

Course Listing*

CORE COURSE REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ACCT 100	Accounting Cycle Concepts	3.0
BUSN 100	Business Math Applications	3.0
BUSN 120	Business Communication	3.0
BUSN 130	Principles of Management	3.0
BUSN 140	Principles of Human Resources	3.0
BUSN 160	Principles of Marketing	2.0
BUSN 190	Customer Service	2.0
BUSN 201	Spreadsheet Management	3.0
BUSN 90	Capstone & Externship	6.0
COMP 101	Computer Literacy and Applications for the Professional	3.0
TOTAL CORE COURSEWORK		31.0

GENERAL EDUCATION REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HUMN 125	Intercultural Communication	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PHIL 200	Critical Thinking	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
TOTAL GENERAL EDUCATION COURSEWORK		30.0
A.S. DEGREE TOTAL		61.0

Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001 (<https://www.wscuc.org>). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit <https://www.sjvc.edu/admissions/consumer-information/>.

SJVC Locations

ANTELOPE VALLEY (LANCASTER) 661.974.8282	ONTARIO 909.948.7582
BAKERSFIELD 661.834.0126	PORTERVILLE 559.853.4114
DELANO 661.778.1145	RANCHO CORDOVA 916.638.7582
FRESNO 559.448.8282	RANCHO MIRAGE 442.305.7701
FRESNO - TRADES EDUCATION CENTER 559.453.0123	SANTA MARIA 805.608.3104
HANFORD 559.584.8840	TEMECULA 951.296.6015
MADERA 559.302.2155	VICTOR VALLEY (HESPERIA) 760.948.1947
MODESTO (SALIDA) 209.543.8800	VISALIA 559.651.2500

Program availability varies by campus location. Please see the catalog for details.

*Sessions and degree offerings vary by campus. Speak to an Admissions Advisor for more details.

Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

READY TO ENROLL? GET STARTED HERE:

www.sjvc.edu/program/business-office-administration/

sjvc.edu [in](#) [f](#) [t](#) [v](#) [y](#)



Train for a rewarding career in

Business Office Administration



San Joaquin Valley College's (SJVC) Business Office Administration program is available on-ground and online and provides a framework of business knowledge and skills that can adapt to any company's operation.

Students develop into knowledgeable, ethical, and technically competent business professionals. Our program includes a Capstone and Externship course that provides an opportunity for students to apply their acquired skills and knowledge in a professional environment under direct supervision of an extern site supervisor.



Your trusted source for hands-on training.

SJVC excels at in-person, hands-on learning in high tech laboratory environments that will enable you to transition to a career with real-world experience. Our online programs and courses provide the convenience to complete coursework at home.



Students Learn:*

- Technological tools applicable to a business setting
- Keyboarding skills in line with industry standards
- Concepts of communication, reasoning, critical analysis, ethics and interpersonal interaction to situations in their career and personal life
- Social skills, professional appearance, attitudes and behavior that employers expect of SJVC graduates
- Business management concepts, including human resources, marketing, law and ethics
- Accounting skills in line with bookkeeping industry standards
- Effective customer service, sales, and retail skills applicable in a retail business setting

*See college catalog for complete student learning outcomes for this program.

At SJVC, we value:

- Integrity**
- Family**
- Professionalism**
- Communication**
- Diversity**
- Success**

Graduation Requirements

- Successful completion of all program coursework
- Minimum keyboarding speed of 45 net words per minute
- Successful completion of the Career Academy



Admissions Requirements

- ❑ High School diploma or equivalent
- ❑ Wonderlic SLE assessment score of 12 or higher

Applicants must have reliable plans for transportation, child care and time to devote to school work outside of scheduled class hours.

See the SJVC College Catalog for additional information on institutional admission requirements.



Career Opportunities

Employers want to hire those who are familiar not only with business technology and equipment but also with appropriate business practices and communication. Entry-level business professionals work in many different industries and can have many different job titles:

- Customer Service Representatives
- Receptionists and Information Clerks
- Executive Secretaries and Executive Administrative Assistants
- Human Resources Specialists

Source: Occupational Information Network (O*Net) www.onetonline.org

GET MORE INFO ON ENROLLMENT:

www.sjvc.edu/program/business-office-administration/

sjvc.edu [in](#) [f](#) [t](#) [v](#)

Course Listing*

CORE COURSE REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
COMP 101	Computer Literacy and Applications for the Professional	3.0
CON 100	Construction Materials	3.0
CON 107	Construction Blueprints	3.0
CON 115	Applied Mathematics for Construction Management	3.0
CON 117	Construction Documents and Methods	3.0
CON 127	Project Scheduling and Control	5.0
CON 136	Construction and Labor Laws	3.0
CON 138	Estimating and Bidding for Residential and Commercial Projects	5.0
CON 142	Construction Management Supervision	3.0
CON 147	Construction Project Management	5.0
TOTAL		36.0

GENERAL EDUCATION REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 121	Reading and Composition – Part A	3.0
ENG 122	Reading and Composition – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
PHIL 1C	Ethics	3.0
NSC 1	Introduction to Natural Science	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
TOTAL		24.0
A.S. DEGREE TOTAL		60.0

Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001 (<https://www.wscuc.org>). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit <https://www.sjvc.edu/admissions/consumer-information>.

SJVC Locations

ATASCADERO 805.470.7130	MODESTO 209.542.8800
BAKERSFIELD 661.834.0126	ONTARIO 909.948.7582
DELANO 661.778.1145	PORTERVILLE 559.853.4114
FRESNO 559.448.8282	RANCHO CORDOVA 916.638.7582
FRESNO - TRADES EDUCATION CENTER 559.453.0123	RANCHO MIRAGE 442.305.7701
HANFORD 559.584.8840	SANTA MARIA 805.608.3104
HESPERIA 760.948.1947	TEMECULA 951.296.6015
LANCASTER 661.974.8282	VISALIA 559.651.2500
MADERA 559.302.2155	

Program availability varies by campus location. Please see the catalog for details.

*Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

READY TO ENROLL? GET STARTED HERE:

www.sjvc.edu/program/construction-management/

sjvc.edu



Train for a rewarding career in

Construction Management



San Joaquin Valley College's (SJVC) Construction Management program provides graduates with the technical and managerial skills needed in today's commercial and residential construction industry.

Students will learn to plan and direct activities concerned with the construction and maintenance of structures, facilities, and systems. They may also become involved in the development of a construction project as well as oversee its organization, scheduling and budgeting.

Graduates are prepared for construction management responsibilities creating the opportunity to move into supervisory roles.



Your trusted source for hands-on and online training.

SJVC excels at in-person, hands-on learning in classroom environments, as well as flexible online learning options, allowing you to study at your convenience. Both options enable you to prepare for a career with real-world training.



Students Learn:*

- Project management from predevelopment to completion on schedule, within budget and quality/safety standards
- Project management tools such as scheduling software, budget estimating, constructability reviews and communication protocols
- Supervisory and leadership communication skills
- Evaluation of potential legal issues to create and coordinate responses
- Professional development, critical thinking and reasoning skills, pertaining to interpersonal interactions and ethics
- Professional skills, attitudes and behavior that employers expect of SJVC graduates

*See college catalog for complete student learning outcomes for this program.

At SJVC, we value:
Integrity
Family
Professionalism
Communication
Diversity
Success

Credential and Professional Certifications

Graduates earn an Associate of Science degree in Construction Management.

Admissions Requirements

- ❑ High School diploma or equivalent
- ❑ Wonderlic SLE assessment score of 14 or higher

On-ground applicants must have reliable plans for transportation, child care and time to devote to school work outside of scheduled class hours.

See the SJVC College Catalog for additional information on institutional admission requirements.

Online applicants, visit www.sjvc.edu/online-programs/technical-requirements for software and hardware requirements for your computer.



Career Opportunities

Construction management professionals can be supervisory level or self-employed managers. Construction managers typically perform a wide variety of tasks within the industry, including:

- Monitor projects and report progress
- Coordinate, and supervise construction projects
- Respond to work delays, emergencies, and other problems with the project
- Collaborate with construction specialists
- Interpret and explain contracts and technical information
- Select subcontractors and schedule and coordinate their activities
- Prepare cost estimates, budgets, and work timetables

Source: <https://www.bls.gov/ooh/management/construction-managers.htm#tab-2>

GET MORE INFO ON ENROLLMENT:

www.sjvc.edu/program/construction-management/

sjvc.edu    

Bachelor of Science in Construction Management

The Bachelor of Science degree in Construction Management program prepares graduates to competitively enter the construction management field.

Students are provided with comprehensive instruction on a wide variety of topics available to the construction industry, and are trained to prepare competitive project proposals, supervise construction sites, and effectively communicate with clients and workers.

Students are prepared for the management responsibilities they will face on the job at construction sites.

Freshman applicants (those entering without a previously earned Associate of Science degree in Construction Management) may complete this program in 135 weeks.

A bridge option that requires previous completion of an Associate of Science degree in Construction Management is also available and may be completed in 75 weeks.



Students Learn:

- **Demonstrate** effective communication and presentation skills for diverse audiences.
- **Critically** evaluate information from multiple sources for application in construction management.
- **Identify** emergent issues impacting the construction profession and evaluate solutions utilizing relevant data interpretation techniques.
- **Apply** critical thinking to enhance decision-making skills related to the management of residential, commercial, private, and public projects.
- **Apply** advanced estimating, scheduling, and financial management skills to ensure the successful outcomes of construction projects.
- **Utilize** advanced knowledge of legal and environmental factors to create safe, sustainable, ethical, legally compliant, and lawfully administered project.

At SJVC, we value:

Integrity
Family
Professionalism
Communication
Diversity
Success

Admissions Requirements

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

Freshman Applicants

- Must meet all institutional admissions requirements as set forth in Section 2 of the College Catalog

Transfer Applicants

- Hold an Associate of Science degree in Construction Management from an institution of higher learning accredited by an agency that is recognized by the United States Department of Education.
 - All incoming course credit is subject to evaluation for equivalency pursuant to the Transfer of Credit policy as set forth in Section 2 of the College Catalog
- Have successfully completed a minimum of 60.0 units of lower-division coursework.



Bachelor of Science in Construction Management

Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001 (wscuc.org). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit sjvc.edu/admissions/consumer-information.

**READY TO ENROLL?
GET STARTED HERE:**

sjvc.edu/program/construction-management

Bachelor of Science in Construction Management



Course Listing

FRESHMAN APPLICANTS

LOWER DIVISION CORE COURSE REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
COMP 101	Computer Literacy and Applications for the Professional	3.0
CON 100	Construction Materials	3.0
CON 107	Construction Blueprints	3.0
CON 115	Applied Mathematics for Construction Management	3.0
CON 117	Construction Documents and Methods	3.0
CON 127	Project Scheduling and Control	5.0
CON 136	Construction and Labor Laws	3.0
CON 138	Estimating and Bidding for Residential and Commercial Projects	5.0
CON 142	Construction Management Supervision	3.0
CON 147	Construction Project Management	5.0
TOTAL		36.0

LOWER DIVISION GENERAL EDUCATION COURSE REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 121	Reading and Composition – Part A	3.0
ENG 122	Reading and Composition – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
TOTAL		24.0

UPPER DIVISION CORE COURSE REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
CON 300	Construction Materials, Methods, and Equipment	4.0
CON 301	Commercial Design and Construction	4.0
CON 302	Environmental Issues in Construction	4.0
CON 303	Building Codes	4.0
CON 400	Construction Accounting and Finance	4.0
CON 401	Design and Construction Process Integration	4.0
CON 402	Construction Plan Reading	4.0
CON 403	Construction: Human Factors and Safety	4.0
CON 404	Government Construction Contracting	4.0
CON 410	Externship*	4.0
CON 411	Research Capstone*	4.0
TOTAL		40.0

UPPER DIVISION GENERAL EDUCATION COURSE REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 322	Competitive Business Presentation and Strategic Communications	4.0
GEO 300	Principles of Soils and Hydrology	4.0
HUMN 325	Cross Cultural Communication	3.0
HUMN 325A	Cross Cultural Communication for Construction Managers	1.0
PHIL 301	Critical Thinking for Professionals	4.0
PSY 302	Group Dynamics	4.0
TOTAL		20.0
PROGRAM TOTAL		120.0

BRIDGE OPTION FOR TRANSFER APPLICANTS**

TOTAL UPPER DIVISION	60.0
TOTAL FROM A.S. DEGREE	60.0
PROGRAM TOTAL	120.0



* Students will select either CON 410: Externship or CON 411: Research Capstone.

**The Bridge Option is for transfer applicants who have completed an Associate of Science degree in Construction Management with a minimum of 60 units of lower-division coursework. They will take the upper division core course and general education course requirements to complete the Bachelor of Science degree.

Course listings are subject to change. Reference the SJVC College Catalog for the most current program information

Course Listing*

CORE COURSE REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
COMP 101	Computer Literacy and Applications for the Professional	3.0
BUSN 100	Business Math Applications	3.0
BUSN 120	Business Communication	3.0
BUSN 140	Principles of Human Resources	3.0
BUSN 190	Customer Service	2.0
BUSN 201	Spreadsheet Management	3.0
HRA 22	Regulations & Laws Affecting Human Resources	5.0
HRA 27	Ethics in Human Resources	3.0
HRA 33	Payroll Management & Compensation	6.0
TOTAL CORE COURSEWORK		31.0

GENERAL EDUCATION REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HEA 10	Health and Wellness	3.0
HUMN 125	Intercultural Communication	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PHIL 200	Critical Thinking	3.0
PSY 1	General Psychology	3.0
PSY 200	Team Dynamics	3.0
SOC 1	Introduction to Sociology	3.0
TOTAL GENERAL EDUCATION COURSEWORK		36.0
A.S. DEGREE TOTAL		67.0

Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001 (<https://www.wscuc.org>). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit <https://www.sjvc.edu/admissions/consumer-information>.

SJVC Locations

ATASCADERO 805.470.7130	MODESTO 209.542.8800
BAKERSFIELD 661.834.0126	ONTARIO 909.948.7582
DELANO 661.778.1145	PORTERVILLE 559.853.4114
FRESNO 559.448.8282	RANCHO CORDOVA 916.638.7582
FRESNO - TRADES EDUCATION CENTER 559.453.0123	RANCHO MIRAGE 442.305.7701
HANFORD 559.584.8840	SANTA MARIA 805.608.3104
HESPERIA 760.948.1947	TEMECULA 951.296.6015
LANCASTER 661.974.8282	VISALIA 559.651.25002
MADERA 559.302.2155	

Program availability varies by campus location. Please see the catalog for details.

*Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

READY TO ENROLL? GET STARTED HERE:

www.sjvc.edu/program/human-resources-administration/

sjvc.edu



Train for a rewarding career in

Human Resources Administration



SJVC's Human Resources Administration (HRA) program offers training in the procedures, policies and practices found in today's human resource departments.

Students develop the professional skills necessary to perform the duties of a human resource administrator. Hands-on training includes a variety of computer applications, including Microsoft Office, word processing, spreadsheets, and presentation software.



Your trusted source for online training.

SJVC provides flexible learning options allowing you to study at your convenience with online classes.

Students Learn To:*

- Identify and uphold ethical behavior within an organization
- Protect organizational assets, focusing on employee health, safety, and security
- Identify workplace laws, incorporating the principles of confidentiality and diversity to employee and employer rights
- Communicate effectively orally and in writing
- Perform administrative roles such as record keeping, computer usage, and payroll
- Develop employee advocacy, managing HR activities such as motivation and retention of employees
- Develop employee training programs
- Partner with management for organizational decision making in areas such as strategic planning, policy and procedure development, staffing, compensation, and talent management

*See college catalog for complete student learning outcomes for this program.

At SJVC, we value:

- Integrity
- Family
- Professionalism
- Communication
- Diversity
- Success

Credentials

Graduates earn a Certificate of Completion or Associate of Science degree.

Hands-on practice includes a variety of computer applications, including:

- Microsoft® Office
- Word processing
- Spreadsheets
- Presentation software

Graduation Requirements

- Successful completion of the courses
- Minimum keyboarding speed of 35 net words per minute
- Successful completion of the Career Academy

Admissions Requirements

- ❑ High School diploma or equivalent
- ❑ Wonderlic SLE assessment score of 12 or higher

See the SJVC College Catalog for additional information on institutional admission requirements.

Visit <http://www.sjvc.edu/online-programs/technical-requirements> for software and hardware requirements.

Career Opportunities

Businesses rely on skilled human resource personnel to assist in employee relations. Human resource professionals perform important tasks such as:

- Interpreting human resource policies and procedures
- Hiring employees and processing the related paperwork
- Preparing and maintaining employment records
- Maintaining current knowledge of labor laws such as Equal Employment Opportunity (EEO) and the Americans with Disabilities Act (ADA)

Source: Occupational Information Network (O*Net) www.onetonline.org



GET MORE INFO ON ENROLLMENT:

<https://www.sjvc.edu/program/human-resources-administration/>

sjvc.edu    



Course Listing*

ONLINE CORE COURSE REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
COMP 101	Computer Literacy and Applications for the Professional	3.0
CON 100	Construction Materials	3.0
CON 107	Construction Blueprints	3.0
CON 115	Applied Mathematics for Construction Management	3.0
CON 117	Construction Documents and Methods	3.0
CON 127	Project Scheduling and Control	5.0
CON 136	Construction and Labor Laws	3.0
CON 138	Estimating and Bidding for Residential and Commercial Projects	5.0
CON 142	Construction Management Supervision	3.0
CON 147	Construction Project Management	5.0
TOTAL		36.0

ONLINE GENERAL EDUCATION REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 121	Reading and Composition – Part A	3.0
ENG 122	Reading and Composition – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
PHIL 1C	Ethics	3.0
NSC 1	Introduction to Natural Science	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
TOTAL		24.0
A.S. DEGREE TOTAL		60.0

Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001 (<https://www.wscuc.org>). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit <https://www.sjvc.edu/admissions/consumer-information>.

SJVC Locations

ATASCADERO 805.470.7130	MODESTO 209.542.8800
BAKERSFIELD 661.834.0126	ONTARIO 909.948.7582
DELANO 661.778.1145	PORTERVILLE 559.853.4114
FRESNO 559.448.8282	RANCHO CORDOVA 916.638.7582
FRESNO - TRADES EDUCATION CENTER 559.453.0123	RANCHO MIRAGE 442.305.7701
HANFORD 559.584.8840	SANTA MARIA 805.608.3104
HESPERIA 760.948.1947	TEMECULA 951.296.6015
LANCASTER 661.974.8282	VISALIA 559.651.25002
MADERA 559.302.2155	

Program availability varies by campus location. Please see the catalog for details.

*Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

READY TO ENROLL? GET STARTED HERE:

www.sjvc.edu/program/construction-management/

sjvc.edu



Train for a rewarding career in

Construction Management

San Joaquin Valley College's (SJVC) Construction Management program provides graduates with the technical and managerial skills needed in today's commercial and residential construction industry.

Students will learn to plan and direct activities concerned with the construction and maintenance of structures, facilities, and systems. They may also become involved in the development of a construction project as well as oversee its organization, scheduling and budgeting.

Graduates are prepared for construction management responsibilities creating the opportunity to move into supervisory roles.



Your trusted source for online training.

SJVC provides flexible learning options allowing you to study at your convenience with online classes.



Students Learn:

- Project management from predevelopment to completion on schedule, within budget and quality/safety standards
- Project management tools such as scheduling software, budget estimating, constructability reviews and communication protocols
- Supervisory and leadership communication skills
- Evaluation of potential legal issues to create and coordinate responses
- Professional development, critical thinking and reasoning skills, pertaining to interpersonal interactions and ethics
- Professional skills, attitudes and behavior that employers expect of SJVC graduates



At SJVC, we value:

- Integrity**
- Family**
- Professionalism**
- Communication**
- Diversity**
- Success**

Credential and Professional Certifications

Graduates earn an Associate of Science degree in Construction Management.

Admissions Requirements

- ❑ High School diploma or equivalent
- ❑ Wonderlic SLE assessment score of 14 or higher

See the SJVC College Catalog for additional information on institutional admission requirements.

Career Opportunities

Construction management professionals can be supervisory level or self-employed managers. Construction managers typically perform a wide variety of tasks within the industry, including:

- Monitor projects and report progress
- Coordinate, and supervise construction projects
- Respond to work delays, emergencies, and other problems with the project
- Collaborate with construction specialists
- Interpret and explain contracts and technical information
- Select subcontractors and schedule and coordinate their activities
- Prepare cost estimates, budgets, and work timetables

*Source: <https://www.bls.gov/ooh/management/construction-managers.htm#tab-2>



GET MORE INFO ON ENROLLMENT:

www.sjvc.edu/program/construction-management/

sjvc.edu    

Course Listing*

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
MBC 201**	Billing and Coding Practicum	2.0
MBC 222	Billing Applications	3.0
MBC 501**	Externship	2.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 135	Billing Principles	3.0
MOP 140	ICD Coding	3.0
CERTIFICATE TOTAL		30.0

GENERAL EDUCATION REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HEA 10	Health & Wellness	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Science	3.0
PHIL 1C	Ethics	3.0
PHIL 200	Critical Thinking	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
TOTAL		30.0
A.S. DEGREE TOTAL		60.0

Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001 (<https://www.wscuc.org>). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit <https://www.sjvc.edu/admissions/consumer-information>.

SJVC Locations

ANTELOPE VALLEY (LANCASTER) 661.974.8282	ONTARIO 909.948.7582
BAKERSFIELD 661.834.0126	PORTERVILLE 559.853.4114
DELANO 661.778.1145	RANCHO CORDOVA 916.638.7582
FRESNO 559.448.8282	RANCHO MIRAGE 442.305.7701
FRESNO - TRADES EDUCATION CENTER 559.453.0123	SANTA MARIA 805.608.3104
HANFORD 559.584.8840	TEMECULA 951.296.6015
MADERA 559.302.2155	VICTOR VALLEY (HESPERIA) 760.948.1947
MODESTO (SALIDA) 209.543.8800	VISALIA 559.651.2500

Program availability varies by campus location. Please see the catalog for details.

*Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

**Students have the choice of either MBC 201 or MBC 501. See the Catalog for more details.

READY TO ENROLL? GET STARTED HERE:

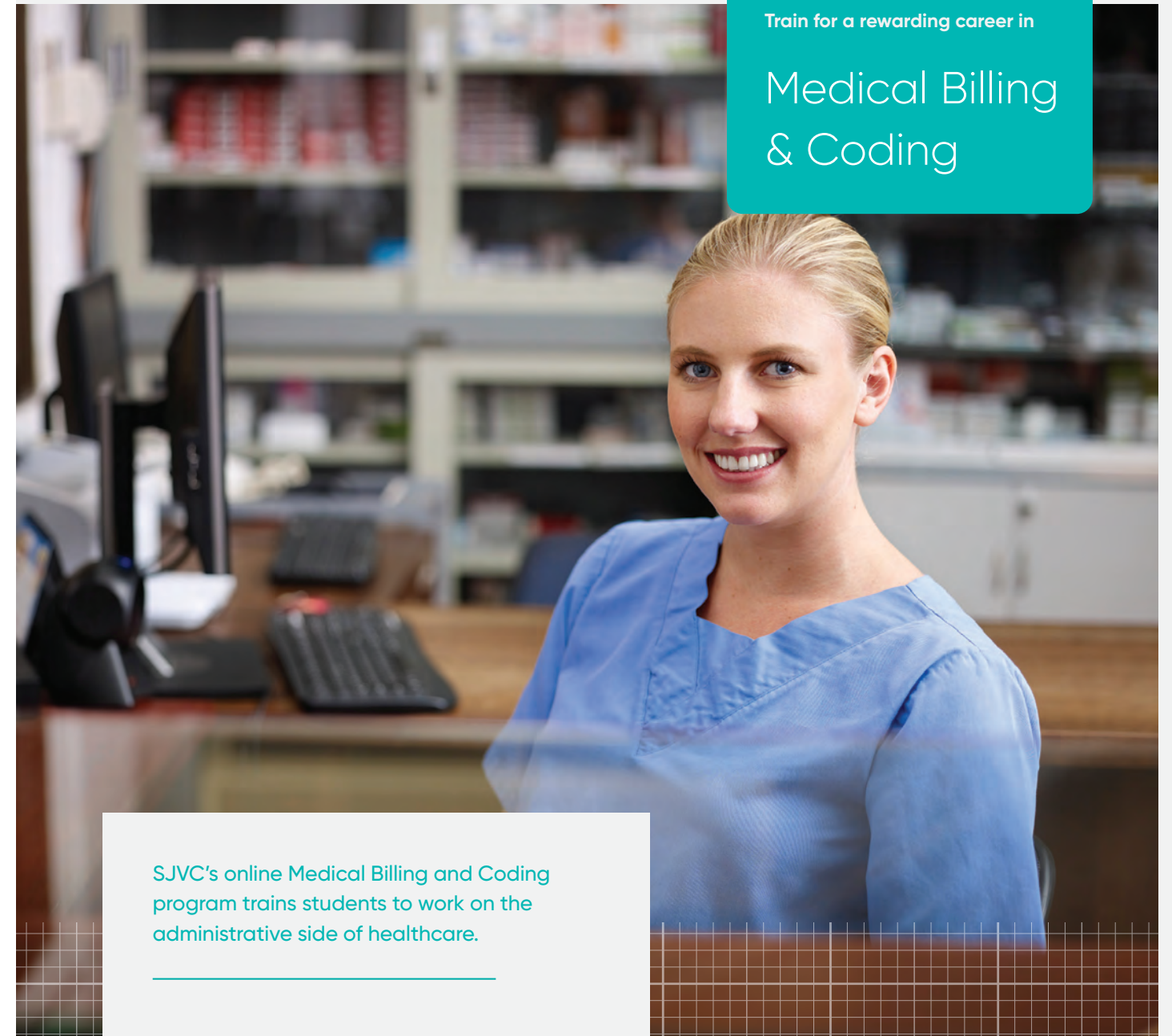
<https://www.sjvc.edu/program/medical-billing-and-coding/>

[sjvc.edu](https://www.sjvc.edu) [in](#) [f](#) [t](#) [v](#)



Train for a rewarding career in

Medical Billing & Coding



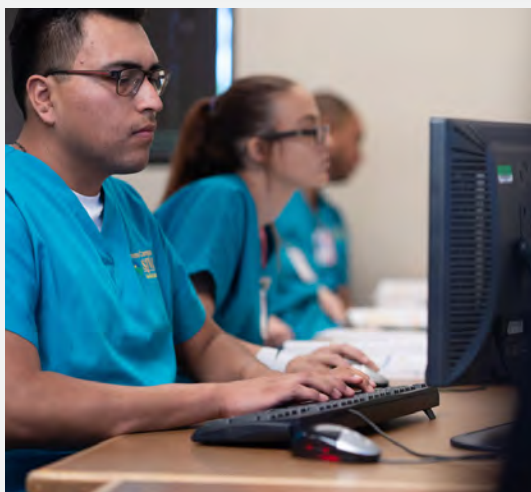
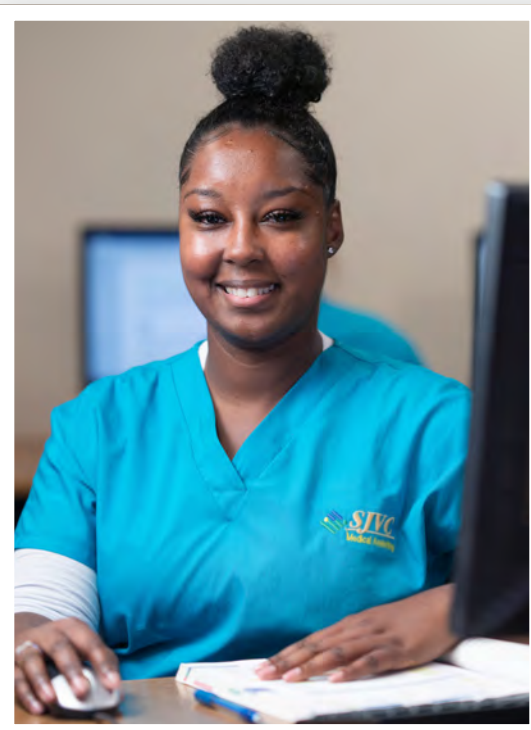
SJVC's online Medical Billing and Coding program trains students to work on the administrative side of healthcare.

Students prepare for positions in a medical office environment and can choose the credential level that best meets their needs and career goals.



Your trusted source for online training.

SJVC provides flexible learning options allowing you to study at your convenience with online classes.



Students Learn:*

- Reviewing and assigning medical codes across a range of medical services
- Preparing and submitting claims with accurately assigned codes
- EHR/EMR systems to research, code, and abstract patient information
- Reviewing, documenting, and maintaining patient financial records
- Understanding and communication of medical and insurance terminology
- Patient registration and intake
- CPR (BLS-HCP) and First Aid
- Critical analysis and ethics for interpersonal interactions
- Professional appearance and attitude

*See college catalog for complete student learning outcomes for this program.

At SJVC, we value:
Integrity
Family
Professionalism
Communication
Diversity
Success

Credential and Professional Certifications

Graduates earn a Certificate of Completion or an Associate of Science degree. Graduates also earn certificates in typing, HIPAA compliance, and CPR/First Aid.

Admissions Requirements

- ❑ High School diploma or equivalent
- ❑ Wonderlic SLE assessment score of 15 or higher

Visit <http://www.sjvc.edu/online-programs/technical-requirements> for software and hardware requirements for your computer

Career Opportunities

Well-trained Medical Billing and Coding personnel can work for hospitals, insurance companies, medical and dental offices, healthcare clinics and more. These technicians could perform the following job duties:

- Review patient records for accuracy, regulatory compliance
- Code and process patient insurance claims
- Protect the confidentiality of patient medical records
- Assign patient to diagnosis-related groups, using the appropriate computer software

Source: Occupational Information Network (O*Net) www.onetonline.org



GET MORE INFO ON ENROLLMENT:

www.sjvc.edu/program/medical-billing-and-coding/

sjvc.edu

Course Listing*

CORE COURSE REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
BUSN 120	Business Communication	3.0
COMP 101	Computer Literacy & Applications for the Professional	3.0
COMP 108	Computer Hardware	3.0
COMP 109	Computer Software	3.0
COMP 110	Introduction to Cloud Computing	2.0
COMP 111	Fundamentals of Operating Systems	3.0
COMP 125	Networking Essentials	2.0
COMP 126	Introduction to Security	3.0
COMP 127	Help Desk Fundamentals	2.0
IFT 80**	Capstone & Student Help Desk	6.0
IFT 90**	Capstone & Externship	6.0
CERTIFICATE TOTAL		30.0

GENERAL EDUCATION REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HEA 10	Health & Wellness	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Science	3.0
PHIL 1C	Ethics	3.0
PHIL 200	Critical Thinking	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
TOTAL		30.0
A.S. DEGREE PROGRAM TOTAL		60.0

Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001 (<https://www.wscuc.org>). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit <https://www.sjvc.edu/admissions/consumer-information>.

SJVC Locations

ATASCADERO 805.470.7130	MODESTO 209.542.8800
BAKERSFIELD 661.834.0126	ONTARIO 909.948.7582
DELANO 661.778.1145	PORTERVILLE 559.853.4114
FRESNO 559.448.8282	RANCHO CORDOVA 916.638.7582
FRESNO - TRADES EDUCATION CENTER 559.453.0123	RANCHO MIRAGE 442.305.7701
HANFORD 559.584.8840	SANTA MARIA 805.608.3104
HESPERIA 760.948.1947	TEMECULA 951.296.6015
LANCASTER 661.974.8282	VISALIA 559.651.2500
MADERA 559.302.2155	

Program availability varies by campus location. Please see the catalog for details.

*Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

**Students have the choice of either IFT 80 or IFT 90. See the Catalog for more details.

READY TO ENROLL? GET STARTED HERE:

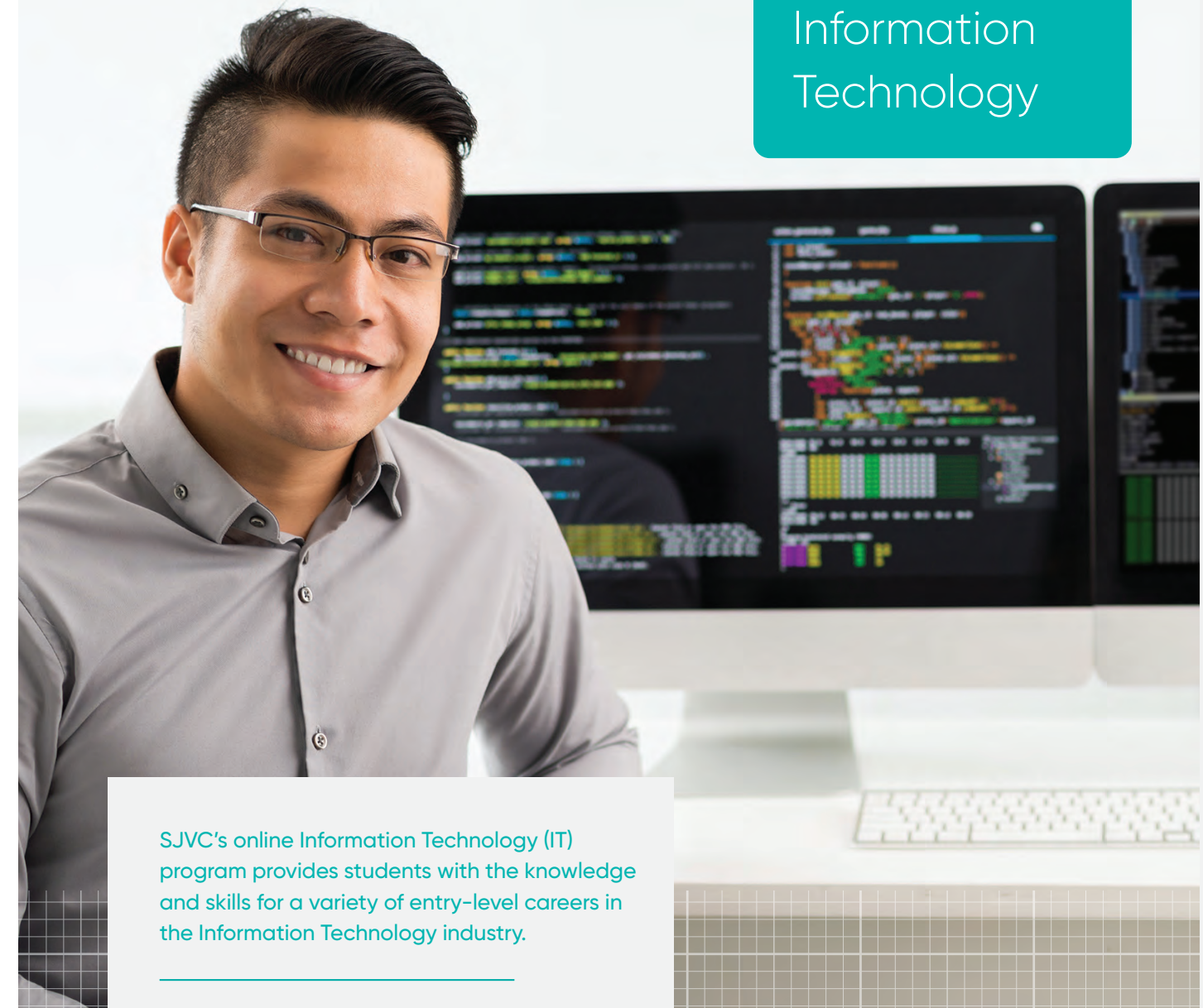
<https://www.sjvc.edu/program/information-technology/>

[sjvc.edu](https://www.sjvc.edu)



Train for a rewarding career in

Information Technology



SJVC's online Information Technology (IT) program provides students with the knowledge and skills for a variety of entry-level careers in the Information Technology industry.

Students who enroll in the program will take foundational courses in computer hardware, software, help desk, cloud computing, operating systems, networking, and security. They also get exposed to a real-world working environment and get experience in the field by completing a capstone help desk externship.



Your trusted source for online training.

SJVC provides flexible learning options allowing you to study at your convenience with online classes.



Students Learn:

- Hardware and software installation, maintenance, and support
- Industry practices for network design, management, and security
- Best practices for technical support and customer service
- Troubleshooting, maintenance, and security for PCs, mobile devices, and peripherals
- Implementation of cloud computing and virtualization solutions
- Concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interactions in career and personal life
- Social skills, professional appearance and attitudes that employers expect of all SJVC graduates.

At SJVC, we value:

- Integrity**
- Family**
- Professionalism**
- Communication**
- Diversity**
- Success**

Credential and Professional Certifications

Graduates earn a Certificate of Completion or an Associate of Science degree in Information Technology.

Admissions Requirements

- ❑ High School diploma or equivalent
- ❑ Wonderlic SLE assessment score of 18 or higher

See the SJVC College Catalog for additional information on institutional admission requirements.

Visit <http://www.sjvc.edu/online-programs/technical-requirements> for software and hardware requirements for your computer.



Career Opportunities

Graduates of SJVC's Information Technology program can qualify for work in the following capacities:

- Computer User Support Specialist
- Computer Network Support Specialist
- Network and Computer Systems Administrator

Source: Occupational Information Network (O*Net) www.onetonline.org

GET MORE INFO ON
ENROLLMENT:

[www.sjvc.edu/program/
information-technology/](http://www.sjvc.edu/program/information-technology/)