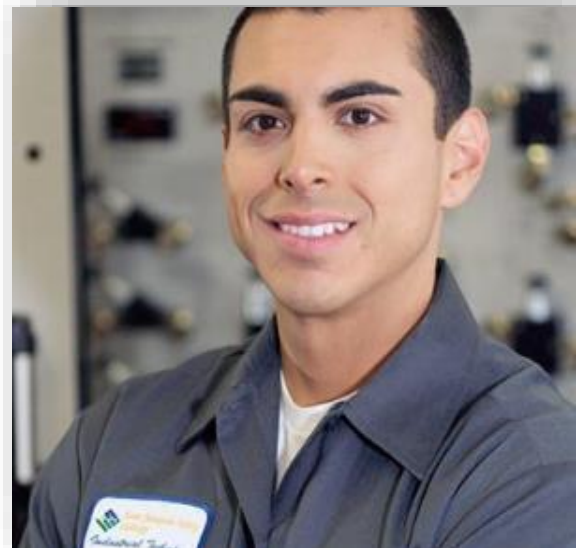




SAN JOAQUIN VALLEY COLLEGE

**SUPPLEMENT TO THE
2024 COLLEGE
CATALOG
(rev. 10.25.24)**



SUPPLEMENT TO THE 2024 COLLEGE CATALOG

This document is a supplement to the 2024 College Catalog and is provided for the purpose of notifying students and other interested parties 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.

Contents

CATALOG: ALL SECTIONS	3
CATALOG DISCLAIMER	3
SECTION 1: INTRODUCTION TO SAN JOAQUIN VALLEY COLLEGE	3
STATE DISCLOSURES	3
SECTION 2: ADMISSIONS	4
TRANSFER OF CREDIT	4
TUITION	4
STUDENT TUITION RECOVERY FUND	4
SECTION 4: INSTITUTIONAL POLICIES.....	5
NOTICE OF NON-DISCRIMINATION AND SEXUAL HARASSMENT/ASSAULT PREVENTION POLICIES	5
TITLE IX COMPLIANCE.....	5
ACCESS TO STUDENT EDUCATIONAL RECORDS AND PRIVACY RIGHTS.....	5
SECTION 5: STUDENT SERVICES	10
DESCRIPTION OF STUDENT SERVICES.....	10
SECTION 6: ACADEMIC POLICIES & REGULATIONS.....	11
SATISFACTORY ACADEMIC PROGRESS (SAP).....	11
STUDENT ACHIEVEMENT: GRADES AND CREDITS	11
SECTION 7: BACCALAUREATE DEGREE, ASSOCIATE DEGREE, AND CERTIFICATE PROGRAMS.....	12
AVIATION MAINTENANCE TECHNOLOGY.....	12
DENTAL ASSISTING.....	13
DIAGNOSTIC MEDICAL SONOGRAPHY	13
DENTAL HYGIENE	14
ELECTRICAL TECHNOLOGY	14
HEALTH STUDIES.....	15
HEALTH CARE MANAGEMENT	16
HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION.....	16
MEDICAL BILLING AND CODING	16
MEDICAL OFFICE ADMINISTRATION.....	17
PHARMACY TECHNOLOGY	17
RESPIRATORY THERAPY	17
SURGICAL TECHNOLOGY	18
TRADES STUDIES.....	19
VOCATIONAL NURSING	19
SECTION 8: COURSE DESCRIPTIONS.....	20

CATALOG: ALL SECTIONS

CATALOG DISCLAIMER

REVISION: The **Reservation of Rights/Disclaimer** has been revised, as set forth below. (Catalog p. 3, rev. 9.6.24)

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SECTION 1: INTRODUCTION TO SAN JOAQUIN VALLEY COLLEGE

STATE DISCLOSURES

REVISION: The **State Disclosure** for Washington has been updated, as set forth below. (Catalog p. 13, rev. 5.29.24)

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 servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

San Joaquin Valley College is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes San Joaquin Valley College to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov.

The transferability of credits earned at San Joaquin Valley College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at San Joaquin Valley College will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at San Joaquin Valley College to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at San Joaquin Valley College will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

Washington Student Complaints

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <https://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

SECTION 2: ADMISSIONS

TRANSFER OF CREDIT

REVISION: Under **Transfer of Credit**, the bullet point regarding course recency requirements has been revised, as set forth below. (Catalog p. 19, rev. 4.30.24)

- Except where mandated by program-specific regulatory agencies, there are no requirements for course recency for consideration of transfer credit. Please see complete program descriptions for information regarding required coursework, including prerequisites.

TUITION

REVISION: Tuition for the Aviation Maintenance Technology Certificate of Completion program at the Fresno Trades Education Center has been revised, as set forth below. (Catalog, p. 26, rev. 6.10.24)

EFFECTIVE DATE	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	STRF	TOTAL
FRESNO TRADES EDUCATION CENTER (TEC)							
CERTIFICATE OF COMPLETION PROGRAMS							
04/01/2024	Aviation Maintenance Technology	Certificate	\$19,927	\$19,927	---	\$0	\$39,854

REVISION: Tuition tables have been revised to reflect the inclusion of the following statement. (Catalog p. 25-30, rev. 10.2.24)

Includes tuition, eBooks, physical textbooks as required; total program costs will vary depending on transfer credits accepted, course retake fees, etc. The published cost includes all applicable state and local sales and use taxes.

STUDENT TUITION RECOVERY FUND

ADDITION: The following language has been added to this section. (Catalog p. 32, rev. 6.25.24)

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling toll free to 888-370-7589 or by visiting <https://osar.bppe.ca.gov/>.

SECTION 4: INSTITUTIONAL POLICIES

NOTICE OF NON-DISCRIMINATION AND SEXUAL HARASSMENT/ASSAULT PREVENTION POLICIES

REVISION: This notice has been revised, as set forth below. (Catalog p. 43, rev. 6.21.24)

SJVC does not discriminate on the basis of race, color, religion, national origin, sex, age (40 or older), disability, veteran status, sexual orientation, political affiliation (and any other legally protected classes in the relevant jurisdiction) 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. **Title IX Coordinator/Person Designated to Handle Inquiries:**

Crystal VanderTuig
Associate VP of Administration
3828 West Caldwell Avenue Visalia, CA 93277
Phone (559) 302-1802
Email: Crystal.VanderTuig@sjvc.edu

TITLE IX COMPLIANCE

ADDITION: Additional required language pursuant to Title IX compliance has been added, as set forth below. (Catalog p. 43, rev. 6.21.24)

SJVC prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination, Title IX Policy, and Title IX Coordinators' names and contact information are all located at: <https://www.sjvc.edu/admissions/consumer-information/#Title-IX>.

ACCESS TO STUDENT EDUCATIONAL RECORDS AND PRIVACY RIGHTS

REVISION: The College's policy regarding students' rights under the Federal Education Rights and Privacy Act (FERPA) has been revised, as set forth below. (Catalog, p. 40, rev. 9.5.24)

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 *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 photographs;
- Student's dates of attendance;
- Student's major field of study (program);
- Student's nature and dates of certificates and degrees, honors, and awards received;
- Student's participation in officially recognized activities; 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 or a volunteer or contractor outside of *SJVC* who performs an institutional service or 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, collection agent, service provider, clinical or externship site, 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)(ll)).
- 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

With the exception of official transcripts, **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, and transcripts	Anthology Records	Registrar/Academic Application Administrator
Any records signed by the student	eBridge Records; Education Partners	Registrar/ Academic Applications Administrator
Student records prior to 1992	Campus Vaults/Storage Units (Visalia/Bakersfield/Fresno Campuses)	Campus Registrar

****Anthology, 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 Students Affairs for more information.

SECTION 5: STUDENT SERVICES

DESCRIPTION OF STUDENT SERVICES

REVISION: Housing in this section has been revised, as set forth below. (Catalog p. 52, rev. 6.25.24)

SJVC does not have dormitory facilities under its control and does not assist students in finding housing.

According to the [California Student Aid Commission 2024-25 Student Expense Budgets](#), students should budget \$1,637 per month for housing (including rent and utilities). This cost 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 Affairs.

SECTION 6: ACADEMIC POLICIES & REGULATIONS

SATISFACTORY ACADEMIC PROGRESS (SAP)

REVISION: The information for **Financial Aid Warning** in this section has been updated, as set forth below. (Catalog p. 59, rev. 6.21.24)

Financial Aid Warning

Students who do not achieve SAP at the initial evaluation will be placed on Financial Aid Warning status. Students are notified via a meeting with the Dean of Students, at which the student is presented with a Financial Aid Warning contract, which the student is required to sign.

Students who have not met either or both of the minimum requirements for achieving SAP in any 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.**

If a student fails to meet SAP at the second evaluation period, the student 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 **RESTART POLICY** below). Students placed on Financial Aid Probation or Financial Aid Probation: Academic Plan will also be required to sign a corresponding FA status contract. 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.**

STUDENT ACHIEVEMENT: GRADES AND CREDITS

REVISION: The **Exam Make-Up Policy** in this section has been updated, as set forth below. (Catalog p. 56, rev. 7.22.24)

Exam Make-Up Policy

If a student will be absent on the day of an exam, a mastery assessment exam, or a mid-course or final exam, the student must make prior arrangements with the faculty member teaching the course to take the examination within three (3) class days of the scheduled exam.*

*Some **SJVC** programs have more specific examination policies that students are expected to comply with. For information regarding a program's examination policies, including make-ups, please see the respective Program Director and/or program handbook.

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

AVIATION MAINTENANCE TECHNOLOGY

REVISION: The Aviation Maintenance Technology Certificate of Completion program has been revised, as set forth below. **This revision is in effect with the August 5, 2024 start date.** (Catalog p. 140, rev. 6.10.24)

Aviation Maintenance Technology

This program is offered at the **Fresno Trades Education Center (TEC)**.

Program Description

SJVC's Aviation Maintenance Technology Certificate of Completion program is 60 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](#) and approved by the California State Approving Agency to enroll veterans and other eligible persons.

Graduates of this Certificate program can apply their credits toward earning an Associate of Science Degree in Trades Studies by completing courses online. See the **Trades Studies** program page in this Catalog for information.

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, 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

Graduation Requirements

- Successful completion of the courses listed below with a grade of C or higher
- Successful completion of the Career Academy requirements (see **Graduation Requirements for the Certificate of Completion**)

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). *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 onetonline.org.

- Aircraft Mechanics and Service Technicians (49-3011.00)

Core Course Requirements

Course ID	Course Name	Credit Units	Credit Hours
AMTG 100	Aircraft Basic Mechanics	5.0	120
AMTG 110	Regulations and Inspections	5.0	120
AMTG 120	Aviation Math and Physics	5.0	120
AMTG 130	Fundamentals of Electricity and Ground Operations	5.0	120
AMTA 200	Helicopter and Airframe Essentials	5.0	120
AMTA 210	Metallic Structures	5.0	120
AMTA 220	Aircraft Systems I	5.0	120
AMTA 230	Aircraft Systems II	5.0	120
AMTP 240	Turbine Engines	5.0	120
AMTP 250	Reciprocating Engines	5.0	120
AMTP 260	Aircraft Auxiliary Systems I	5.0	120
AMTP 270	Aircraft Auxiliary Systems II	5.0	120
Total		60.0	1,440

DENTAL ASSISTING

REVISION: Graduate Employment has been revised to reflect updated Standard Occupational Classifications for the Dental Assisting Certificate of Completion program, as set forth below. (Catalog p. 146, rev. 10.2.24)

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 onetonline.org.

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

DIAGNOSTIC MEDICAL SONOGRAPHY

REVISION: Admission Requirements have been updated, as set forth below. (Catalog p. 91, rev. 5.28.24).

Admission Requirements:

- Applicant must be age 18 by program start date

Applicants are selected based on points earned in an evaluation process that includes assessment, transcript review, and personal interview.

DENTAL HYGIENE

REVISION: Admission Requirements have been updated to remove the requirement for course recency for science courses, as set forth below. (Catalog p. 88, rev. 4.30.24)

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

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.

ELECTRICAL TECHNOLOGY

REVISION: Graduate Employment has been revised to reflect updated Standard Occupational Classifications for the Electrical Technology Associate of Science degree and Certificate of Completion programs, as set forth below. (Catalog p. 94, 149, rev. 9.5.24)

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 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)
- Helpers – Electricians (47-3013.00)
- Helpers, Construction Trades, All Other (47-3019.00)
- Helpers – Installation, Maintenance, and Repair Workers (49-9098.00)
- 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)

REVISION: The program page for the Electrical Technology Certificate of Completion program has been revised to reflect that the laboratory site at the Visalia campus has received approval from the Electrician Certification Curriculum Committee with the State of California Department of Industrial Relations. The language below has been **removed**. (Catalog p. 148, rev. 10.25.24)

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

HEALTH STUDIES

REVISION: Graduate Employment has been revised to reflect updated Standard Occupational Classifications for the Health Studies Associate of Science degree program, as set forth below. (Catalog p. 95, rev. 10.2.24)

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 program. Detailed information for each Standard Occupational Classification (SOC) can be found at onetonline.org.

Clinical Medical Assisting:

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

Dental Assisting:

- Dental Assistants (31-9091.00)
- Medical and Health Services Managers (11-9111.00)
- 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)
- Medical Records Specialists (29-2072.00)
- Medical Assistants (31-9092.00)
- Billing and Posting Clerks (43-3021.00)
- Office Clerks, General (43-9061.00)

Medical Office Administration Certificate Track:

- Medical Secretaries and Administrative Assistants (43-6013.00)
- Medical Records Specialists (29-2072.00)
- Medical Assistants (31-9092.00)
- Billing and Posting Clerks (43-3021.00)
- Office Clerks, General (43-9061.00)

Pharmacy Technology Certificate Track:

- Pharmacy Aides (31-9095.00)
- Pharmacy Technicians (29-2052.00)
- Medical Records Specialists (29-2072.00)

HEALTH CARE MANAGEMENT

REVISION: Admission Requirements have been updated, as set forth below. (Catalog p. 91, rev. 10.25.24).

Admission Requirements:

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

- Hold a minimum of 60 units from an Associate degree or higher 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>)

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

REVISION: Graduate Employment has been revised to reflect updated Standard Occupational Classifications for the Heating, Ventilation, Air Conditioning and Refrigeration Associate of Science degree and Certificate of Completion programs, as set forth below. (Catalog p. 97, 150, rev. 9.5.24)

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 onetonline.org.

- Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-9021.00)
- Helpers, Construction Trades, All Other (47-3019.00)
- Helpers – Installation, Maintenance, and Repair Workers (49-9098.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products (41-4011.00)

MEDICAL BILLING AND CODING

REVISION: Graduate Employment has been revised to reflect updated Standard Occupational Classifications for the Medical Billing and Coding Certificate of Completion program, as set forth below. (Catalog p. 156, rev. 10.2.24)

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 onetonline.org.

- Medical Secretaries and Administrative Assistants (43-6013.00)
- Medical Records Specialists (29-2072.00)
- Billing and Posting Clerks (43-3021.00)
- Office Clerks, General (43-9061.00)
- Medical Assistants (31-9092.00)

MEDICAL OFFICE ADMINISTRATION

REVISION: Graduate Employment has been revised to reflect updated Standard Occupational Classifications for the Medical Office Administration Certificate of Completion program, as set forth below. (Catalog p. 158, rev. 10.2.24)

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 [onetonline.org](https://www.onetonline.org).

- Medical Secretaries and Administrative Assistants (43-6013.00)
- Medical Records Specialists (29-2072.00)
- Medical Assistants (31-9092.00)
- Billing and Posting Clerks (43-3021.00)
- Office Clerks, General (43-9061.00)

PHARMACY TECHNOLOGY

REVISION: Graduate Employment has been revised to reflect updated Standard Occupational Classifications for the Pharmacy Technology Certificate of Completion program, as set forth below. (Catalog p. 158, rev. 10.2.24)

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 [onetonline.org](https://www.onetonline.org).

- Pharmacy Aides (31-9095.00)
- Pharmacy Technicians (29-2052.00)
- Medical Records Specialists (29-2072.00)

RESPIRATORY THERAPY

REVISION: Admission Requirements have been updated, as set forth below. **This revision is in effect for the Bakersfield and Visalia campuses effective 4.22.24, the Temecula campus effective 5.28.24, and the Ontario and Rancho Cordova campuses effective 6.10.24.** (Catalog p. 117)

Admission Requirements

- Applicant must be in good health and physically fit
- Applicant must be age 18 by the expected graduation date

Applicants are selected based on points earned in an evaluation process that includes assessment, transcript review, and personal interview.

REVISION: Graduate Employment has been revised to reflect updated Standard Occupational Classifications for the Bachelor of Science in Respiratory Therapy program, as set forth below. (Catalog p. 72, rev. 7.22.24)

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 [onetonline.org](https://www.onetonline.org).

- Respiratory Therapists (29-1126.00)
- Health Technologists and Technicians, All Other (29-2099.00)
- Health Education Specialists (21-1091.00)
- Medical and Health Services Managers (11-9111.00)

REVISION: Graduate Employment has been revised to reflect updated Standard Occupational Classifications for the Associate of Science in Respiratory Therapy program, as set forth below. (Catalog p. 118, rev. 7.22.24)

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 [onetonline.org](https://www.onetonline.org).

- Respiratory Therapists (29-1126.00)
- Health Technologists and Technicians, All Other (29-2099.00)

SURGICAL TECHNOLOGY

REVISION: Admission Requirements have been updated, as set forth below. **This revision is in effect for the Bakersfield and Fresno campuses effective 5.20.24, the Rancho Cordova campus effective 7.22.24, and the Temecula campus on 8.12.24.** (Catalog p. 120).

Admission Requirements

- Applicant must be in good health and physically fit
- Applicant must be age 18 by the expected graduation date

Applicants are selected based on points earned in an evaluation process that includes assessment, transcript review, and personal interview.

TRADES STUDIES

REVISION: Graduate Employment has been revised to reflect updated Standard Occupational Classifications for the Electrical Technology and Heating, Ventilation, Air Condition, and Refrigeration program tracks in the Trades Studies Associate of Science degree program, as set forth below. (Catalog p. 122-123, rev. 9.5.24)

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 Trades Studies program. Detailed information for each Standard Occupational Classification (SOC) can be found at onetonline.org.

Electrical Technology Track

- 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)
- Helpers – Electricians (47-3013.00)
- Helpers, Construction Trades, All Other (47-3019.00)
- Helpers – Installation, Maintenance, and Repair Workers (49-9098.00)
- 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)

Heating, Ventilation, Air Conditioning, and Refrigeration Track

- Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-9021.00)
- Helpers, Construction Trades, All Other (47-3019.00)
- Helpers – Installation, Maintenance, and Repair Workers (49-9098.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products (41-4011.00)

VOCATIONAL NURSING

REVISION: Admission Requirements have been updated, as set forth below. **This revision is in effect for the Visalia campus effective 4.9.24, the Bakersfield campus effective 5.6.24, and the Rancho Mirage and Santa Maria campuses effective 6.17.24.** (Catalog p. 130)

Admission Requirements

- Applicant must be in good health and physically fit
- Applicant must be age 18 by the 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*, and a personal interview.

**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.*

SECTION 8: COURSE DESCRIPTIONS

REVISION: The course description below has been revised. (Catalog p. 170, rev. 5.28.24)

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 laboratory exercises. **A grade of C or higher is required to pass this course.**

REVISION: The course description below has been revised. (Catalog p. 172, rev. 5.29.24)

COMP 111: Fundamentals of Operating Systems

3.0 units – 45 hours

This course introduces students to the skills needed to use a variety of operating systems, with an emphasis on Windows. Students will learn to install, deploy, configure, and manage Windows through both graphical user interface (GUI) and command line methods. The course also covers the main features and functionalities of other industry-standard operating systems. Practical skills are developed through hands-on experience using simulation software.

REVISION: The course description below has been revised. (Catalog p. 171, rev. 10.2.24)

CAREER ACADEMY

The Career Services Department partners with the Career Academy to prepare students for the job search process. Utilizing an innovative, interactive hub, students will engage in a variety of professional development games and activities throughout their program of study. Students will earn badges, create high quality professional résumés highlighting the skills acquired throughout their program, and participate in mock interview sessions to develop effective interviewing skills. Earning the required number of Career Readiness badges in the Career Academy is a graduation requirement.

CORRECTION: The course description below has been corrected to reflect that the grade for the course is Pass/Fail. (Catalog p. 177, rev. 7.22.24)

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. **This course is graded as a Pass or Fail.**

ADDITION: The course descriptions below have been added. (Catalog p. 170, rev. 5.28.24)

AMTG 100: Aircraft Basic Mechanics

5.0 units – 120 hours

This course covers essential aspects of aircraft construction and maintenance, including aircraft drawings, fluid lines and fittings, aircraft materials, hardware and processes, and hand tools and measuring devices. Students will gain hands-on experience interpreting complex drawings essential for part fabrication, recognize and work with diverse fluid lines and fittings vital for hydraulic and fuel systems, and understand varied aircraft materials and hardware selection and processing methods in aviation construction. Emphasis will be placed on best practices utilizing hand tools and measuring devices. **A grade of "C" or higher is required to pass this course.**

AMTG 110: Regulations and Inspections

5.0 Units 120 Hours

Prerequisite(s): None

This course encompasses a study of regulations, maintenance forms, records, and publications, inspection concepts and techniques, human factors, and corrosion control. Students will engage with aviation regulations, exploring the critical documentation and compliance procedures essential for the safe operation and maintenance of aircraft. Through hands-on training, the course will cover various inspection techniques and best practices for cleaning and corrosion control, fostering a detailed understanding of aircraft evaluation for performance and safety. Emphasis will be placed on the impact of human factors on maintenance tasks, errors, and safety culture, providing essential insights into human behavior, performance, and effective communication within the aviation industry. **A grade of "C" or higher is required to pass this course.**

AMTG 120: Aviation Math and Physics

5.0 Units 120 Hours

Prerequisite(s): None

This course offers a targeted exploration of weight and balance, mathematics, and physics for aviation. Students will explore the critical concepts of weight and balance, learning how to calculate and evaluate these factors to ensure aircraft stability and optimal performance. Mathematical principles will be applied to solve real-world aviation problems, strengthening students' analytical skills and understanding of mathematical tools. Physics for aviation will introduce students to the fundamental principles of aerodynamics, motion, and energy as they relate to flight mechanics and aircraft design. Together, these topics provide a robust framework for understanding the complex interactions that govern the safe and efficient operation of aircraft, preparing students for success in the field of aviation. **A grade of "C" or higher is required to pass this course.**

AMTG 130: Fundamentals of Electricity and Ground Operations

5.0 Units 120 Hours

Prerequisite(s): AMTG 120

This course focuses on the fundamentals of electricity along with ground operations and servicing. Students will explore the essential electrical concepts, including circuitry, components, and diagnostics, crucial for aircraft maintenance and repair. Simultaneously, the course provides hands-on experience in ground operations, detailing procedures for aircraft servicing, pre-flight checks, and routine maintenance. Through a blend of theoretical knowledge and practical skills, participants will gain a comprehensive understanding of both the electronic subsystems within aircraft and the standard practices for ground-based care. **A grade of "C" or higher is required to pass this course.**

AMTA 200: Helicopter and Airframe Essentials

5.0 Units 120 Hours

Prerequisite(s): None

In this course, students will delve into the critical elements of non-metallic structures, flight controls, airframe inspection, and rotorcraft fundamentals. Students will investigate the applications and properties of non-metallic materials in aviation structures, examining their unique properties and benefits. Students will explore flight controls, including the systems responsible for guiding aircraft; airframe inspection, focusing on the methodologies for maintaining structural safety; and rotorcraft fundamentals, examining the unique design and operation of rotary-wing aircraft. **A grade of "C" or higher is required to pass this course.**

AMTA 210: Metallic Structures

5.0 Units 120 Hours

Prerequisite(s): None

This course focuses on the comprehensive study of metallic structures within aircraft systems. Students will learn to explain various metallic structure types, understanding their characteristics and the procedures involved in their formation and maintenance. Emphasis is placed on evaluating the appropriate equipment and safety practices that are essential in handling metallic structures. Practical hands-on training will enable students to perform installation and repairs on these metallic structures, ensuring alignment with industry standards and safety regulations. **A grade of "C" or higher is required to pass this course.**

AMTA 220: Aircraft Systems I**5.0 Units 120 Hours****Prerequisite(s): None**

This course provides a focused exploration of landing gear systems, hydraulic and pneumatic systems, environmental systems, and ice and rain control systems. Students will study landing gear mechanics, understanding of hydraulic and pneumatic components, an examination of environmental systems for air quality control, and practical training in ice and rain control systems. The integration of these topics equips students with a robust understanding of key aviation maintenance areas. **A grade of "C" or higher is required to pass this course.**

AMTA 230: Aircraft Systems II**5.0 Units 120 Hours****Prerequisite(s): None**

This course offers a focused exploration of aircraft instrument systems and communication and navigation systems, providing insights into flight control and communication technology. The study of aircraft fuel systems and aircraft electrical systems equips students with an understanding of energy efficiency and safety in aircraft operation. Additionally, the course delves into airframe fire protection systems, teaching essential safety protocols, and covers water and waste systems, promoting responsible resource management. **A grade of "C" or higher is required to pass this course.**

AMTP 240: Turbine Engines**5.0 Units 120 Hours****Prerequisite(s): None**

This course focuses on turbine engines, emphasizing their design and operational principles. Engine inspection is emphasized, emphasizing the importance of FAA compliance and detailed record-keeping. Students will engage with the components and principles of turbine engine air systems, particularly their cooling and induction mechanisms. Engine exhaust and reverser systems will be covered showing the unique attributes of reverser systems in both reciprocating and turbine engines. **A grade of "C" or higher is required to pass this course.**

AMTP 250: Reciprocating Engines**5.0 Units 120 Hours****Prerequisite(s): None**

This course focuses on core components driving aviation mechanics and performance. Students will learn the intricacies of reciprocating engines, revealing their operating principles and maintenance nuances and engine instrument systems come into focus, highlighting the critical role of real-time data and system monitoring. The dynamics of propellers, exploring their design, functionality, and pivotal role in aircraft propulsion is also covered. **A grade of "C" or higher is required to pass this course.**

AMTP 260: Aircraft Auxiliary Systems I**5.0 Units 120 Hours****Prerequisite(s): None**

This course focuses on the safety and operational mechanics behind aircraft engine systems. This course offers insights into engine fire protection systems, ensuring rapid response during critical situations, and engine lubrication systems, focusing on the optimization of friction reduction and component longevity. Students navigate the intricacies of engine fuel and fuel metering systems, promoting optimal combustion and energy conversion. **A grade of "C" or higher is required to pass this course.**

AMTP 270: Aircraft Auxiliary Systems II**5.0 Units 120 Hours****Prerequisite(s): None**

This course focuses on the integral systems that power and regulate aircraft engines. Students will explore engine electrical systems, understanding the components crucial for consistent energy distribution and learn the mechanics behind ignition and starting systems that ensure timely engine activation. This course also engages students with the vital facets of reciprocating engine induction, cooling, and exhaust systems, emphasizing airflow optimization, effective thermal control, and the proper expulsion of exhaust gases for engine efficiency and performance. **A grade of "C" or higher is required to pass this course.** (Catalog p. 170, revised 10.25.24)