



Sutter County One Stop

Sutter County Adult Education Catalog 2023-2024

Sutter County One Stop
950 Tharp Road #1000
Yuba City, CA 95993
(530) 822-5120
711 TTY / VRS

www.sutteronestop.com
Your Future Begins Here

Sutter County One Stop is a proud partner of the America's Job Center of CaliforniaSM network



America's Job Center
of CaliforniaSM



North Central
Counties
Consortium



Equal Opportunity Employer/Program

Auxiliary aids & services are available upon request to individuals with disabilities



05/31/2024

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, 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.

Methods of Refunds

Cash Payment:

Once the student requests withdrawal from the class the refund process will begin. 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 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 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.

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

ADULT EDUCATION CLASSES

ADULT SECONDARY EDUCATION ENGLISH AS A SECOND LANGUAGE (ESL)

**THE ADULT EDUCATION CLASSES ARE HELD AT 990-A KLAMATH LANE,
YUBA CITY, CA 95993**

Sutter County Adult Education provides classes to:

- Earn a High School Diploma
- Prepare to take the High School Equivalency Exam (HiSET)
- Improve reading or math skills
- Learn English as a Second Language (ESL)
- Learn or upgrade basic computer skills (Introduction to Computers)

For more information go online to <http://www.suttercountyadulthood.org/> or call 530-822-5810.

ADULT EDUCATION CLASSES

COMPUTER APPLICATIONS

CLASSES ARE HELD AT 950 THARP RD., #1100, YUBA CITY, 95993.

To sign up for computer classes, visit Sutter County One Stop or call (530)822-5120.

| Class | Time | Days | Location | Instructor |
|-----------------------|-------------------|------|----------|------------|
| Computer Applications | 8:30 AM -11:30 AM | M/W | Room 304 | Laverne |

The 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 CLASSES

WHAT IS CTE?

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 CASAS 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.

TUITION AND START DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

BASIC PATIENT CARE (CNA)

| PROGRAM TIMES | DAYS | START | END | TUITION |
|------------------------------------|------|-------------|------------------------------|-----------|
| THEORY TBD | TBD | August 2024 | TBD | \$1,100 * |
| EXTERNSHIP (clinical hours) TBD | TBD | | **End date subject to change | |
| THEORY TBD | TBD | TBD | TBD | \$1,100 * |
| EXTERNSHIP (clinical hours) TBD | TBD | | **End date subject to change | |

*SUBJECT TO CHANGE WITHOUT NOTICE

Basic Patient Care is designed to prepare students for employment as a Nurse Assistant in a variety of settings. In this 180 hour course, 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 may be required within a 50 mile radius for clinical hours. Specific hours and attendance required as per state regulations.

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

- Must be registered with www.caljobs.ca.gov.
- Assessment (CASAS) required prior to enrollment. Must pass assessment to start class. Current photo ID must be presented at time of assessment.
- Minimum of 16 years of age
- Livescan and criminal clearance (fingerprinting) required for participation in clinical hours. This will be done at Sutter County One Stop approximately 2 weeks prior to class starting.
- Proof of legal residency (Copy of Picture ID: Current State Drivers License or Passport) and copy of Social Security Card
- 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.
- TB Screening - Proof of negative TB 2 step one week apart test. Chest Xray acceptable only in response to a positive TB skin test. Quantiferon Gold (QFT-G) or T-Spot is accepted in place of a PPD skin test (TST) when it has been done within one year. If Quantiferon G is negative, nothing else is needed. If Quantiferon G is positive, it is required to provide a symptoms questionnaire, and a chest x-ray.
- Any other current vaccine required based on health guidelines/clinical site requirements.
- Current CPR - Health Care Provider certification
- Flu shot required from the first of November to the end of March.

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

- 10-Panel Drug Screen (will be announced in class)

PAYMENT:

- Payment is due in full two weeks prior to start of class. Tuition fee does **not** include books, supplies and the State Exam fee.
- 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.

For employment projections and opportunities, wages and additional career information please visit California Occupation Guides Labor Market Info in California by going to: www.labormarketinfo.edd.ca.gov

DENTAL ASSISTANT

990-A Klamath Lane, Yuba City

| PROGRAM TIMES | DAYS | START | END | TUITION |
|--|------------|-------------|-----|-----------|
| THEORY 8:30am—3:00pm | M,T,W,TH,F | August 2024 | TBD | \$3,800 * |
| INTERNSHIP (clinical hours) 8:00am-5:00pm / TBD | TBD | TBD | TBD | |

*SUBJECT TO CHANGE WITHOUT NOTICE

The Dental Assisting course is designed to give students the knowledge, skills, and practice necessary to obtain entry-level employment within a dental facility. This 500 hour course includes classroom, laboratory, and clinical instruction designed to provide training in the fundamentals of assisting the dentist: chairside duties, equipment sterilization, dental materials preparation, patient communication, and general office procedures. Instruction includes introduction to additional dental education opportunities.

Externship hours are included in the program which count towards students required hours to take the Registered Dental Assistant (RDA) exam.

Students need to be prepared for travel to clinical sites as far away as 50 miles from Yuba City. Every effort will be made to use clinical sites close to Yuba City.

Students exit the program job ready as Dental Assistants.

For information on how to become an Registered Dental Assistant (RDA) go to <https://www.dbc.ca.gov/>.

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

- Must be registered with www.caljobs.ca.gov.
- Assessment (CASAS) required prior to enrollment. Must pass assessment to start class. Current photo ID must be presented at time of assessment.
- Minimum of 18 years of age
- Proof of legal residency (Copy of Picture ID: Current State Drivers License or Passport) and copy of Social Security Card
- High School Diploma or GED or in process of attaining
- 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.
- TB Screening: Proof of negative TB 2 step one week apart test. Chest Xray acceptable only in response to a positive TB skin test. Quantiferon Gold (QFT-G) or T-Spot is accepted in place of a PPD skin test (TST) when it has been done within one year. If Quantiferon G is negative, nothing else is needed. If Quantiferon G is positive, it is required to provide a symptoms questionnaire, and a chest x-ray.
- Any other current vaccine required based on health guidelines/clinical site requirements.
- CPR- Health Care Provider certification

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 two weeks prior to start of class. Tuition fee does **not** include books and supplies.
- 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.

For employment projections and opportunities, wages and additional career information please visit California Occupation Guides Labor Market Info in California by going to: www.labormarketinfo.edd.ca.gov

IV THERAPY & BLOOD WITHDRAWAL

| PROGRAM TIMES | DAYS | START | END | TUITION |
|---------------|------|-------|-----|---------|
| TBD | TBD | TBD | TBD | TBD |

***SUBJECT TO CHANGE WITHOUT NOTICE**

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)*
- Proof of legal residency (Copy of Picture ID: Current State Drivers License or Passport) and copy of Social Security Card

PAYMENT:

- Payment is due in full two weeks prior to start of class. Tuition fee does ***not*** include books and supplies.
- 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.

For employment projections and opportunities, wages and additional career information please visit California Occupation Guides Labor Market Info in California by going to: www.labormarketinfo.edd.ca.gov

EKG MONITOR TECHNICIAN

| PROGRAM TIMES | DAYS | START | END | TUITION |
|---------------|----------------|---------------|-----------------|---------|
| 5:00pm—8:00pm | Tues. & Thurs. | July 23, 2024 | August 27, 2024 | \$500* |

*SUBJECT TO CHANGE WITHOUT NOTICE

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.

PROGRAM REQUIREMENTS:

- Must be registered with www.caljobs.ca.gov.
- 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: Current State Drivers License or Passport) and a copy of Social Security Card
- Medical terminology knowledge beneficial

PAYMENT:

- Payment is due in full two weeks prior to start of class. Tuition fee does **not** include books and supplies.
- 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.

For employment projections and opportunities, wages and additional career information please visit California Occupation Guides Labor Market Info in California by going to: www.labormarketinfo.edd.ca.gov

PHLEBOTOMY TECHNICIAN I

| PROGRAM TIMES | DAYS | START | END | TUITION |
|-------------------------|-------|---------------|--------------------|-----------|
| THEORY 5:30pm—9:45pm | T, TH | July 23, 2024 | TBD + extern hours | \$2,800 * |
| CLINICAL TBD | TBD | | | |

EXTERNSHIPS = 40-80 hours on individual schedules

*SUBJECT TO CHANGE WITHOUT NOTICE.

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.
- 20 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 PRIOR TO START OF CLASS:

- Must be registered with www.caljobs.ca.gov.
- 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: Current State Drivers License or Passport) and Social Security Card
- 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.)
- Minimum of 18 years of age
- 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.
- TB Screening: Proof of two negative TB skin tests done one month apart. Chest Xray acceptable only in response to a positive TB skin test. Quantiferon Gold (QFT-G) or T-Spot is accepted in place of a PPD skin tests (TST) when it has been done within one year. If Quantiferon G is negative, nothing else is needed. If Quantiferon G is positive, it is required to provide a symptoms questionnaire, and a chest x-ray.
- Any other current vaccine required based on health guidelines/clinical site requirements.
- 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 (school transcript, or letter from Employer attesting your skills, or pass our Basic Computer Literacy test with 80% or higher)

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 two weeks prior to start of class. Tuition fee does not include books, supplies and the State Exam fee.
- 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.

For employment projections and opportunities, wages and additional career information please visit California Occupation Guides Labor Market Info in California by going to: www.labormarketinfo.edd.ca.gov

VOCATIONAL NURSING

| PROGRAM TIMES | DAYS | START | END | TUITION |
|---|-------------------------|--------------|----------|------------|
| THEORY 8:30 am - 1:15 pm* CLINICAL 6:00 am - 6:00 pm** | Times and days may vary | January 2025 | May 2026 | \$18,000 * |

Application Window: OPEN—Applications are due Aug. 30, 2024

Applications are only available during the application window

VN Info Meetings will be held through Zoom starting from March 2024 through August 2024. Please call (530) 822-5120 for more info.

***SUBJECT TO CHANGE WITHOUT NOTICE.**

****SUBJECT TO CHANGE PENDING BVNPT APPROVAL.**

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

Module One emphasizes Nursing Fundamentals. This module 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 Medical/Surgical Concepts. This module includes 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 emphasizes Maternity and Pediatrics. This module includes 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.

THE FOLLOWING PROGRAM REQUIREMENTS ARE DUE PRIOR TO APPLICATION DEADLINE:

- Must be registered with www.caljobs.ca.gov.
- 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.)
- Current CNA certification or proof of current enrollment.
- Proof of legal residency (Copy of Picture ID: Current State Drivers License or Passport) and Social Security Card
- ATI TEAS with score of "Basic" level or higher (can be obtained through Yuba College)
- Anatomy & Physiology course – 48 hour class with grade "C" or better.
- Medical Terminology course – 20 hour class with grade of "C" or better.
- Proof of Basic Computer Literacy (on school transcript, or letter from Employer attesting your skills, or pass our Basic Computer Literacy test (must pass with 80% or higher)
- 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.
- TB Screening: Proof of negative TB 2 step one week apart test. Chest Xray acceptable only in response to a positive TB skin test. Quantiferon Gold (QFT-G) or T-Spot is accepted in place of a PPD skin test (TST) when it has been done within one year. If Quantiferon G is negative, nothing else is needed. If Quantiferon G is positive, it is required to provide a symptoms questionnaire, and a chest x-ray.
- Any other current vaccine required based on health guidelines/clinical site requirements.
- Current Health Care Provider CPR or Professional Rescuer CPR class
- 2 letters of recommendation
- Completed application

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

- Negative drug screen if accepted into program - will do during class.
- Influenza vaccination if accepted into program

PAYMENT:

- Payment is due in full one month prior to start of class. Tuition fee does not include books and supplies.
- 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.

For employment projections and opportunities, wages and additional career information please visit California Occupation Guides Labor Market Info in California by going to: www.labormarketinfo.edd.ca.gov

ANATOMY & PHYSIOLOGY

| PROGRAM TIMES | DAYS | START | END | TUITION |
|-------------------|--------|-------|-----|---------|
| 6:00 pm - 8:00 pm | T & Th | TBD | TBD | \$500 * |

*SUBJECT TO CHANGE WITHOUT NOTICE

- 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. Tuition fee does **not** include books and supplies.
- 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

| PROGRAM TIMES | DAYS | START | END | TUITION |
|-------------------|------|-------|-----|---------|
| 6:00 pm - 7:45 pm | W | TBD | TBD | \$500 * |

*SUBJECT TO CHANGE WITHOUT NOTICE

- 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 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. Tuition fee does **not** include books and supplies.
- 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.

PRE– APPRENTICESHIP

| PROGRAM TIMES | DAYS | START | END |
|-----------------|------------|---------------|---------------|
| 8:00 am—3:30 pm | M,T,W,TH,F | June 10, 2024 | July 12, 2024 |
| TBD | TBD | TBD | TBD |

North State Builds and the America's Job Center of California Present 140-Hour Pre-Apprenticeship Training

This is a special opportunity to introduce you to various fields in construction. After completion, you may choose to apply to an **Apprenticeship Program** which trains workers to become skilled in a particular trade. Apprenticeship Programs combine hands-on work with classroom learning while you earn a paycheck.

ADMISSION REQUIREMENTS

- 18 YEARS OF AGE OR OLDER
- Must have a valid Driver's License
- High School Diploma or Equivalent
- Must have reliable transportation
- Must have a working cell phone
- Register in Caljobs at www.caljobs.ca.gov
- Must be available Monday—Friday 8:00am to 3:30pm

Participants will receive the MC3 curriculum developed by the National Building Trades

- Construction Industry Awareness
- Construction Trade Awareness
- Construction Health and Safety (OSHA 10 & CPR Training)
- Tools and Materials
- Construction Math
- Heritage of the American Worker
- Diversity in the Construction Industry (Diversity / Sexual Harassment)
- Blueprint Reading
- Green Construction
- Financial Responsibility

Attend an information meeting and discover what apprenticeships are all about and if the pre-apprenticeship program is right for you.

**To learn more and apply, contact you local AJCC:
530-822-5120**

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 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

WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)

What does WIOA offer?

| YOUTH For eligible youth 14 – 24 years old | ADULT For eligible adults 18 and older |
|---|--|
| <ul style="list-style-type: none">• Occupational Skills Training• Work Readiness Training• Objective Assessment Tutoring• Comprehensive Guidance and Counseling• Paid and Unpaid Work Experience• On-the-Job Training• Supportive Services• Study Skills and Drop Out Prevention• Alternative Secondary School Services• Preparation for Postsecondary Education• Leadership Development Opportunities• Adult Mentoring and Follow-up Services• Referrals to Other Partner/Community Agencies | <ul style="list-style-type: none">• Job Referrals• Learn To Identify the Right Career• Comprehensive Guidance and Counseling• Learn Necessary Job Skills• Supportive Services• Update Current Skills• Assessing Occupational Skills• Career Assessment• On-the-Job Training• Occupational Skills Training• Adult Mentoring and Follow-up Services• Paid Work Experience• Referrals to Other Partner/Community Agencies |

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.

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 offers no cost services that can connect you with qualified employees, post your job openings, provide labor market research, meeting facilities, workshops, 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 (7th and 8th 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 provides an array of vocational services to Sutter County high school students enrolled in Special Education.

What does the WorkAbility I High School Program offer?

WorkAbility I supports students in a wide variety of vocational experiences. 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 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 if possible.

How does the WorkAbility I High School Program partner with WIOA?

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, or student may contact a WIOA counselor directly.

For further information call Toni Costales-Servin at (530) 822-5120.

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
- California Department of Rehabilitation

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
- On-the-Job Trainings (OJTs)
- 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 Macy @ (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, (916)371-8220 x 1037 or 1038
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 (EDD) & Veterans Services, 1114 Yuba Street, Marysville, (530)749-4882
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), 1100 Butte House Rd, #120, Yuba City, (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)763-1537
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)822-7327
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)749-4850
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
<https://www.suttercounty.org/home/showpublisheddocument/5680/637913134628570000>