

# **Exhibit 1**

## **Program Descriptions**

# Business Administration

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This program is offered at **Antelope Valley (Lancaster), Bakersfield, Delano, Fresno, Hanford, Madera, Modesto (Salida), Online, Ontario, Temecula, Victor Valley (Hesperia) and Visalia**. Students taking the program at one of the California campuses take courses on-ground and online. This helps students improve their technology skills and allows for schedule flexibility.

## Program Description

The Business Administration program is 30 weeks in length and provides a framework of office procedures and skills that can adapt to any company's operation. Students develop into knowledgeable, ethical, and technically competent business professionals. Students who enroll in the program will take foundational core courses in essential business concepts and will go on to complete additional course in one of the following concentrations: Business Management, Retail Management, or Business Accounting. Each concentration is designed to prepare students for certification(s) from National Retail Federation (NRF®), National Association of Certified Public Bookkeepers (NACPB), or Certiport.



## Program Student Learning Outcomes

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

1. Demonstrate proficiency in using technological tools applicable to a business setting
2. Demonstrate keyboarding and ten key skills commensurate with industry standards
3. 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
4. Demonstrate the social skills, professional appearance, attitudes, and behavior that employers expect of all **SJVC** graduates
5. Apply business management concepts, including human resources, marketing, law and ethics (Business Management Concentration)
6. Demonstrate accounting skills commensurate with bookkeeping industry standards (Business Accounting Concentration)
7. Demonstrate effective customer service, sales, and retail skills applicable in a retail business setting (Retail Management Concentration)

## Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 45 net words per minute
- Minimum 10 key speed of 8,000 keystrokes per hour
- Successful completion of the Career Services Seminar (CSS100)

## Credential and Professional Certifications

Graduates earn a Certificate of Completion and are eligible to take certifications relative to the concentration chosen. Certifications offered include Retail Management and Customer Service and Sales Certifications from National Retail Federation (NRF®); Bookkeeper Certification from National Association of Certified Public Bookkeepers (NACPB); and Microsoft® Office Specialist Excel® Certification from Certiport.

## Graduate Placement

The following job categories are considered in-field placements for graduates of the Aviation Maintenance Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

## Graduate Placement

The following job categories are considered in-field placements for graduates of the Business Administration Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Administrative Services Managers (11-3011.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- First-Line Supervisors of Retail Sales Workers (41.1011.00)

- General and Operations Managers (11-1021.00)
- Human Resources Specialists (13-1071.00)
- Office Clerks, General (43-9061.00)
- Receptionists and Information Clerks (43-4171.00)
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (41-4012.00)
- First-Line Supervisors of Food Preparation and Serving Workers (35-1012.00)

### Core Course Requirements

Course ID	Course Name	Credit Units
ACCT 100	Fundamentals of Accounting	3.0
BUSN 100	Business Math Applications	3.0
BUSN 110	Business Law and Ethics	3.0
BUSN 120	Business Communication	3.0
BUSN 130	Principles of Management	3.0
COMP 101	Computer Literacy and Applications for the Professional	3.0

### Business Management Concentration

#### Course Requirements

BUSN 140	Human Resource Management	3.0
BUSN 150	Small Business Management	2.0
BUSN 160	Marketing	2.0
BUSN 200	Spreadsheet Management	2.0
BUSN 250	Business Externship (or equivalent course BUSN 240)	2.0
BUSN 260	Business Seminar	1.0

### Retail Management Concentration

#### Course Requirements

BUSN 140	Human Resource Management	3.0
BUSN 160	Marketing	2.0
BUSN 170	Retail Management	2.0
BUSN 190	Customer Service and Sales Management	2.0
BUSN 250	Business Externship (or equivalent course BUSN 240)	2.0
BUSN 260	Business Seminar	1.0

### Business Accounting Concentration

#### Course Requirements

ACCT 110	Payroll Accounting Management	2.0
ACCT 120	Accounting Software Systems	2.0
ACCT 130	Merchandising Accounting	2.0
BUSN 140	Human Resource Management	3.0
BUSN 250	Business Externship (or equivalent course BUSN 240)	2.0
BUSN 260	Business Seminar	1.0
<b>Total</b>		<b>30.0</b>

**ACCT 100: Fundamentals of Accounting****3.0 units – 45 hours**

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

**ACCT 110: Payroll Accounting Management****2.0 units – 30 hours**

The fundamentals of payroll, basic bookkeeping, and accounting are covered in this course. Students will explore legal requirements and business needs associated with payroll and personnel records. They will be introduced to accounting concepts and practices and will utilize a payroll system to perform various HR functions. Activities include computing wages, working with Social Security, Medicare, income, and unemployment compensation taxes, journalizing, verifying, and adjusting transactions.

**ACCT 120: Accounting Software Systems****2.0 units – 30 hours**

This course examines the theory, concepts and practices of accounting using accounting software applications. Topics include chart of accounts, general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use accounting software to solve accounting problems.

**ACCT 130: Merchandising Accounting****2.0 units – 30 hours**

This course examines the Generally Accepted Accounting Principles (GAAP), the purpose and nature of accounting systems, the accounting cycle, and their relation to function within the merchandising industry. Subjects covered include the basic accounting equation, the double entry accounting system, financial statements, general ledger, general journal, the accounting worksheet, adjusting entries, accruals, deferrals, closing entries, post-closing, trial balance and merchandising inventory.

**BUSN 100: Business Math Applications****3.0 units – 45 hours**

This course focuses on the fundamentals of arithmetic processes, decimals, fractions, percentages, weights and measures. Emphasis is placed on performing calculations associated with interest, retail, purchasing, merchandising, and other general business applications.

**BUSN 110: Business Law and Ethics****3.0 units – 45 hours**

This course provides students an introduction into the laws affecting businesses and their operations. Topics include terminology, concepts of business law, ethics

related to law, business, and society, contracts, sales, torts, and intellectual property. Emphasis is placed on critical thinking, problem solving, and decision making.

**BUSN 120: Business Communication****3.0 units – 45 hours**

This course focuses on effective writing techniques utilized in business to produce various communications and documents, including business letters, minutes and reports, dictation and note taking, proper grammar, mechanics, number usage, vocabulary, and proofreading are emphasized, as well as style, appearance, tone, and reader appeal. Students will develop time management, organization, presentation and communication skills.

**BUSN 130: Principles of Management****3.0 units – 45 hours**

This course provides students an introduction into the theory and application of management concepts. Topics include leadership, planning and organization, social responsibility, delegation, leadership styles, decision making, time and stress management and employee relations. Emphasis is placed on critical thinking, problem solving, and decision making.

**BUSN 140: Human Resource Management****3.0 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.

**BUSN 150: Small Business Management****2.0 units – 30 hours**

This course provides an overview of each component of small business ownership. Topics include: assessing resources, reviewing components of a business plan, and identifying opportunities and challenges. Students will apply knowledge and skills learned to develop an outline of a small business plan.

**BUSN 160: Marketing****2.0 units – 30 hours**

This course provides a foundational overview of marketing philosophies, activities, practices, and processes. Additional topics include external and internal factors of marketing, business ethics, market segmentation, global marketing concepts, decision making, consumer products, advertising, consumer behavior, and customer value. A strategic marketing plan will be defined and developed.

**BUSN 170: Retail Management****2.0 units – 30 hours**

This course focuses on business concepts within the retail industry and prepares students for a certification in retail management. Students will examine and analyze selling and service, merchandising, store operations and financial reporting functions.

**BUSN 190: Customer Service and Sales Management****2.0 units – 30 hours**

This course provides students with an introduction into customer service and sales management. Topics include identifying client needs and expectations, sales approaches, active listening, sales script development and sales presentations.

**BUSN 200: Spreadsheet Management****2.0 units – 45 hours**

This course is designed to provide intermediate skills in Microsoft® Office Excel through hands-on operations and practice of simulated business projects and activities. This course provides students the ability to apply formulas and functions, create and manage worksheets, workbooks, and create tables, charts and objects. Skill competency will be assessed throughout this course.

**BUSN 250: Business Externship****2.0 units – 96 hours**

Students will utilize their skills and knowledge by working in a local business under direct supervision of the professional manager. 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.

**BUSN 260: Business Seminar****1.0 unit – 30 hours**

This course is the culmination of the Business Administration program concentrations. Students will apply the knowledge, skills, and abilities developed throughout the program to practice and prepare for certification exams offered.

**COMP 101: Computer Literacy & Applications for the Professional****3.0 units – 60 hours**

This course provides an introduction to computer concepts and productivity software, such as word processing, spreadsheet, presentations, and email. Topics include basic computer operations, information  
**“C” or better is required to earn credit for this course.**

# Clinical Medical Assisting

This program is offered at **Antelope Valley (Lancaster), Bakersfield, Delano, Fresno, Hanford, Madera, Modesto (Salida), Online, Ontario, Temecula, Victor Valley (Hesperia), and Visalia.**

## Program Description

The Medical Assisting program is 30 weeks in length and prepares graduates to work in medical offices and specialty clinics. Training helps students learn the skills required to be a valuable member of the healthcare team. Students will receive advanced training in medical office procedures as well as front-and-back office skills. The program includes an externship which provides enhanced learning and the opportunity to develop work in-field experience.

## Program Student Learning Outcomes

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

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



## Graduation Requirements

- Successful completion of the courses listed below with a grade of “C” or higher in all clinical courses
- Successful completion of the Career Services Seminar (CSS100)
- Achieve the minimum requirement of Health Insurance Portability and Accountability Act (HIPAA) component

## Credential and Professional Certifications

Graduates earn a Certificate of Completion and are eligible to sit for the National Certified Medical Assistant (NCMA) exam offered by the National Center for Competency Testing (NCCT).\* Students also prepare for and take certification exams within their program courses that include HIPAA, CPR, and First Aid.

Non-California residents are encouraged to take a certification exam recognized by their state medical board or an independent certification organization.

**\*Graduates may qualify for other certifications depending upon their geographic location and placement requirements.**

## Graduate Placement

The following job categories are considered in-field placements for graduates of the Clinical Medical Assisting Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Medical and Clinical Laboratory Technicians (29-2012.00)
- Medical Assistants (31-9092.00)
- Medical Records and Health Information Technicians (29-2071.00)
- Medical Secretaries (43-6013.00)

## Core Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy & Applications for the Professional	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
HCP 203	Medical Office Management	3.0
<b>Total</b>		<b>31.0</b>

### **COMP 101: Computer Literacy & Applications for the Professional**

**3.0 units – 60 hours**

This course provides an introduction to computer concepts and productivity software, such as word processing, spreadsheet, presentations, and email. Topics include basic computer operations, information “C” or better is required to earn credit for this course.

### **HCP 101: Structural Anatomy and Terminology**

**3.0 units – 45 hours**

The course focuses on the foundational principles of structural body systems, such as the skeletal, muscular, and nervous systems, and common diseases and disorders related to these systems. The course emphasizes the effective use of medical terminology through the study of 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**

The course examines the foundational principles of internal body systems, such as the digestive, reproductive and cardiovascular systems, and common diseases and disorders related to these systems. The course emphasizes the effective use of medical terminology through the study of 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**

This course presents the fundamental administrative and communication skills needed to work in a medical facility. The student will build a foundation in medical coding, medical law and ethics, HIPAA regulations, as well as insurance plans and forms. Students will practice using electronic medical software.

### **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 including using electronic medical software. Students will analyze legal and ethical scenarios following HIPAA regulations and how to provide excellent customer

service. Student will also identify the responsibilities that come with managing an office, and practice the professional behavior needed and required in the healthcare setting.

### **MAP 105: Laboratory Procedures**

**5.0 units – 90 hours**

Students will be introduced to a variety of CLIA waived and Point of Care (POC) laboratory techniques and values including venipuncture, skin puncture, and various hematology tests. Students will be trained in CPR and First Aid. **A grade of “C” or better is required to earn credit for this course.**

### **MAP 115: Pharmacology and Medication Administration**

**5.0 units – 90 hours**

Students will be introduced to injections and a variety of clinical procedures including basic pharmacology, immunizations, and a variety of medication administration techniques. Students will calculate medication dosages and complete appropriate documentation. **A grade of “C” or better is required to earn credit for this course.**

### **MAP 125: Clinical Procedures**

**3.0 units – 45 hours**

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

### **MAP 500: Externship**

**4.0 units – 180 hours (Pass/Fail)**

Students will apply their acquired skills and knowledge 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. **Passing this course is a graduation requirement.**

# Medical Office Administration

This program is offered at **Antelope Valley (Lancaster), Delano, Hanford, Madera, Modesto (Salida), Ontario, Temecula, Victor Valley (Hesperia), and Visalia.**

## Program Description

The Medical Office Administration program is 30 weeks in length and prepares graduates to work in front-office positions for a medical practice, healthcare facility, or insurance company. Hands-on experience and classroom instruction include the study of office management, medical billing, coding, Electronic Health Records training, patient recordkeeping, bookkeeping, and professional communication.

## Program Student Learning Outcomes

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

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

## Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 35 net words per minute
- Achieve the minimum requirement of the Health Insurance Portability Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS 100)

## Credential and Professional Certifications

Graduates earn a Certificate of Completion and are eligible to sit for the National Certified Medical Office Assistant (NCMOA) exam or the National Certified Insurance & Coding Specialist (NCICS) exam offered by the National Center for Competency Testing (NCCT). Graduates also earn the following certifications: HIPAA, AHA-Adult & Infant CPR, and First Aid.

## Graduate Placement

The following job categories are considered in-field placements for graduates of the Medical Office Administration Program. Detailed information for each Standard Occupational Code (SOC) can be found at

<http://www.onetonline.org/>.

- Billing and Posting Clerks (43-3021.00)
- Medical Assistants (31-9092.00)
- Medical Records and Health Information Technicians (29-2071.00)
- Medical Secretaries (43-6013.00)
- Office Clerks, General (43-9061.00)



## Core Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy & Applications for Professionals	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Billing Principles	2.0



MOP 140	ICD Coding	3.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
HCP 203	Medical Office Management	3.0
<b>Total</b>		<b>31.0</b>

### **COMP 101: Computer Literacy & Applications for the Professional**

#### **3.0 units – 60 hours**

This course provides an introduction to computer concepts and productivity software, such as word processing, spreadsheet, presentations, and email. Topics include basic computer operations, information

**“C” or better is required to earn credit for this course.**

### **HCP 101: Structural Anatomy and Terminology**

#### **3.0 units – 45 hours**

The course focuses on the foundational principles of structural body systems, such as the skeletal, muscular, and nervous systems, and common diseases and disorders related to these systems. The course emphasizes the effective use of medical terminology through the study of 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**

The course examines the foundational principles of internal body systems, such as the digestive, reproductive and cardiovascular systems, and common diseases and disorders related to these systems. The course emphasizes the effective use of medical terminology through the study of 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**

This course presents the fundamental administrative and communication skills needed to work in a medical facility. The student will build a foundation in medical coding, medical law and ethics, HIPAA regulations, as well as insurance plans and forms. Students will practice using electronic medical software.

### **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 including using electronic medical software. Students will analyze legal and ethical scenarios following HIPAA regulations and how to provide excellent customer service. Student will also identify the responsibilities that come with managing an office, and practice the professional behavior needed and required in the healthcare setting.

### **MOP 110: Medical Insurance Principles**

#### **5.0 units – 90 hours**

This course focuses on the requirements of a billing and coding specialist as well as insurance terminology, legislation and regulations that affect billing and coding. Students will perform fundamental administrative and communication skills needed to work in a medical facility. Students will practice the basics of CPT and ICD coding as well as complete insurance claim forms. Students will be trained in CPR/BLS-HCP and first aid. Keyboarding skills are also emphasized in this course.

### **MOP 120: CPT/HCPCS Coding**

#### **3.0 units –45 hours**

This course examines 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. Keyboarding skills are also emphasized in this course.

### **MOP 130: Billing Principles**

#### **2.0 units – 45 hours**

This course focuses on the procedures for billing in both hospital and clinical settings. Students will identify a variety of source documents used in billing, 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**

The course covers coding concepts associated with the three volumes of the International Classification of Diseases (9<sup>th</sup> edition) and Clinical Modification codebook. Students will practice using terminology, following documentation guidelines and applying codes to various forms and documents. Keyboarding skills are also emphasized in this course.

### **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. The grade earned in this course is Pass/Fail. Passing this course is a graduation requirement.

**MOP 510: Externship Seminar**

**1.0 unit – 15 hours**

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

## 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:

- Applicants must possess a high school diploma or the equivalent.
- Applicants must participate in an interview with an admissions advisor.
- Applicants to on-ground and online programs 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.

- 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.
- Applicants must meet with the Financial Services Department to confirm arrangements to meet tuition obligations.
- 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.
- All new student enrollments must complete New Student Orientation prior to their first class session.

Programs leading to occupations requiring licensure may have licensing requirements that prohibit enrollment of applicants with relevant past criminal convictions.

## LANGUAGE PROFICIENCY

Students are required to have proficiency in the English language as documented in the admissions process:

- Conversational proficiency: interview
- Written proficiency: application essay
- Reading comprehension: assessment instrument

All enrollments related documents, including the Enrollment Agreement and the School Performance Fact Sheet, are printed in English. If English is not your primary language, you have the right to retain an interpreter at

your own cost to obtain a clear explanation of the terms and conditions of the Enrollment Agreement, including the cancellation and refund policies, and other enrollment related documents, in your primary language

## STUDENT RIGHT TO CANCEL

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned in a timely manner in good condition.

## INTERNATIONAL STUDENTS (VISA SERVICES)

**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 or a TOEIC score of 590 or better.
- Certified Statement regarding Financial Support.
- Transcripts from high school and/or college attended.
- Proof of International J or H Visa status, if applicable.

There is no charge for issuing a visa.

## TRANSFER OF CREDIT

**SJVC** is committed to helping students achieve their educational goals. The College recognizes that – prior to enrollment at **SJVC**, students may have completed course work at other institutions that they may want to transfer in for credit toward an **SJVC** Associate of Science Degree or Certificate of Completion program or may already possess the general education skills and competencies expected of a two-year college graduate. Therefore, it is the policy of **SJVC** to provide opportunities for course challenge and to thoroughly evaluate prior coursework to ensure that the nature, content, associated student learning outcomes, and level of credit earned aligns with the equivalent course requirements of the **SJVC** program in which the student is transferring into. To that end, a maximum of 50% of the total credits required for an **SJVC**

## GRADUATION REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION

**SJVC** will issue Certificates of Completion to those students who satisfactorily complete the requirements and are able to demonstrate proficiency and competency in a prescribed vocational training program. The certificate is widely recognized and accepted by employers as verification of job preparedness and skill achievement. Certificates of Completion are issued to those students who complete a prescribed vocational program under all of the following conditions:

- Completion of all required courses with a 2.0 cumulative grade point average or better.

To keep pace with educational, technological or similar developments, **SJVC** reserves the right to change the requirements for graduation.

Changes may be applied to students already enrolled. For those cases, the College will specify an alternate plan of study, which must be completed in lieu of the original requirements.

Course requirements may be waived by Campus Presidents and Campus Directors upon submission of proof of completion of equivalent course(s).

- Completion of the Career Services Seminar or equivalent: *The Career Services Seminar concentrates on the job search preparation and process. Topics include services provided by the Career Services Department, resume writing, interview techniques, networking skills, portfolio presentation, and workplace success.*

Most **SJVC** certificate courses can be applied toward an Associate of Science degree. Students who intend on obtaining a certificate and a degree should see their admissions representative for general education and other requirements beyond those required for their certificate.

