



# *Sutter County*

## ADULT EDUCATION

# **Adult Education Course Catalog 2018-2019**

Sutter County Adult Education ● 1699 Sierra Avenue, Yuba City, CA 95993 ● (530) 822-5810

[www.suttercountyadulthood.org](http://www.suttercountyadulthood.org)

HIGH SCHOOL DIPLOMA ● HIGH SCHOOL EQUIVALENCY

BASIC SKILLS ● ESL ● CAREER TRAINING



The Mission of the Sutter County Adult Education (SCAE) program is to provide relevant student-centered education, training, and resources that prepare students to successfully transition and pursue their passions.

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### OFFICE HOURS

Monday—Friday  
8:30am to 4:30pm

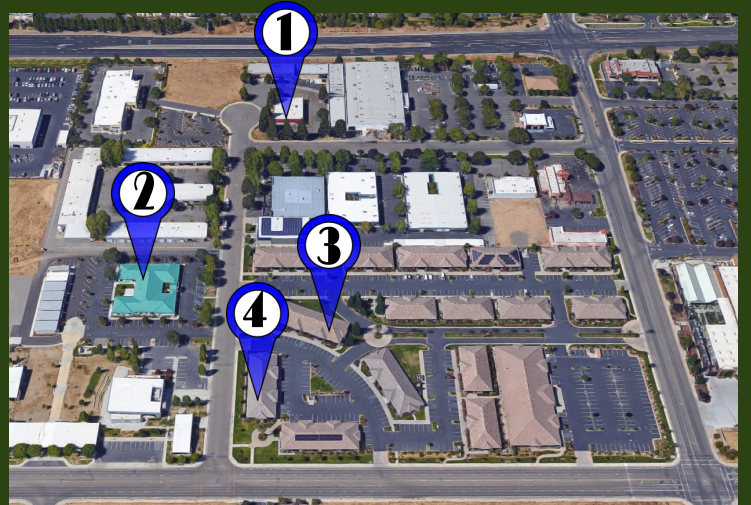
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### **Sutter County Adult Education Schoolwide Learner Outcomes**

Students will:

- Be self-directed learners who produce quality work, demonstrate mastery of course content and show proficiency in reading, writing, math, and critical thinking skills.
- Utilize technology for learning research, planning, and preparation for transition to careers and college.
- Possess the knowledge and skills to successfully pursue their career goals.
- Recognize a responsibility to connect and contribute positively to family, school, workplace, and the community.

## Important Locations



### **Sutter County Adult Education**

1699 Sierra Avenue, Yuba City, CA 95993

☎ Phone: 530-822-5810 📠 Fax: 530-822-5309



### **Sutter County Superintendent of Schools**

970 Klamath Lane, Yuba City, CA 95993

☎ Phone: 530-822-2900 📠 Fax: 530-671-3422



### **Tri-County ROP/CTE Building**

950 Tharp Road Building 1100, Yuba City, CA 95993

☎ Phone: 530-822-5120 📠 Fax: 530-822-5139



### **Sutter County One-Stop**

950 Tharp Road Building 1000, Yuba City, CA 95993

☎ Phone: 530-822-5120 📠 Fax: 530-822-5139







**The Time Is  
NOW!**

## Director's Message

### Steps to Start

#### Register

Come see us in person at the Sutter County Adult Education Office, call us, or visit our website to register for classes.

#### Orientation and Placement Testing

All students entering a Sutter County Adult Education class must attend an orientation and placement testing session. During this session you will find out about the program and services offered through Sutter County Adult Education.

#### Student Transition Services

Our Adult Ed Navigator is here to meet with you and discuss your goals, transition you to college or work and help you become familiar with the other community resources available to you.

# ACADEMICS



## HIGH SCHOOL DIPLOMA PROGRAM

### Seat Time Classes

Class Code	Days	Times
#1010	M,W	9:00 am to 12:00 pm
#1020	T,TH	9:00 am to 12:00 pm
#1120	M,T,W,TH	9:00 am to 12:00 pm
#1050	M,W	12:30 pm to 3:30 pm
#1060	T,TH	12:30 pm to 3:30 pm
#1070	M,W	5:30 pm to 8:30 pm
#1080	T,TH	5:30 pm to 8:30 pm

The High School Diploma Program is for students 18 and over who would like to earn credits toward their high school diploma. To be eligible for a high school diploma, a student must complete, with passing grades, the required course of study for a total of 200 credits.

Students must provide a copy of an **official transcript**. The official transcript must be in a sealed, unopened envelope to complete the registration process. An English and Math placement test will be completed at orientation.

## INDEPENDENT STUDY HIGH SCHOOL DIPLOMA PROGRAM

Students meet with instructors by appointment

Class Code	Days	Times
#3010	M,T,W, or TH	8:00 am to 2:00 pm
#3020	T or TH	12:30 pm to 5:00 pm
#3030	T	4:00 pm to 8:30 pm
#3040	TH (LOHS)	5:30 pm to 8:30 pm

Students meet with their teacher one-on-one each week at a scheduled appointment time. All of the coursework is completed at home, but unit tests are completed during the appointment. Independent study is intended for students with a higher reading assessment score and for those who are self-motivated and work well independently.

✳ **CASAS scores will determine eligibility for this program**

Courses:	Credits
English	30
Mathematics	10
Algebra	10
Life Science	5
Physical Science	5
General Science	10
Geography/World History	10
US History	10
American Government	5
Economics	5
Foreign Language/Fine Arts	10
Careers	5
Computer Applications	5
Electives	80
<b>Total:</b>	<b>200</b>

The High School Diploma Program is also available through Behavioral Health, Sutter County Jail and Probation.



## HIGH SCHOOL EQUIVALENCY (HiSET®) TEST PREP PROGRAM

### Seat Time Class

Class Code	Days	Times
#1030	M,T,W,TH	8:00 am to 10:00 am
#104	M,T,W,TH	12:30 pm to 2:30 pm
#109	T,TH	6:00 pm to 8:00 pm

The High School Equivalency (HiSET®) Test Preparation Program is for students who want to earn a high school equivalency credential. The HiSET® classes are interactive and self-paced learning in an instructional lab setting. Students receive individual designed lessons, as well as whole group and small group instruction. This class focuses on test preparation on all of the high school equivalency subjects: Language Arts Reading, Writing, Science, Social Science and Mathematics; as well as valuable test taking strategies. Students will take official practice tests on all 5 subjects to gauge readiness for the actual exams.

✳ **Sutter County Adult Education is an official HiSET® Testing Center.**



## ADULT BASIC EDUCATION

### Seat Time Classes

Class Code	Days	Times
#1010	M,W	9:00 am to 12:00 pm
#1020	T,TH	9:00 am to 12:00 pm
#1120	M,T,W,TH	9:00 am to 12:00 pm
#1050	M,W	12:30 pm to 3:30 pm
#1060	T,TH	12:30 pm to 3:30 pm
#1070	M,W	5:30 pm to 8:30 pm
#1080	T,TH	5:30 pm to 8:30 pm

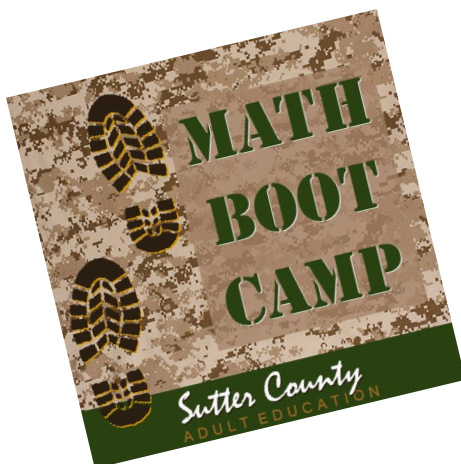
Adult Basic Education (ABE) focuses on remediation and skill building in reading, writing, vocabulary development, and mathematics. Most of the students enrolled in ABE have a goal of passing the HiSET® battery of tests or of strengthening their academic skills for transitioning to college or career. Students enrolling in ABE must follow the same registration procedure and sign up for an Adult Ed Orientation and take the assessment

## MATH BOOT CAMP

### Seat Time Class

Class Code	Days	Times
#TBD	TBA	10:00 am to 12:00 am

If you struggle in math or have not attended a math class in years, this refresher course is for you. Math Boot Camp is a fast paced, accelerated course that teaches basic math concepts and provides knowledge to be successful in higher level math classes or pass the HiSET® exam. Work with decimals, percentages, fractions, ratios, proportions, and more. Change your mindset about math and gain confidence. Math Boot Camp is a 10 week course offered multiple times per year. Check with the front office for the next start date.



# ENGLISH AS A SECOND LANGUAGE

ESL classes are designed for students (18 years and older) whose native language is not English. These classes are for students who want to improve their language skills. All classes integrate reading, writing, listening, speaking and computer skills, as it relates to everyday life. Our program is designed to help students improve their English language skills by participating in a group setting. Sutter County Adult Education offers a variety of levels from beginning to advanced. All students wishing to enroll in an ESL class must sign up for an ESL Orientation and take the assessment testing.



## ENGLISH AS A SECOND LANGUAGE (ESL)

Class Code	Seat Time Classes	Days	Times	Location
#2010	Beginning	M,T,W,TH	8:30 am to 11:30 am	Sierra Bldg
#2020	Beginning	M,T,W,TH	12:00 pm to 3:00 pm	Sierra Bldg
#2030	Beginning	M,T,W,TH	6:00 pm to 9:00 pm	Sierra Bldg
#2040	Intermediate/Advanced	M,T,W,TH	8:30 am to 11:30 am	Sierra Bldg
#2050	Intermediate/Low	M,T,W,TH	12:00 pm to 3:00 pm	Sierra Bldg
#2060	Intermediate/Advanced	M,T,W,TH	6:00 pm to 9:00 pm	Sierra Bldg
#2070	Beg/Intermediate/Advanced	T,TH	6:00 pm to 8:30 pm	Richland HA
#2080	Enrichment-Conversation Club	F (TBA)	9:00 am to 12:00 pm	Sierra Bldg

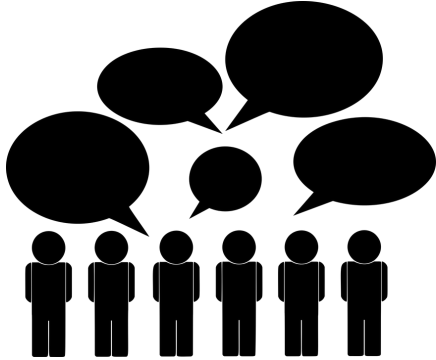
Emphasis is on learning to listen, read, write and speak English as it relates to everyday life through topics such as health, employment, community resources, culture, American History, and more. ESL is for those who do not speak English as their first language and want to learn English to get a job, get a better job, go to college or vocational school, or become a United States Citizen.



## ESL Multi-Level Class at Richland Housing

Class Code # 2070  
Seat Time Class 6:00 pm to  
8:30 pm  
Tuesday and Thursday  
Location Richland HA

This multi-level ESL class emphasizes learning to listen, read, write and speak English as it relates to everyday life through topics such as health, employment, community resources, culture, American History, and more. ESL is for those who do not speak English as their first language and want to learn English to get a job, get a better job, go to college or vocational school, or become a United States Citizen.



## Pronunciation Workshop (For Intermediate to Advanced ESL Students)

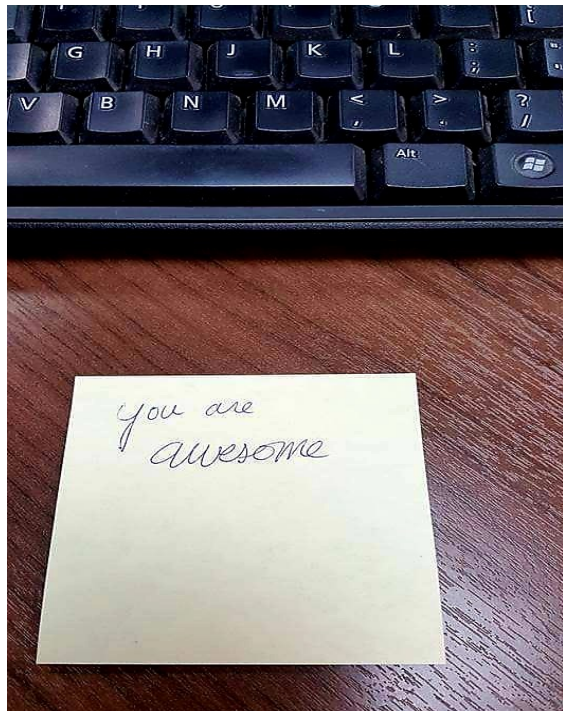
Seat Time Class  
Friday TBD

Emphasis is on pronunciation. Students will learn crucial features of English pronunciation such as stress patterns, intonation, and speech sounds in order to improve listening comprehension and communication.

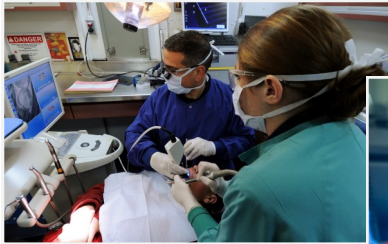


## Writing Workshop (For Advanced ESL Students)

Class Code # 2080  
Seat Time Class 9:00 am to 12:00 pm  
Friday TBD  
Location Sierra Bldg



# CAREER TECHNICAL EDUCATION



## 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 Orientation Meeting and assessment.

## 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.

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





## Introduction to Business Careers

**Seat Time Class**  
**START DATE TBD**

Introduction to Business Careers is a class for people that have not worked in an office situation or for someone that needs to upgrade their skills to meet today's business needs. This class teaches keyboarding, introduction to computer, office skills, Microsoft applications and an employment portfolio.

Students will learn basic office procedures including keyboarding, filing, Microsoft Office and telephone communication, and strengthen business English and math skills.

**Pre-requisites:** Student must be 18 years of age, enrolled in Adult Education or pass the entrance exam.

### UNITS COVERED

- Keyboarding speed and accuracy
- Data Entry
- Microsoft Office 2016- Word, Excel, PowerPoint, Access
- Business Communications
- Computer Literacy
- Office Filing Techniques
- General Office Tasks
- Office Calculators
- Windows

### CERTIFICATIONS ISSUED:

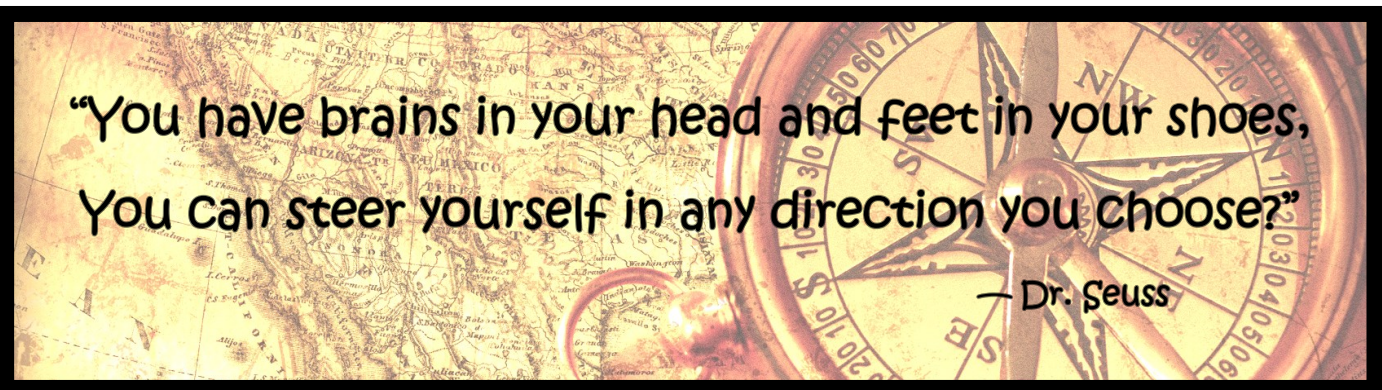
- Introduction to Business Careers Certificate
- Career Readiness Certificate

## Computer Applications

### Seat Time Classes

Class Code	Days	Times
#5200	M,W	9:00 am to 12:00 pm
#5100	T,TH	5:30 pm to 8:30 pm

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.



# CAREER TECHNICAL EDUCATION

## Introduction to Industrial Careers

**Seat Time Class**  
**START DATE TBD**

Introduction to Industrial Careers is a 110 hour course divided into six modules. The course is designed to give students a basic overview of the entry level skills necessary in the Construction, Solar, Welding, Automotive, Auto Body, and Manufacturing industries.



Students will engage in interdisciplinary learning of Science, Technology, Reading (technical), Engineering, Art and Math through a hands-on, project-based learning approach. Students will receive introductory level exploratory instruction on topics including proper use of hand tools, machinery tools, blueprint reading, basic concepts of mechanical and electrical engineering, essential soft skills and job ready preparedness as applied to employer expectations, and a real world application of classroom concepts. Depth of knowledge will be demonstrated through a series of projects starting with research and initial design and culminating with the completion of a build project that is geared toward solving real-world problems. Activities in this course include work-based learning projects that connect students to industry and the local community. Completion of course modules will lead to job shadowing and internships with local employer partnerships upon successful interview.

MODULE 1 Industrial/Applied Shop Math & Electrical Basics Lab

MODULE 2 Introduction to Industrial Hand Tools Lab

MODULE 3 Career Readiness Academy Essential Skills Lab

MODULE 4 Introduction to Industrial Safety Lab

MODULE 5 Industrial Skills Lab

MODULE 6 Community Based Project

## Introduction to Health Careers

**Seat Time Class**  
**START DATE TBD**

Introduction to Health Careers is a course divided into five units. The course is an overview of health



careers and overriding principles central to all health professions. The course provides a foundation for further study in the field of health science. All units will include math, reading and writing normally used in the medical field. Students will examine career opportunities, learn to take basic vital signs, obtain CPR Certification, gain workplace communication skills and attain basic medical terminology knowledge.

**Pre-requisites:** Student must be 18 years of age, enrolled in Adult Education or pass the entrance exam.

UNIT 1 SCIENCE AND TECHNOLOGY IN HUMAN HEALTH

UNIT 2 ANATOMY AND PHYSIOLOGY IN HEALTH AND DISEASE

UNIT 3 PRIVACY ETHICS AND SAFETY

UNIT 4 COMMUNICATION AND TEAMWORK IN THE HEALTH CARE ENVIRONMENT

UNIT 5 HEALTH CAREERS

**CERTIFICATIONS ISSUED:**

Introduction to Health Careers Certificate  
CPR Certification

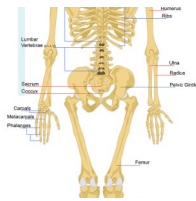
## Anatomy & Physiology

Fee \$475.00  
Seat Time Class

**START DATE**                      **END DATE**  
Apr 1, 2019                      June 18, 2019

**Class Days & Times**  
M & W\* 5:30 pm - 8:00 pm from 4/1/19 to 5/29/19  
&  
M,T, W\* 5:30 pm - 8:00 pm from 6/3/19 to 6/18/19

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 with 10th grade level on CASAS Assessment.



## EKG Monitor Technician

Fee \$350.00

**START DATE**                      **END DATE**  
Apr 1, 2019                      May 30, 2019

**Class Days & Times**  
M,TH 6:30 pm - 8:30 pm



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:

- CASAS Assessment required prior to enrollment. Must pass with 10th grade level. Current photo ID must be presented at time of assessment.
- Medical terminology knowledge beneficial

## IV Therapy & Blood Withdrawal

Fee \$650.00  
Seat Time Class

**START DATE**                      **END DATE**  
Sept 10, 2018                      Sept 24, 2018

**Class Days & Times**  
M,T 8:00 am - 5:00 pm

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

## Medical Terminology

Fee \$200.00  
Seat Time Class

**START DATE**                      **END DATE**  
April 2, 2019                      May 28, 2019

**Class Days & Times**  
T 5:30 pm - 8:00 pm

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 with 10th grade level on CASAS Assessment.





# CAREER TECHNICAL EDUCATION

## Basic Patient Care (CNA)

(with clinical hours)

FEE: \$900.

START DATE:

Jan 14, 2019

THEORY

12:00 pm - 3:00 pm

Days - M,T,W,TH,F

END DATE: March 12, 2019

EXTERNSHIP (clinical hours) 1:30 pm - 8:00 pm

Days vary

START DATE:

Apr 29, 2019

END DATE:

TBD

\* 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 required prior to enrollment. Must pass with 6th grade level. 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.



## Phlebotomy Technician I

FEE \$2,500.00

START DATE

Jan 19, 2019

END DATE

March 23, 2019 + extern hrs

July 20, 2019

Sept 21, 2019 + extern hrs

### Class Days & Times

Sat 8:00 am to 5:00 pm

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.

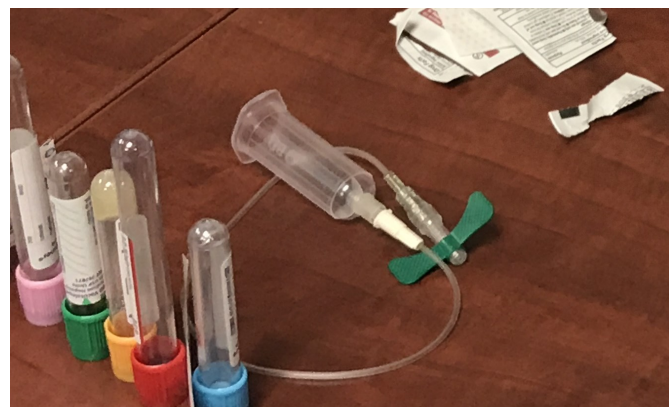
**THE FOLLOWING PROGRAM REQUIREMENTS ARE DUE 30 DAYS PRIOR TO START OF CLASS:**

- 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 High School Equivalency (Must furnish official transcripts)
- Successful completion of assessment test (CASAS) with minimum 10th grade scores
- 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.)



# CAREER TECHNICAL EDUCATION



## Medical Assistant (w/clinical hours)

**FEE \$3,500.00**

**START DATE**

**Sept 4, 2018**

**Oct 19, 2018**

**March 22, 2019**

**May 10, 2019**

**END DATE**

**Mar 29, 2019 + extern hrs**

**May 17, 2019 + extern hrs**

**TBD\***

**TBD\***

### Class Days & Times

**T/W/F 8:30 am to 2:30 pm**

**TH 12:00 pm to 2:30 pm**

**\*Will take summer break and continue next 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. Back Office Module consist of 83 school days and Front Office Module consists of 21 school days for a total of 540 hours, plus 180 hours of externship.

### PROGRAM REQUIREMENTS:

- Individuals must pass with 10th grade level on

CASAS Assessment.

- Proof of legal residency (Copy of Picture ID: State Drivers License or Passport)
- Minimum of 18 years of age
- 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)

## Vocational Nursing (w/clinical hours)



**FEE \$14,250.00**

**START DATE**

**July 8, 2019**

**END DATE**

**Dec 20, 2020**

### Class Days & Times

**Theory - M,T,W,TH,F**

**8:30 am to 1:15 pm\***

**Clinical - M,T,W,TH,F**

**6:00 am to 5:00 pm\***

**\* Times and days may vary**

The Part Time Vocational Nursing Program is 60 weeks in length, with 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**

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.

**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.

Students need to be prepared for travel to clinical sites as far away as 60 miles from Yuba City. Every effort will be made to use clinical sites close to Yuba City.

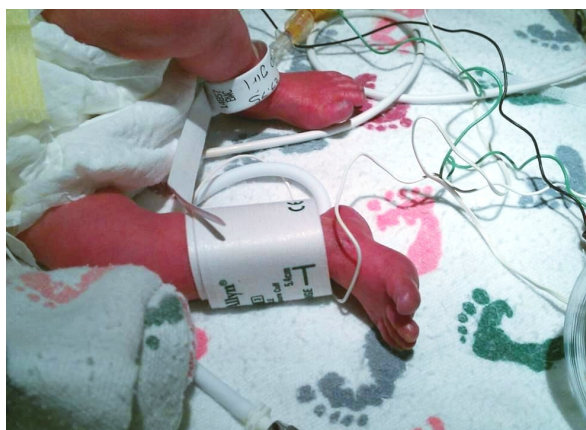
Upon completion of this program, students will be eligible to take the State Board Exam for Vocational Nursing.

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

**PROGRAM REQUIREMENTS:**

- Current CNA certification or proof of current enrollment.

- High School Diploma or High School Equivalency (Must furnish official transcripts. Students who attended schools in other countries will need to get their transcripts evaluated by an internal 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, Basic First Aid 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.



# TESTING SERVICES

## ORIENTATION/PLACEMENT TESTING

### CASAS (Comprehensive Adult School Assessment System)

CASAS is an adult school assessment that indicates a student's skill level in English and Math. We administer assessments at orientation and encourage students to do their best work. The test score results help to identify which classes are the best option, as well as which services we can provide to ensure students are placed into the appropriate educational program. Sutter County Adult Education assessments are approximately one hour each. These tests are given at orientation and then again after each 40 hours of instruction.



## High School Equivalency (HiSET®) TESTING CENTER

Testing dates, times and fees vary per subject. Call the office for more information.

Sutter County Adult Education is an official High school equivalency testing center for HiSET®. We offer paper based testing. Anyone is welcome to take the HiSET® test at Sutter County Adult Education.

HiSET® testing is available in both English and Spanish, but all sub-tests MUST be completed in one language or the other. You cannot take both English and Spanish combined. Testing is scheduled on a regular basis. Please visit or call our front office for more information.



# STUDENT RESOURCES

## STUDENT TRANSITION SERVICES

### CASAS (Comprehensive Adult School Assessment System)

Services are available to all Sutter County Adult Education students. Student's transcripts are reviewed to determine which specific educational program is the best pathway to meet their goals. A navigator can help students consider dual enrollment in community college also. If you would like to accelerate your educational goals, you can

earn college credit and high school credit simultaneously.

Our Adult Ed Navigator provides support, referral to community resources and advising services to establish an educational or career pathway. Students will receive individual plans specific to them. Students will meet with the Navigator on a regular basis to make sure goals are being met. Drop-ins are welcome. The Adult Education Navigator's office is located in our Adult Education building .

**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 or vaping while on school district property.

**WEAPONS:**

No weapons of any type are permitted on or near any SCAE campus.

**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 on 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 the he/she is being harassed is advised to immediately report such incidents to their instructor/director.

**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.

**COURSE CANCELLATION OR WITHDRAWAL:**

Sutter County Adult Education reserves the right to discontinue, shorten, postpone, combine classes, and/or change instructors and dates without prior notice.



# General Information and Policies

## **VERIFICATION OF ATTENDANCE:**

No written verification of enrollment will be issued until student has had at least two consecutive weeks of regular attendance.

## **NON-DISCRIMINATION POLICY:**

Sutter County Adult Education does not discriminate and is committed to equal opportunity for all individuals in education. SCAE programs and activities shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. A lack of English language skills will not be a barrier to admission and participation in educational and vocational programs. Sutter County Adult Education shall promote programs which ensure that discriminatory practices are eliminated.

## **PUBLICITY AND PHOTO RELEASE:**

As a SCAE student, you may be photographed or filmed for district displays or other publicity and public relations purposes. Registration as a student at SCAE indicates your agreement for these purposes. If you feel otherwise, please submit a letter to the Sutter County Adult Education Administration.

## **FOOD AND DRINKS:**

No food will be allowed in the classrooms and only drinks in approved, close-topped containers will be allowed.

## **DEFINING ADULT EDUCATION:**

The purpose of Adult Education is to assist students desiring to complete their adult high school diploma, work towards taking the high school equivalency exam, improve their language skills and career opportunities. Adult Education classes are open entry/open exit courses. Students work independently, allowing them to progress at their own rate. Assistance from the classroom teacher is available as needed.

Sutter County Adult Education provides educational opportunities and services to equip adults with the knowledge and skills necessary to participate effectively as citizens, workers, parents, family, and community members. Our instructional programs ensure that adults have the education and skills required in a competitive economy for a better quality of life.