

# Sutter County One Stop Sutter County Adult Education 2018-2019



Sutter County One Stop  
950 Tharp Road, #1000 Yuba City, CA 95993  
(530)822-5120 • TRS/VRS 711  
[www.sutteronestop.com](http://www.sutteronestop.com)



Equal Opportunity Employer/Program  
Auxiliary aides & services are available upon request to individuals with disabilities.

The Sutter County One Stop is a proud partner of America's Job Center of California<sup>SM</sup> network.

# **WELCOME TO SUTTER COUNTY ONE STOP!**

Sutter County One Stop is your local link between employers and job seekers. Both can access the service they need in one location. We offer a variety of resources to help job seekers find employment, plan a career and receive training. Employers rely on us to assist them with their hiring needs.

The programs offered at Sutter County One Stop include Regional Occupational Program, Workforce Innovation Opportunity Act funded programs, CalWORKs, Adult Basic Education including English as a Second Language, WorkAbility I Middle and High Schools, WorkAbility II Department of Rehabilitation, Experience Works, and Employment Development Department services including Veterans Service.

## **Mission Statement**

Sutter County One Stop empowers individual self-sufficiency through education, training, jobs, and partnerships with the community, employers, and agencies to provide increased opportunities for success.

# **Sutter County One Stop**

## **PROGRAM FEES**

### **Fee-based Program for Adults:**

- \* A class must have a minimum of 15 students, or there is a risk of cancellation.
- \* Fees must be paid in full 2 weeks prior to start date of class - or as indicated.
- \* Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks are accepted.

### **Refund Policy (EFFECTIVE AUGUST 1, 2012):**

Students are required to attend orientation prior to the first day of the program. Orientation presentations outline the refund policy as well as other pertinent program information and expectations.

Program fee refunds for students withdrawing prior to completion of a program, are issued based on the following refund policy:

- \* **Program Cancellation** - In the event of program cancellation, due to the class not meeting the minimum number of students, all fees will be refunded within thirty (30) days of the cancellation date without requiring a request from the student.
- \* **Student Withdrawing From the Program** - Students withdrawing from a program at least five (5) business days prior to the first day of class will be refunded all fees paid. Students have the option to withdraw three (3) business days after the start of the program, but will be assessed a \$100 processing fee for all refunds. The \$100 processing fee will be deducted from the refund, and all other fees paid will be refunded within thirty (30) days. No refunds will be issued after the third business day after the start of the program.
- \* **Students Exited Administratively from a Program** - No refunds are issued for administratively exited students.
- \* **Military Service** - A student who is called for active military service shall not incur academic or financial penalties due to performing military services on behalf of our country. Fees will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.
- **Refunds to Students Receiving Community or Organizational Funding** - All outside agency funding is subject to the refund policy. Students must adhere to the funding agency agreements. Students may be responsible to pay any unpaid fees.
- **Refunds to agencies utilizing federal funds shall be calculated in accordance with established federal return policies.**

## **Methods of Refunds**

### **Cash Payment:**

The student must complete the withdrawal form and request a refund. The business department will then issue a check that will be mailed to the student's address of record within 30 working days.

### **Cashiers Check, Credit Card or Debit Card payment:**

The business department will verify payment was received on the cashiers check, credit card or debit card transaction prior to processing before any refund can be processed. Once payment has cleared the financial institution, a refund check will be mailed to the student's address on record within 30 working days if paid by cashiers check or debit payment.

**Students are responsible to ensure their correct address is on file to avoid any delays in receiving refunds.**

## **DRUG FREE CAMPUS**

All campuses of Sutter County Superintendent of Schools have been declared non-smoking campuses by the Board of Education. Students must refrain from smoking while on school district property.

## **SEXUAL HARASSMENT**

Sexual harassment of any kind shall not be tolerated. The Sutter County Board of Education considers sexual harassment to be a major offense, which may result in disciplinary action up to, and including expulsion of the offending student.

Pursuant to Education code, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is the basis for any decision affecting benefits, services, honors, programs, or activities available at or through the educational institution.

Any person who feels that he/she is being harassed is advised to immediately report such incidents to their instructor/director.

## **EQUAL OPPORTUNITY EMPLOYER PROGRAM/SERVICE**

Auxiliary Aids and services are available upon request to individuals with disabilities.

## **STATEMENTS FOR CIVIL RIGHTS COMPLIANCE**

All educational and vocational opportunities are offered without regard to race, color, national origin, sex or disability. A lack of English language skills will not be a barrier to admission and participation in educational and vocational programs.

## **UNIFORM COMPLAINT PROCEDURE**

It is the intention of the Board of Education that every member of the community shall; have the right for prompt and orderly redress of a grievance relating to an alleged violation of federal and state laws or regulations of education programs. Therefore, pursuant to California Code of Regulation, Title 5, Section 4600, the District has developed necessary procedures to process a complaint regarding educational services provided by the adult school. A copy of the uniform complaint policy is available at each site where adult education is offered.

Dr. Baljinder Dhillon, County Superintendent, Sutter County Superintendent of Schools Office, 970 Klamath Lane, Yuba City, CA 95993. Phone: (530)822-2900.

## **ABBREVIATION KEY**

ESL = English as a Second Language

HSE = High School Equivalency

ISP = Independent Study Program

HS = High School

TBD = To Be Determined

# ADULT EDUCATION CLASSES

**THE ADULT EDUCATION CLASSES ARE HELD AT 1699 SIERRA AVE., YUBA CITY, 95993**

## WHAT IS ADULT EDUCATION?

The purpose of the Adult Education classes is to assist students desiring to upgrade their business skills; improve their language skills; their reading or math skills; work towards taking the HSE exam, complete their adult high school diploma and fine-tune their employment skills and career opportunities.

Adult Education classes are **open entry/open exit courses, which mean that there is no specific time limit.** Students progress at their own rate, according to their willingness to do homework, as well as work in class.

## HOW DO I REGISTER?

Call (530)822-5120 or stop by our main office at 950 Tharp Road, Building 1000, Yuba City, 95993, to schedule for the Adult Education Orientation.

## WHAT DOES IT COST?

There is no cost for ABE, ASE, or ESL courses offered through our Adult Education program.

### ABE

Adult Basic Education offers basic skills classes at the pre-high school level.

### ASE

Adult Secondary Education offers students the opportunity to complete their high school diploma or HSE.

### HiSET

High School Equivalency offers high school level instruction to prepare students for any HSE exams.

## ADULT HIGH SCHOOL DIPLOMA

Students over 18 can work on English, math, life science, physical science, geography or world history, US history, American government, economics, fine arts, computer skills, or a variety of electives to complete the requirements to obtain an adult high school diploma.

## WHERE CAN I TAKE MY HSE EXAM?

For testing site information go to [www.cde.ca.gov/ta/tg/gd/](http://www.cde.ca.gov/ta/tg/gd/) or talk to the Adult Education staff.

CLASS	TIME	DAYS
Computer Applications	5:30 PM -8:30 PM	T/TH
Computer Applications	9:00 AM -12:00 PM	M/W

Our Computer Applications class is for those desiring to learn computer skills for the job market, or upgrade their computer skills for home or the workforce. It is also the class for the adult high school diploma student who needs to earn the required 10 credits for their diploma. And it's for those who have a new computer and just don't know what to do with it. It will be followed by the intermediate level, for those interested.

# ADULT EDUCATION CLASSES

## Class Schedule

Class Code	Class	Time	Days	Location	Instructor
<b>MORNING CLASSES</b>					
101	HS Diploma/Basic Skills	9:00 AM – 12:00PM	M/W	Sierra	Lathrop
102	HS Diploma/Basic Skills	9:00 AM – 12:00PM	T/TH	Sierra	Lathrop
301	ISP for HS Diploma	8:00 AM – 12:00PM	M	Sierra	Jens
301	ISP for HS Diploma	8:00 AM – 12:00PM	T	Sierra	Jens
301	ISP for HS Diploma	8:00 AM – 12:00PM	W	Sierra	Jens
301	ISP for HS Diploma	8:00 AM – 12:00PM	TH	Sierra	Jens
103	HISET Prep	8:00 AM – 10:00AM	M/T/W/TH	Sierra	Jens
110	Math Bootcamp	10:00 AM – 12:00PM	TBA	Sierra	Jens
111	Writing Workshop	10:00 AM – 12:00PM	TBA	Sierra	Jens
<b>AFTERNOON CLASSES</b>					
104	HISET Prep	12:30 PM – 2:30PM	M/T/W/TH	Lassen	Jens
105	HS Diploma/Basic Skills	12:30 PM – 3:30 PM	M/W	Sierra	Bingham
106	HS Diploma/Basic Skills	12:30 PM – 3:30 PM	T/TH	Sierra	Bingham
302	ISP for HS Diploma	12:30PM – 5:00PM	T/TH	Sierra	Lathrop
<b>EVENING CLASSES</b>					
107	HS Diploma/Basic Skills	5:30 PM – 8:30 PM	M/W	Sierra	Staff
108	HS Diploma/Basic Skills	5:30 PM – 8:30 PM	T/TH	Sierra	Kennedy
109	HISET Prep	6:00 PM – 8:00 PM	T/TH	Lassen	Criddle
303	ISP for HS Diploma	5:30PM – 8:30PM	T	Sierra	Staff
304	ISP for HS Diploma	5:30PM – 8:30PM	TH	Live Oak High I	Staff

# ADULT EDUCATION CLASSES ENGLISH AS A SECOND LANGUAGE (ESL)

**THE ADULT EDUCATION CLASSES ARE HELD AT 1699 SIERRA AVE., YUBA CITY, 95993**

Class Code	Class	Time	Days	Location	Instructor
201	ESL Beginning	8:30 AM - 11:30 AM	M/T/W/TH	Sierra	Maldonado
202	ESL Beginning	12:00 PM - 3:00 PM	M/T/W/TH	Sierra	Maldonado
204	ESL Intermediate/Advanced	8:30 AM - 11:30 AM	M/T/W/TH	Sierra	Gunter/Patton
205	ESL Intermediate/Llow	12:00PM - 3:00 PM	M/T/W/TH	Sierra	Gunter/Patton
203	ESL Beginning	6:00 PM - 9:00 PM	M/T/W/TH	Sierra	Maldonado/Staff
207	ESL Beginning/Intermediate/ Advanced	6:00 PM - 8:30 PM	T/TH	Richland HA	Maldonado
206	ESL Intermediate/Advanced	6:00 PM - 9:00 PM	M/T/W/Th	Sierra	Bray-Munoz
208	ESL Enrichment - Conversation Club	9:00AM – 12:00PM	F (TBA)	Sierra	Maldonado

ESL classes are designed for those whose native language is not English. Classes start at beginning level for those who neither read nor write English and progress to the final level before entry into regular Adult Education English classes.

There is no time limit on ESL classes.

Cost: There is no cost for Adult Education ESL courses.

Prerequisites: None

Supplies/Books Required: Students need to supply their own paper, pencils, and pens.

Length of Course: Open Entry/Open Exit, depends on students rate of progress, average length is 3 to 6 months per component.

## ESL

English as a Second Language program emphasizes practical English for daily life and employment situations.

## EL CIVICS

For ESL learners to gain language, knowledge, and experiences they can use in the community tomorrow.

# **CAREER TECHNICAL EDUCATION CLASSES**

## **WHAT IS CTE?**

The Career Technical Education (CTE) prepares students to enter specific career areas including: Business, Computer and Health Careers. Since most businesses prefer to hire workers with experience, CTE 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 job market.

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.

## **WHAT ARE THE GENERAL PREREQUISITES FOR CTE 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.

## **HOW DO I REGISTER?**

Call (530)822-5120 to sign-up for the Information Meeting and assessment.

## **CAN I EARN CREDITS IN CTE CLASSES?**

Many of the CTE classes offered at Sutter County One Stop are part of a articulation agreement with Yuba College. College credit may be earned while in these classes.

**FEES AND START DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**



# BASIC PATIENT CARE (CNA)

Room 306

PROGRAM TIMES	DAYS	START	END	FEE
THEORY 12:00 pm - 3:00 pm	MTWThF	Oct 1, 2018	Dec 3, 2018	\$900
EXTERNSHIP (clinical hours) 1:30 pm - 8:00 pm	Days vary			

*\*End date subject to change.*

Basic Patient Care is designed to prepare students for employment as a Nurse Assistant in a variety of settings. Students will learn patient care, observation, and communication skills with an emphasis on caring for the geriatric resident in a long term care facility. Integrated throughout the program are career preparation standards that include basic academic skills, interpersonal skills, problem solving, safety, and technology. Basic Patient Care prepares students to take the State Competency Exam required for certification. Clinical hours are a required component of this program and are available to students with a passing grade. Travel maybe required within the 50 mile radius for clinical hours.

## PROGRAM REQUIREMENTS:

- Assessment (CASAS) required prior to enrollment. Must pass assessment to start class. Current photo ID must be presented at time of assessment.
- Students must have a passing grade to participate in clinical hours and to take State Competency Exam.
- Clinical hours are a required component of this program. Specific hours and attendance required as per state regulations.
- Livescan and criminal clearance (fingerprinting) required for participation in clinical hours. This will be done by Sutter County One Stop approximately 2 weeks prior to class starting.
- Current photo ID and Social Security Card is required.
- **Negative TB test, physical exam, drug test** (10 Panel Drug Screen from Fremont-Rideout Occupational Health 530-751-4911 or Sutter North Occupational Health 530-749-3422) current **CPR - Health Care Provider certification, Immunization Record** (Required: Tdap, MMR, Varicella, Hep B: within last 7 yrs, if longer: titer must be done to check if still immune) are required for participation in clinical hours. **These items need to be done prior to first day of class.**
- **Flu shot** required from the first of November to the end of March.

## PAYMENT:

- Payment is due in full two weeks prior to start of class.
- A class must have a minimum of 15 students, or there is a risk of cancellation.
- Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks are accepted.

## Where would I work?

Nursing Care Facilities  
General Medical and Surgical Hospitals  
Community Care Facility for the Elderly  
Employment Services  
Residential Mental Health Facilities

## What wages can I expect?

**Average Wages for 2016**  
Sutter/Yuba Co: \$11.93 Hourly \$24,831 Annually

## Where could this job lead?

With additional training, a Certified Nurse Assistant can work in a specialty area such as pediatrics, geriatrics, surgery, obstetrics, orthopedics or psychiatry. A typical nursing path would be Certified Nurse Assistant to Licensed Vocational Nurse or Registered Nurse.

# EKG MONITOR TECHNICIAN

Room 304

PROGRAM TIMES	DAYS	START	END	FEE
5:30 pm - 8:30 pm	MTh	TBD	TBD	\$350

This 33 hour course is designed for all students who would like to acquire knowledge and skills that are essential for identification of basic arrhythmias. Upon successful completion of the class, the students will acquire basic arrhythmia interpretation. This course will provide the student skills to work as an EKG Monitor Technician and perform a 12 lead EKG.

\*End date subject to change.

#### PROGRAM REQUIREMENTS:

- Assessment (CASAS) required prior to enrollment. Must pass assessment to start class. Current photo ID must be presented at time of assessment.
- Medical terminology knowledge beneficial

#### PAYMENT:

- Payment is due in full two weeks prior to start of class.
- A class must have a minimum of 15 students, or there is a risk of cancellation.
- Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks are accepted.

#### Where would I work?

General Medical and Surgical Hospitals  
Offices of Physicians  
Medical and Diagnostic Labs  
Outpatient Care Centers

#### Where could this job lead?

Technologists and Technicians can advance to higher levels of the profession as many institutions structure the occupation with multiple levels, each having an increasing amount of responsibility. For example, EKG Technicians may obtain additional training to become Cardiovascular Technologists. Technologists and Technicians also can advance into supervisory or management positions. Other possibilities include working in an educational setting, conducting laboratory work, or working for a manufacturer in marketing, sales, or product development.

Those who pursue additional training may become a Perfusionist. Perfusionists run the machines that artificially pump blood while patients undergo surgery. For example, in open heart surgery blood is rerouted to a heart-lung machine which oxygenates the blood and pumps it back into the patient. Training programs for perfusion usually require a bachelor's degree in any field, preferably in biology or science.

# IV THERAPY & BLOOD WITHDRAWAL

## Room 308

PROGRAM TIMES	DAYS	START	END	FEE
8:00 am - 5:00 pm	M & T	Sept 10, 2018	Sept 24, 2018	\$650

This course is designed to prepare the Licensed Vocational Nurse (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.

### PROGRAM REQUIREMENTS:

- Completion of an approved Nursing Program or a current Licensed Vocational Nurse (LVN) (*LVN license or school transcripts required for verification to enter program*)
- Copy of picture ID

### PAYMENT:

- Payment is due in full two weeks prior to start of class.
- A class must have a minimum of 15 students, or there is a risk of cancellation.
- Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks are accepted.

# MEDICAL ASSISTANT W/CLINICAL HOURS

## Room 304

PROGRAM TIMES & DAYS	START	END	FEE
THEORY	Sept 4, 2018	Mar 29, 2019 + extern hours	
TWF	Oct 19, 2018	May 17, 2019 + extern hours	\$3,500.00
8:30 am - 2:30 pm	Mar 22, 2019	TBD*	
Th	May 10, 2019	TBD*	
12:00 pm - 2:30 pm			

\*Will take summer break and continue next school year.

Medical Assistant prepares the student for employment in physician's offices, clinics, and other related health care facilities. 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, medication doses, giving and receiving injections, venipuncture-blood draws, and Externship in a health care facility.

The program consists of 2 modules, to include front and back office. Front Office Module consists of 6 weeks in class instruction and Back Office Module consist of 18 weeks in class instruction, plus online medical terminology for a total of 540 hours, plus 180 hours of externship.

### PROGRAM REQUIREMENTS:

- Assessment (CASAS) required prior to enrollment. Must pass assessment to start class. Current photo ID must be presented at time of assessment.
- Proof of legal residency (Copy of Picture ID: State Drivers License or Passport)
- Minimum of 18 years of age
- High School Diploma or GED or in process of attaining
- Immunization Record (Required: Tdap, MMR, Varicella, Hep B: within last 7 yrs, if longer: titer must be done to check if still immune)
- Proof of negative TB test or negative chest x-ray: within last 12 months, must include date given, date read, and a measurement, not just negative or positive, ex: 0mm in duration.
- Physical Exam
- Proof of CPR Certification for Adult, Child, Infant, and Choking (Copy of CPR Card)
- Flu Shot (will be announced in class)
- 10-Panel Drug Screen (will be announced in class)
- Livescan (will be announced in class)

### PAYMENT:

- Payment is due in full two weeks prior to start of class.
- A class must have a minimum of 15 students, or there is risk of cancellation.
- Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks accepted.

### Where would I work?

Office of Physicians  
General Medical and Surgical Hospitals  
Offices of Other Health Practitioners  
Outpatient Care Centers

### What wages can I expect?

**Average Wages for 2016**  
Sutter/Yuba Co: \$16.59 Hourly \$34,518 Annually

### Where could this job lead?

With additional training, a Medical Assistant can become a Licensed Vocational Nurse, Registered Nurse, or pursue other types of medical technician professions.

Data based upon California Occupation Guides Labor Market Info in California: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

# PHLEBOTOMY TECHNICIAN I

## Room 308

PROGRAM TIMES	DAYS	START	END	FEE
THEORY 5:30 pm - 9:45 pm	WTh	Jan 16, 2019 Jul 17, 2019	Mar 21, 2019 + extern hours Sept 19, 2019 + extern hours	\$2,500.00

EXTERNSHIPS = 80-160 hours on individual schedules

***Externships (clinical hours) is only offered Monday through Friday. Days and times vary 6-10 hours per day for approximately 2 weeks, during regular business hours.***

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.
- 16 hours of Laboratory classroom to practice venipunctures, etc.

The student will be assigned 80-160 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.

### **THE FOLLOWING PROGRAM REQUIREMENTS ARE DUE 30 DAYS PRIOR TO START OF CLASS:**

- Proof of legal residency (Copy of Picture ID: State Drivers License or Passport)
- Social Security Card
- Minimum of 18 years of age
- High School Diploma or GED (Must furnish official transcripts. Students who attended schools in other countries will need to get their transcripts evaluated by an international evaluating service.)
- Assessment (CASAS) required prior to enrollment. Must pass assessment to start class. Current photo ID must be presented at time of assessment.
- Proof of physical exam within last 12 months
- Tdap (tetanus, diphtheria, and pertussis) – Proof of vaccination or signed declination within last 7 years.
- Measles/Rubeola, Mumps, and Rubella (one of the following) – Documentation of 2 MMR injections or positive titer within last 7 years.
- Varicella – Proof of two vaccinations or titer within last 7 years.
- Hepatitis B Immunization – (one of the following) Proof of 3 dose series, titer, or signed declination within last 7 years.
- Proof of negative TB test or negative chest x-ray: within last 12 months, must include date given, date read, and a measurement, not just negative or positive, ex: 0mm in duration.
- Proof of CPR Certification for Adult, Child, Infant, and Choking (Copy of CPR Card) - Must be hands-on class.
- Two Original Resumes (One for your student file, other for externship clinical site)
- Proof of Basic Computer Literacy (on transcript, "Prove It" test score, or letter from Employer attesting your skills)
- Receipt of tuition payment in full 30 days prior to start of class

### **THE FOLLOWING PROGRAM REQUIREMENTS WILL BE COMPLETED AFTER START OF CLASS:**

- Livescan and criminal clearance (fingerprinting) required for participation in clinical hours. (Included in tuition. Will be announced in class.)
- 10-Panel Drug Screen (Will be announced in class.)
- Flu Shot (Will be announced in class.)

#### **PAYMENT:**

- Payment is due in full one month prior to start of class.
- A class must have a minimum of 15 students, or there is a risk of cancellation.
- Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks are accepted.

#### **Where would I work?**

General Medical and Surgical Hospitals  
Medical And Diagnostic Laboratories  
Outpatient Care Centers  
Personal Care Services  
Offices of Physicians  
Residential Mental Health Facilities

#### **What wages can I expect?**

**Average Wages for 2016**  
Sutter/Yuba Co: \$18.40 Hourly \$38,329 Annually

# VOCATIONAL NURSING

Room 308

PROGRAM TIMES	DAYS	START	END	FEE
8:30 am - 1:15 pm* Theory	MTWThF	Jan 7, 2019	Jun 26, 2020	\$14,250
6:00 am - 5:00 pm* Clinical	Times and days may vary			

The Part Time Vocational Nursing Program is 600 hours theory and 1,000 hours clinical. There are three modules in the program.

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; 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 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.

Module Three 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.

Students need to be prepared for travel to clinical sites as far away as 100 miles from Yuba City. Every effort will be made to use clinical sites close to Yuba City.

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

**\*SUBJECT TO CHANGE WITHOUT NOTICE.**

## PROGRAM REQUIREMENTS:

- Current CNA certification or proof of current enrollment.
- High School Diploma or GED (Must furnish official transcripts. Students who attended schools in other countries will need to get their transcripts evaluated by an international evaluating service.)
- TEAS test results
- Anatomy & Physiology and Medical Terminology courses, with grade of "C" or better.
- Negative TB or chest x-ray
- Physical examination
- Hepatitis B vaccination Series - Must be current or titer
- Proof of MMR - Measles, Mumps, and Rubella vaccination
- Proof of Tdap - Tetanus, Diphtheria, and Pertussis vaccination
- Proof of Influenza shot
- Varicella Vaccine or titer
- Health Care Provider CPR or Professional Rescuer CPR class
- 2 letters of recommendation
- Current Driver's License
- Social Security Card
- Completed application
- All prerequisites must be completed or in progress by application deadline.
- Negative drug screen if accepted into program - will do during class.

## PAYMENT:

- Payment is due according to payment schedule.
- A class must have a minimum of 20 students, or there is a risk of cancellation.
- Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks are accepted.

## OTHER INFO:

- Application window: September 1, 2018 - October 31, 2018.
- Application packet will be available on line during application window.
- For additional questions call (530)822-5120 to schedule appointment for the Vocational Nursing Information Meeting.

# ANATOMY & PHYSIOLOGY

## Room 308

PROGRAM TIMES	DAYS	START	END	FEE
5:30 pm - 7:30 pm	MW	Sept 17, 2018	Dec 19, 2018	\$475

- This Anatomy & Physiology course is 54 hours. 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 Vocational Nursing class.
- Individuals must pass CASAS assessment before enrolling in class.

### PAYMENT:

- Payment is due in full two weeks prior to start of class.
- A class must have a minimum of 15 students, or there is a risk of cancellation.
- Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks are accepted.

# MEDICAL TERMINOLOGY

## Room 308

PROGRAM TIMES	DAYS	START	END	FEE
7:30 pm - 8:30 pm	MW	Sept 17, 2018	Dec 5, 2018	\$200

- This 20 hour 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 is part of the articulation program at Yuba College, and is designed to meet the prerequisites for our Vocational Nursing class.
- Individuals must pass CASAS assessment before enrolling in class.

### PAYMENT:

- Payment is due in full two weeks prior to start of class.
- A class must have a minimum of 15 students, or there is a risk of cancellation.
- Payment is accepted by cashiers check, cash, Visa, MasterCard, Discover Card, debit card, money order or partnering agency voucher. No personal checks are accepted.



# **WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)**

## **JOB CENTRAL**

Job Central was developed to aid in meeting the workforce needs of the community. Some of the services available include:

- Staff Assistance
- Computer Resource Lab
- Job Search Tools & Materials
- Internet Access
- Resume Assistance
- Job Listings
- Career Exploration
- Typing Certificate Available
- Yuba-Sutter Labor Market Information
- Self Assessments Career Inventories Tutorials
- Interviewing Techniques and Tips
- College Exploration
- CalJOBS
- Workshops

The CalJOBS website is a computerized on-line system offering tremendous tools to jobseekers. Visit [www.caljobs.ca.gov](http://www.caljobs.ca.gov) to register or learn more.

Our computers offer Internet accessibility for career research and job hunting. Also, if you are an employer, we can list job openings for you.

Job Central offers a variety of computerized software program tutorials (MS Word, Excel, PowerPoint), as well as competency testing. Whether you are an employer seeking the perfect employee or an applicant seeking the perfect job, Job Central at Sutter County One Stop can help.

The design of the center is geared towards people who are looking for a job, a career change or to upgrade existing skills. You can work independently or receive assistance from our trained staff.

### **HOURS**

Monday - Friday  
9:00 AM to 5:00 PM  
(530)822-5800

### **What does WIOA offer?**

<b>YOUTH</b> <b>For eligible youth 14 – 24 years old</b>	<b>ADULT</b> <b>For eligible adults 18 and older</b>
<ul style="list-style-type: none"><li>• Occupational Skills Training</li><li>• Work Readiness Training</li><li>• Objective Assessment Tutoring</li><li>• Comprehensive Guidance and Counseling</li><li>• Paid and Unpaid Work Experience</li><li>• On-the-Job Training</li><li>• Supportive Services</li><li>• Study Skills and Drop Out Prevention</li><li>• Alternative Secondary School Services</li><li>• Preparation for Postsecondary Education</li><li>• Leadership Development Opportunities</li><li>• Adult Mentoring and Follow-up Services</li><li>• CalJOBS Assistance</li><li>• Referrals to Other Partner/Community Agencies</li></ul>	<ul style="list-style-type: none"><li>• No Fee Resume Service</li><li>• Job Referrals</li><li>• Learn To Identify the Right Career</li><li>• Interviewing Skills</li><li>• Comprehensive Guidance and Counseling</li><li>• Learn Necessary Job Skills</li><li>• CalJOBS Assistance</li><li>• Supportive Services</li><li>• Update Current Skills</li><li>• Assessing Occupational Skills</li><li>• Career Assessment</li><li>• On-the-Job Training</li><li>• Occupational Skills Training</li><li>• Adult Mentoring and Follow-up Services</li><li>• Paid Work Experience</li><li>• Referrals to Other Partner/Community Agencies</li></ul>

### **WIOA is:**

For those who need job search/placement assistance.

For those who need vocational training or upgrades to current skills.

For those willing to make a commitment to actively participate in their job search or training plan.

### **How do I find out if I qualify for WIOA?**

If you would like further information about WIOA, contact the "On Call" Business Workforce Specialist at (530)822-5120.



# **Services for People with Disabilities**

## **(SFPD)**

**This page was created to assist those with disabilities and those that employ, work, or live with individuals with disabilities.**

### **How can SFPD help me?**

- Develop partnerships and collaborate on an ongoing basis with employers to facilitate job placements for persons with disabilities.
- Serve as resource on Social Security administration (SSA's) work incentives and employment support programs and the provision of services through Community Work Incentives Coordinator, Protection and Advocacy systems (P & A's); and employment-related demonstration projects.
- Serve as resources on the Federal, State, Local and private programs that impact the ability of persons with disabilities to enter and remain in the workforce.

Develop linkages and collaborate on an ongoing basis with employers to facilitate job placements for persons with disabilities.

### **SFPD can provide information and resources such as:**

- Assistive Technology Available
- Job Readiness-Preparation
- Accommodation – Accessibility
- Flow Chart of available services for persons transitioning out of school
- 30-Second Trainings (mini PowerPoint's to provide disability training / disability awareness.)

# **BUSINESS SERVICES**

## **WHAT DOES WIOA OFFER TO BUSINESSES?**

The One Stop Business Center is a unique joint venture of private organizations, public entities and non-profit agencies in the Yuba-Sutter area helping businesses and job seekers meet their employment needs. Our Center can connect you with qualified employees, post your job openings, provide labor market research, meeting facilities, workshops and seminars and tax credit information.

### **SERVICES INCLUDE:**

- Employment Recruiting
- Conference and Interview Facilities
- Business Seminars and Workshops
- Rapid Response
- OJT and Customized Training
- Labor Law and Market Updates
- Assessment for Job Placement

For more information about the program, call a representative from the Sutter County One Stop at (530)822-5120. Our Business Workforce Specialists are available to assist you.

# **WORKABILITY I—MIDDLE SCHOOL**

## **Who does the WorkAbility I Middle School Program serve?**

WorkAbility I provide career awareness and pre-employment services to Middle School students (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade) with active IEPs (Individual Education Plans) in Sutter County.

## **What does the WorkAbility I Middle School Program offer?**

WorkAbility I assist with career awareness and provide students with information about planning for a future career. Services may include:

- Career Awareness
- Pre-Employment Services
- Personal Skills Exploration
- Career Exploration
- Job Site Tours

## **How do students access the program?**

The teachers refer students who have active IEPs to the WorkAbility I program.

## **What services are available after the WorkAbility I Middle School Program?**

Students enrolled in high school and at least age 16 can apply for WorkAbility I High School Program.

# **WORKABILITY I—HIGH SCHOOL**

## **Who does the WorkAbility I High School Program serve?**

WorkAbility I provide an array of vocational services to Sutter County high school students who are referred by Special Education Teachers.

## **What does the WorkAbility I High School Program offer?**

WorkAbility I support students in a wide variety of vocational experiences, identified in their Individualized Transition Plan (ITP)/Individualized Education Plan (IEP). WorkAbility I may assist with career awareness, training opportunities and paid work experience.

## **What happens after my son/daughter is placed in the community?**

Before the student is placed in the community under WorkAbility I, a Business Workforce Specialist (BWS) will meet with the employer and write a training plan that is related to the job they will be learning. The WorkAbility program will pay minimum wage (currently \$10.00 per hour) during training. When the training ends, the employer can hire the student if a position is available or write a letter of recommendation to assist the student in finding a new job.

## **How does the WorkAbility I High School Program partner with WOIA?**

WorkAbility I partners with the Workforce Innovation Opportunity Act (WIOA) in preparing students for the world of work. The services provided under WIOA may include the following:

Vocational Assessment – Vocational interest skills and abilities surveys transition needs as related to their vocational goal.

Career Exploration – The student and BWS investigate possible employment options and requirements.

Job Search Techniques – A class of the world of work awareness, labor market and occupational information and career planning.

Job Placement – Subsidized job training in the community through Work Experience.

Support Services – WorkAbility I may assist students in purchasing required equipment or clothing for the job or assists in supporting transportation in getting to and from a work site.

## **Does the WorkAbility I High School Program offer any additional services?**

The BWS's are available to attend ITP/IEP meetings at the request of student, parent or teacher. At these meetings, the Business Workforce Specialist will provide an overview of employment services available at Sutter County One Stop. During the student's senior year, the BWS may coordinate with the Teacher/Case Manager from the area high schools to facilitate an orientation by the California Department of Rehabilitation, college tours and/or other agencies.

## **How do students enroll into the WorkAbility I High School Program?**

Students who feel ready for a job in the community should contact their Special Education Teacher and let them know that they are interested in working after school hours or on weekends.

## **What services are available after school is completed?**

WorkAbility I participants will have a vocational plan that addresses post high school services. They may include:

- WorkAbility II
- Workforce Innovation Opportunity Act (WIOA)
- Yuba College Disabled Students Programs and Services

# **WORKABILITY II**

## **WHO DOES WORKABILITY II SERVE?**

WorkAbility II is an innovative program for Department of Rehabilitation referrals that provides personalized job placement and training assistance.

## **WHAT DOES WORKABILITY II OFFER?**

The WorkAbility II Specialist provides individualized services based on the client's vocational goal.

## **SOME OF THE SERVICES WORKABILITY II CAN PROVIDE INCLUDES:**

- Job seeking skills
- Resume writing
- Interviewing techniques
- Successful applications preparation
- Individualized job placement services
- Workshops

WorkAbility II provides a system of ongoing support through a partnership with the Workforce Innovation Opportunity Act (WIOA), and California Department of Rehabilitation for students and adults, to reach self-sufficiency and attain successful employment.

You also will receive follow-up services to assure a successful relationship exists between our agency, the employee, and employer.

## **HOW DO EMPLOYERS BENEFIT?**

- Workshops
- Tax Credits
- OJT's
- Labor Market Information
- Referral Services

## **WHAT IS THE FEE TO ENROLL?**

There is no cost to participants for this program.

For further information call Tamara Russ @ (530)822-5120, or Department of Rehabilitation @ (530)822-4591.

# **FREQUENTLY REQUESTED PHONE NUMBERS**

AARP - Senior Community Service Employment Program, (916)749-4165  
Area 4 Agency on Aging, (916)486-1876  
California High School Proficiency Exam (CHSPE), (866)342-4773  
California State Department of Rehabilitation, 1237-B Live Oak Blvd., YC, (530) 822-4591 TDD (530)822-4594  
California State University, Chico Upward Bound Project, Chico, (530)898-5181  
Casa de Esperanza, P.O. Box 56, Yuba City, (530)674-2040  
CHDC Anthony Soto Employment Training Center, 1468 Sky Harbor Drive, Suite G, Olivehurst, (530)741-2924  
Children's Home Society, 1650 Sierra Avenue, Suite 102, Yuba City, (530)673-7503  
Community Resource Services QUEST, 1585 Butte House Road, Suite D, Yuba City, (530)741-2140  
Division of Apprenticeship Standards, 160 Promenade Circle, Suite 320, Sacramento, (916) 928-6800  
E Center Head Start, 1128 Yuba Street, Marysville, (530)741-2995  
East Nicolaus Union High School District, 2454 Nicolaus Avenue, Nicolaus, (530)656-2255  
Easter Seals Superior California, 3205 Hurley Way, Sacramento, (916)485-6711  
Employment Development Department & Veterans Services, 1114 Yuba Street, Marysville, (530)741-4218  
Family SOUP, 1650 Sierra Avenue, Suite 106, Yuba City, (530)751-1925  
Feather River Academy, 1895 Lassen Blvd., Yuba City, (530)822-2400  
Foundation of Resources for Equality and Employment for the Disabled (FREED), 508 J St., MSVL, (530)742-4474  
Friday Night Live, Inc., 301 Fourth Street, Suite 4, Marysville, (530)742-5483  
Human Services Mental Health, 1965 Live Oak Boulevard, Yuba City, (530)822-7200  
Live Oak Unified School District, 2201 Pennington Road, Live Oak, (530)695-5400  
NorCal Services for Deaf and Hard of Hearing, 1521 Butte House Road, Suite B, Yuba City, (530)740-7803  
Quality Education Services and Training (QUEST), 935 B Spiva Avenue, Yuba City, (530)751-1652  
Regional Housing Authority of Sutter and Nevada Counties, 1455 Butte House Road, Yuba City, (530)671-0220  
Sacramento Job Corps Center, 3100 Meadowview Road, Sacramento, (916)394-0770  
Sutter County Employment Services – CalWORKs, 539 Garden Highway, Suite A, Yuba City, (530)822-7133  
Sutter County Human Services Welfare and Social Services, 190 Garden Highway, Yuba City, (530)822-7230  
Sutter County Probation Department, 595 Boyd Street, Yuba City, (530)822-7320  
Sutter County Superintendent of Schools Office, 970 Klamath Lane, Yuba City, (530)822-2900  
Sutter Union High School, 265 Acacia Street, Sutter, (530)822-5161  
Tri-County Regional Occupational Program, 970 Klamath Lane, Yuba City, (530)822-2952  
Yuba City Unified School District, 750 North Palora Avenue, Yuba City, (530)822-5200  
Yuba Community College District, 2088 North Beale Road, Marysville, (530)741-6700  
Yuba County Employment Services – CalWORKs, 5730 Packard Avenue, Suite 100, Marysville, (530)749-6311  
Yuba County One Stop, 1114 Yuba Street, Marysville, (530)749-4800  
Yuba County Veterans Office, 5730 Packard Avenue, Suite 300, Marysville, (530)749-6710  
Yuba Sutter Chamber of Commerce, 1300 Franklin Road, Yuba City, (530)743-6501

For “Low Cost – No Cost People Services” go to  
[http://www.co.sutter.ca.us/doc/government/depts/hs/lcs/dlitem\\_lcs\\_alcohol\\_and\\_drug\\_abuse](http://www.co.sutter.ca.us/doc/government/depts/hs/lcs/dlitem_lcs_alcohol_and_drug_abuse)

# SCHOOL CALENDAR

Beginning of School	August 20, 2018
Labor Day	September 3, 2018
Veterans' Day Observed	November 12, 2018
Thanksgiving Break	November 19-23, 2018
Winter Break	Dec 24, 2018 - Jan 11, 2019
Martin Luther King Day Observed	January 21, 2019
Lincoln's Birthday Observed	February 11, 2019
Presidents' Day Observed	February 18, 2019
Student Non-Attendance Day	March 20, 2019
Spring Break	Apr 15-22, 2019
Memorial Day	May 27, 2019
Last Day of School	June 6, 2019

## **BOOKS CAN BE PURCHASED AT THE MAIN OFFICE**

Monday through Friday 8:00 am to 5:00 pm

Payment is accepted by cashiers check, cash, Visa, Master Card, Discover Card, debit card, money order or partnering agency voucher.

No personal checks are accepted.

**EXACT CHANGE** is required.

