



**SAN JOAQUIN VALLEY COLLEGE**

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**2012-2013  
COLLEGE CATALOG  
SUPPLEMENT**

San Joaquin Valley College  
Supplement to 2012 College Catalog  
May 2013

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# 2012-2013 COLLEGE CATALOG SUPPLEMENT

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This supplement to the 2012 College Catalog is provided to notify you of corrections to content and changes to college policy, programs, courses, admissions and graduation requirements which have occurred since the catalog was published in August 2012.

This is a living document, and changes will be added throughout the year until publication of the next catalog in August 2013.

Versions of this document have been published in December 2012, March 2013, and now May 2013.

This supplement is divided into the following categories:

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## COLLEGE POLICY REVISIONS

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### TYPES OF INSTRUCTION (page 27)

#### On-Ground Courses

On-Ground courses are offered on campus during academic sessions scheduled throughout the year. School is open and each class starts with a ten-minute break to prepare for class. Session length and the number of meetings per week may vary by program.

### ACADEMIC HONESTY (page 27)

#### UPDATE TO PENALTIES SECTION

#### Investigation and Penalty

1. If any of the above behaviors is suspected, the instructor will speak with the student immediately to state the observation and concern.
2. The incident will be investigated and the Dean of Student Services will make a determination as to the seriousness of the charge.
3. If an investigation reveals that a student has engaged in dishonest behavior, he/she will receive penalty consistent with the seriousness of the offense, up to and including termination.

### DEFINITION OF A CREDIT HOUR (page 42)

A credit hour is the amount of work represented in intended student learning outcomes and the coursework completed, inside and outside of the classroom. One credit hour is equivalent to a minimum of:

- (1) 15 hours of lecture/direct faculty instruction and 30 hours of outside of class student learning; or
- (2) 30 hours of lab/application and 15 hours of outside of class student learning; or
- (3) 45 hours of clinical experience/ externship in a course.

### AUDITING COURSES (page 42)

Generally, SJVC does not allow courses to be audited. However, an SJVC graduate may audit a course within two years of graduation with Campus Director approval.

## TUITION ADDITIONS AND REVISIONS

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### BAKERSFIELD CAMPUS

#### CERTIFICATE PROGRAM

##### DENTAL ASSISTING

AY1 = \$18,600.00

TOTAL = \$18,600.00

*Offered with 05/13/2013 start*

#### DEGREE PROGRAM

##### RESPIRATORY THERAPY (page 17)

AY1 = \$19,890.00

AY2 = \$19,890.00

TOTAL = \$39,780.00

*Beginning with 06/17/2013 start*

### FRESNO CAMPUS

#### CERTIFICATE PROGRAM

##### DENTAL ASSISTING

AY1 = \$18,600.00

TOTAL = \$18,600.00

*Offered with 05/13/2013 start*

### LANCASTER CAMPUS

#### DEGREE PROGRAM

##### CRIMINAL JUSTICE CORRECTIONS

AY1 = \$16,750.00

AY2 = \$16,750.00

TOTAL = \$33,500.00

*Offered with 04/08/2013 start*

#### DEGREE PROGRAM

##### PHARMACY TECHNOLOGY

AY1 = \$16,650.00

AY2 = \$15,300.00

TOTAL = \$31,950.00

*Offered with 04/08/2013 start*

#### CERTIFICATE PROGRAM

##### PHARMACY TECHNOLOGY

AY1 = \$16,650.00

TOTAL = \$16,650.00

*Offered with 04/08/2013 start*

#### CERTIFICATE PROGRAM

##### INDUSTRIAL TECHNOLOGY

AY1 = \$16,650.00

TOTAL = \$15,300.00

TOTAL = \$31,950.00

*Offered with 07/22/2013 start*

### RANCHO CORDOVA CAMPUS

#### DEGREE PROGRAM

##### RESPIRATORY THERAPY (page 18)

AY1 = \$24,250.00

AY2 = \$24,250.00

TOTAL = \$48,500.00

### VISALIA CAMPUS

#### CERTIFICATE PROGRAM

##### DENTAL ASSISTING

AY1 = \$18,600.00

TOTAL = \$18,600.00

*Offered with 05/13/2013 start*

#### DEGREE PROGRAM

##### RESPIRATORY THERAPY (page 19)

AY1 = \$19,890.00

AY2 = \$19,890.00

TOTAL = \$39,780.00

*Beginning with 06/17/2013 start*

## ACADEMIC PROGRAM REVISIONS

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### **ADMINISTRATIVE HEALTH CARE MANAGEMENT AS DEGREE** (pages 63-65)

Hanford, Hesperia, Modesto, Rancho Cucamonga, and Temecula Campuses

**REVISION:** The courses in this program, on these campuses, are the same as the courses listed for San Diego and Lancaster campuses. Course listing provided below; course descriptions are found in the current catalog.

#### **REVISED AHCM DEGREE COURSE LISTING**

##### **AHCM Degree Program**

BUS 102	Business Math	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	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 201	Diseases and Disorders	3.0
HCP 202	Microsoft Office for Health Care Professionals	3.0
HCP 203	Medical Office Management	3.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Hospital Billing	2.0
MOP 140	ICD Coding	3.0
MOP 210	Medical Office Principles	2.0
MOP 220	Medical Office Capstone	2.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
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

**A.S. Degree Program Total** **65.0**

### **ADMINISTRATIVE HEALTH CARE MANAGEMENT CERTIFICATE** (pages 112-113)

Hanford, Hesperia, Modesto, Rancho Cucamonga, and Temecula Campuses

**REVISION:** The courses in this program, on these campuses, are the same as the courses listed for San Diego and Lancaster campuses. Course listing provided below; course descriptions are found in the current catalog.

#### **REVISED AHCM CERTIFICATE COURSE LISTING**

##### **AHCM Degree Program**

ENG 121	Composition and Reading – Part A	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
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Hospital Billing	2.0
MOP 140	ICD Coding	3.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
MTH 121	College Algebra – Part A	3.0

**Certificate Program Total** **31.0**

## **CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING AS DEGREE** (pages 66-68)

Fresno, Hesperia, Modesto, Visalia, and Temecula Campuses

**REVISION:** The courses in this program, on these campuses, are the same as the courses listed for Lancaster, San Diego, Rancho Cordova, and Bakersfield campuses. Course listing provided below; course descriptions are found in the current catalog.

### **REVISED CAMA DEGREE COURSE LISTING**

#### **CAMA Degree Program**

ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	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 201	Diseases and Disorders	3.0
HCP 202	Microsoft Office for Health Care Professionals	3.0
HCP 203	Medical Office Management	3.0
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 125	Clinical Procedures	3.0
MAP 205	Front Office Procedures	2.0
MAP 215	Back Office Procedures	2.0
MAP 225	Certification Readiness	3.0
MAP 500	Externship	4.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
<b>A.S. Degree Program Total</b>		<b>65.0</b>

## **CLINICAL MEDICAL ASSISTING AS DEGREE** (pages 69-70)

Hanford and Rancho Cucamonga Campuses

**REVISION:** The courses in this program are the same as the CAMA program on all other campuses. Course listing provided below; course descriptions are found in the current catalog.

### **REVISED CMA DEGREE COURSE LISTING**

#### **CMA Degree Program**

ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	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 201	Diseases and Disorders	3.0
HCP 202	Microsoft Office for Health Care Professionals	3.0
HCP 203	Medical Office Management	3.0
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 125	Clinical Procedures	3.0
MAP 205	Front Office Procedures	2.0
MAP 215	Back Office Procedures	2.0
MAP 225	Certification Readiness	3.0
MAP 500	Externship	4.0
MTH 121	College Algebra – Part A	3.0

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MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
<b>A.S. Degree Program Total</b>		<b>65.0</b>

### **CLINICAL MEDICAL ASSISTING CERTIFICATE** (pages 114-115)

Fresno, Hanford, Hesperia, Modesto, Rancho Cucamonga, Temecula, and Visalia Campuses

**REVISION:** The courses in this program, on these campuses, are the same as the courses listed for Lancaster, Rancho Cordova, and San Diego campuses. Course listing provided below; course descriptions are found in the current catalog.

### **REVISED CMA CERTIFICATE COURSE LISTING**

#### **CMA Degree Program**

ENG 121	Composition and Reading – Part A	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
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 125	Clinical Procedures	3.0
MAP 500	Externship	4.0
MTH 121	College Algebra – Part A	3.0
<b>Certificate Program Total</b>		<b>31.0</b>

### **CRIMINAL JUSTICE: CORRECTIONS** (pages 55-56)

Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Rancho Cucamonga, and Visalia Campuses

**REVISION:** The program description has been updated as follows:

This is a 60 school week program that prepares graduates to pursue a career in corrections. The program includes instruction in criminal law, evidence, report writing, institutional corrections, physical agility training, firearms, and arrest/control techniques.

### **DENTAL ASSISTING AS DEGREE** (page 71-72)

This program will no longer be offered.

### **DENTAL ASSISTING CERTIFICATE**

This program will be offered on the Bakersfield, Fresno, and Visalia Campuses beginning May 13, 2013.

The following courses are required to earn a certificate in this field:

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Units</b>	<b>Credit Hours</b>
DA 105	Orientation to Dentistry	5.0	90
DA 110	Dental Anatomy and Patient Management	5.0	90
DA 115	Dental Regulations and Pre-Laboratory	5.0	90
DA 230	Dental Radiology	5.0	90
DA 235	Restorative Procedures	2.0	45
DA 305	Prosthodontics and Endodontic Specialties	2.0	45
DA 310	Periodontic and Oral Surgery Specialties	2.0	45
DA 315	Pediatric and Orthodontic Specialties	2.0	45
DA 405	Preventative Clinical Procedures	4.0	90
DA 515	Clinical and Professional Experience	5.0	265
DA 520	RDA Licensure Review Seminar	2.0	45
<b>Certificate Program Total</b>		<b>39.0</b>	<b>940</b>

## HEALTH CARE ADMINISTRATION AS DEGREE (page 77)

Fresno and Visalia Campuses

**REVISION:** The courses in this program align with the medical office programs on other campuses. Course listing provided below; course descriptions are found in the current catalog.

### REVISED HCA DEGREE COURSE LISTING

#### HCA Degree Program

BUS 102	Business Math	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	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 201	Diseases and Disorders	3.0
HCP 202	Microsoft Office for Health Care Professionals	3.0
HCP 203	Medical Office Management	3.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Hospital Billing	2.0
MOP 140	ICD Coding	3.0
MOP 210	Medical Office Principles	2.0
MOP 220	Medical Office Capstone	2.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
<b>A.S. Degree Program Total</b>		<b>65.0</b>

## HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION (page 102)

Bakersfield, Fresno, Hesperia, Modesto, Rancho Cucamonga, and Visalia campuses

**REVISION:** The program description has been updated as follows:

This 60-school-week program covers the theories of heating, refrigeration, air-conditioning and electricity. Successful students will learn the proper procedures for installation, operation, maintenance and repair of both residential and light commercial air conditioning and commercial refrigeration equipment and systems. Students have the opportunity to earn Environmental Protection Agency (EPA) certification, Refrigerant 410a certification, and the national Air-conditioning and Refrigeration Institute and the Gas Appliance Manufacturers Association (ARI/GAMA) national Industry Competency Examinations (ICE) for entry-level residential and light-commercial air conditioning and commercial refrigeration technicians.



## **SURGICAL TECHNOLOGY AS DEGREE** (pages 91-92)

Bakersfield and Fresno Campuses

**REVISION:** The courses in this program have been modified to align on both campuses. Content in courses has also been updated to include new CAAHEP requirements. Course listing and new course descriptions are provided below. This change is effective with the December 2012 cohort.

### **REVISED ST DEGREE COURSE LISTING**

#### **ST Degree Program**

The following courses are required to earn a degree in this field:

APMT 1	Anatomy and Physiology with Medical Terminology	5.0
ENG121	Composition and Reading – Part A	3.0
ENG122	Composition and Reading – Part B	3.0
MTH121	College Algebra – Part A	3.0
MTH122	College Algebra – Part B	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
STC3	Clinical Experience 1	5.0
STC4	Clinical Experience 2	7.0
STL1	Surgical Case Management Lab	2.0
STL2	Basic Surgical Procedures Lab	2.0
STT11	Introduction to Surgical Technology	5.0
STT12	Surgical Case Management	3.0
STT22	Basic Surgical Procedures	9.0
STT33	Advanced Surgical Procedures	7.0
STT44	Professional Development	6.0
<b>A.S. Degree Program Total</b>		<b>72.0</b>

SEE PAGE 10 FOR COURSE DESCRIPTIONS OF NEW ST COURSES

## **CORRECTIONS TO CAMPUS ADDRESSES, PROGRAM START DATES, PROGRAM LOCATIONS, REQUIRED COURSES, UNIT VALUES AND CREDIT HOURS**

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### **CORRECTION TO CAMPUS ADDRESS**

The Temecula Campus address is 27270 Madison Avenue, Suite ~~305~~ 103, Temecula, CA 92590

The Visalia Campus address is 8344 ~~8400~~ West Mineral King Avenue, Visalia, CA 932291

### **CORRECTION TO PROGRAM START DATES**

The Online Program Schedule is now aligned with the on-ground campus start dates.

05/13/2013

06/17/2013

07 /22/2013

08/26/2013

09/30/2013

11/04/2013

12/09/2013



## CORRECTED PROGRAM LOCATIONS

### **CRIMINAL JUSTICE: CORRECTIONS** (Degree, page 10, 55)

Beginning April 8, 2013, this program will be offered on the Lancaster Campus.

### **DENTAL ASSISTING** (Degree, page 9, 11, 17, 19, 71-72)

This program is no longer offered.

### **DENTAL ASSISTING** (Certificate)

This program will be offered beginning May 13, 2013 on the Bakersfield, Fresno, and Visalia Campuses. See previous section for course offering details.

### **DENTAL HYGIENE** (Degree, page 74, descriptions pages 139-140)

The following courses are offered for Credit (CR), not NC: DH 110, DH 112, DH 399, DH 601, DH 602

### **PHARMACY TECHNOLOGY** (Degree, page 10, 84, 85)

Beginning April 8, 2013, this program will be offered on the Lancaster Campus.

### **PHARMACY TECHNOLOGY** (Certificate, page 9, 111, 120)

Certificate program is not offered on the Bakersfield Campus.

## CORRECTED REQUIRED COURSES

### **AVIATION MAINTENANCE TECHNOLOGY** (Associate of Science degree, page 100)

AERO 50: Professional Licensing Seminar course number should be AERO 51.

### **HUMAN RESOURCE ADMINISTRATION** (Associate of Science degree, page 60)

HRA 400: HRA Capstone was missing from the list of required program courses. Course Description is in the following section. As a result of this correction, the total units required to graduate from the program are as follows:

**From:** 65.0 units

**To:** 68.0 units

## CORRECTED UNIT VALUES

### **PHARMACY TECHNOLOGY** (Associate of Science degree, page 85)

Course list incorrectly stated PHR 120 as a 3 unit course. Course is actually 2 units. Course value is listed correctly with course description in the Catalog (page 156).

As a result of this correction, the total units required to graduate from the program are as follows:

**From:** 64.0 units

**To:** 63.0 units

### **VOCATIONAL NURSING** (Associate of Science degree, page 97)

Course list is inadvertently missing three General Education courses that have always been a part of the program.

**Add:** PHIL 1C: Ethics; PSY 1: General Psychology; SOC 1: Introduction to Sociology (See **College Catalog** for course descriptions)

As a result of this correction, the total units required to graduate from the program are correctly listed:

**From:** 75.0 units

**To:** 81.0 units

## CORRECTED COURSE HOUR LISTINGS

### VOCATIONAL NURSING (Associate of Science degree, page 97)

The Credit hours for each course, and total for program, have been added to the College Catalog:

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
VN 9	Anatomy and Physiology for Vocational Nurses	3.0	45
VN 11	Clinical Pharmacology for Nurses	4.0	60
VN 14	Nursing Fundamentals Theory	6.0	90
VN 21	Nursing of the Mature Adult Theory	8.0	120
VN 32	Maternity Nursing Theory	3.0	45
VN 33	Pediatric Nursing Theory	3.0	45
VN 40	Critical Care Concepts Theory	8.0	120
VN 46	Nursing Ethics and Professionalism	2.0	30
VN 51	Pharmacology: Dosages and Calculations	2.0	30
VN 100	Nursing Fundamentals of the Adult Clinical Rotation	3.0	160
VN 112	Nursing Fundamentals Skills Lab	1.0	80
VN 201	Nursing of the Mature and Older Adult Clinical Rotations	5.0	240
VN 301	Maternity and Pediatric Nursing Clinical Rotations	5.0	240
VN 401	Advanced Nursing Care in Medical/Surgical, Mental and Community Health Clinical Rotations	5.0	240
VN 501	Comprehensive Licensure Exam Review	2.0	40
<b>A.S. Degree Program Total</b>		<b>81.0</b>	<b>1900</b>

## COURSE DESCRIPTION ADDITIONS AND REVISIONS

### AERO 30: Aircraft Basic Science

#### 9.0 units – 256 hours

*Revised Course Description (Page 125)*

This course provides a review of blueprint reading, mechanical drawings, fabrication of fluid lines and fittings, nondestructive testing methods, aircraft hardware and material identification, precision measuring techniques, aircraft corrosion control, and FAA documentation. Students will also use FAA and manufacturers' specifications and discuss mechanic privileges and limitations.

### AERO 31: Basic Electricity and Electronics

#### 9.0 units – 256 hours

*Revised Course Description (Page 125)*

Math concepts and application, basic electricity and electronics involving capacitance, inductance, volts, ampere, resistance and AC/DC circuits will be reviewed. The use of and interpretations of electrical schematics, flow-charts and diagrams is emphasized. This course will also cover the

inspection and servicing of aircraft batteries and the physics of an aircraft with emphases on flight characteristics and weight & balance.

### AERO 34: Turbine Engines

#### 9.0 units – 256 hours

*Revised Course Name and Description (Page 126)*

This course will focus on the inspection, servicing, troubleshooting, overhauling, and repair of turbine engines and supporting elements. Powerplant, electrical and auxiliary systems are also covered.

### AERO 36: Propellers and Engine Auxiliary Systems

#### 9.0 units – 256 hours

*Revised Course Description (Page 126)*

This course will focus on the inspection, troubleshooting, overhaul, and repair techniques of carburetors, engine fuel metering systems and components. Engine fire detection and

extinguishing systems, propellers and propeller control systems, and engine auxiliary systems are also covered.

### **AERO 51: Professional Licensing Seminar**

**2.0 units – 96 hours**

*Revised Course Description* (Page 126)

The focus of this course is the review and practical application of the AMT license examination. Students will prepare for both the written and practical examinations. The course also covers a review of the professional opportunities for the AMT graduate.

### **CHE 3: General Chemistry**

**4.0 units – 90 hours**

This course focuses on composition of matter and physical and chemical changes; fundamental laws and principles; atomic and molecular structure; acid-base chemistry, redox, equilibria; qualitative and quantitative techniques and theory.

### **CHE 4: Introduction to Organic and Biochemistry**

**4.0 units – 90 hours**

This course is designed for allied health majors and focuses on the basic structural, physical, and chemical properties of organic and biochemical compounds. Topics include hydrocarbons and the chemistry of organic functional groups, and properties of carbohydrates, lipids, and proteins. The role of these compounds in metabolism and energy is also discussed.

### **DA 515: Clinical and Professional Experience**

**5.0 units – 265 hours**

This course relates to work experience in an extramural facility under direct supervision of the dentist. Students are required, once per week, to turn in completed hours and evaluations. This course is graded as a Pass or Fail. Failure of this course will result in the student repeating the clinical experience rotation.

### **DA 520: RDA Licensure Review Seminar**

**2.0 units – 45 hours**

This course gives the student the opportunity to review the theory and skills covered throughout the program in preparation for the written and practical RDA exam. This course is graded as a Pass or Fail based on successful completion of an Exit Exam which simulates the state RDA exam. Pass rate for both the practical and written examinations is 75% or higher; failure to pass with 75% or higher will result in the student retaking the course.

### **DH 110, 112, 399, 601, 602**

*Revised Course Value* (Pages 139-140)

Courses are offered for CR, not NC

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### **ECON 1: Economics**

**3.0 units – 45 hours**

*Revised Course Description* (Page 142)

This course provides a general introduction and overview of economics and the role economics plays in society today. Topics in the course include taxes, the roles of supply and demand, elasticity, productivity, GDP, unemployment, competitive pricing, and the role of money in the economy. Students will discuss the impact these topics have on our economy and society. Students will understand and illustrate how each person's daily decisions affect the economy.

### **HRA 400: HRA Capstone**

**3.0 units – 45 hours**

This course is designed to give students practical experience and opportunity to apply their human resource (HR) administration skills within simulated circumstances. Students will problem solve HR situations, analyze case studies, interpret labor laws, facilitate employee interviews and plan employee development and orientation.

### **MAS 240: Beginning Surgical Assisting A**

**3.0 units – 45 hours**

*Correction to Course Unit Value* – (Page 151)

Course is 3 units

### **STC 3: Clinical Experience 1**

**5.0 units – 225 hours**

Under direct supervision, at the assigned clinical site, the student will perform nonsterile and sterile surgical case management duties. Assignments may include the sterile processing department, preoperative holding area, surgery department, and the postanesthesia care unit. The clinical sites are located within a 60-mile radius of the campus.

### **STC 4: Clinical Experience 2**

**7.0 units – 315 hours**

Under direct supervision, at the assigned clinical site, the student will perform nonsterile and sterile surgical case management duties. The student must participate in a minimum of 120 select surgical cases. The clinical sites are located within a 60-mile radius of the campus.

### **STL 1: Surgical Case Management Lab**

**2 units – 45 hours**

In this course students will practice the basic skills related to the principles of asepsis and the practice of sterile technique. The three phases of surgical case management are learned in the simulated operating room. Corresponds with STT 12: Surgical Case Management.

## **STL 2: Basic Surgical Procedures Lab**

### **2 units – 45 hours**

Building on the basic skills learned in STL 1, students will assimilate surgical case management into regular practice and carry out mock surgical procedures in the simulated operating room.

## **STT 11: Introduction to Surgical Technology**

### **5 units – 90 hours**

This course covers development of medicine, surgery, and the field of surgical technology. Related professional practice issues are discussed. Patient care concepts, pharmacology, anesthesia, information technology, electricity, robotics, all-hazards preparation, and microbiology will also be studied.

## **STT 12: Surgical Case Management**

### **3 units – 45 hours**

Orientation to the surgical environment includes introduction of the roles of the surgical team members, attire, furniture, instrumentation, equipment, and supplies. The principles of asepsis and the practice of sterile technique are introduced. Fundamental elements of the three phases of surgical case management are presented. Basic Life Support for Healthcare Providers (CPR) is included.

## **STT 22: Basic Surgical Procedures**

### **9 units – 150 hours**

This course introduces noninvasive and invasive diagnostic procedures as well as basic surgical interventions for the following: general, obstetric and gynecologic, endoscopic, otorhinolaryngologic, genitourinary, trauma, and orthopedic.

## **STT 33: Advanced Surgical Procedures**

### **7 units – 120 hours**

This course encompasses an in-depth study of relevant surgical anatomy, physiology, pathophysiology, and diagnostic interventions as well as factors unique to the following advanced procedure areas: ophthalmic, oral and maxillofacial, plastic and reconstructive, oncologic, cardiothoracic, peripheral vascular, neurosurgical, and pediatric.

## **STT 44: Professional Development**

### **6 units – 90 hours**

Professional development and employability skills including resume writing and interview techniques are mastered. A comprehensive study of information learned throughout the program is provided in preparation for the National Certification Examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

## **VRT 301: Beginning Surgical Assisting A**

### **3.0 units – 45 hours**

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### *Revised Course Description (Page 165)*

In this course students will begin to demonstrate essential Veterinary Technician surgical team skills such as asepsis, sterilization, medical documentation, and surgical patient preparation. Components of an anesthetic machine and their functions, as well as anesthetic and analgesic drug classifications, patient monitoring and endotracheal intubation will be discussed.

## **VRT 308: Advanced Pharmacology**

### **3 units – 45 hours**

This course emphasizes the chemistry of drugs, their pharmacodynamics and the pharmacokinetics with various species. Blood transfusion, fluid therapy nursing, alternative drug therapies, toxicological crisis situations, behavioral drugs and modification techniques will be studied. In-depth dosage calculation exercises will be performed.

## **VRT 310: Advanced Surgical Procedures A**

### **3.0 units – 45 hours**

This course focuses on advanced licensure procedures for the Veterinary Technician. These will include principles of anesthesia induction, advanced surgical nursing techniques, dental prophylaxis and extractions, suture techniques, bandaging, splinting, emergency and critical care. Basic disaster planning and pet CPR are included.

## **VRT 320: Advanced Surgical Procedures B**

### **2 units – 45 hours**

Students will demonstrate competency of advanced veterinary technician skills with anesthetic induction, suture techniques and dental prophylaxis and extraction techniques. Surgical assistance aptitude, critical care knowledge, and proper emergency response protocols will be performed and assessed.

## **VRT 403: Advanced Diagnostic Imaging Applications**

### **2 units – 45 hours**

### *Revised Course Description (Page 166)*

This course provides an overview of radiation control regulations and advanced techniques in radiology. Student will produce quality radiographs and perform various restraint techniques, including special positioning for orthopedics, thoracic and abnormal films. Contrast studies, dental x-rays, ultrasound, CT, MRI, and basic endoscopy will be discussed. Students will also continue to practice other lab skills when not producing radiographs.

## **VRT 406: Exotic and Lab Animals**

### **3 units – 45 hours**

In this course students will learn to care for lab and exotic pet animals such as rodents, rabbits, birds, reptiles, amphibians and other various species. They will study basic care, handling

and restraint, nail trims, and physical exams. Students will practice basic venipuncture techniques and administration of medications on these various species.

### **VRT 407: Course Review and Essential Skills**

#### **2 units – 45 hours**

In this course students will apply the knowledge gained throughout the program to preparation for the licensure exam and career. Students will practice answering exam questions as well as have hands-on lab time to solidify essential skills. Students will also reflect on how to prevent test anxiety and practice test preparation techniques.

### **VRT 490: Externship A**

#### **4 units – 180 hours**

This course provides work experience in a clinical setting under direct supervision of a veterinarian or RVT associated with the college. Hours and sites will be arranged by the student and approved by the veterinary faculty. Students will submit a completed supervisor evaluation, based on job tasks performed in the practice.

### **VRT 491: Externship B**

#### **1 unit – 45 hours**

This course provides continued work experience in a clinical setting under direct supervision of a veterinarian or RVT associated with the college. Hours and sites will be arranged by the student and approved by the veterinary faculty. Students will submit a completed supervisor evaluation, based on job tasks performed in the practice.

## **ADMISSIONS REQUIREMENT REVISIONS**

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### **EVALUATION OF PRIOR CREDIT** (page 14)

#### **Credits Earned at Regionally Accredited Institutions**

**SJVC** may accept prior credit earned for coursework completed at other regionally accredited institutions to be applied towards an Associate Degree program. ~~Courses may not be transferred in to the Certificate Programs.~~

### **PROGRAMMATIC**

#### **CRIMINAL JUSTICE: CORRECTIONS PROGRAM** (page 55)

All campuses

- Applicant must be age 18 by program start date

#### **PHARMACY TECHNOLOGY PROGRAM** (page 84)

All campuses

- Official transcript from High School or GED/Equivalent

## **FINANCIAL SERVICES REVISIONS**

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### **REMOVAL OF THE FOLLOWING SECTIONS:**

Page 22

#### **Academic Competitiveness Grant**

~~The Academic Competitiveness Grant is available to recent high school graduates who have completed a rigorous program of student at a secondary school. See the Financial Aid office for specific eligibility requirements.~~

#### **California Student Aid Commission Grants**

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~~The California Student Aid Commission offers Cal Grants each year. The Free Application for Federal Student Aid (FAFSA) and G.P.A. forms are available in the Financial Aid Office around January 1<sup>st</sup> of each year. See the Financial Aid Office for application deadlines.~~

### **WORDING CORRECTIONS TO THE FOLLOWING SECTIONS:**

#### **Federal Direct PLUS** (Page 22)

Through the Federal Parent Loan for Undergraduate Students program, parents of dependent students may borrow funds to meet educational expenses. Repayment of this loan begins sixty days after the loan origination date. **once the loan is fully disbursed (paid out).**

**Student Financial Obligation: Institutional Refund Calculation (IR)** (Page 23)

If a student withdraws or is terminated from **SJVC** during the first week of class, ~~he/she will be charged a \$100.00 registration fee~~ **there will be no tuition charges.** If a student drops or is terminated from **SJVC** after the first week of classes, he/she will owe the College a ~~\$100.00 registration fee,~~ plus tuition as follows:

Determine the percentage of the academic year completed by dividing the number of weeks attended by the number of weeks in the academic year. Locate that percentage in the chart below to determine the amount of tuition owed.

TIME COMPLETE	TUITION OWED
.01% - 10%	10%
10.01% - 20%	20%
20.01% - 30%	30%
30.01% - 40%	40%
40.01% - 50%	50%
50.01% - 60%	60%
60.01% - 100%	100%

If a student drops or is terminated at any time after beginning the second ~~or third~~ academic year, the student will owe the College ~~\$100.00 registration and~~ tuition as described in the chart above.

~~For example: Assume that a student enrolled in an academic year of thirty weeks, with \$100.00 registration and \$12,450.00 tuition, withdraws from SJVC after completing five weeks and paying \$6,098.00 to the College.~~

**Step 1:** Divide 5 (the number of weeks completed) by 30 (the weeks in the academic year). The number derived in this step (.167) is called a decimal fraction and is converted to a percent by multiplying by 100. (.167 x 100 = 16.7%)

**Step 2:** Find 16.7% on the above referenced chart to determine the amount of tuition owed (20%).

**Step 3:** Multiply the tuition by 20%. In order to do this, convert the percent back to a decimal fraction. (\$12,450.00 x .20 = \$2,490.00)

**Step 4:** Add the \$100.00 registration fee to the tuition owed: \$2,490.00 + \$100.00 = \$2,590.00.

~~**Step 5:** Determine whether tuition money is owed to SJVC, or whether the College owes the student a refund by subtracting the amount owed from the amount of tuition that has been paid. In this example, the student paid \$6098.00 — \$2,590.00 that was owed = \$3,508.00 refund due.~~

*New example:*

For example: Assume that a student enrolled in an academic year of thirty weeks, with \$16,000.00 tuition, withdraws from **SJVC** after completing five weeks and paying \$4,600.00 to the College.

**Step 1:** Divide 5 (the number of weeks completed) by 30 (the weeks in the academic year). The number derived in this step (.167) is called a decimal fraction and is converted to a percent by multiplying by 100. (.167 x 100 = 16.7%)

**Step 2:** Find 16.7% on the above referenced chart to determine the amount of tuition owed (20%).

**Step 3:** Multiply the tuition by 20%. In order to do this, convert the percent back to a decimal fraction. (\$16,000.00 x .20 = \$3,200.00)

**Step 4:** Determine whether tuition money is owed to **SJVC**, or whether the College owes the student a refund by subtracting the amount owed from the amount of tuition that has been paid. In this example, the student paid \$4,600.00 - \$3,200.00 that was owed = \$1,400.00 refund due.

**Retaining Financial Aid Received: Return to Title IV Funds calculation (R2T4)** (Page 23)

Students who use Federal Financial Aid (for example: Pell Grant, SEOG, Direct Stafford Loan and Direct PLUS) to pay for tuition expenses need to understand what happens in the event that they are dropped or terminated from **SJVC**. The calculation to determine the amount of financial aid to be retained by the institution (R2T4) is different than the one used to determine the amount of tuition owed by the student (IR). The R2T4 calculation must be performed prior to the IR for student receiving Federal Financial Aid. In this calculation the College will determine the percentage of the period of enrollment completed using the academic year start date and end date. The College may retain only that percentage of funds received and the funds that could have been received for the enrollment period, and must return any overage to the financial aid source(s). The percentage will be calculated using days or clock hours, depending on the program of study.

**The College is required to use the Title IV (R2T4) Refund Calculation prior to the Institutional Refund (IR) Calculation. Any refunds due from this calculation must be made,**

regardless of how much tuition is owed to the College. This calculation is different than the one used to determine tuition owed. In this calculation, we divide the calendar days the student attended by the calendar days in the enrollment period. Financial aid is awarded and posted for one enrollment period (academic year) at a time.

~~For example, a student completed 35 days in an enrollment period of 205 days and the College received a total of \$7,502.00 and an additional \$7,502.00 could have been received for the enrollment period (\$15004.00 total):~~

~~**Step 1:** Divide the number of days completed by the days in the enrollment period. ( $35 \div 205 = .334$ )~~

~~**Step 2:** Determine the amount of aid received that can be retained by multiplying the amount of aid received and aid that could have been received in the enrollment period by the percentage completed. In this example, the College can keep \$2565.68 ( $\$15004.00 \times .171$ )~~

~~The difference between what the College has received and what it can retain ( $\$7502.00 - \$2565.68 = \$4936.32$ ) will be refunded to the financial aid source(s) as described below.~~

*New example:*

For example, a student completed 35 days in an enrollment period of 210 days. Dividing 35 by 210 would result in the decimal fraction .166, converted to 16.6% by multiplying by 100. The student completed 16.6% of the enrollment period.

The student may keep only 16.6% of the Title IV financial aid posted or that could have posted to his/her account. If the College could have received \$10,000, only \$1,660 may be kept, with the difference returned to the financial aid source in the manner described in the section below.

If the student is eligible for more funding than was disbursed, the College will provide written notification and instructions for receiving a post-withdrawal disbursement.



# APPENDIX A: EMERGENCY, MEDICAL AND CRISIS RESOURCES

## UPDATED LIST OF RESOURCES

Campus	Hospital	Police Dept	Rape Crisis Center
<b>Aviation</b>	Clovis Community Center 2755 Herndon Ave. Clovis, CA 93611 (559) 324-4000	Fresno City Police 2323 Mariposa Street Fresno, CA (559) 621-7000	Resource Center for Survivors of Sexual Assault (RCS) Fresno, CA 93701 Business: (559) 497-2900 Hotline: (559) 222-7273
<b>Bakersfield</b>	Mercy Hospital 2215 Truxtun Ave. Bakersfield, CA 93301 (661) 632-5000	Bakersfield Police 1601 Truxtun Avenue Bakersfield, CA 93301 (661) 327-7111	Alliance Against Family Violence & Sexual Assault Bakersfield, CA 93303 Business: (661) 322-0931 Hotline: (661) 327-1091
<b>Hanford</b>	Adventist Medical Center 115 Mall Drive Hanford, CA 93230 (559) 582-9000	Hanford Police 425 N. Irwin Hanford, CA 93230 (559) 585-2535	Family Services of Tulare County Visalia, CA 93291 Business: (559) 732-7371 Hotline: (559) 732-7371
<b>Hesperia</b>	Desert Valley Center 12276 Hesperia Rd. #1 Victorville, CA 92395 (760) 241-8000	Hesperia Police 9700 Seventh Avenue Hesperia, CA 92345 (760) 947-1000	Riverside Area Rape Crisis Center Riverside, CA 92507 Business: (951) 686-7273 Hotline: (866) 686-7273
<b>Fresno</b>	St. Agnes 1303 E. Herndon Ave. Fresno, CA 93720 (559) 450-3000	Fresno City Police 2323 Mariposa Street Fresno, CA (559) 621-7000	Resource Center for Survivors of Sexual Assault (RCS) Fresno, CA 93701 Business: (559) 497-2900 Hotline: (559) 222-7273
<b>Lancaster</b>	Antelope Valley College 1600 W. Avenue J Lancaster, CA 93534 (661) 949-5000	Lancaster Police 501 W. Lancaster Blvd. Lancaster, CA 93534 (661) 948-8466	Sexual Assault Response 1600 W. Avenue L (661) 723-7273
<b>Modesto</b>	Kaiser Permanente 4125 Bangs Avenue Modesto, CA 95356 (209) 557-1000	Stanislaus Sherriff 250 E. Hackett Modesto, CA 95358 (209) 525-7216	Haven Women's Center of Stanislaus Modesto, CA 95354 Business: (209) 524-4331 Hotline: (888) 454-2836
<b>Rancho Cordova</b>	Mercy San Juan Medical 6501 Coyle Avenue Carmichael, CA 95608 (916) 537-5000	Rancho Cordova Police 2897 Kilgore Road Rancho Cordova, CA 95670 (916) 875-9600	PEACE for Families Roseville, CA 95747 Business: (916) 773-7273 Hotline: (800) 575-5352
<b>Rancho Cucamonga</b>	Rancho San Antonio 7777 Milliken Avenue Rancho Cucamonga, CA 91730 (909) 948-8000	Rancho Cucamonga PD 10510 Civic Center Drive Rancho Cucamonga, CA 91730 (909) 447-2800	Project Sisters Family Services Claremont, CA 91711 Business: (909) 623-1619 Hotline: (626) 966-4155
<b>San Diego</b>	Scripps Mercy Hospital 4077 5 <sup>th</sup> Ave. San Diego, CA 92103 (619) 294-8111	San Diego Police Dept 3750 Sports Arena Blvd. San Diego, CA 92103 (619) 531-1540	Rape Crisis Center Business: (760) 747-6282 24 Hour Hotline: (888) 385-4657
<b>Temecula</b>	Inland Valley Medical Ctr. 36485 Inland Valley Drive Wildomar, CA 92895 (951) 677-1111	Temecula Police 30755-A Auld Road Murrieta, CA 92563 (951) 696-4357	Center Against Sexual Assault Hemet, CA 92543 Business: (951) 652-8300 Hotline: (866) 373-8300
<b>Visalia</b>	Kaweah Delta 400 W. Mineral King Visalia, CA (559) 624-2215	Visalia Police 303 S. Johnson Street Visalia, CA 93291 (559) 734-8116	Family Services of Tulare County Visalia, CA 93291 Business: (559) 732-7371 Hotline: (559) 732-7371

**\*When reporting an Emergency dial 911**