



SUTTER COUNTY ONE STOP



2009-2010

256 Wilbur Avenue/PO Box F • Yuba City, CA 95992
www.sutteronestop.com • 530.822.5120 • 530.822.5104 TTY



▶ **ROP—BUSINESS CAREERS CLASSES**



WHAT IS ROP?

The Regional Occupational Program prepares students to enter specific career areas including: Business, Computer and Health Careers. Since most businesses prefer to hire workers with experience, ROP courses are geared toward meeting those employers' needs while providing students an opportunity to develop skills necessary for them to become competitive in today's market place.

Courses vary in length from a few weeks to 18 months. Most classes are open to anyone with no minimum qualifications necessary. They just require that students bring along a desire to learn. A few courses have prerequisites.

Regardless of what courses students enter, they will receive an enriching educational experience equal to the effort they put forth as an investment in themselves.

After completing a course students receive a certificate of completion, and depending on the course, they could receive additional certifications recognizing different levels of achievement.

How do I register for ROP Business & Computer Classes?

Contact (530)822-5120 to schedule for the next available ROP Business Classes Information Meeting.



How do I register for ROP Health Careers Classes?

Call (530)822-5120 for the next available ROP Health Careers Information Meeting.

Tri-County ROP offers additional courses. For more info, go to www.sutter.k12.ca.us/ROP/rop.htm

WHAT ARE THE GENERAL PREREQUISITES FOR ROP CLASSES?

Knowledge of basic grammar, reading, spelling and math.

Proficient in English (written and oral) at the beginning high school level.

See course description for prerequisites specific to the class in which you are interested.

WHAT IS THE FEE TO ENROLL?

There is no fee for enrollment.

There may be a cost for books or other necessary materials.

CAN I EARN HIGH SCHOOL OR COLLEGE CREDITS?

CAN I EARN CREDITS IN ROP CLASSES?

HIGH SCHOOL - High school students can earn credits for attending ROP Classes. For more information talk with your high school counselor.

COLLEGE - Many of the ROP classes offered at Sutter County One Stop are part of a 2+2 articulation agreement with Yuba College. College credit may be earned while in these classes. To see if a class is part of the 2+2 articulation agreement, look for this symbol in the class descriptions:

**Articulated with
Yuba College
2+2**

HOW DO I EARN CREDITS IN ROP CLASSES?

To sign-up for the 2+2 articulation agreements or to receive more information talk with your high school counselor or ROP class instructor.

▶ **ROP—BUSINESS CAREERS CLASSES**

Sutter County One Stop Business Careers Program provides the competencies that meet the qualifications of a wide variety of office or marketing positions, as well as the skills and knowledge upon which to build a rewarding career. You can gain work experience through our internship program that provides non-paid on-the-job training for those who qualify. If you are currently working and need to upgrade your skills, see the instructor about our co-operative training program.

*Most classes are **NO FEE** classes.
Several classes are offered in the evening.
Books are required for some courses.
Personal assessments are available.
No parking fee.*

ACCOUNTING PRINCIPLES & PRACTICES

Articulated with
Yuba College
2+2

The class offers the basics in manual accounting: general ledger, general journal, accounts receivable, accounts payable, payroll, depreciation, and financial statements. The computer programs available are QuickBooks and Excel. To complete your training in accounting you will also need to take telephone communications, calculator, filing, Excel and QuickBooks. When completed, community classroom externships are available.

The Accounting course prepares you for career opportunities as: Accounting Clerk, Accounts Receivable Clerk, Accounts Payable Clerk, Payroll Clerk, Data Processing Clerk, and entry level bookkeeper. You can gain work experience through our externship program that provides non-paid on-the-job training for those who qualify. If you are currently working and need to up grade your skills, see the instructor about our co-operative training program.

Prerequisites: Ability to read, write, speak, and understand English.

Supplies/Books Required: Glencoe Accounting text and workbook, calculator, filing, and QuickBooks.

Length of Course: Open Entry/Open Exit, depends on students rate of progress, average length is 6 to 9 months.

Start Dates: Open Entry/Open Exit

Specific start dates are announced during information meetings. Information meeting dates are posted on the Sutter One Stop Web Page, www.sutteronestop.com. Call (530)822-5120 to sign-up!

DAYS	TIMES	INSTRUCTOR	ROOM
M through F	8:00 AM - 11:00 AM	B. Mack	C-5



ROP—BUSINESS CAREERS CLASSES

OFFICE TECHNOLOGY



The **Office Technology** course provides a certified course of study. Gain basic office training for people who have never worked in the clerical field before, as well as upgrading skills for those who need a refresher course.

Customize the course by taking only those subjects you need. The **Office Technology** courses are offered by subject. Units of study: Beginning and Advanced Keyboarding, Internet, Windows, Microsoft Word and/or Excel, Publisher, Data Entry, 10-Key Calculator, Filing, Customer Service, Business Correspondence, Business English, Telephone Communications, Internet and Computer Fundamentals, and Application/Resume.

The **beginner computer user** will learn a broad range of computer technology - from basic hardware, to operating system, applications and the Internet. They will have the opportunity to prepare for and receive industry-based (IC³) Internet and Computing Core Certification. This certification is recognized worldwide and can help you earn college credit through participating colleges affiliated with the American Council on Education (ACE).

The **intermediate/advanced computer user** will have the opportunity to learn Microsoft Word and/or Excel. Microsoft Certification is available. Microsoft Certification gives you the tools to achieve more, distinguish yourself, and advance in today's competitive academic and professional environments.

Career opportunities the Office Technology course include: clerical support person, computer operator, typist, word processor, file clerks, dispatchers, general office clerks, hotel and motel desk clerk, interviewing and new accounts clerks, library assistants, mail clerks, payroll and timekeeping clerks, personnel clerks, receptionists, travel clerks, secretaries, stock clerks, teacher's assistant, shipping and receiving clerks, and billing clerks.

Gain work experience through our **Internship Program** that provides non-paid, on-the-job work experience for those who qualify. If you are currently working and need to upgrade your skills, see the instructor about our co-operative training program.

Earn college credit through our 2+2 Program. Articulation with Yuba College allows qualifying students, who plan to go on to college, the opportunity to earn college credit for successfully completing calculation, typing, filing, and computer applications.

Prerequisites: Ability to read, write, speak and understand English. Eighth (8th) grade level in reading comprehension, spelling, language, and mathematics.

Supplies/Books Required: Purchase of certain books/supplies vary depending on course of study.

Length of Course: Depends on course of study, up to 540 hours.

Start Dates: Specific start dates are announced during information meetings. Information meeting dates are posted on the Sutter One Stop Web Page, www.sutteronestop.com. Call (530)822-5120 to sign-up!

CLASS	DAYS	TIMES	INSTRUCTOR	ROOM
Office Technology	Monday through Friday	8:00 AM - 11:00 AM	L. Bozza	C-3
Office Technology	Monday through Friday	11:30 AM - 2:30 PM	B. Mack	C-5

BEGINNING TYPING

If you are interested in learning how to type, see the Office Technology course above.

▶ **ROP—BUSINESS CAREERS CLASSES**

MICROSOFT OFFICE COMPUTER APPLICATIONS—DAY

Microsoft Office Computer Applications is a program appropriate for the beginner to the advanced computer user. This course provides an opportunity to gain industry-based certification. Sutter County One Stop is an authorized Microsoft Certification and IC³ Certification Center.

The beginner computer user will learn a broad range of computer technology—from basic hardware, to operating system, applications and the Internet. They will have the opportunity to prepare for and receive industry-based (IC³) Internet and Computing Core Certification.

The intermediate/advanced computer user will learn all the skill sets necessary to gain proficiency in one or more Microsoft Office Computer Applications of their choice, preparing them for the opportunity to gain industry-based Microsoft Certification in Word, Excel, Access, PowerPoint and Outlook. We also offer desktop publishing with Microsoft Publisher.

Prerequisites: Must know the keyboard. Type 25 to 35 words per minute preferred. Standard based exams are timed - the ability to type is necessary. Ability to read, write speak and understand English.

Supplies/Books Required: Purchase of certain workbooks and removable flashdrive, 1GB.

Length of Course: 360 hours, approximately 18 weeks

Start Dates: Specific start dates are announced during information meetings. Information meeting dates are posted on the Sutter One Stop Web Page, www.sutteronestop.com. Call (530)822-5120 to sign-up!

CLASS	DAYS	TIMES	INSTRUCTOR	ROOM
Microsoft Office Computer Applications	Monday through Friday	11:30 AM - 2:30 PM	L. Bozza	C-3



▶ **ROP—BUSINESS CAREERS CLASSES**

CLASS OVERVIEW

ROP BUSINESS

CODE	CLASS	INSTRUCTOR ROOM	DAYS	TIMES
1016	ACCOUNTING PRINCIPLES & PRACTICES Open Entry/Open Exit	B. Mack Room C-5	Monday through Friday	8:00 AM - 11:00 AM
1011	OFFICE TECHNOLOGY - BEG. & ADV. Open Entry/Open Exit 9 Months (540 hours)	L. Bozza Room C-3	Monday through Friday	8:00 AM - 11:00 AM
1012	OFFICE TECHNOLOGY - BEG. & ADV. Open Entry/Open Exit 9 Months (540 hours)	B. Mack Room C-5	Monday through Friday	11:30 AM - 2:30 PM
1465	OFFICE TECHNOLOGY - SUMMER	B. Mack	Monday through Friday	8:00 AM - 12:00 PM

ROP COMPUTERS

CODE	CLASS	INSTRUCTOR ROOM	DAYS	TIMES
1013	MICROSOFT OFFICE COMPUTER APPLICATIONS - DAY 24 Weeks	L. Bozza Room C-3	Monday through Friday	11:30 AM - 2:30 PM

ROP-MULTIPLE OCCUPATIONS TRAINING IN DISTRIBUTION

This course provides training for individuals with special needs who benefit from a combination of basic instruction and community classroom. The community classroom is considered on a basis of the students' individual goals and objectives. Special Need Students are referred by the school administrations in Yuba and Sutter County.

Length of course: 1,000 hours

SECTION NUMBER	DAYS	TIMES	INSTRUCTOR	ROOM
10001	Monday	8:15 AM - 3:15 PM	J. Collinsworth	ROP BMOT Classroom 970 Klamath Lane, Yuba City
10002	Tuesday	8:15 AM - 3:15 PM	J. Collinsworth	ROP BMOT Classroom 970 Klamath Lane, Yuba City
10003	Wednesday	8:15 AM - 3:15 PM	J. Collinsworth	ROP BMOT Classroom 970 Klamath Lane, Yuba City
10004	Thursday	8:15 AM - 3:15 PM	J. Collinsworth	ROP BMOT Classroom 970 Klamath Lane, Yuba City
10005	Friday	8:15 AM - 3:15 PM	J. Collinsworth	ROP BMOT Classroom 970 Klamath Lane, Yuba City

▶ **ROP-HEALTH CAREERS CLASSES**

ANATOMY/PHYSIOLOGY

The anatomy section of this course offers an introduction to the gross and microscopic structure of the human body; emphasis on the structure and role of the tissues, organs, and organ systems. The physiology section of this course offers an introduction to the physiological mechanisms of the human body that can lead to homeostasis; emphasis on the interrelationship of the cells, tissues, organs, and systems. This course is designed to meet the prerequisites for the ROP LVN class and completes two modules, Mod A and Mod B, of the Medical Office Services (MA) course., except for a few chapters in the Medical Assisting text.

Prerequisites: Passed math and English assessment at 10th grade or higher.

Supplies/Books Required: The Human Body in Health & Disease text and workbook approximately \$85.00

Length of Course: 57 hours

Start Dates: August 20, 2009

DAYS	TIMES	INSTRUCTOR	ROOM
Thursday	6:30 PM - 9:30 PM	E. Lantz	D-11

BASIC ARRHYTHMIAS

This course is designed for all students who would like to acquire knowledge and skills that are essential for identification of basic arrhythmias. There are eleven 3-hour sessions that will guide the novice student and those that need refreshing of their skills to students that will feel confident in arrhythmia interpretation. This course will provide the student skills to work as an EKG Monitor Technician and to help pass the ACLS course.

Prerequisites: None

Supplies/Books 2 texts

Length of Course: 33 hours

Start Dates: January 14, 2010



DAYS	TIMES	INSTRUCTOR	ROOM
To be announced	5:30 PM - 8:30 PM	P. Mahmoudi	E-4

BASIC PATIENT CARE (CNA)

This course provides training to work with people in long term care facilities (convalescent hospitals). The class includes body structure and function, safety and health maintenance, communication, socio-economics, ethical and legal responsibilities, employment literacy, basic patient care, and certification in CPR and First Aid when available. Externship is also included. After completion of this program, the state exam may be taken to be a Certified Nursing Assistant (CNA).

Prerequisites: Math and English Assessment test passed with 8th grade level or higher.

Supplies/Books Required: Stethoscope, watch with a second hand, blood pressure cuff, two uniforms (royal blue scrub top and bottom), uniform shoes, and royal blue polo shirt. Negative TB test and physical examination. State Certification fee is approximately \$90.00. Fingerprint fees and Department of Health Services processing fee is approximately \$55. Textbook and workbook, approximately \$95.00.

Length of Course: Varies

Start Dates: Summer - July 2010

Day - August 17, 2009 - November 9, 2009 - March 1, 2010

Evening - To be announced

DAYS	TIMES	INSTRUCTOR	ROOM
M through f 2 Months Summer class	8:00 AM - 5:00 PM Theory 6:30 AM - 3:00 PM Clinical	E. Swinford	E-8
M through F 12 weeks	8:00 AM - 10:00 AM Theory 6:30 AM - 3:00 PM Clinical	C. Dilley	E-8
M through F 9 weeks	10:30 AM - 3:00 PM Theory 6:30 AM - 3:00 PM Clinical	C. Dilley	E-8
Varies 4 ½ Months	5:00 PM - 9:00 PM Theory 6:30 AM - 3:00 PM Clinical Sat. and/or Sun.	TBA	E-8

▶ **ROP-HEALTH CAREERS CLASSES**

HEALTH CARE INFORMATION SERVICES

Articulated with Yuba College
2+2 for Medical Terminology &
Administrative Medical
Assisting

This program prepares students for entry level employment in the health care agencies. The graduate will complete a medical clerical core and then progress to an occupationally specific course within the medical clerical cluster. These occupations include Health Unit Coordinator, Medical Records Clerk or Admitting/Billing Clerk, Medical Billing, Medical Coding, Medical Transcriptionist, and Administrative Medical Assistant. For those continuing on to the MA course this class will prepare you for the Module E & F finals.

Prerequisites: Student must be at least 16 years of age, have a negative TB test and type at least 15 wpm.

Supplies/Books Required: Medical Terminology, Administrative Medical Assisting, Workplace Readiness. The Taber's Medical Dictionary is optional, and other books per specialty that the student has selected to complete, and deep purple polo shirt.

Length of Course: Approximately 4 $\frac{1}{2}$ Months, based on area of study.

Start Dates: August 17, 2009

January 2010

DAYS	TIMES	INSTRUCTOR	ROOM
M, Tu, W	5:30 PM to 8:30 PM	E. Lantz	D-11

HOME HEALTH AIDE

The Home Health Aide course prepares the student to provide personal care in the home setting. The course also provides homemaker tasks as assigned by a home health care agency. Upon successful completion of this course, the requirements set forth by the California State Department of Health Services for certification, as a Home Health Aide will be met.

Prerequisites: Student must be a Certified Nursing Assistant, be at least 16 years of age, and have a negative TB test.

Supplies/Books Required: Certification fee, uniform, and watch. Book approximately \$85.00.

Length of Course: 50 hours

Start Dates: March 30, 2010

DAYS	TIMES	INSTRUCTOR	ROOM
Varies	22 Hours Theory 28 Hours Clinical	P. Mahmoudi	E-4



▶ ROP-HEALTH CAREERS CLASSES

MEDICAL OFFICE SERVICES (MA)

Articulated with
Yuba College
2+2

This course prepares the student for employment in physician's offices, clinics, and other related health care facilities. There are six modules in this course (Modules A-F). Some of the components of this course include: body structure and function, safety and health maintenance, communication, patient management, records and financial management, insurance billing, treatment protocols, supportive procedures, certification in CPR and First Aid, medications and injections, and Externship in a health care facility.

Prerequisites: Student must have a negative TB test. Must be 18 years of age at time of Externship. Assessment test must be passed at 11th grade level or higher.

Supplies/Books Required: Stethoscope, watch with a second hand, blood pressure cuff, two uniforms (Navy Blue in color), uniform shoes, Medical Assisting Pin. Medical Assisting textbook & workbook, Medical Terminology book, and Taber's Cyclopedic Medical Dictionary.

Length of Course: Usual time required to complete entire course is 5 to 7 ½ months full-time or 9 months part-time.

Start Dates: New students will be added at the beginning of each Medical Office module.

DAYS	TIMES	INSTRUCTOR	ROOM
M through F	8:00 AM - 11:00 AM & 12:00 PM - 3:00 PM	G. Vargas	D-11

MEDICAL TERMINOLOGY

Articulated with
Yuba College
2+2

This course is an introduction to medical terminology for those preparing for a health or business career such as nursing, medical secretary, ward secretary, emergency medical technician, respiratory therapist, or any other field requiring a medical vocabulary. This course articulates with the Yuba College 2+2 program, and is designed to meet the prerequisites for our ROP Vocational Nursing class and is one of the requirements for the Medical Office Services (MA) and Health Care Information Services courses.

Prerequisites: Pass math and English assessment test at 11th grade or higher.

Supplies/Books Required: Medical Terminology book approximately \$55.00

Length of Course: 19 Hours

Start Dates: August 20, 2009

DAYS	TIMES	INSTRUCTOR	ROOM
Thursday	5:30 PM—6:30 PM	E. Lantz	D-11



▶ ROP-HEALTH CAREERS CLASSES

VOCATIONAL NURSING

LVN Applications are available online at www.sutteronestop.com/Education/ROPHealth.htm, click on "LVN Application".

The Tri-County ROP Vocational Nursing Program - Part Time is 71 weeks in length, and is given in the evenings and weekends. The Full Time program consists of 36 weeks, each 40 hours per week, and is given mostly during the week days.

There are three modules in each program. The modules consist of:

Module one includes orientation; a review of basic nursing care (CNA), nutrition principles; psychology concepts; gerontology overview; pharmacology with medical math, oral and parenteral medications experience at The Fountains and Marysville Care and Rehab Center; pre-and postoperative care; the cardiovascular system; the respiratory system; the endocrine system; eye and ear disorders; and the gastrointestinal system will be reviewed with theory and clinical experience.

Module Two includes Maternity and Pediatrics. The reproductive system; prenatal care; labor and delivery; postpartum care; neonatal care; growth and development; perspectives of pediatric nursing; acute and chronic pediatric care; and health promotion will be covered. Clinical experience will be at Fremont Medical Center, Sutter North Medical Foundation Clinic, Harmony Health (clinic), and many other health facility sites.

Module Three emphasizes advanced medical/surgical concepts. Oncology nursing; genitourinary nursing; gynecological nursing; neurological nursing; orthopedic nursing; rehabilitation nursing; home health nursing, hematological nursing lymphatic and immune system nursing; emergency nursing; and leadership and supervision in nursing will be reviewed with theory and clinical experience.

Upon completion of this program, students will be eligible to take the State Board Exam for Vocational Nursing.

Prerequisites: Current CNA license, High School Diploma or GED, Math & English Assessment pass at Post High School level, Anatomy, Physiology and Medical Terminology courses, negative TB Mantoux Test, Hepatitis B vaccination series, MMR vaccination, Health Care Provider CPR or Professional Rescuer CPR class, Basic First Aid class, physical examination, 2 letters of recommendation and a negative drug screen done by Fremont-Rideout Health Group, and completed application.

Supplies/Books Required: To be announced.

Length of Course: 71 weeks (18 months)

Start Dates: July 2010 (All prerequisites must be done by April 1, 2010)

DAYS	TIMES	INSTRUCTOR	ROOM
Monday thru Friday	5:00 PM - 9:00 PM	P. Mahmoudi	E-4
Saturday & Sunday	6:30 AM - 5:00 PM	&	
Varies	Varies	Other RN Instructors	



FEE BASED—HEALTH CAREERS CLASSES

INTRAVENOUS THERAPY/BLOOD WITHDRAWAL COURSE

This course is designed to prepare the LVN to withdraw blood from a patient and to start and superimpose intravenous fluids legally prescribed by licensed physicians in health care facilities (according to the California Business and Professional Code 2860.5 (b) and (c) and established protocols). The entire course must be successfully completed for certification and continuing education credit. Upon successful completion student will earn 2 hours college credit and 40 hours Continuing Education Units.

For successful completion, the participant must:

- Complete all pre-reading assignments
- Attend the entire five day course
- Identify safety measures and standard precautions that should be used during intravenous therapy/blood withdrawal procedures
- Correctly demonstrate how to prime an IV tubing, time label an IV bag, and calculate an IV rate
- Pass the final examination with at least an 80%
- Correctly demonstrate 3 individually supervised successful venipunctures and 3 individually supervised skin punctures on live subjects.

Prerequisites: Licensed Vocational Nurse (LVN)

Supplies/Books Required: Cost covered in tuition.

Length of Course: 40 Hours

Start Dates: August 10, 2009 - August 13, 2009 - March 22, 2010

DAYS	TIMES	INSTRUCTOR	ROOM
Monday through Friday	8:00 AM—5:00 PM	P. Mahmoudi	E-4

PHLEBOTOMY

This 165 hour Phlebotomy Course is designed in compliance with California Code of Regulations (Section 1035.1, 1242 and Section 100275, 120580 Health and Safety Code: to prepare entry level health care practitioner for certification as a CPT-1.

Lecture includes:

20 "Basic" hours in: Infection Control, Universal Precautions, Basic Anatomy and Physiology of Body Systems with emphasis on the Circulatory System, Medical Terminology, etc.

20 "Advanced" hours in: Advanced Infectious Disease Control and Biohazards, Anticoagulation Theory, Knowledge of Preanalytical Sources of Error in Specimen Collection, Anatomical Site Selection and Patient Preparation etc.

29 hours of general Phlebotomy Education in: Introduction to Phlebotomy, History of Phlebotomy, OSHA, Types of Safety Hazards, Emergency First-Aid Procedures, Latex Sensitivity, Introduction to Routine Venipuncture, Venipuncture Techniques #1 - #4 and Dermal Puncture etc.

The student will be assigned 80 hours in a clinical setting and must successfully complete 50 venipunctures performed pursuant to the Business and Professions Code Section 1120 (d) (1) or (d) (2) (a), 10 skin punctures performed pursuant to the Business and Professions Code Section 1220 (d) (1) or (d) (2) (A) that fulfill all sampling requirements of all clinical laboratory tests after his or her practical instruction, and observation of 2 arterial punctures.

Prerequisites: GED, HS Diploma, or College Diploma, 18 yrs of age or older, 10th grade scores on ABLE Assessment Test, Proof of Physical Exam within 1yr., Immunization status (tdap, polio, MMR, Varicella, Hep B within last 7 yrs, if longer, titer must be done to check if still immune), Negative PPD skin test/chest x-ray (within 1 year), CPR covering adult, child, infant, and choking, Original copy of resume, proof of Basic Computer Literacy, Receipt of tuition payment in full before class starts, copy of picture ID.

Supplies/Books Required: Cost covered in tuition.

Length of Course: 10 - 12 weeks

Start Dates: January 2010

DAYS	TIMES	INSTRUCTOR	ROOM
Tuesday and Thursday	5:30 PM—9:45 PM	A. Peverini	E-8

▶ FEE BASED—HEALTH CAREERS CLASSES

RN REFRESHER PROGRAM (Academic Continuing Education Course)

The RN Refresher Program will revive and update nursing skills to re-enter the nursing workforce in many healthcare fields that have a growing demand for nurses and increased career opportunities. This course will use a human systems body approach and will focus on the latest diagnostic, surgical and medical interventions and treatments in each system. Some of the many topics in this course will include: the latest medications, such as medications for HIV; antibiotic and antineoplastic drugs; conscious sedation; nursing care of patients with PICC lines; chest tubes; and closed system suction; assessment and the nursing process, including concept mapping of patient care; management and leadership, including patient care ratio laws; and other new nursing issues and trends. This 12 week course includes 100 hours of Theory (100 contact hours), 28 hours of nursing lab practice (9 contact hours), and 152 hours of clinical experience (50 contact hours).

Prerequisites: Registered Nurse (RN). Contact Pam Mahmoudi at [530.218.1496](tel:530.218.1496) for an application.

Supplies/Books Required: Cost of the program is \$1,400.00 plus books

Length of Course: 12 weeks

Start Dates: January 19, 2010 to April 16, 2010

DAYS	TIMES	INSTRUCTOR	ROOM
Monday thru Friday Saturday & Sunday	5:00 PM - 9:00 PM	P. Mahmoudi	E-4



ROP & FEE BASED -HEALTH CAREERS CLASSES
CLASS OVERVIEW

ROP CLASSES				
CODE	CLASS	INSTRUCTOR	DAYS	TIMES
1446 1447	ANATOMY/PHYSIOLOGY 57 hours	E. Lantz	Thursday	6:30 PM - 9:30 PM
1431	BASIC ARRHYTHMIAS 33 hours	P. Mahmoudi	TBA	5:30 PM - 8:30 PM
1018	BASIC PATIENT CARE (CNA) - Day 4 ½ Months	C. Dilley	Varies Monday through Friday	8:00 AM - 10:00 AM Theory 6:30 AM - 3:00 PM Clinical
1412	BASIC PATIENT CARE (CNA) - Evening 4 ½ Months	TBA	Weekday evenings and/or Weekend days	5:00 PM - 9:00 PM Theory 6:30 AM - 3:00 PM Clinical Sat. and/or Sun. 5:30 PM - 8:00 PM Clinical Weekdays
1019	BASIC PATIENT CARE (CNA) - Day 4 Months	C. Dilley	Varies Monday through Friday	10:30 AM - 3:00 PM Theory 6:30 AM - 3:00 PM Clinical
1411	BASIC PATIENT CARE (CNA) - Summer 2 Months	E. Swinford	Monday through Thursday	8:00 AM - 5:00 PM Theory 6:30 AM - 3:00 PM Clinical
1450	HEALTH CARE INFORMATION SERVICES 4 ½ Months	E. Lantz	Monday Tuesday Wednesday	5:30 PM - 8:30 PM
1441	HOME HEALTH AIDE 50 hours (CEU)	P. Mahmoudi	Varies	22 Hours Theory 28 Hours Clinical
1014	MEDICAL OFFICE SERVICES (MA) 5 to 7 ½ Months	G. Vargas	Monday through Friday	8:00 AM - 11:00 AM
1015	MEDICAL OFFICE SERVICES (MA) 5 to 7 ½ Months	G. Vargas	Monday through Friday	12:00 PM - 3:00 PM
1432 1433	MEDICAL TERMINOLOGY 19 Hours	E. Lantz	Thursday	5:30 PM - 6:30 PM
1020	VOCATIONAL NURSING PROGRAM 18 Months	P. Mahmoudi RN Instructors	Monday through Friday Varies Sat. & Sun. Varies	5:00 PM - 9:00 PM Theory Clinical Varies



FEE BASED CLASSES			
CLASS	INSTRUCTOR	DAYS	TIMES
IV THERAPY/BLOOD WITHDRAWAL 40 hours	P. Mahmoudi	Monday through Friday	8:00 AM - 5:00 PM
PHLEBOTOMY 10-12 weeks	A. Peverini	Tuesday and Thursday	5:30 PM - 9:45 PM
RN REFRESHER 12 weeks	P. Mahmoudi	Monday through Friday	5:00 PM - 9:00 PM