction Process Integration	4.0
CON 402	Construction Plan Reading	4.0
CON 403	Construction: Human Factors and Safety	4.0
CON 404	Government Construction Contracting	4.0
CON 410	Externship*	4.0
CON 411	Research Capstone*	4.0

Total **40.0**

Upper Division General Education Course Requirements

ENG 322	Competitive Business Presentation and Strategic Communications	4.0
GEO 300	Principles of Soils and Hydrology	4.0
HUMN 325	Cross-Cultural Communication	3.0
HUMN 325A	Cross-Cultural Communication for Construction Managers	1.0
PHIL 301	Critical Thinking for Professionals	4.0
PSY 302	Group Dynamics	4.0

Total **20.0**

Program Total **120.0**

** Students will select either CON 410: Externship or CON 411: Research Capstone.*

Bridge Option 2: The bridge option below is for transfer applicants who have completed an Associate of Science degree in a trades-related field, such as Electrical Technology, HVAC-R, and similar residential and commercial trades-related fields with a minimum of 43.0 units of lower-division coursework.

Transfer Applicants

Lower Division Core Course Requirements **Credit Units**

CON 100	Construction Materials	3.0
CON 107	Construction Blueprints	3.0
CON 117	Construction Documents and Methods	3.0
CON 136	Construction and Labor Laws	3.0
CON 147	Construction Project Management	5.0

Total **17.0**

Upper Division Core Course Requirements

CON 300	Construction Materials, Methods, and Equipment	4.0
CON 301	Commercial Design and Construction	4.0
CON 302	Environmental Issues in Construction	4.0
CON 303	Building Codes	4.0
CON 400	Construction Accounting and Finance	4.0
CON 401	Design and Construction Process Integration	4.0
CON 402	Construction Plan Reading	4.0
CON 403	Construction: Human Factors and Safety	4.0
CON 404	Government Construction Contracting	4.0
CON 410	Externship*	4.0
CON 411	Research Capstone*	4.0

Total **40.0**

Upper Division General Education Course Requirements

ENG 322	Competitive Business Presentation and Strategic Communications	4.0
GEO 300	Principles of Soils and Hydrology	4.0
HUMN 325	Cross-Cultural Communication	3.0
HUMN 325A	Cross-Cultural Communication for Construction Managers	1.0
PHIL 301	Critical Thinking for Professionals	4.0
PSY 302	Group Dynamics	4.0

Total **20.0**

Program Total **120.0**

DENTAL HYGIENE

REVISION: Licensing Requirements in California and Reference Links have been revised on the Dental Hygiene Associate of Science degree program page to update *Dental Hygiene Committee of California* to *Dental Hygiene Board of California (DHBC)*, as set forth below. (Catalog p. 90, rev. 8.11.23)

Licensing Requirements in California

In order to apply for licensure in California, graduates must submit copies of the following to the Dental Hygiene Board 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, DHBC notifies the applicant that they are eligible to take the required California Law and Ethics exam.

Reference links:

- DHBC: dhbc.ca.gov/
- Central Regional Dental Testing Service: (Dental Hygiene clinical exam): crdts.org
- Western Regional Examining Board: (Dental Hygiene clinical exam) wreb.org
- National Board Dental Hygiene Examination (Dental Hygiene written exam): ada.org/en/jcnde/examinations/national-board-dental-hygiene-examination

ELECTRICAL TECHNOLOGY

REVISION: The **Standard Occupational Classification (SOC)** below has been added to the listed SOCs in the Graduate Employment section for the Electrical Technology Associate of Science degree and Certificate of Completion programs. (Catalog p. 95, 148, rev. 7.31.23)

- Helpers - Electricians (47-3013.00)

HEALTH STUDIES

REVISION: On the Health Studies Associate of Science degree program page, the **Standard Occupational Classifications (SOC) for the Dental Assisting Certificate Track** have been revised, as set forth below. (Catalog p. 96, rev. 8.11.23)

Dental Assisting Certificate Track:

- Medical and Health Services Managers (11-9111.00)
- Dental Assistants (31-9091.00)
- Medical Records Specialists (29-2072.00)
- Medical Secretaries and Administrative Assistants (43-6013.00)

HEALTH CARE MANAGEMENT

REVISION: Standard Occupational Classifications (SOC) for the Health Care Management Bachelor of Science degree program have been revised, as set forth below. (Catalog p. 71, rev. 7.25.23)

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 ononline.org.

- Bill and Account Collectors (43-3011.00)
- Billing and Posting Clerks (43-3021.00)
- Dental Hygienists (29-1292.00)
- Diagnostic Medical Sonographers (29-2032.00)
- Medical and Health Services Managers (11-9111.00)
- Medical Assistants (31-9092.00)
- Medical Secretaries and Administrative Assistants (43-6013.00)
- Office Clerks, General (43-9061.00)
- Patient Representatives (29-2099.08)
- Pharmacy Aides (31-9095.00)
- Pharmacy Technicians (29-2052.00)
- Respiratory Therapists (29-1126.00)
- Respiratory Therapy Technicians (29-2054.00)
- Surgical Technologists (29-2055.00)

VOCATIONAL NURSING

REVISION: Admissions Requirements for the Vocational Nursing Associate of Science degree program have been revised, as set forth below. (Catalog p. 129, rev. 5.11.23)

Admission Requirements

- Be in good health and physically fit
- Be age 18 by his/her expected start date
- 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.

**Some courses, including Vocational Nursing courses, require completion within the past 5 years in order to be considered. For re-entry students returning to the program within a one-year period (from the student's drop or termination date to their re-entry date), the College will honor their previously transferred GE courses. Re-entry students who return to the program after a one-year period will have their GE courses subject to the 5-year policy.*

REVISION: Graduation Requirements and General Education Course Requirements for the Vocational Nursing Associate of Science degree program have been revised, as set forth below. (Catalog p. 129, rev. PENDING)

Graduation Requirements

- Successful completion of all CORE courses listed below with a grade of 75% or higher
- Successful completion of the PSY 1: General Psychology course with a grade of 75% or higher
- Achieve the minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

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 Medical-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
Total		61.0	1585

General Education Course Requirements

Course ID	Course Name	Credit Units	Credit Hours
ENG 121	Reading and Composition – Part A	3.0	45
ENG 122	Reading and Composition – Part B	3.0	45
MTH 121	College Algebra – Part A	3.0	45
MTH 122	College Algebra – Part B	3.0	45
PHIL 1C	Ethics	3.0	45
PSY 1**	General Psychology	3.0	45
SOC 1	Introduction to Sociology	3.0	45
Total		21.0	315
Program Total		82.0	1900

*Fulfills the Career Academy graduation requirement

**Requires a grade of 75% or higher to pass

SECTION 8: COURSE DESCRIPTIONS

REVISION: The following course descriptions have been revised, as set forth below.

HCP 103: Foundational Office Skills

2.0 units – 45 hours

This course presents the fundamental administrative skills needed to work in a medical facility. Students will build a foundation in medical coding principles, medical law and ethics, as well as insurance plans and forms. This course includes HIPAA training and certification. (Catalog p. 180, rev. 7.31.23)

HCP 203: Medical Office Management

3.0 units – 45 hours

This course is designed to equip students with the essential skills and knowledge required in medical office management and communication. Students will learn the fundamentals of providing exceptional patient care, mastering effective communication, understanding office management responsibilities, exhibiting professional conduct, and utilizing medical office software applications. (Catalog p. 180, rev. 7.31.23)

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). **The grade earned in this course is Pass/Fail. Passing this course is a graduation requirement.** (Catalog p. 193, rev. 8.21.23)