

# Clinical Medical Assisting - Certificate

This program is offered at **Fresno, Hanford, Hesperia, Lancaster, Modesto, Online, Ontario, Rancho Cordova, Temecula and Visalia.**

## Program Description

This 30-school-week program provides specialized training for employment in medical offices and medical specialty clinics. The curriculum includes theory and practical applications in clinical medical procedures. Topics and applications in the following subjects are included in this program: human anatomy and physiology, medical terminology, medical clinical procedures such as vital signs, injections, venipuncture and ECG, health histories, patient care, instrument set-ups, instrument sterilization and emergency procedures. Students will participate in discussions of customer service, human relations, and professional behavior applications throughout this program. Drug and alcohol testing, criminal history background checks, health screenings and immunizations may all be conditions of acceptance for clinical and extern education in a medical setting. Student 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 the Registered Medical Assistant (RMA) exam
5. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

The following courses are required to obtain a certificate in this field.

Course ID	Course Name	Credit Units
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>

For a description of the courses listed above, please see Section 8.

## Program Graduation Requirements:

*A grade of "C" or higher is required in all clinical/ lab classes. Students not achieving a grade of "C" or higher in each clinical/lab course will be required to retake those courses. Students must also meet the minimum requirement of the HIPAA component in order to be eligible for graduation.*

*In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 20 weeks to be eligible for graduation.*

and task based performance objectives. **A grade of "C" or better is required for completion of the course.**

### **DMS 260: Clinical Practicum II**

**10.0 units – 480 hours**

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect scanning skills in the clinical environment and to learn more advanced imaging techniques, protocols, and procedures required of the sonographer. The student will gain more experience in performing various ultrasound images of the patient undergoing abdominal, small parts, gynecological, obstetric, or vascular ultrasound examinations. The student will be assessed on supervised clinical practice and completion of clinical assignments and task based performance objectives. **A grade of "C" or better is required for completion of the course.**

### **DMS 300: ARDMS Certifying Examination Review**

**1.0 unit – 20 hours**

This course covers the application process and content specific outlines information for the ARDMS Sonography Principles and Instrumentation examination, the Abdominal and Small Parts specialty examination, and the Obstetrics and Gynecology specialty examination. Registry examination preparation techniques and strategies for achievement of successful examination outcomes are included. Administration of mock examinations will enable the student to identify specific strengths and weaknesses in subject matter in order to self-correct and improve performance on the ARDMS examinations. Guidance and direction toward additional registry preparation tools and resources are provided. The grade earned in this course is Pass/Fail. **A grade of "C" or better is required for completion of the course.**

### **EC 100: Basic Electricity Theory and Applications**

**5.0 units – 90 hours**

This course introduces, discusses and applies electron flow theory, magnetism, electrical generation and power distribution, conductors, insulators, fuses, DC and AC electricity and circuits, motors and motor circuits, air conditioning and refrigerating system components and circuits.

### **EC 200: Intermediate Electricity 1**

**5.0 units – 90 hours**

This course identifies and discusses the control devices used in refrigeration and air conditioning systems, practice of electrical drafting skills, interpretation of pictorial and ladder writing diagrams, and problem analysis, using various diagnostic techniques for domestic and light commercial ventilation, refrigeration, and air conditioning systems.

### **EC 302: Intermediate Electricity 2**

**3.0 units – 45 hours**

This course applies pictorial and schematic wiring diagrams, interpretation and various techniques for problem analysis and troubleshooting of domestic and light commercial refrigeration and air conditioning circuits.

### **EC 400: Advanced Electricity**

**2.0 units – 45 hours**

This course applies pictorial and schematic wiring diagrams interpretation, problem analysis, and the application of the, "Hop-Scotch" diagnostic technique for commercial refrigeration and air conditioning systems. This course also prepares students for the EPA Section 608, Technician's Certification Examination.

### **ECON 1: Economics**

**3.0 units – 45 hours**

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.

### **ENG 121: Composition and Reading – Part A**

**3.0 units – 45 hours**

This is the first in a 2-part college level English course. In this course, students will learn the foundation of critically reading and writing in a variety of rhetorical modes. Students will read various essays and literature, and apply critical analysis to their own writing. Students will practice all aspects of the writing process, and by the end of Part B, they will meet a goal of writing a minimum of 6000 words through a variety of assignments.

### **ENG 122: Composition and Reading – Part B**

**3.0 units – 45 hours**

This course is the second portion of our college level English course. By building on the skills learned in Part A, students will continue to critically read and write in a variety of rhetorical modes. Students will read various essays and literature, and apply critical analysis to their own writing. In this course they will build information literacy skills through research, and describe the connection between effective communication and professionalism. Students will complete their goal of writing a minimum of 6000 words.

### **ESSM 2: Health Care Security and Safety Administration**

**2.0 units – 45 hours**

This course covers the International Association for Healthcare Security and Safety curriculum and safety training for security officers. Topics include: public and community customer relations, self-protection and defense, report preparation and writing, judicial process, courtroom procedures, testimony, criminal and civil law, fire safety and emergency preparedness, hazardous materials and emergency response, and techniques for effective assault management.

### **ESSM 10: Industrial Safety**

**5.0 units – 90 hours**

The fundamentals of safety planning and management in industrial settings are covered in this course. Students will identify common safety hazards and discuss the causes of accidents in the workplace. They will prepare to conduct safety inspections and employee trainings, write various safety plans and keep accurate Occupational Safety and Health Administration (OSHA) records. Students will earn

certifications in OSHA basic 10-hour safety training, Confined Space Entry, and Oil Industry Safety (Passport).

### **ESSM 21: Applied Anatomy and Physiology**

#### **2.0 units – 45 hours**

This course focuses on basic anatomy and physiology of the human body. Emphasis is placed on the use of anatomical knowledge to identify and assess critical emergency situations. Students will be prepared to effectively understand the process of human anatomy in relation to mental preparedness for emergency situations.

### **ESSM 33: HazMat/HazWoper**

#### **2.0 units – 45 hours**

This course meets the requirements of Title 19 (Public Safety). This course examines the role of the first responder (peace officer, firefighter, emergency medical technician) in the handling of hazardous materials, as well as the role of all employers in hazardous materials waste operations and emergency response. The student will be familiar with the indicators and warning systems that identify specific types of hazardous materials in order to respond safely and effectively to hazardous materials incidents. The student will demonstrate a clear understanding of the need for safety, isolation and notification when acting as a first responder at the scene of a hazardous materials incident.

### **ESSM 43: Campus Security**

#### **2.0 units – 45 hours**

This course focuses on the role and responsibilities of school security officers, security awareness in the educational environment, mediation and conflict resolution, strategies for management of disasters and emergencies, the dynamics of student behavior, and the law and liability issues inherent in the school environment. This course prepares the student with all of the necessary "Basic" training that allows them to be considered as a viable candidate to become an entry level Campus Security Officer. This course meets all of the requirements of the Bureau of Security and Investigative Services of the State of California for Campus Security Officer.

### **ESSM 46: BSIS Security Officer Academy**

#### **5.0 units – 90 hours**

This course focuses on the role and responsibilities of school security officers, security awareness in the educational environment, mediation and conflict resolution, strategies for management of disasters and emergencies, the dynamics of student behavior, and the law and liability issues inherent in the school environment. This course prepares the student with all of the necessary "Basic" training that allows them to be considered as a viable candidate to become an entry level Campus Security Officer. This course meets all of the requirements of the Bureau of Security and Investigative Services of the State of California for Campus Security Officer.

### **ESSM 50: EMT Academy**

#### **10.0 units – 180hours**

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**

Fundamental office procedures applied to health care administration. Principles and applications of common office procedures such as: telephone techniques, scheduling, bookkeeping, banking procedures, and office management. Computer applications are emphasized in this course. Computerized medical office management systems are used for practical applications of 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.

### **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

## **ICS 2: Intermediate Computer Skills 2**

**2.0 units – 45 hours**

This course focuses on database concepts using Microsoft Access. 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.

## **IT 101: Industrial Electricity**

**10.0 units – 180 hours**

This seven-part course discusses the elements and applications of electricity that are common to any industrial facility. In strict accordance with the National Electric Code, this course will introduce students to electrical theory with an emphasis in those energy sources developed for commercial and manufacturing use.

## **IT 110: Power Transmission**

**5.0 units – 90 hours**

This course includes the operation, maintenance, safety, and troubleshooting of machinery, industrial bearings, industrial drive gears and gear systems, shaft joining and coupling devices.

## **IT 120: Fluid Power**

**5.0 units – 90 hours**

This course presents basic concepts and operation of fluid power, demonstrating knowledge in maintenance, safety, and troubleshooting. Students will perform fluid power operation in the use of hydraulic power systems, symbols and schematic interpretation, industrial hydraulics, pressure control valves, directional control valves, check valves, flow control valves, actuators, pumps, oil conditioners and measuring instruments.

## **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 for completion of the 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 for completion of the 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 for completion of the 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 for completion of the 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

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.

### **MTH 121: College Algebra – Part A**

**3.0 units – 45 hours**

This course integrates technology with mathematics through the use of online learning resources, and covers the fundamentals and terminology of algebra. Topics include real numbers, complex numbers, order of operations, ratios/proportions, single and multiple step linear equations and inequalities, use of formulas, algebraic expressions, polynomials, systems of equations, graphing and quadratic equations. Students will utilize the metric and U.S. standard systems, and scientific notation. The fundamentals and terminology of Geometry, including geometric shapes and the Pythagorean Theorem, will be provided. This course offers hands-on applications that allow students to relate to and to apply concepts to their field of study.

### **MTH 122: College Algebra – Part B**

**3.0 units – 45 hours**

This course integrates technology with mathematics through the use of online learning resources, and covers the fundamentals and terminology of algebra. Topics include use of formulas, algebraic expressions, polynomials, systems of equations, exponential and logarithmic expressions and quadratic equations. Students will utilize rational and radical expressions, conics and functions. This course offers hands-on applications that allow students to relate to and to apply concepts to their field of study.

### **NSC 1: Introduction to the Natural Sciences**

**3.0 units – 45 hours**

This course presents an overview of the basic concepts of the natural sciences, emphasizing biology, chemistry, physical, earth and space science. These concepts are taught both as a technical foundation and from a historical perspective. The subject matter is integrated into lecture discussions covering the environment, ecology, and the relevance of natural science to human affairs. Subjects discussed include current and relevant social, scientific and economic issues. Special projects and activities may be required.

### **PAS 101: Anatomy and Physiology 1**

**2.0 units – 60 hours**

This course focuses on the structure and function of the human body with emphasis on the HEENT, cardiovascular, pulmonary, gastrointestinal, and genitourinary systems. This course is designed

to provide the student with an examination of the anatomical structure and function of the human body through virtual cadaver dissection and lecture. **A grade of "C" or better is required for completion of the course.**

### **PAS 102: Adult Medicine 1**

**8.0 units – 108 hours**

The student is exposed to the systematic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. Topics include dermatology, ophthalmology, otolaryngology, cardiovascular, respiratory, gastrointestinal, genitourinary, and health promotion disease prevention. **A grade of "C" or better is required for completion of the course.**

### **PAS 103: History and Physical Assessment 1**

**4.0 units – 116 hours**

The student is exposed to clinical gathering skills, how to elicit and write a medical history, introduction to physical examination using the problem oriented medical record and patient simulation. Emphasis will be placed on a normal history and physical exam, which correlate with the organ systems, covered in the PAS 102 Adult Medical 1 course. **A grade of "C" or better is required for completion of the course.**

### **PAS 104: Diagnostic Studies 1**

**1.0 unit – 24 hours**

The student will learn basic clinical skills applicable to interpretation and theory of body fluids/tissues analysis, electrocardiographs and pulmonary tests necessary to arrive at a preliminary diagnosis. Topics include clinical biochemistry; hematology; urinalysis; principles of electrocardiology; interpretation of 12 lead EKG and rhythm strips; basic principles and interpretation of arterial blood gases. **A grade of "C" or better is required for completion of the course.**

### **PAS 105: Pharmacology 1**

**2.0 units – 32 hours**

The student is introduced to the basic principles of pharmacology including pharmacokinetics, drug actions, drug interaction and drug toxicities involved in the clinical use of drugs. Emphasis will be placed on the physiological and biochemical actions, absorption, distributions, metabolism, excretions and therapeutic use of drugs, which correlate with the organ systems and diseases covered in the PAS 102 Adult Medicine 1 course. **A grade of "C" or better is required for completion of the course.**

### **PAS 107: Pathophysiology 1**

**2.0 units – 60 hours**

The course exposes the student to the pathophysiology of common disease processes in man for the following organ systems: integument, special senses, and pulmonary, cardiovascular, gastrointestinal, and genitourinary systems. **A grade of "C" or better is required for completion of the course.**

### **PAS 201: Adult Medicine 2**

**8.0 units – 108 hours**

The student is exposed to the systematic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. Topics include Endocrinology, Rheumatology,

# Medical Office Administration - Certificate

This program is offered at Visalia, Fresno, Bakersfield, Hanford, Hesperia, Lancaster, Modesto, Ontario and Temecula.

## Program Description

This 30-school-week program provides specialized training for employment in physician offices, medical specialty clinics and hospitals. The curriculum includes medical terminology, computerized office organization, records management, bookkeeping and accounting, professional communications, insurance claims preparation, standardized medical coding and the professional operation of the health care facility.

## 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



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

Course ID	Course Name	Credit Units
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
<b>Certificate Program Total</b>		<b>31.0</b>

For a description of the courses listed above, please see Section 8.

## Program Graduation Requirements:

*Students must reach minimum keyboarding speed requirements of 35 net wpm and the minimum requirement of the HIPAA component in order to be eligible for graduation.*

*In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 20 weeks to be eligible for graduation.*

and task based performance objectives. **A grade of "C" or better is required for completion of the course.**

### **DMS 260: Clinical Practicum II**

**10.0 units – 480 hours**

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect scanning skills in the clinical environment and to learn more advanced imaging techniques, protocols, and procedures required of the sonographer. The student will gain more experience in performing various ultrasound images of the patient undergoing abdominal, small parts, gynecological, obstetric, or vascular ultrasound examinations. The student will be assessed on supervised clinical practice and completion of clinical assignments and task based performance objectives. **A grade of "C" or better is required for completion of the course.**

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**1.0 unit – 20 hours**

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**5.0 units – 90 hours**

This course introduces, discusses and applies electron flow theory, magnetism, electrical generation and power distribution, conductors, insulators, fuses, DC and AC electricity and circuits, motors and motor circuits, air conditioning and refrigerating system components and circuits.

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**3.0 units – 45 hours**

This course applies pictorial and schematic wiring diagrams, interpretation and various techniques for problem analysis and troubleshooting of domestic and light commercial refrigeration and air conditioning circuits.

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This course applies pictorial and schematic wiring diagrams interpretation, problem analysis, and the application of the, "Hop-Scotch" diagnostic technique for commercial refrigeration and air conditioning systems. This course also prepares students for the EPA Section 608, Technician's Certification Examination.

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### **ENG 122: Composition and Reading – Part B**

**3.0 units – 45 hours**

This course is the second portion of our college level English course. By building on the skills learned in Part A, students will continue to critically read and write in a variety of rhetorical modes. Students will read various essays and literature, and apply critical analysis to their own writing. In this course they will build information literacy skills through research, and describe the connection between effective communication and professionalism. Students will complete their goal of writing a minimum of 6000 words.

### **ESSM 2: Health Care Security and Safety Administration**

**2.0 units – 45 hours**

This course covers the International Association for Healthcare Security and Safety curriculum and safety training for security officers. Topics include: public and community customer relations, self-protection and defense, report preparation and writing, judicial process, courtroom procedures, testimony, criminal and civil law, fire safety and emergency preparedness, hazardous materials and emergency response, and techniques for effective assault management.

### **ESSM 10: Industrial Safety**

**5.0 units – 90 hours**

The fundamentals of safety planning and management in industrial settings are covered in this course. Students will identify common safety hazards and discuss the causes of accidents in the workplace. They will prepare to conduct safety inspections and employee trainings, write various safety plans and keep accurate Occupational Safety and Health Administration (OSHA) records. Students will earn



certifications in OSHA basic 10-hour safety training, Confined Space Entry, and Oil Industry Safety (Passport).

### **ESSM 21: Applied Anatomy and Physiology**

#### **2.0 units – 45 hours**

This course focuses on basic anatomy and physiology of the human body. Emphasis is placed on the use of anatomical knowledge to identify and assess critical emergency situations. Students will be prepared to effectively understand the process of human anatomy in relation to mental preparedness for emergency situations.

### **ESSM 33: HazMat/HazWoper**

#### **2.0 units – 45 hours**

This course meets the requirements of Title 19 (Public Safety). This course examines the role of the first responder (peace officer, firefighter, emergency medical technician) in the handling of hazardous materials, as well as the role of all employers in hazardous materials waste operations and emergency response. The student will be familiar with the indicators and warning systems that identify specific types of hazardous materials in order to respond safely and effectively to hazardous materials incidents. The student will demonstrate a clear understanding of the need for safety, isolation and notification when acting as a first responder at the scene of a hazardous materials incident.

### **ESSM 43: Campus Security**

#### **2.0 units – 45 hours**

This course focuses on the role and responsibilities of school security officers, security awareness in the educational environment, mediation and conflict resolution, strategies for management of disasters and emergencies, the dynamics of student behavior, and the law and liability issues inherent in the school environment. This course prepares the student with all of the necessary "Basic" training that allows them to be considered as a viable candidate to become an entry level Campus Security Officer. This course meets all of the requirements of the Bureau of Security and Investigative Services of the State of California for Campus Security Officer.

### **ESSM 46: BSIS Security Officer Academy**

#### **5.0 units – 90 hours**

This course focuses on the role and responsibilities of school security officers, security awareness in the educational environment, mediation and conflict resolution, strategies for management of disasters and emergencies, the dynamics of student behavior, and the law and liability issues inherent in the school environment. This course prepares the student with all of the necessary "Basic" training that allows them to be considered as a viable candidate to become an entry level Campus Security Officer. This course meets all of the requirements of the Bureau of Security and Investigative Services of the State of California for Campus Security Officer.

### **ESSM 50: EMT Academy**

#### **10.0 units – 180hours**

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**

Fundamental office procedures applied to health care administration. Principles and applications of common office procedures such as: telephone techniques, scheduling, bookkeeping, banking procedures, and office management. Computer applications are emphasized in this course. Computerized medical office management systems are used for practical applications of 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.

### **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

### **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, practice professional behavior, and complete their typing requirement.

### **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.

### **MTH 121: College Algebra – Part A**

**3.0 units – 45 hours**

This course integrates technology with mathematics through the use of online learning resources, and covers the fundamentals and terminology of algebra. Topics include real numbers, complex numbers, order of operations, ratios/proportions, single and multiple step linear equations and inequalities, use of formulas, algebraic expressions, polynomials, systems of equations, graphing and quadratic equations. Students will utilize the metric and U.S. standard systems, and scientific notation. The fundamentals and terminology of Geometry, including geometric shapes and the Pythagorean Theorem, will be provided. This course offers hands-on applications that allow students to relate to and to apply concepts to their field of study.

### **MTH 122: College Algebra – Part B**

**3.0 units – 45 hours**

This course integrates technology with mathematics through the use of online learning resources, and covers the fundamentals and terminology of algebra. Topics include use of formulas, algebraic expressions, polynomials, systems of equations, exponential and logarithmic expressions and quadratic equations. Students will utilize rational and radical expressions, conics and functions. This course offers hands-on applications that allow students to relate to and to apply concepts to their field of study.

### **NSC 1: Introduction to the Natural Sciences**

**3.0 units – 45 hours**

This course presents an overview of the basic concepts of the natural sciences, emphasizing biology, chemistry, physical, earth and space science. These concepts are taught both as a technical foundation and from a historical perspective. The subject matter is integrated into lecture discussions covering the environment, ecology, and the relevance of natural science to human affairs. Subjects discussed include current and relevant social, scientific and economic issues. Special projects and activities may be required.

### **PAS 101: Anatomy and Physiology 1**

**2.0 units – 60 hours**

This course focuses on the structure and function of the human body with emphasis on the HEENT, cardiovascular, pulmonary, gastrointestinal, and genitourinary systems. This course is designed

to provide the student with an examination of the anatomical structure and function of the human body through virtual cadaver dissection and lecture. **A grade of "C" or better is required for completion of the course.**

### **PAS 102: Adult Medicine 1**

**8.0 units – 108 hours**

The student is exposed to the systematic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. Topics include dermatology, ophthalmology, otolaryngology, cardiovascular, respiratory, gastrointestinal, genitourinary, and health promotion disease prevention. **A grade of "C" or better is required for completion of the course.**

### **PAS 103: History and Physical Assessment 1**

**4.0 units – 116 hours**

The student is exposed to clinical gathering skills, how to elicit and write a medical history, introduction to physical examination using the problem oriented medical record and patient simulation. Emphasis will be placed on a normal history and physical exam, which correlate with the organ systems, covered in the PAS 102 Adult Medical 1 course. **A grade of "C" or better is required for completion of the course.**

### **PAS 104: Diagnostic Studies 1**

**1.0 unit – 24 hours**

The student will learn basic clinical skills applicable to interpretation and theory of body fluids/tissues analysis, electrocardiographs and pulmonary tests necessary to arrive at a preliminary diagnosis. Topics include clinical biochemistry; hematology; urinalysis; principles of electrocardiology; interpretation of 12 lead EKG and rhythm strips; basic principles and interpretation of arterial blood gases. **A grade of "C" or better is required for completion of the course.**

### **PAS 105: Pharmacology 1**

**2.0 units – 32 hours**

The student is introduced to the basic principles of pharmacology including pharmacokinetics, drug actions, drug interaction and drug toxicities involved in the clinical use of drugs. Emphasis will be placed on the physiological and biochemical actions, absorption, distributions, metabolism, excretions and therapeutic use of drugs, which correlate with the organ systems and diseases covered in the PAS 102 Adult Medicine 1 course. **A grade of "C" or better is required for completion of the course.**

### **PAS 107: Pathophysiology 1**

**2.0 units – 60 hours**

The course exposes the student to the pathophysiology of common disease processes in man for the following organ systems: integument, special senses, and pulmonary, cardiovascular, gastrointestinal, and genitourinary systems. **A grade of "C" or better is required for completion of the course.**

### **PAS 201: Adult Medicine 2**

**8.0 units – 108 hours**

The student is exposed to the systematic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. Topics include Endocrinology, Rheumatology,

## Business Administration - Certificate

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This program is offered at **Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Online, Ontario, Temecula** and **Visalia**.

### Program Description

This 30-school-week general business program includes the business procedures used in the majority of business operations today. Students develop the ability to organize and manage work tasks and information through the use of microcomputer technology utilizing the Microsoft Office Suite: Word, Access, Excel, Outlook and PowerPoint.

### Program Student Learning Outcomes

Upon completion of the BA Certificate 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



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

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
<b>Certificate Program Total</b>		<b>31.0</b>

For a description of the courses listed above, please see Section 8.

### Program Graduation Requirements:

*Students must reach minimum keyboarding speed requirements of 45 net wpm to be eligible for graduation from this program.*

*In addition to course work, students must complete a Career Services Seminar (CSS 100), facilitated by the Career Services Department, during their last 15 weeks to be eligible for graduation.*

## ALPHABETICAL 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 for completion of the 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 for completion of the 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 for completion of the 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 for completion of the 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 for successful completion of the 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 for completion of the 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 for completion of the 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 for completion of the 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 for completion of the 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 & 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 and Physiology with 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 for completion of the 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 for completion of the 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.

**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.

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 for completion of the 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 for completion of the 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 for completion of the course.**

### **CMA 501: Exam Prep**

**1.0 units – 15 hours**

This course will focus on professional development and preparing for the National Certification exam either through NCCT (National Center for Competency Testing) or AMT (American Medical Technologists). 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 study of case law methodology and case research, and how the decisions impact the procedures of the justice system.

### **CO 5: Community and Human Relations**

**3.0 units – 45 hours**

This course explores the roles of administration of justice practitioners and their agencies. Through interaction and study, the

### **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.

### **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

## ADMISSION PROCEDURES AND REQUIREMENTS

The Admissions Department is dedicated to assisting prospective students in selecting programs that best suit their needs and qualifications. In order to ensure that prospective students are a good match for their selected program of interest, *SJVC* has established the following admission procedures and requirements:

1. Applicants must possess a high school diploma or the equivalent.
2. Applicants must participate in an interview with an admissions advisor.
3. Applicants to an on-ground program must participate in an admissions assessment. The assessment instrument(s) and process varies by program. The purpose of the assessment is to evaluate the cognitive ability of prospective students. Each program has a required minimum entry score. The Admissions Department utilizes the results from the assessment(s) to select prospective students who have the best opportunity to achieve success in their chosen program. Some programs have additional entrance procedures and requirements which may be found in the Admission Requirements statement listed for each program that appears in this catalog.
4. Applicants must meet with either the Enrollment Services Director or a campus manager or their designee for an acceptance interview. In addition to this acceptance interview, applicants may be required to meet with the Director of their selected program.
5. Applicants must meet with the Financial Services Department to confirm arrangements to meet tuition obligations.
6. Upon completion of the above, the applicant will sign an Enrollment Agreement which sets forth specific information such as start and graduation dates, tuition information, academic schedule, etc.

No person will be denied admission, graduation, or other rights and privileges on the basis of pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, sex, physical or mental disability, medical condition (including genetic characteristics), marital status, registered domestic partner status, age (for persons 40 and older), veteran status, sexual orientation, gender identification, or any other basis protected by federal, state or local law, ordinance, or regulation. Certain programs may have regulatory licensure requirements that prohibit enrollment of applicants with relevant past criminal convictions. Programs leading to occupations requiring licensure may have licensing requirements that prohibit enrollment of applicants with relevant past criminal convictions.

### INTERNATIONAL STUDENTS

*SJVC* is approved to issue F-1 and M-1 Visas to qualified international students. Students holding J or H Visas may also be eligible to attend as an international student. The following items are required from international applicants:

- A TOEFL score of at least 500, paper-based; 61, internet based; or 173, computer based.
- Certified Statement regarding Financial Support.
- Transcripts from high school and/or college attended.
- Verification of good health.

- Purchase of medical insurance to cover the school year.
- Proof of International J or H Visa status, if applicable.

### EVALUATION OF PRIOR CREDIT

#### Credits Earned at Regionally Accredited Institutions

*SJVC* may accept prior credit earned for coursework completed at other regionally accredited institutions to be applied towards a program.

The following terms and conditions apply:

- Students who intend to transfer in previously earned credit must notify the Registrar's Office.
- Students must provide official transcripts from the institution where the previous credit was earned. The Registrar's Office will evaluate the prior credit and make a determination as to whether credit will be awarded.
- Credits transferred in to specifically fulfill *SJVC*'s requirements must be graded 2.0 ("C") or higher.
- Some science courses require completion within the past seven (7) years in order to be considered for prior course credit.
- Students may transfer no more than a maximum of 30 units of the total units required in the major or program.
- Course credit assessment must be completed prior to the academic year in which the student is scheduled to take the applicable course(s).

A tuition credit of \$75.00 per accepted academic unit will be credited to the student account. All transcripts submitted become the property of *SJVC* and cannot be returned to students or forwarded to other institutions.

#### Credits Earned at Military Schools

Students may be granted appropriate credit for degree programs or specific coursework completed while on active duty in the armed forces. A military transcript must be provided to the Registrar for evaluation. The Registrar will make the determination on whether or not credit will be granted. Military transcripts may be ordered from the following website: [www.military.com](http://www.military.com).

#### Credits Earned in Foreign Institutions

Students who have completed coursework in foreign institutions must have their transcripts evaluated by a foreign evaluation service in order to have that coursework considered for academic credit towards an Associate of Science degree. Upon completion of this process, the evaluation report must be sent directly to the Registrar's Office. The Registrar will evaluate the report and make a determination on whether credit will be awarded.

#### Credits Earned by Examinations and Advanced Placement Courses

*SJVC* accepts credits for specific general education courses from the following testing sources:

- AP (Advanced Placement Program of the College Board)
- CLEP (College Level Examination Program)
- DSST (DANTES Subject Standardized Test)
- EXCELSIOR COLLEGE EXAMINATIONS (formerly Regents or ACT/PEP)

Please contact the Registrar for further information.

### **Credit Earned through Course Challenge**

Students may earn general education course credit in the areas of math and English through successful course challenge. To challenge a course, students are required to take an examination which tests their knowledge of the objectives and learning outcomes covered in the particular course. Students who successfully pass the examination will be granted the appropriate academic credit. Students must complete this process prior to the first scheduled start date of the applicable course. No tuition credit will be given to students who successfully pass the examination.

Contact the Academic Dean for further information.

### **Credit Earned for Experiential Learning**

*SJVC* does not grant credit or allow course challenge for experiential learning or previous experience.

### **Credit Earned at *SJVC* under a Certificate Program**

Credits earned in certificate programs after July 2004 are eligible for block transfer to degree programs.

### **Credit Earned at *SJVC* and Transfers to Other Institutions**

Students should consider the greatest value of their education at *SJVC* as leading to employment in a specific career field, as all *SJVC* programs lead to a terminal Associate of Science Degree or Certificate of Completion. Students should not automatically expect to transfer credits earned at *SJVC* to other colleges. Receiving institutions have the right to determine what credit is transferable. There may be a minimum grade required for transfer credit.

To find out which institutions have agreed to accept credits earned at *SJVC*, please contact the Registrar or refer to the list of Articulation Agreements on the College's website:

<http://static.sjvc.edu/downloads/docs/ArticulationFAQs.pdf>

## **CRIMINAL BACKGROUND CHECKS**

As part of its responsibility to provide a safe learning environment, *SJVC* reserves the right to conduct criminal background checks on applicants for admission and current students.

*SJVC* has several reasons for this requirement. First and foremost, *SJVC* has an interest in evaluating the character, maturity, and responsibility of its students. Second, *SJVC* can better academically advise students of difficulties that may arise in the course of the student's efforts to obtain externship and clinical placements, professional licensure, and/or other job placement. Certain extern and clinical sites and professional licensing boards are required by law and/or policy to exclude people with certain convictions.

This does not necessarily mean that *SJVC* will deny admission to, or expel a student from the College. *SJVC* will evaluate each case on its facts. Generally speaking, *SJVC* will look at the rational relationship between the nature, severity, and recentness of the crime; *SJVC's* interests and needs; and the responsibility and repentance of the person convicted in determining whether to take action.

*SJVC* expects each applicant and/or student to provide *SJVC* with truthful, accurate, and complete information about his/her

convictions. This includes a continuing duty to notify *SJVC* of any arrests or convictions during the time that the student is enrolled at *SJVC*. Failure to comply with this policy may result in immediate denial of admission or suspension and/or expulsion from *SJVC*.

## **ACADEMIC CALENDAR**

Classes are offered continuously throughout the year at *SJVC*. All educational programs have frequent points of enrollment. The majority of *SJVC's* programs operate on a five week start date cycle. The programs that operate on this cycle allow for student enrollment every five weeks. The five week start dates for the remainder of 2013 and the 2014 academic year are published below. Please note that some of these programs have closed start dates within the calendar years reflected below. A closed start date essentially means that no new students will be allowed to start these programs on those dates. For further information, please contact the Admissions Office.

### **START DATES**

#### **2013**

09/30/2013

11/04/2013

12/09/2013

#### **2014**

01/21/2014

02/24/2014

03/31/2014

05/05/2014

06/09/2014

07/14/2014

08/18/2014

09/22/2014

10/27/2014

12/01/2014

The following programs are linear which means that students must complete each term in sequence. Linear programs do not operate on a five week start date cycle. The start dates for each of these programs for the remainder of 2013 and the 2014 academic year are listed below.

## **AVIATION MAINTENANCE TECHNOLOGY**

### **2013-2014**

#### **Aviation-Fresno Campus**

09/10/2013

11/06/2013

01/16/2014

03/19/2014

05/15/2014

07/15/2014

09/11/2014

11/10/2014

## TUITION FEES

The tuition fees for each program are listed below.<sup>2</sup>

### Aviation Campus

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#### DEGREE PROGRAMS

Aviation Maintenance Technology		
AY 1	=	\$12,850.00
AY 2	=	\$12,850.00
AY 3	=	\$2,800.00
<b>TOTAL</b>	<b>=</b>	<b>\$28,500.00</b>

### Bakersfield Campus

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#### DEGREE PROGRAMS

Business Administration		
Clinical & Admin Medical Assisting		
Emergency Services & Safety Mgmt		
Medical Billing Specialist		
HVAC-R Technology		
Industrial Technology		
Pharmacy Technology		
Therapeutic Massage		
AY 1	=	\$15,500.00
AY 2	=	\$14,250.00
<b>TOTAL</b>	<b>=</b>	<b>\$29,750.00</b>

Criminal Justice: Corrections		
AY 1	=	\$15,875.00
AY 2	=	\$15,875.00
<b>TOTAL</b>	<b>=</b>	<b>\$31,750.00</b>

Diagnostic Medical Sonography		
AY 1	=	\$19,750.00
AY 2	=	\$19,750.00
<b>TOTAL</b>	<b>=</b>	<b>\$39,500.00</b>

Respiratory Therapy		
AY 1	=	\$19,890.00
AY 2	=	\$19,890.00
<b>TOTAL</b>	<b>=</b>	<b>\$39,780.00</b>

Surgical Technology		
AY 1	=	\$15,875.00
AY 2	=	\$15,875.00
<b>TOTAL</b>	<b>=</b>	<b>\$31,750.00</b>

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<sup>2</sup> Tuition fees are also accessible on the College's portal website, **InfoZone**, and the sjvc.edu website. (**InfoZone** access is only available to enrolled students.) The pathway for accessing tuition fees via these websites is as follows:  
**InfoZone:** InfoZone/Document Center/SJVC Publications/Tuition Fees. **College website:** <http://consumerinfo.sjvc.edu/downloads/TuitionFees.pdf>

## CERTIFICATE PROGRAMS

Dental Assisting		
AY 1	=	\$18,600.00
<b>TOTAL</b>	<b>=</b>	<b>\$18,600.00</b>

Diagnostic Medical Sonography		
AY 1	=	\$19,750.00
AY 2	=	\$19,750.00
<b>TOTAL</b>	<b>=</b>	<b>\$39,500.00</b>

Industrial Technology		
Therapeutic Massage		
AY 1	=	\$15,500.00
<b>TOTAL</b>	<b>=</b>	<b>\$15,500.00</b>

### Fresno Campus

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#### DEGREE PROGRAMS

Business Administration		
Clinical & Admin Medical Assisting		
Medical Billing Specialist		
HVAC-R Technology		
Pharmacy Technology		
AY 1	=	\$15,500.00
AY 2	=	\$14,250.00
<b>TOTAL</b>	<b>=</b>	<b>\$29,750.00</b>

Criminal Justice: Corrections		
Surgical Technology		
Veterinary Technology		
AY 1	=	\$15,875.00
AY 2	=	\$15,875.00
<b>TOTAL</b>	<b>=</b>	<b>\$31,750.00</b>

#### CERTIFICATE PROGRAMS

Clinical Medical Assisting		
Industrial Technology		
AY 1	=	\$15,500.00
<b>TOTAL</b>	<b>=</b>	<b>\$15,500.00</b>

Dental Assisting		
AY 1	=	\$18,600.00
<b>TOTAL</b>	<b>=</b>	<b>\$18,600.00</b>

### Hanford Center

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#### DEGREE PROGRAMS

Administrative Health Care Mgmt		
Business Administration		
Clinical Medical Assisting		
AY 1	=	\$15,500.00
AY 2	=	\$14,250.00
<b>TOTAL</b>	<b>=</b>	<b>\$29,750.00</b>

Criminal Justice: Corrections		
AY 1	=	\$15,875.00
AY 2	=	\$15,875.00
<b>TOTAL</b>	<b>=</b>	<b>\$31,750.00</b>

## CERTIFICATE PROGRAMS

Medical Office Administration		
Business Administration		
Clinical Medical Assisting		
AY 1	=	\$15,500.00
<b>TOTAL</b>	<b>=</b>	<b>\$15,500.00</b>

### Hesperia Campus

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#### DEGREE PROGRAMS

Administrative Health Care Mgmt		
Business Administration		
Clinical & Admin Medical Assisting		
HVAC-R Technology		
Industrial Technology		
Pharmacy Technology		
AY 1	=	\$16,650.00
AY 2	=	\$15,300.00
<b>TOTAL</b>	<b>=</b>	<b>\$31,950.00</b>

Criminal Justice: Corrections		
AY 1	=	\$16,750.00
AY 2	=	\$16,750.00
<b>TOTAL</b>	<b>=</b>	<b>\$33,500.00</b>

#### CERTIFICATE PROGRAMS

Administrative Health Care Mgmt		
Business Administration		
Clinical Medical Assisting		
Industrial Technology		
Pharmacy Technology		
AY 1	=	\$16,650.00
<b>TOTAL</b>	<b>=</b>	<b>\$16,650.00</b>

### Lancaster Campus

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#### DEGREE PROGRAMS

Administrative Health Care Mgmt		
Business Administration		
Clinical & Admin Medical Assisting		
Industrial Technology		
Pharmacy Technology		
AY 1	=	\$16,650.00
AY 2	=	\$15,300.00
<b>TOTAL</b>	<b>=</b>	<b>\$31,950.00</b>

Criminal Justice: Corrections		
AY 1	=	\$16,750.00
AY 2	=	\$16,750.00
<b>TOTAL</b>	<b>=</b>	<b>\$33,500.00</b>

#### CERTIFICATE PROGRAMS

Administrative Health Care Mgmt		
Business Administration		
Clinical Medical Assisting		
Industrial Technology		
AY 1	=	\$16,650.00
<b>TOTAL</b>	<b>=</b>	<b>\$16,650.00</b>