

Clinical Medical Assisting Certificate

This program is offered at **Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Madera, Modesto, Online, Ontario, Temecula** and **Visalia**. The program is also approved at **Rancho Cordova** and **San Diego**; availability of start dates can be confirmed in the admissions department.

Program Description

SJVC's Medical Assistant program prepares graduates to work as Medical Assistants in medical offices, and specialty clinics. Training helps students learn the skills required to be a valuable member of the healthcare team.

The program includes an externship which allows students to further their studies in a real-world medical environment. This clinical training enhances student learning and helps graduates develop work experience. Students will be required to complete all health screening and immunization requirements of extern site prior to beginning externship hours. The College will pay for the cost of required screenings and immunizations.

Program Student Learning Outcomes

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

1. Manage the front office of a health care facility and perform administrative duties such as patient charting, billing, letter writing, and handling coding procedures for insurance purposes using a variety of applicable software
2. Perform clinical skills such as taking vital signs, dosage computations, venipuncture, injections, hematology, administration of medication, specimen collection, and emergency procedures
3. Distinguish the various systems of the human body and explain their function using proper medical terminology
4. Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for appropriate certification exams
5. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

Graduation Requirements

Successful completion of the courses listed below, with a grade of "C" or higher in all clinical and lab courses; successful completion of the Career Services Seminar (CSS100); and meeting minimum requirement of Health Insurance Portability and Accountability Act certification.

Professional Certifications

Graduates earn a Certificate of Completion and are eligible to sit for the California Certified Medical Assistant (CCMA) exam, offered by the California Certifying Board for Medical Assistants. *SJVC* pays the fees for this examination.¹ Graduates also earn HIPAA certification, CPR and First Aid certification.

¹Failure to sit for the exam does not constitute a refund or discount in tuition.

On-Ground Program

Course descriptions are listed in **Section 8**

Course ID	Course Name	Credit Units
HCP202	Microsoft Office for Healthcare Professionals	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
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
HCP203	Medical Office Management	3.0
Total		31.0



ESSM 50: EMT Academy

10.0 units – 180 hours

This course prepares students to work as Emergency Medical Technicians. As they prepare to become first responders, students will analyze the EMT role in relationship to other medical service providers and apply the principles of human anatomy and physiology to rescue situations. Students will learn how to assess and treat people during medical emergencies; rescue techniques for infants, children, and pregnant patients; and environmental and disaster management and control; Students will be placed in the field to work with the fire department to apply the skills and training learned in this course.

HCM 40: Medical Insurance Principles

5.0 units – 90 hours

This course covers career role and responsibilities of an insurance business billing specialist. Topics and subjects include: the basics of health insurance; CPT (procedural coding) and ICD-9-CM (diagnostic coding). This course also includes health care payers and managed care systems. Special plans which include Medicaid and other state programs, Medicare, TriCare, worker's compensation, and disability income insurance along with its benefits. Other topics include employment opportunities as an insurance billing specialist.

HCM 102: CPT, HCPCS, and ICD Coding

5.0 units – 90 hours

Students will learn coding concepts associated with the Current Procedural Terminology manual and the HCPCS code book. The Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology/Laboratory, and Medicine sections will be covered with emphasis on Section Guidelines and proper code selection. The student will also cover 3 volumes from the International Classification of Diseases and Clinical Modification codebook. This will prepare the student to code medical diagnoses accurately for proper reimbursement of payments for services rendered by the medical provider.

HCM 103: Health Care Management

5.0 units – 90 hours

In this course students will learn fundamental office procedures applied to health care administration. Students will study principles and techniques used in executing common office procedures such as answering the telephone, recognizing and preparing for medical office emergencies, scheduling, medical record keeping and charting, bookkeeping, and banking procedures. Students will discover the use of computer software for completing administrative tasks involving insurance billing, records management, and practice management.

HCM 105: Hospital Billing and Legal Issues in Insurance

5.0 units – 90 hours

This course is designed to introduce the student to the basics of hospital billing and correct completion of the UB-04 claim form through a practical, focused approach. Students will also learn and respond to patient right to privacy laws, collection procedures, medical ethics and legal ramifications as they relate to health care insurance procedures.

HCP 101: Structural Anatomy and Terminology

3.0 units – 45 hours

Students will learn the foundational principles of structural body systems, such as the skeletal, muscular, and nervous systems, and be able to discuss common diseases and disorders related to these systems. Students will be able to effectively use medical terminology as they study the principles of word construction, elements, abbreviations, and symbols with emphasis on spelling and pronunciation.

HCP 102: Body System Anatomy and Terminology

3.0 units – 45 hours

Students will learn the foundational principles of internal body systems, such as the digestive, reproductive and cardiovascular systems, and be able to discuss common diseases and disorders related to these systems. Students will be able to effectively use medical terminology as they study the principles of word construction, elements, abbreviations, and symbols with emphasis on spelling and pronunciation.

HCP 103: Foundational Office Skills

2.0 units – 45 hours

In this course students will learn the fundamental administrative and communication skills needed to work in a medical office. They will discuss medical coding, medical law and ethics, HIPAA regulations, as well as insurance plans and forms. Students will practice using electronic medical software, and learn basics of CPT and ICD coding. Students will also improve keyboarding skills as a part of this course.

HCP 201: Diseases and Disorders

3.0 units – 45 hours

Students will apply their basic knowledge of anatomy and physiology to a deeper examination of diseases, disorders, etiology, pathology, diagnostic testing, and common treatments. Students will apply medical terminology to situations in their professions.

HCP 202: Microsoft Office for Health Care Professionals

3.0 units – 45 hours

Using medical office setting scenarios, students will use the various software applications in the Microsoft Office Suite. They will build professional documents, spreadsheets, presentations using Word, Excel and PowerPoint, and practice managing email, schedules, tasks and contacts using MS Outlook.

HCP 203: Medical Office Management

3.0 units – 45 hours

Adding to the fundamental administrative and communication skills needed to work in a medical office, student will distinguish the skills needed to manage a medical office. They will analyze legal and ethical scenarios, discuss how to care for patients with special needs, and how to provide excellent customer service. Students will identify the responsibilities that come with managing an office, and practice the professional behavior needed required in the healthcare setting.

IT 201: Programmable Logic Controllers

10.0 units – 180 hours

This course presents basic concepts and applications of PLC's such as the PLC language, performing installation and diagnostic functions, using program tools, basic communications and logic operations. The practical instruction of this course is performed with Allen Bradley equipment and RSLogix software, both of which are predominantly used within the manufacturing industry.

MAP 105: Laboratory Procedures

5.0 units – 90 hours

Students will learn to perform a variety of laboratory techniques. They will practice venipuncture, capillary punctures, urinalysis, and various hematology tests. They will discuss the concepts of hematology and lab values. Students will be trained in CPR and First Aid. **A grade of "C" or better is required to earn credit for this course.**

MAP 115: Pharmacology and Medication Administration

5.0 units – 90 hours

Students will learn to perform injections and a variety of clinical procedures. They will discuss basic pharmacology, immunizations, and apply a variety of medication administration techniques. Students will calculate medication dosages and complete appropriate documentation. **A grade of "C" or better is required to earn credit for this course.**

MAP 125: Clinical Procedures

3.0 units – 45 hours

In this course students will discuss the role of the medical assistant in a clinical setting. Students will perform non-invasive procedures such as electrocardiograms and vital signs. They will prepare exam rooms, exam trays, and apply sterile techniques. They will discuss bloodborne pathogen guidelines for a safe medical office. **A grade of "C" or better is required to earn credit for this course.**

MAP 205: Front Office Procedures

2.0 units – 45 hours

In this course, students will bring together all the skills needed in the front office. They will use appropriate coding terminology, use medical office software, and demonstrate the administrative tasks they will likely be doing in a medical office.

MAP 215: Back Office Procedures

2.0 units – 45 hours

In this course students will bring together all the skills needed in the back office. They will perform various invasive and comprehensive laboratory and clinical procedures. They will study and apply more advanced injection techniques, medication administration, and laboratory and patient testing. They will apply techniques to assist with various patient exams and specialty procedures. **A grade of "C" or better is required to earn credit for this course.**

MAP 225: Certification Preparedness

3.0 units – 45 hours

In this course, students will assess their performance and application of acquired skills and knowledge in general, administrative, and

clinical categories. They will also learn study skills needed for the certification exam.

MAP 500: Externship

4.0 units – 180 hours

Students will apply their acquired skills and knowledge in taking on the responsibilities and duties of an extern trainee in a practical setting under direct supervision of the Physician, PA, NP RN, LVN, or office manager. Maintaining SJVC expected professionalism, proper policy and protocol along with upholding the state and federal law at all times is essential. The teaching/learning facility will provide appropriate supervision and evaluation of student performance under the direction of Extern/Clinical Coordinator. The grade earned in this course is Pass/Fail. Passing this course is a graduation requirement.

MAS 110: Introduction to Eastern Theory and Shiatsu Techniques

4.0 units – 90 hours

Introduction to Eastern Theory and Shiatsu provides the specific foundation, context, and technical hands-on skills for basic Shiatsu practice. The basic philosophy, eastern anatomy and physiology, specific channels and points, as well as the principles of assessment, patterns of imbalance and organ dysfunction are studied. Basic point palpation and location will also be practiced to help students develop the sensitivity and skills necessary for effective Shiatsu treatment. Students are prepared to perform a full body Shiatsu sequence using the fundamentals of body mechanics, proper placement of the body to access the channels, as well as stretches, transitions and protocols for each element.

MAS 120: Palpation and Myology

4.0 units – 90 hours

Palpation and Myology offers an in-depth look at the human muscular system including the characteristics of muscle tissue and its histological classification into skeletal, cardiac, and smooth types. Students will learn to superficially outline and explain the shape and fiber direction of the various muscles and muscle groups located in the head, neck and trunk as well as the different muscle groups that cause movement of the extremities. Students will learn to physically locate, palpate and demonstrate the actions of the major muscle groups, related bones and bony landmarks, as well as other related additional structures on a diagram, skeleton and classmates.

MAS 130: Swedish Massage Therapy Technique

4.0 units – 90 hours

Swedish Massage Therapy Technique includes the history of massage tracing it from ancient to contemporary times and a model of the scope and field of the massage and bodywork profession. The basic strokes of Swedish technique are defined, demonstrated and then practiced as they are weaved into the complete treatment for both the anterior and posterior aspects of the body. Students are also instructed on the proper use of massage oils, lotions and creams, the massage table, and draping and bolstering techniques on partners. The effects, benefits, indications and contraindications of Swedish massage are also emphasized. Students will also be introduced to state laws, regulations and professional ethics for Massage

Medical Office Administration Certificate

This program is offered at **Hanford, Hesperia, Lancaster, Madera, Modesto, Ontario, Ontario, and Temecula**. The program is also approved at **Bakersfield, Fresno, San Diego, Visalia, and Rancho Cordova** (under the name Administrative Health Care Management); start date availability can be confirmed in the admissions office.

Program Description

SJVC's Medical Office Administration program provides in-depth training for the front office position of a busy medical practice or facility. Hands-on experience and classroom instruction include the study of office management, patient recordkeeping, bookkeeping and accounting, and professional communication.

Program Student Learning Outcomes

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

1. Perform administrative skills such as scheduling and receiving patients as well as charting and maintaining patient records
2. Operate and manage a computerized medical office that includes bookkeeping and accounting tasks
3. Code, submit, and manage insurance claims accurately
4. Manage emergency situations requiring CPR or first aid
5. Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

Graduation Requirements

Successful completion of the courses listed below, minimum keyboarding speed requirements of 35 net wpm, and achieve the minimum requirement of the HIPAA component; successful completion of the Career Services Seminar (CSS100).

On-Ground Program

Course descriptions are listed in **Section 8**.

Course ID	Course Name	Credit Units
HCP202	Microsoft Office for Healthcare Professionals	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Billing Principles	2.0
MOP 140	ICD Coding	3.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
HCP203	Medical Office Management	3.0
Total		31.0

Online Program

Course descriptions are listed in **Section 8**.

Course ID	Course Name	Credit Units
BCS 101	Basic Computer Skills	5.0
HCM 40	Medical Insurance Principles	5.0
HCM 102	CPT, HCPS, and ICD Coding	5.0
HCM 103	Health Care Management	5.0
HCM 105	Hospital Billing and Legal Issues in Insurance	5.0
HTH 107	Anatomy/Physiology and Medical Terminology	6.0
Total		31.0



ESSM 50: EMT Academy

10.0 units – 180 hours

This course prepares students to work as Emergency Medical Technicians. As they prepare to become first responders, students will analyze the EMT role in relationship to other medical service providers and apply the principles of human anatomy and physiology to rescue situations. Students will learn how to assess and treat people during medical emergencies; rescue techniques for infants, children, and pregnant patients; and environmental and disaster management and control; Students will be placed in the field to work with the fire department to apply the skills and training learned in this course.

HCM 40: Medical Insurance Principles

5.0 units – 90 hours

This course covers career role and responsibilities of an insurance business billing specialist. Topics and subjects include: the basics of health insurance; CPT (procedural coding) and ICD-9-CM (diagnostic coding). This course also includes health care payers and managed care systems. Special plans which include Medicaid and other state programs, Medicare, TriCare, worker's compensation, and disability income insurance along with its benefits. Other topics include employment opportunities as an insurance billing specialist.

HCM 102: CPT, HCPCS, and ICD Coding

5.0 units – 90 hours

Students will learn coding concepts associated with the Current Procedural Terminology manual and the HCPCS code book. The Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology/Laboratory, and Medicine sections will be covered with emphasis on Section Guidelines and proper code selection. The student will also cover 3 volumes from the International Classification of Diseases and Clinical Modification codebook. This will prepare the student to code medical diagnoses accurately for proper reimbursement of payments for services rendered by the medical provider.

HCM 103: Health Care Management

5.0 units – 90 hours

In this course students will learn fundamental office procedures applied to health care administration. Students will study principles and techniques used in executing common office procedures such as answering the telephone, recognizing and preparing for medical office emergencies, scheduling, medical record keeping and charting, bookkeeping, and banking procedures. Students will discover the use of computer software for completing administrative tasks involving insurance billing, records management, and practice management.

HCM 105: Hospital Billing and Legal Issues in Insurance

5.0 units – 90 hours

This course is designed to introduce the student to the basics of hospital billing and correct completion of the UB-04 claim form through a practical, focused approach. Students will also learn and respond to patient right to privacy laws, collection procedures, medical ethics and legal ramifications as they relate to health care insurance procedures.

HCP 101: Structural Anatomy and Terminology

3.0 units – 45 hours

Students will learn the foundational principles of structural body systems, such as the skeletal, muscular, and nervous systems, and be able to discuss common diseases and disorders related to these systems. Students will be able to effectively use medical terminology as they study the principles of word construction, elements, abbreviations, and symbols with emphasis on spelling and pronunciation.

HCP 102: Body System Anatomy and Terminology

3.0 units – 45 hours

Students will learn the foundational principles of internal body systems, such as the digestive, reproductive and cardiovascular systems, and be able to discuss common diseases and disorders related to these systems. Students will be able to effectively use medical terminology as they study the principles of word construction, elements, abbreviations, and symbols with emphasis on spelling and pronunciation.

HCP 103: Foundational Office Skills

2.0 units – 45 hours

In this course students will learn the fundamental administrative and communication skills needed to work in a medical office. They will discuss medical coding, medical law and ethics, HIPAA regulations, as well as insurance plans and forms. Students will practice using electronic medical software, and learn basics of CPT and ICD coding. Students will also improve keyboarding skills as a part of this course.

HCP 201: Diseases and Disorders

3.0 units – 45 hours

Students will apply their basic knowledge of anatomy and physiology to a deeper examination of diseases, disorders, etiology, pathology, diagnostic testing, and common treatments. Students will apply medical terminology to situations in their professions.

HCP 202: Microsoft Office for Health Care Professionals

3.0 units – 45 hours

Using medical office setting scenarios, students will use the various software applications in the Microsoft Office Suite. They will build professional documents, spreadsheets, presentations using Word, Excel and PowerPoint, and practice managing email, schedules, tasks and contacts using MS Outlook.

HCP 203: Medical Office Management

3.0 units – 45 hours

Adding to the fundamental administrative and communication skills needed to work in a medical office, student will distinguish the skills needed to manage a medical office. They will analyze legal and ethical scenarios, discuss how to care for patients with special needs, and how to provide excellent customer service. Students will identify the responsibilities that come with managing an office, and practice the professional behavior needed required in the healthcare setting.

Therapists. Strong emphasis is placed on the importance of the student developing coordination, balance, control and stamina.

MAS 210: Integrated Deep Tissue Massage

3.0 units – 45 hours

The integrated deep tissue massage course builds upon the firm foundation provided in Swedish Massage Technique enabling students to advance to the next level of practice. During this course students learn to integrate various massage and bodywork therapy modalities including neuromuscular therapy, Swedish massage, cross fiber, connective tissue techniques, stretching and energy work into numerous integrated deep tissue massage routines for either full body or specific treatment areas and conditions. Students are taught how to work with tissue in the different layers of the fascia, as well as palpate, locate and treat areas that may be compromised. Students will learn how to relax and lengthen tissue helping to release holding patterns in the most effective and energy efficient way. They learn to facilitate the fundamental goal of integrated deep tissue massage which is to help restore balance and harmony to the body through advanced techniques and manipulations that affect the deeper layers of muscle and connective tissue. This course also emphasizes evaluation and treatment of postural imbalances including those due to injury and habit. Beneficial exercises and other forms of self-care that clients can do at home for the purpose of enhancing treatment are taught as part of this course.

MAS 220: Swedish Massage Therapy Applied Technique

3.0 units – 45 hours

The main focus of this course is the introduction and integration of advanced techniques into the full body Swedish massage and their various applications to the more serious, but common pathological conditions professional massage therapists see. Swedish Massage Therapy Applied Technique begins with a comprehensive practical review of the basic Swedish full-body treatment. This course then provides an introduction to the underlying principles of assessment used in treatment planning, review of the fundamental principles and physiological effects of Swedish Therapeutic Massage, its indications and precautions. Finally students are introduced to Sports Massage including its purposes, goals, and major benefits, contraindications, stress points, warm-up exercises, pre-and post-event treatment, maintenance, and the most effective and commonly used massage techniques. Students are also taught to assess post-event conditions and practice the hands-on techniques for aiding in their relief.

MAS 230: Sports Massage

3.0 units – 45 hours

Sports Massage provides students with an understanding of the fundamental theory and practical basis for using sports massage to keep athletes in top shape, recover from injuries and improve performance. The student will learn and practice massage techniques and procedures involved in conducting effective sports massage sessions, including determining goals, organizing the session, the choosing and applying techniques. Medications and massage, specialized massage techniques, joint movements, stretching, remedial and rehabilitation applications will also be taught. Instruction in pre-, inter- and post-event massage, as well as

learning to use sports massage in an integrative sports medicine clinic, private practice or clinic, or in a sports massage program in a school or university is covered.

MAS 240: Spa Therapy: Techniques and Modalities

3.0 units – 45 hours

This course prepares the student to successfully perform spa modalities either as a sole practitioner adding spa services to a massage practice, or as a valuable employee in a spa. The course covers the theory behind these techniques, contraindications, the benefits of each treatment, the history of spas and bathing, the roots of spas in antiquity, and the differences in Asian, European and American spa models as they developed over time.

MCA 103 Clinical Applications

4.0 units - 90 hours

This course focuses on initial patient assessment and fundamental pre-clinical skills such as sterile technique, OSHA regulations, and equipment operation and maintenance. Skills learned include CPR/BLS, First Aid, taking and recording vital signs, emergency procedures, basic instrument identification, sanitization, disinfecting, sterilizing, and autoclaving.

MGT 104: Office Supervision and Organization

3.0 units – 45 hours

This course emphasizes functional office practices necessary in the operation of any business. Students will examine the manager's environment including social responsibility, law and ethics, efficient business organization, and human resources management. Other topics covered include an introduction and overview of office operations, an overview of typical business structure, day-to-day operations and procedures, and information systems.

MGT 110: Career Development

3.0 units – 45 hours

This course helps to prepare the online student with certain skills that are useful for the job search as well as for career development. Professional development and employment skills are the focus and topics covered include resume and professional letter writing, interview techniques, and conducting the job search through the internet. In addition, planning strategies and resources are also examined with an emphasis on maximizing career advancement potential and long-term professional growth. Students will complete assignments, projects, exams, and a final portfolio that emphasize career development and employment skills.

MOP 110: Medical Insurance Principles

5.0 units – 90 hours

In this course students will learn the fundamental administrative and communication skills needed to work in a medical office. They will discuss medical coding, medical law and ethics, as well as insurance plans and forms. Students will practice using electronic medical software, and learn basics of CPT and ICD coding. Students will be trained in CPR and First Aid, and will also improve keyboarding skills as a part of this course.

MOP 120: CPT/HCPCS Coding**3.0 units –45 hours**

Students will learn coding concepts associated with the Current Procedural Terminology manual and the HCPCS code book. The Evaluation and Management, Anesthesia, Surgery Radiology, Pathology/Laboratory and Medicine sections are covered with emphasis on section guidelines and proper code selection. Students will also improve keyboarding skills while in this course.

MOP 130: Billing Principles**2.0 units – 45 hours**

Students will learn the procedures for billing in both hospital and clinical settings. They will identify the variety of source documents billing uses, compare and complete the forms used in hospitals and offices, analyze the revenue cycles, and apply the correct codes to the different venues.

MOP 140: ICD Coding**3.0 units –45 hours**

Students will learn coding concepts associated with the three volumes of the International Classification of Diseases (9th edition) and Clinical Modification codebook. Students will practice using terminology, following documentation guidelines and applying codes to various forms and documents. Students will improve keyboarding skills while in this course.

MOP 210: Medical Office Principles**2.0 units – 45 hours**

Students will learn basic bookkeeping and accounting procedures. They will practice the effective communication and documentation skills required in the medical office.

MOP 220: Medical Office Capstone**2.0 units – 45 hours**

In this capstone course, students will apply coding and medical billing skills learned throughout the program to a variety of scenarios and situations. They will make decisions, process claims, interpret source documents, use critical thinking skills, and handle difficult situations as professionals.

MOP 500: Externship**3.0 units –135 hours**

Students will utilize their skills and knowledge by working in a medical office, hospital, billing office, or insurance company under direct supervision of the professional office manager or medical director. Students are required to turn in completed hours and evaluations, and the grade earned in this course is Pass/Fail. Passing this course is a graduation requirement.

MOP 510: Externship Seminar**1.0 units – 15 hours**

In this course students will assess their performance and application of acquired skills and knowledge. They will learn skills to prepare for the certification exam and practice professional behavior.

MTC 1: Massage Therapy Clinic 1**2.0 units – 60 hours**

Massage Therapy Clinic 1 challenges the student practitioners to integrate all aspects of their education during an intense internship. This phase of training offers students the excitement and responsibility of applying the knowledge & skills they have learned to the treatment of clients from the community under direct supervision of their instructors. Graduates are offered their final preparation & transition for occupational certification into the professional Massage Therapy arena.

MTC 2: Massage Therapy Clinic II**2.0 units – 60 hours**

Massage Therapy Clinic II is the training ground where student practitioners are challenged to integrate all aspects of their education during an intense internship. During this second phase of clinic, students will be required to apply deeper levels of their knowledge, assessment and technical skills and abilities during a series of different treatment sessions. They will treat, make recommendations, care for, and follow-up on their clinic clients presenting with various pathological conditions.

During Massage Therapy Clinic II, student clinicians are required to complete at least 25 one-hour, full-body treatments on no less than 4 individual clients and no more than 6, that are focused on the client's particular problems, conditions, complaints or pathologies and which are meant to be therapeutic and remedial. It is recommended that when working on a particular client with a specific complaint or pathology that the client be given 4-6 consecutive, weekly or otherwise properly spaced, treatments. This affords the best educational experience for the student clinician providing enhanced opportunities for supervision and follow-up. It also allows for continued dialog about client symptomology, and experience in adjusting treatment protocol to better promote healing and the overall well-being of the client. During these treatment series the student clinician can integrate additional techniques and treatment modalities learned in the second term including integrated deep tissue, sports massage, appropriate spa techniques, points, strokes, stretches, exercises and recommendations as instructed during supervision.

Supervisors discreetly monitor students throughout the progress of their treating and are available at any time for regular conferences regarding treatment preparations, recommendations, documentation of treatments, the use of specific points and techniques, the progress of the individual client, or difficult situations that may arise. Students keep accurate records, participate in administrative duties and receive feedback from their supervisors in addition to written evaluations completed by the clients at the end of client-pathology series.

At the end of the term students will submit a clinic term paper based on each of their clinic-pathology case studies during Massage Therapy Clinic II.

Business Administration Certificate

This program is offered at **Hanford, Hesperia, Lancaster, Madera, Modesto, Online, Ontario and Temecula**. The program is also approved at **Bakersfield, Fresno, Rancho Cordova, and Visalia**; availability of start dates can be confirmed in the admissions office.

Program Description

SJVC's Business Administration program provides a framework of office procedures and skills that can adapt to any company's operation. Students develop into knowledgeable, ethical, and technically competent business professionals.

Program Student Learning Outcomes

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

1. Perform general business functions
2. Demonstrate resource management and accounting skills
3. Demonstrate a working understanding of economics and marketing and how they correlate to current global business trends
4. Demonstrate keyboarding and ten key skills commensurate with industry standards
5. Demonstrate proficiency in Word, Excel, PowerPoint, and accounting software
6. Interact confidently and communicate effectively with businesses and community organizations
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates



Graduation Requirements

Successful completion of the courses listed below, minimum keyboarding speed of 45 net wpm, and successful completion of the Career Services Seminar (CSS100)

Professional Certifications

Graduates earn a Certificate of Completion and are eligible to take the Microsoft® Office Specialist exam for certification in Word, PowerPoint® and Excel®. The fees for these examinations is paid for by *SJVC*.¹

On-Ground Program

Course descriptions are listed in **Section 8**

Course ID	Course Name	Credit Units
ACT 101	Principles of Accounting	5.0
BA 210	Business Writing	2.0
BUS 102	Business Math	3.0
BUS 160	The Modern Office Professional	3.0
BUS 170	Strategic Management & Leadership	3.0
BUS 180	Marketing & Sales	3.0
CMP 101	Introduction to Microsoft Office I	5.0
CMP 102	Introduction to Microsoft Office II	5.0
HR 100	Human Resource Management and Administration	2.0
Total		31.0

Online Program

Course descriptions are listed in **Section 8**

Course ID	Course Name	Credit Units
BUS 100	Introduction to Business	5.0
BUS 125	Administrative Operations and Procedures	5.0
BUS 135	Professional and Technical Writing	5.0
BUS 145	Business Math	5.0
CMP 101	Introduction to Microsoft Office I	5.0
HR 155	Human Resource Management and Administration	5.0
Total		30.0

¹Failure to sit for the exam does not constitute a refund or discount in tuition.

ALPHABETIC LIST OF COURSE DESCRIPTIONS

AC 100: Basic Air Conditioning Theory and Applications

5.0 units – 90 hours

This course introduces, discusses and demonstrates the practical applications of the physical properties of air, (psychometrics), blueprint interpretation, floor plan layout, calculating building heat loads, air distribution systems, types of air conditioning equipment and systems, codes, and installations. This course also introduces EPA, Section 608.

AC 302: Intermediate Air Conditioning

2.0 units – 45 hours

This course applies pictorial and schematic wiring diagrams, interpretation and various techniques for problem analysis and troubleshooting of air conditioning and heating units. Students will work with gas, propane and oil-fired furnaces.

AC 400: Advanced Air Conditioning

2.0 units – 45 hours

This course includes: refrigerant recovery/recycle practices, proper evacuation procedures, major component replacement and brazing techniques, leak testing methods, system charging procedures, system performance analysis, problem analysis, diagnostics and repair procedures for heating and air conditioning systems including heat pumps. In addition, this course prepares the students for the HVAC-R industry certification.

ACT 101: Principles of Accounting

5.0 units – 90 hours

This course examines the Generally Accepted Accounting Principles, the purpose and nature of accounting systems, the accounting cycle, and their relation to function. Subjects covered include accounting careers, the basic accounting equation, the double entry accounting system, financial statements, general ledger, general journal, the accounting worksheet, adjusting entries, closing entries, post closing trial balance and automated accounting.

ACT 102: Intermediate Accounting

3.0 units – 45 hours

This course examines the theory, concepts and practices of accounting, and their relation to function. Emphasis will be on financial statements and year-end accounting, accounting for merchandising inventory, accounting for partnerships, automated accounting and analysis of related accounting functions.

AERO 30: Aircraft Basic Science

9.0 units – 256 hours

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. **A grade of "C" or better is required to earn credit for this course**

AERO 31: Basic Electricity and Electronics

9.0 units – 256 hours

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. **A grade of "C" or better is required to earn credit for this course.**

AERO 32: Reciprocating Engine Theory and Engine Overhaul

9.0 units – 256 hours

This course will focus on the inspection and repair of reciprocating engines. Operational concepts of reciprocating aircraft engines and accessories, and the overhaul of a piston engine with removal and inspection of a piston engine will be covered. The student will also learn the procedures involved in the inspection and servicing of engine instrument systems. **A grade of "C" or better is required to earn credit for this course.**

AERO 33: Sheet Metal Structures and Airframe

Auxiliary Systems

9.0 units – 256 hours

This course will cover aircraft sheet metal fabrication including layout, drilling, and riveting. There will be a continued study of the fabrication and repair of plastics, honeycomb and bonded aluminum structure. This course will also cover autopilot, communication and navigation systems. **A grade of "C" or better is required to earn credit for this course.**

AERO 34: Turbine Engines

9.0 units – 256 hours

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. **A grade of "C" or better is required to earn credit for this course.**

AERO 35: Composite Structures

9.0 units – 256 hours

Inspection and repair of wood, composite and fabric-covered structures, techniques for aircraft conformity and airworthiness inspection, techniques involved with aircraft electronic systems, including autopilot, communication and navigation systems, and techniques involving the application of aircraft finishes, including paint and dope, will be examined in this course. This course will also include techniques of welding and the fabrication and repair of structures by welding. **A grade of "C" or better is required to earn credit for this course.**

AERO 36: Propellers and Engine Auxiliary Systems

9.0 units – 256 hours

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. **A grade of "C" or better is required to earn credit for this course.**

AERO 37: Aircraft Landing Gear
9.0 units – 256 hours

This course will cover the inspection, troubleshooting and repair of landing gear retraction systems, including shock struts, wheels, brakes, and tires. Topics include: checking and servicing of fuel management and dump systems, inspection and repair of aircraft auxiliary systems, including ice and rain control, smoke and carbon monoxide warning systems, and fire detection and extinguishing systems and landing gear. **A grade of "C" or better is required to earn credit for this course.**

AERO 51: Professional Licensing Seminar
2.0 units – 96 hours

The focus of this course is the review and practical application of the AMT license examination. Students will prepare for both the written and practical examinations. The course also covers a review of the professional opportunities for the AMT graduate. **A grade of "C" or better is required to earn credit for this course.**

AMA 33: Medical Insurance
3.0 units – 45 hours

This course presents a comprehensive look at medical insurance billing requirements and skills necessary to successfully file claims and effect collection of payment for medical services given.

AMA 223: Medical Office Management and Computer Applications

5.0 units - 90 hours

In this course, students will learn the skills necessary to manage the front office of a health care facility. They will learn to manage Electronic Health Records (EHR) and basic procedures for processing fee-for-service, insurance and coding procedures for various insurance and HMO applications. Students will demonstrate patient and appointment management, telephone procedures, as well as the operation of software used to run the modern medical office facility. Keyboarding skills are a part of each class session.

APMT 1: Anatomy, Physiology, Medical Terminology
5.0 units – 90 hours

This course provides an overview of medical terminology including basic word construction, abbreviations and symbols used in the profession. An extensive study of the human body includes basic chemistry, organization, cells, tissues, membranes and human diseases. Emphasis is placed on the integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. **A grade of "C" or better is required to earn credit for this course.**

BA 210: Business Writing
2.0 units – 45 hours

This course focuses on the effective writing techniques utilized in business to produce various communications and documents, including business letters, minutes and reports, and dictation and note taking are the emphasis of this course. The keeping of minutes

and transcription of dictated material into usable business communication will be practiced throughout the course. Specialized business terminology (legal, banking, insurance and real estate) will be reviewed. Proper grammar, punctuation, capitalization, vocabulary, proofreading, and number usage are emphasized as well as form and content. Importance is placed on style, appearance, tone, vocabulary and reader appeal. This course involves research and report writing projects. The importance of oral communication in business is also covered.

BCS 101: Basic Computer Skills
5.0 units – 90 hours

The course is designed to provide the student with an introduction to the components of the Microsoft Office Suite. Emphasis of the class will be Microsoft Word, Microsoft Excel, and PowerPoint. Students will be tested for skill competency on a regular basis. Keyboarding skills are part of each class session. Students will participate in timed keyboarding skill tests.

BIO 3: Introduction to General Biology
3.0 units – 45 hours

The introduction to general biology is designed to provide a basic foundation. The course will focus on the study of cell structure, function, and genetics. Evolution of life forms from bacteria to advanced species and principles of chemistry with an emphasis on the structure and function of biological molecules will also be covered. **A grade of "C" or better is required to earn credit for this course.**

BIO 24: Human Anatomy and Physiology
4.0 units – 75 hours

This course provides an introduction to the structure and function of the major organs, essential structures, and physiological principles of the human body with emphasis on primary organ systems to students in health majors. Integration of multi-organ functions and relevant terminology will be included.

BIO 31: Microbiology
4.0 units – 75 hours

This course provides an introduction to microbiology covering the fundamental aspects of taxonomy, morphology, classification, genetics and reproduction, physiology, nutrition and growth, control, host – parasite relationships, and immunology. Bacteria, fungi, protozoa, and viruses and their roles and importance in the biological world will be covered. Basic techniques for culturing, staining, counting and identifying microorganisms are emphasized in the laboratory.

BIO 110: Clinical Pathology
3.0 units – 45 hours

An introduction of the major systems of the human body, signs and symptoms of various diseases, indications and extreme cautions of Therapeutic Massage for various disorders, and the physiology of the disease process. Emphasis on the abnormal health conditions frequently encountered in a Therapeutic Massage practice and gives special attention to massage contraindications, precautions and indications. The symptomology and etiology of each condition,

review of medical approaches to treatment and positive or negative impact of Therapeutic Massage on the particular pathology are also discussed. Students will study the principles of disease control and universal precautions; learn symptoms of infectious diseases and how these diseases are transmitted. Students will learn to develop the necessary skills to make safe and effective decisions in the Therapeutic Massage practice.

BIO 210: Palpation and Kinesiology

3.0 units – 45 hours

Kinesiology is an in-depth study of the anatomy and physiology of the human body in motion. This course discusses the scope of kinesiology, a definition of movement as it applies to the body, basic biomechanical concepts and principles as they relate to the dynamics and analysis of human motion and the attachments of major muscle groups are emphasized as they relate to types of muscle contraction. Some commonly seen pathologies with kinesiological origins are covered with respect to their soft tissue assessment, massage approaches, and exercise indications. Students will learn to consider their clients' biomechanical histories and apply their understanding of human motion to serve their clients' soft tissue conditions.

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 virtual laboratory exercises.

BIOL 14: Microbiology

4.0 units- 90 hours

An introduction to microbiology covering the fundamental aspects of morphology, classification, genetics and reproduction, physiology, nutrition, growth and control, microbial metabolism, molecular biology and genetics. Emphasis will be on the diversity of the microbial world, including taxonomy and phylogeny, ecology and symbiosis, the pathogenicity of microbes and the immune response of the human body, as well as environmental and food microbiology. Basic techniques for culturing, staining, counting and identifying pathogenic and non-pathogenic microorganisms will be devoted during laboratory sessions.

BIOL 45: Human Physiology

5.0 units – 105 hours

This course provides the integrated study of the function of cells, organs, and systems in maintaining homeostasis. Physiological principles and concepts are supported with laboratory activity.

BIOL 46: Human Physiology

4.0 units – 90 hours

This course provides the integrated study of the function of cells, organs, and systems in maintaining homeostasis. Physiological principles and concepts are supported with laboratory activity.

BUS 100: Introduction to Business

5.0 units – 90 hours

Concepts, principles, and operations of the private enterprise system are identified in this course. Students compare and contrast sole proprietorships, partnerships, and corporations, and learn the advantages and disadvantages of each. This course also discusses the functions of modern business management, marketing, ethics, and social responsibility. Human resource management is described, as well as how employers can motivate their employees. Bookkeeping, accounting, financial management and financial statements are also examined.

BUS 102: Business Math

3.0 units – 45 hours

This course focuses on the fundamentals of arithmetic processes, decimals, fractions, weights and measures. Special attention is given to percentages, interest calculations and general business math. Ten key operations are included in this course.

BUS 125: Administrative Operations and Procedures

5.0 units – 90 hours

This course focuses on the primary skills and duties of the Administrative Business Specialist. Topics covered include telephone techniques, office equipment use, appointment scheduling and management, utilization of Microsoft Outlook, telecommunications, and other effective communication methods and techniques. Meeting and agenda planning, travel arrangements, and human relations will also be covered. An introduction and overview of records management methods will be introduced. Organization, time and stress management, and communication are incorporated into all aspects of this course.

BUS 135: Professional and Technical Writing

5.0 units – 90 hours

This course focuses on effective writing techniques in the field of business to produce various communications and documents, including business letters, minutes and reports, emails, dictation and note taking. Focus is placed on the utilization of Microsoft Outlook as a communication method prevalent in the current field. Proper grammar, mechanics, number usage vocabulary, and proofreading are emphasized, as well as style, appearance, tone, and reader appeal.

BUS 145: Business Math

5.0 units – 90 hours

This course focuses on the fundamentals of arithmetic processes, decimals, fractions, weights and measures. Special attention is given to percentages, interest calculations, and general business math. Ten key operations are included in this course. This course is designed to provide introductory and intermediate skills in Microsoft Office Excel through hands-on operations and practice of simulated business projects and activities. Students will learn to build a worksheet using commands such as copying, formatting, identifying ranges, and the functions of formulas. Skill competency will be assessed throughout this course. Keyboarding skills are included.

BUS 160: The Modern Office Professional**3.0 units – 45 hours**

This course prepares students to transition from the classroom to today's computerized office. Students will develop time management, organization, communication, telecommunication, and email skills. Students will create professional documents, meeting agendas, memos and office email messages throughout the course. A number of projects will be assigned in which students experience and resolve common problems encountered in the modern office environment.

BUS 170: Strategic Management and Leadership**3.0 units – 45 hours**

This course focuses on strategic management and leadership in the business world. Students will examine and analyze strategic planning questions. Other topics include: Analytical and critical thinking development, competitive advantage and positioning, global environment, identification of opportunities and threats, and implementing strategy. Students will analyze case studies and participate in scenarios in conjunction with strategic management concepts, theories and models.

BUS 180: Marketing and Sales**3.0 units – 45 hours**

This course provides a foundational and comprehensive overview of marketing and sales philosophies, activities, practices, and processes. Additional topics include external and internal factors of marketing, market segmentation, global marketing concepts, consumer decision-making, consumer products, advertising and sales promotion and personal selling. A strategic marketing plan will be defined and developed.

BUS 210: Business Writing**2.0 units – 45 hours**

This course focuses on writing skills utilized in business to write various communications and documents. Proper grammar, punctuation, capitalization, vocabulary, proofreading, and number usage are emphasized as well as form and content. Stress is placed on style, appearance, tone, vocabulary, and reader appeal. This course also includes research and report writing projects. The importance of oral communication in business is also covered.

BUS 400: Business Capstone**3.0 units – 45 hours**

This course is designed to give students a small business experience and opportunity to apply their business skills to simulated entrepreneurial circumstances. Students will apply skills and practice all aspects of a typical, small business operation: planning, financing, staffing, pricing, purchasing, inventory control, advertising and promotion.

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 3A: Introduction to General Chemistry**4.0 units – 75 hours**

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

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.

CJ 4: Criminal Law**3.0 units – 45 hours**

This course explores the historical development and philosophy of law as well as reviews the constitutional provisions. In addition, this course defines and classifies a variety of crimes, such as crimes against persons, property, and the state.

CJ 14: Juvenile Law and Procedures**3.0 units – 45 hours**

This course identifies techniques for handling juvenile offenders and victims, prevention and repression of delinquency, diagnosis and referral procedures for juveniles, and the organization of community resources. Juvenile law and juvenile court procedures will also be covered.

CJ 41: Advanced Threat Analysis**2.0 units - 45 hours**

This course examines the history, current trends, and management of workplace violence. The student will learn how to plan to reduce the risk of such incidents, identifying potential offenders, reacting to intruders and advising employers of proactive policies regarding appropriate legal and moral obligations as per the OSAH General Duty Clause. Domestic and International terrorist groups are identified and their agendas outlined.

CJ 60A: Adult Corrections Officer Core Course**15.0 units – 270 hours**

This course meets the training requirement as set forth by the California Board of Corrections, Section 179 and 1020 of Title XV, California Administrative Code, and fulfills the mandatory training requirements for Corrections/Custodial Officers who are assigned to custody positions in city/county/private jails or facilities. The content is job-related and is certified by Corrections Standards Authority (CSA Certification #601-1253). The course includes First Aid/CPR/AED training, Defense Tactics, Control Techniques, and Fire/Life Safety Training.

(CPR), First Aid, emergency procedures and medical office safety procedures. An overview of anatomy, physiology, and medical terminology related to the cardiovascular and respiratory systems are covered. In addition, students will receive an introduction to basic concepts of radiology. The Medical Assistant's responsibility in providing patient education, quality care and demonstrating professional behavior are emphasized throughout this course.

CMA 161: Introduction to Pharmacology and Administration of Medication

5.0 units – 90 hours

This course will review the anatomy, physiology and terminology as it pertains to pharmacology, injections, immunizations, and medication administration. Patient charting and instrumentation for injections and general medical procedures pertaining to the administration of medication are covered. Students will learn the components of a prescription and the terminology associated with medication orders. Students will review basic math concepts and learn dosage calculations. The Medical Assistant's responsibility in providing patient education, quality care, and demonstrating professional behavior are emphasized throughout this course. **A grade of "C" or better is required to earn credit for this course.**

CMA 170: Medical Office Applications and Communication

5.0 units – 90 hours

This course provides comprehensive HIPAA (Health Insurance Portability and Accountability Act) compliance training and focuses on communication skills, telephone etiquette, and the administrative duties performed in a medical office. Students are introduced to basic computer concepts with an emphasis on the application of medical office practice management software and word processing software. Professional development and employment skills are covered in this course. The Medical Assistant's responsibility in demonstration professional behavior is emphasized throughout this course.

CMA 201: Medical Assisting Applications 1

2.0 units – 45 hours

This course teaches pharmacology, administration of medication, and the skills of patient preparation and assessment for various clinical procedures. Sites and techniques of injections, and various other clinical procedures as well as health and nutritional concepts are included in this course. **A grade of "C" or better is required to earn credit for this course.**

CMA 202: Medical Assisting Applications 2

2.0 units – 45 hours

This course teaches the skills required for various clinical procedures. Basic equipment set-ups, step-by-step procedures, venipuncture techniques and specimen collection are included in this course. **A grade of "C" or better is required to earn credit for this course.**

CMA 501: Exam Prep

1.0 unit – 15 hours

This course will focus on professional development and preparing for appropriate certification examinations. This course includes review of clinical skills and concepts of medical terminology, body systems, injections, vital signs, venipuncture, prescription drug dosage calculations and the use of surgical instruments.

CMP 101: Introduction to Microsoft Office 1

5.0 units – 90 hours

This course is designed to provide introductory and intermediate skills in Microsoft Office through hands-on operations and practice of simulated business projects and activities. Emphasis is placed on Word and PowerPoint applications. This course includes functions such as word processing, document formatting, mail merge, automating your work, and organization and arrangement of PowerPoint presentations. Skills competency will be assessed throughout this course. Keyboarding skills are included.

CMP 102: Introduction to Microsoft Office 2

5.0 units – 90 hours

This course is designed to provide introductory and intermediate skills in Microsoft® Office through hands-on operations and practice of simulated business projects and activities. Emphasis is placed on Excel and Access applications. Students will learn to build a worksheet using commands such as copying, formatting, identifying ranges, and the functions of formulas. Students will also learn the basics of Access, how to create, maintain, and work with a database. Skill competency will be assessed throughout this course. Keyboarding skills are included.

CMP 110: Computer Applications in Construction Management

5.0 units – 90 hours

This course provides a foundational approach to Construction Industry software, including a basic introduction to Estimating and Project Scheduling. The curriculum is designed to provide a fundamental overview of the software packages that students will utilize in subsequent coursework.

CO 2: Introduction to Administration of Justice

3.0 units – 45 hours

This course covers the history and philosophy of justice as it has evolved throughout the world. This course offers an in-depth study of the American system and the various sub-systems, roles, and role expectations of criminal justice agents and their interrelationship with society; concepts of crime causation; punishment and rehabilitation; ethics; and education in training relating to professionalism in the social system.

CO 3: Criminal Procedures

3.0 units – 45 hours

This course examines the legal processes of search warrants, reasonable cause for detention of a person, probable cause for arrest, criminal trials, procedural hearings, and sentencing. This course offers a review of the history of case and common law, conceptual interpretations of law as reflected in court decisions, a

HEA 10: Health and Wellness

3.0 units – 45 hours

This course is designed to promote desirable health attitudes and practices. Students will examine the various dimensions of health, which include physical, psychological, social, and environmental health. Students will also review a variety of health related topics, including stress, nutrition, fitness, sexuality, disease, and drug use and abuse, and evaluate healthy lifestyle choices in their own lives.

HR 100: Human Resource Management and Administration

2.0 units – 45 hours

This course will provide an overview of the tasks and responsibilities associated with the administration of human resources in the business environment. Topics include: recruitment, selection, and hiring practices, legal and regulatory factors, employee and labor relations, and compensation and benefits. This course addresses diversity and equal employment opportunity, sexual harassment, discrimination, employee handbooks, employee privacy, performance management and appraisal, and issues related to worker's compensation and investigation.

HR 155: Human Resource Management and Administration

5.0 units – 90 hours

This course will provide an overview of the tasks and responsibilities associated with the administration of human resources in the business environment. Topics include: recruitment, selection, and hiring practices; legal and regulatory factors; employee and labor relations; and compensation and benefits. This course addresses diversity and equal employment opportunity, sexual harassment, discrimination, employee handbooks, employee privacy, performance management and appraisal, and issues related to worker's compensation and investigation.

HRA 21: Human Resource Fundamentals

5.0 units – 90 hours

This course introduces the fundamentals of staffing and personnel decisions. It incorporates concepts of diversity and Equal Employment Opportunity into strategic human resource planning and management. Students will analyze and evaluate job components, recruitment, selection, retention, and placement of employees. Students will also learn the essentials of benefits and compensation management. Topics include the basics of compensation determination, job analysis and evaluation, pay structure designs, employee benefits and administration, control of compensation, and an overview of the types of HRMS/HRIS software.

HRA 22: Regulations and Laws Affecting Human Resources

5.0 units – 90 hours

This course will provide an overview of the regulatory environment of the human resource professional. Students will investigate and discuss employment relationships, employee privacy topics, and wage and hour law issues. By defining Title VII of the Civil Rights Act, as well as other Equal Employment Opportunity Commission (EEOC) regulations, students will be able to evaluate employer responsibilities and the variety of situational applications that involve human resources management.

HRA 23: Accounting and Payroll Management

5.0 units – 90 hours

The fundamentals of payroll, basic bookkeeping, and accounting are covered in this course. Students will investigate and discuss the need for and the requirements of the laws affecting payroll and personnel records. They will be introduced to accounting concepts and practices and will utilize a computerized payroll system to perform various HR functions. Activities include computing wages; working with social security, income, and unemployment compensation taxes; posting, verifying, and adjusting transactions; creating financial statements; and performing period-end closings.

HRA 24: Ethics in Human Resources

5.0 units – 90 hours

In this course, students will apply ethical theory to business situations and practices. Students will describe the roles of corporate culture and leadership in a social and global economy, as well as discuss legislation regulating employer and employee rights and responsibilities. Students will analyze ethical situations and develop solutions needed by Human Resource Administrators.

HRA 25: Workforce Analysis, Planning, and Staffing

3.0 units – 45 hours

This course introduces the fundamentals of staffing and personnel decisions. It incorporates concepts of diversity and Equal Employment Opportunity into strategic human resource planning and management. Students will analyze and evaluate job components, recruitment, selection, retention, and placement of employees.

HRA 26: Workforce Training, Managing, and Safeguarding

3.0 units – 45 hours

This course continues the development of staffing and personnel decision-making skills. Students will gain skills needed to train and develop employees. They will practice performance appraisals, describe due process procedures, as well as define regulations that ensure organizational safety.

HRA 31: Labor Laws: Employee Rights

3.0 units – 45 hours

This course will provide an overview of the regulatory environment of the human resource professional. Specifically addressed are the effect and impact on employers of Federal regulations dealing with employee rights, including employment-at-will, employee handbooks, employee privacy issues, wage related issues, safety and health issues, and labor relations.

HRA 32: Labor Laws: Equal Employment Opportunity

3.0 units – 45 hours

This course provides an overview of the regulatory environment of the human resource professional. By defining Title VII of the Civil Rights Act as well as other Equal Employment Opportunity Commission (EEOC) regulations, students will be able to evaluate employer responsibilities in a variety of situational applications.

TUITION

The tuition for each program is listed below; on the College's portal website, *InfoZone* (available to enrolled students); and the sjvc.edu website.

<http://www.sjvc.edu/consumer-information>

AVIATION CAMPUS

Degree Programs

Aviation Maintenance Technology

AY 1	=	\$13,620.00
AY 2	=	\$13,620.00
AY 3	=	\$2,970.00
TOTAL	=	\$30,210.00

BAKERSFIELD CAMPUS

Degree Programs

Business Administration

Clinical & Admin Medical Assisting

Emergency Services & Safety Management

HVAC-R Technology

Industrial Technology

Medical Billing Specialist

Pharmacy Technology

Therapeutic Massage

AY 1	=	\$15,950.00
AY 2	=	\$14,800.00
TOTAL	=	\$30,750.00

Criminal Justice: Corrections

AY 1	=	\$15,995.00
AY 2	=	\$15,995.00
TOTAL	=	\$31,990.00

Diagnostic Medical Sonography

AY 1	=	\$20,250.00
AY 2	=	\$20,250.00
TOTAL	=	\$40,500.00

Respiratory Therapy

AY 1	=	\$20,375.00
AY 2	=	\$20,375.00
TOTAL	=	\$40,750.00

Surgical Technology

Veterinary Technology

AY 1	=	\$16,375.00
AY 2	=	\$16,375.00
TOTAL	=	\$32,750.00

Certificate Programs

Dental Assisting

AY 1	=	\$18,600.00
TOTAL	=	\$18,600.00

Diagnostic Medical Sonography

AY 1	=	\$20,250.00
AY 2	=	\$20,250.00
TOTAL	=	\$40,500.00

Clinical Medical Assisting

Industrial Technology

Therapeutic Massage

AY 1	=	\$15,950.00
TOTAL	=	\$15,950.00

FRESNO CAMPUS

Degree Programs

Business Administration

Clinical & Admin Medical Assisting

HVAC-R Technology

Medical Billing Specialist

Pharmacy Technology

AY 1	=	\$15,950.00
AY 2	=	\$14,300.00
TOTAL	=	\$30,250.00

Criminal Justice: Corrections

AY 1	=	\$15,995.00
AY 2	=	\$15,995.00
TOTAL	=	\$31,990.00

Surgical Technology

Veterinary Technology

AY 1	=	\$16,375.00
AY 2	=	\$16,375.00
TOTAL	=	\$32,750.00

Certificate Programs

Clinical Medical Assisting

Industrial Technology

AY 1	=	\$15,950.00
TOTAL	=	\$15,950.00

Dental Assisting

AY 1	=	\$18,600.00
TOTAL	=	\$18,600.00

HANFORD CAMPUS

Degree Programs

Business Administration

Clinical and Administrative Medical

Assisting

Medical Billing Specialist

AY 1	=	\$15,950.00
AY 2	=	\$14,300.00
TOTAL	=	\$30,250.00

Criminal Justice: Corrections

AY 1	=	\$15,995.00
AY 2	=	\$15,995.00
TOTAL	=	\$31,990.00

Certificate Programs

Business Administration

AY 1	=	\$15,950.00
TOTAL	=	\$15,950.00

Clinical Medical Assisting

Medical Office Administration

AY 1	=	\$15,950.00
TOTAL	=	\$15,950.00

HESPERIA CAMPUS

Degree Programs

Business Administration

Clinical & Admin Medical Assisting

HVAC-R Technology

Industrial Technology

Medical Billing Specialist

Pharmacy Technology

AY 1	=	\$17,250.00
AY 2	=	\$15,700.00
TOTAL	=	\$32,950.00

Criminal Justice: Corrections

AY 1	=	\$17,375.00
AY 2	=	\$17,375.00
TOTAL	=	\$34,750.00

Certificate Programs

Business Administration

Clinical Medical Assisting

Industrial Technology

Medical Office Administration

Pharmacy Technology

AY 1	=	\$17,250.00
TOTAL	=	\$17,250.00

LANCASTER CAMPUS

Degree Programs

Business Administration

Clinical & Admin Medical Assisting

HVAC-R Technology

Industrial Technology

Medical Billing Specialist

Pharmacy Technology

AY 1	=	\$17,250.00
AY 2	=	\$15,700.00
TOTAL	=	\$32,950.00

Criminal Justice: Corrections

AY 1	=	\$17,375.00
AY 2	=	\$17,375.00
TOTAL	=	\$34,750.00

Certificate Programs

Business Administration

Clinical Medical Assisting

Industrial Technology

Medical Office Administration

Pharmacy Technology

AY 1	=	\$17,250.00
TOTAL	=	\$17,250.00

MADERA CAMPUS

Certificate Programs

Business Administration

Clinical Medical Assisting

Medical Office Administration

AY 1	=	\$15,950.00
TOTAL	=	\$15,950.00