



ACUTE CARE FOR NURSING

This course allows students to perform CNA skills in the acute care (hospital) setting. The course adds to, and reinforces the knowledge obtained in CNA training, with an additional emphasis on the specialized acute care areas of emergency, intensive care, medical/surgical, pediatrics, labor and delivery, nursery, mother/baby care, rehabilitation orthopedics, and cardiac/telemetry, to name a few.

Enrollment Prerequisites

- Proof of current California CNA or LVN license.
- Social Security card with name matching government issued photo ID.

Required Immunizations/Health Clearances *(Fees vary based on individual medical coverage)*

- **TB Clearance:** Proof of current TB clearance (not older than one year at the start date of the class). Proof of current negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine:** Proof of series of three shots within the first month of the class.
- **MMR Vaccine, Chicken Pox Vaccine, Tdap Vaccine:** Proof of current immunizations within the first month of the class.
- **Physical Exam:** Within the first month of the class, approved physical exam form will be provided in class.
- **Drug Screening:** May be required; varies by training site.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Current "Healthcare Provider" CPR card.
- Basic keyboarding and computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Must perform the physical and sensory demands of nursing service occupations as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Stethoscope and wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Access to a computer.
- Access to a medical dictionary.





ACUTE CARE FOR NURSING

Textbook Information

BOOK TITLE	PUBLISHER	ISBN#
Lippincott's Textbook for Nursing Assistants with Student Workbook & DVD, Third Edition	Lippincott, Williams & Wilkins	9781451142761
Quick Reference for Health Care Providers, 1 st Edition	Cengage	9781401858087

Where would I work?

- Skilled nursing facilities.
- Hospitals.
- Residential mental/addiction health facilities.
- Assisted living facilities
- Home health agencies.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$13.40	\$27,898
Inland Empire	\$11.88	\$24,718

*Data based upon California Occupation Guides labor market info for Nursing Aides in California: www.labormarketinfo.edd.ca.gov





EMERGENCY MEDICAL TECHNICIAN

This course provides training in all elements of pre-hospital, basic life support in accordance with the standards prescribed by the California Administrative Code, Title XXII, and by the local emergency medical services agency. Instruction includes scene management, OB/GYN emergencies, patient assessment, shock, airway management, immobilization, dressing and bandaging, extrication and rescue, and other emergency responses. Students will learn to interact with others in ways that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others. This course covers all aspects of training required for the National Registry.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security Card or Right to Work document.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Test:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray required if skin test is positive.
- **Hepatitis B Vaccine:** First injection required within first week of program. Second and third injection per recommended vaccine schedule. Titer may be required.
- **MMR Vaccine:** One month prior to internship.
- **Physical Exam:** Two weeks prior to internship.

Program Requirements

- Maintain a minimum 80% grade average and a 93% attendance rate.
- Fingerprinting and background check with no felony convictions. Student must be cleared before the first day of class.
- Typing speed of 35 WPM.
- Basic computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Must perform the physical and sensory demands of an emergency medical technician as specified in the course syllabus.
- Attend a mandatory EMT orientation before the start of class.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform jacket (cost of shirt and pants are included in the program fee).
- Steel-heeled and steel-toed boots.
- Notebook, pens, pencils, binder, etc.
- Plastic page protectors.





EMERGENCY MEDICAL TECHICIAN

Supplemental Materials

- Stethoscope and wristwatch with second hand.

Textbook Information

BOOK TITLE	PUBLISHER	ISBN#
Emergency Care and Workbook for Emergency Care and Resource Central EMS Student Access Code Card Package, 12 th Edition	Prentice Hall	9780132795807

Licensing Requirements *(Additional fees, NOT included in program fee.)*

- National Registry.
- Riverside County EMS EMT Certification.

Where would I work?

- Ambulatory Health Services.
- General medical and surgical hospitals.
- Private ambulance companies.
- Forest fire fighting teams.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$14.03	\$29,179
Inland Empire	\$11.88	\$24,706

*Data based upon California Occupation Guides labor market info for Emergency Medical Technicians and Paramedics in California:
www.labormarketinfo.edd.ca.gov





HOME HEALTH AIDE

This course prepares students for employment in the home or hospice care setting as a Certified Home Health Aide (CHHA). Emphasis is on providing basic nursing care safely, efficiently, and economically. Students learn to work in various home situations, and to follow through on the care plan and implement home health aide care based on the needs of the client. Students will become knowledgeable of illnesses and disabilities as related to the life cycle.

Enrollment Prerequisites

- Proof of current California CNA or LVN license.
- Social Security card with name matching government issued photo ID.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage)

- **TB Clearance:** Proof of current TB clearance (not older than one year at the start date of the class). Proof of current negative chest x-ray if skin test is positive.
- **Physical Exam:** Proof of exam required on the first day of class. Approved physical exam form will be provided at the time of registration.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Current "Healthcare Provider" CPR card.
- Basic keyboarding and computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Must perform the physical and sensory demands of nursing services occupations as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Stethoscope and wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Access to a medical dictionary.





HOME HEALTH AIDE

Textbook Information

BOOK TITLE	PUBLISHER	ISBN#
Quick Reference for Health Care Providers, 1 st Edition	Cengage	9781401858087
Home Health Aide Handbook, Third Edition	Hartman	9781604250206

Where would I work?

- Home health agencies.
- Hospice agencies.
- Individual's homes.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$10.65	\$22,135
Inland Empire	\$9.77	\$20,319

*Data based upon California Occupation Guides labor market info for Home Health Aides in California: www.labormarketinfo.edd.ca.gov





MEDICAL ASSISTANT CLINICAL

This program prepares students for employment as a medical assistant to the doctor in an office, clinic or health care center. Topics include communication skills, ethics and confidentiality, anatomy, physiology, vital signs, assisting with exams, pharmacology and administration of medications including injections, venipuncture, medical terminology, metrics, EKG and advanced charting.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security Card or Right to Work document.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Clearance:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine:** First injection required within first week of program. Second and third injection per recommended vaccine schedule. Titer may be required.
- **MMR Vaccine, Chicken Pox Vaccine:** One month prior to internship.
- **Physical Exam:** One month prior to internship.
- **Drug Screening:** May be required, varies by training site.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Fingerprinting and background check may be required; varies by training site.
- Must perform the physical and sensory demands of the medical assistant as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Medical dictionary.
- Stethoscope and wrist watch with a second hand.
- Notebook, pens (red and black), pencils, binder, etc.





MEDICAL ASSISTANT CLINICAL

Textbook Information

BOOK TITLE	PUBLISHER	ISBN#
Medical Assisting Administrative & Clinical Competencies Textbook, Seventh Edition	Cengage	9781111135126
Medical Assisting Administrative & Clinical Competencies Workbook, Seventh Edition	Cengage	9781111135140
Medical Terminology for Health Professions, 7 th Edition	Cengage	9781111543273
<i>Supplemental Textbook (May or may not be required, instructor will indicate.)</i>		
Practical Problems in Math for Health Occupations 2 nd Edition	Thompson Delmar	9781401840013

Additional Information

- Professional certification opportunities available upon successful completion at additional expense.

Where would I work?

- Offices of physicians.
- Medical and surgical hospitals.
- Offices of other health practitioners.
- Outpatient care centers.
- County public health offices.
- Humanitarian agencies.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$15.19	\$31,586
Inland Empire	\$13.07	\$27,168

*Data based upon California Occupation Guides labor market info for Medical Assistants in California: www.labormarketinfo.edd.ca.gov





MEDICAL CLINICAL ADMINISTRATIVE PROFESSIONAL

This course combines clinical and administrative skills designed to prepare students to assist the doctor in an office, clinic, or health care center. Instruction includes medical ethics and confidentiality, anatomy, physiology, and medical terminology. Students will learn to give injections, draw blood (venipuncture), take vital signs, operate a 12-lead EKG machine, calculate drug dosage using the metric system (pharmacology), and assist with various clinical and diagnostic procedures in the exam room. Students will also learn to schedule appointments, utilize proper telephone techniques, bill patients, handle mail, type correspondence, file patient records, and maintain financial records.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security Card or Right to Work document.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Test:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine, MMR Vaccine, Chicken Pox Vaccine:** Proof of all required first day of class.
- **Drug Screening:** May be required, varies by training site.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Must perform the physical and sensory demands of the medical assistant as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Medical dictionary.
- Stethoscope and sphygmomanometer.
- Wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- USB flash drive.





MEDICAL CLINICAL ADMINISTRATIVE PROFESSIONAL

Textbook Information

BOOK TITLE	PUBLISHER	ISBN#
Kinn's The Medical Assistant with ICD-10 Supplement, 12 th Edition	Cengage	9780323289757
Medical Terminology for Health Professions, 7 th Edition	Cengage	9781111543273

Additional Information

- Professional certification opportunities available upon successful completion at additional expense.

Where would I work?

- Offices of physicians.
- Medical and surgical hospitals.
- Offices of other health practitioners.
- Outpatient care centers.
- County public health offices.
- Humanitarian agencies.

What wages can I expect?

AVERAGE 2013 WAGES*		
	Hourly	Annually
California	\$15.79	\$32,836
Inland Empire	\$13.08	\$27,204

*Data based upon California Occupation Guides labor market info for Medical Assistants in California: www.labormarketinfo.edd.ca.gov





NURSE ASSISTANT

This course prepares students to take the California competency exam for Certified Nurse Assisting (CNA). This state certification is a legal requirement for employment as a CNA. Students will be prepared for employment in an acute or long-term care setting. Students learn to observe and record a patient's condition, measure and record food and liquid intake and output, and take vital signs. Students will learn to provide patients with personal care such as feeding, bathing, dressing, and grooming. Students also learn isolation procedures and to provide patients with help walking, exercising, and moving in and out of bed.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security Card or Right to Work document.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Clearance:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine:** First injection required within first week of program. Second and third injection per recommended vaccine schedule. Titer may be required.
- **MMR Vaccine, Chicken Pox Vaccine, Tdap Vaccine:** One month prior to internship.
- **Physical Exam:** Two weeks prior to internship
- **Drug Screening:** May be required, varies by training site.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Live scan fingerprinting and background check.
- State testing fee (written test format option \$90, audio test format option \$105).
- Must perform the physical and sensory demands of nursing services occupations as specified in the course syllabus.





NURSE ASSISTANT

Textbook Information

BOOK TITLE	PUBLISHER	ISBN#
Lippincott's Textbook for Nursing Assistants with Student Workbook & DVD, 3 rd Edition	Lippincott, Williams & Wilkins	9781451142761
Quick Reference for Health Care Providers, 1 st Edition	Cengage	9781401858087

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Stethoscope, gait belt, sphygmomanometer, and wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Dictionary recommended.
- Medical dictionary recommended.

Where would I work?

- Skilled nursing facilities.
- Hospitals.
- Residential mental/addiction health facilities.
- Assisted living facilities.

What wages can I expect?

MEDIAN 2012 WAGES*		
	Hourly	Annually
California	\$13.40	\$27,898
Inland Empire	\$11.88	\$24,718

*Data based upon California Occupation Guides labor market info for Nursing Aides in California: www.labormarketinfo.edd.ca.gov





NURSING SERVICES & SUPPORT OCCUPATIONS

Nursing Services & Support Occupations consists of Nurse Assistant, Acute Care for Nursing, and Home Health Aide training.

This program prepares students to take the California competency exam for Certified Nurse Assisting (CNA). This state certification is a legal requirement for employment as a CNA. Students are prepared for employment in acute or long-term care settings. Students learn to observe and record a patient's condition, measure and record food and liquid intake and output, take vital signs, and provide patients with personal care such as feeding, bathing, dressing, and grooming. Students also learn isolation procedures, and to provide patients with help walking, exercising, and moving in and out of bed.

Acute Care for Nursing training allows students to perform CNA skills in the acute care (hospital) setting. The course includes instruction in communication skills, patient observation and reporting, and reinforcement of Certified Nurse Assisting procedures, with an additional emphasis on the specialized acute care areas of emergency, intensive care, medical/surgical, pediatrics, labor and delivery, nursery, mother/baby care, rehabilitation orthopedics, and cardiac/telemetry.

Home Health Aide prepares students for employment in the home or hospice care setting as a Certified Home Health Aide (CHHA). Emphasis is on providing basic nursing care safely, efficiently, and economically. Students learn to work in various home situations, and to plan and implement nursing care based on the needs of the client. Students will become knowledgeable of illnesses and disabilities as related to the life cycle.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security Card or Right to Work Document.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage)

- **TB Clearance:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine:** First injection required within first week of program. Second and third injection per recommended vaccine schedule. Titer may be required.
- **MMR Vaccine, Chicken Pox Vaccine, Tdap Vaccine:** One month prior to internship.
- **Physical Exam:** Two weeks prior to internship
- **Drug Screening:** May be required, varies by training site.





NURSING SERVICES & SUPPORT OCCUPATIONS

Textbook Information

BOOK TITLE	PUBLISHER	ISBN#
<i>Required for the Moreno Valley class</i>		
Lippincott's Textbook for Nursing Assistants with Student Workbook & DVD, 3rd Edition	Lippincott, Williams & Wilkins	9781451142761
Quick Reference for Health Care Providers, 1 st Edition	Cengage	9781401858087
The Home Health Aide Handbook, 3 rd Edition	Hartman	9781604250206

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Live scan fingerprinting and background check.
- State testing fee (written test format option \$90, audio test format option \$105).
- Must perform the physical and sensory demands of nursing services occupations as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Stethoscope, gait belt, sphygmomanometer, and wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Dictionary recommended.
- Medical dictionary recommended.

Where would I work?

- Skilled nursing facilities.
- Hospitals.
- Residential mental/addiction health facilities.
- Assisted living facilities
- Home health agencies.

What wages can I expect?

MEDIAN 2012 WAGES*		
	Hourly	Annually
California	\$13.40	\$27,898
Inland Empire	\$11.88	\$24,718

*Data based upon California Occupation Guides labor market info for Nursing Aides in California: www.labormarketinfo.edd.ca.gov





PHARMACY TECHNICIAN

This course prepares students for the state Pharmacy Technician licensing exam, and entry-level pharmacy technician jobs in many practice settings. Units of instruction include basic clerical skills, customer service, insurance, billing, retail skills, knowledge of practice settings, standards and ethics, laws and regulations; knowledge to identify and employ pharmacy and medical terms, abbreviations and symbols, knowledge and ability to calculate common dosages, employ pharmacy, metric and apothecary systems; knowledge and understanding of the identification of drugs, drug dosages, routes, and forms; knowledge of and ability to perform recordkeeping techniques and the ability to dispense medications. Instruction will also include extemporaneous compounding and intravenous admixture.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security card or Right to Work document.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Clearance:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine:** May be required; varies by training site.
- **Drug Screening:** May be required, varies by training site.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Typing speed of 35 WPM.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Fingerprinting and background check may be required.
- Must perform the physical and sensory demands of pharmacy occupations as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform, lab coat, and white shoes.
- Basic-function calculator.
- Notebook, pens, pencils, binder, etc.
- USB flash drive.





PHARMACY TECHNICIAN

Textbook Information

BOOK TITLE	PUBLISHER	ISBN#
Pharmacology for Technicians Package: Textbook, Workbook, and Pocket Guide, 5th Edition	EMC/Paradigm	9780763852344
Tarascon Pharmacopoeia 2014 Deluxe Lab Coat Edition	Jones & Bartlett Learning	9781284026849
Pharmacy Practice for Technicians: Mastering Community and Hospital Competencies, 4th Edition	EMC/Paradigm	9780763834609
Math Calculations for Pharmacy Technicians: A Worktext, 2nd Edition	Saunders	9781437723663

Licensing Requirements *(Additional fees, NOT included in program fee.)*

- Fingerprinting and background check.
- High school diploma or equivalent.
- Social Security card.

Where would I work?

- Pharmacies.
- Retail stores.
- Hospitals.
- Closed door pharmacies.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$18.51	\$38,500
Inland Empire	\$17.23	\$35,852

*Data based upon California Occupation Guides labor market info for Pharmacy Technicians in California: www.labormarketinfo.edd.ca.gov

