

MEDICAL ASSISTANT: Students must have their own transportation and no school bus service is available. Class time is 12:30-3:30. Do you like the idea of working in a clinic or medical office? This two-semester course teaches students medical law and ethics, various levels of sterilization, how to assist with physical exams and office surgeries, the skills to perform an electrocardiograph, take vital signs, venipuncture, administer medicine (including calculating dosages), communication, and job development skills. **Prerequisites: Student should have above average skills in reading, writing, and spelling. Other requirements may apply. Maximum Alternative Credit: 10 Units-Bio Science, and 5 Units-Health **** (\$100 non-refundable adult fee per semester) **PM Only**

NURSING ASSISTANT: Do you like working with people who need assistance with everyday routine activities? This two semester course includes instruction in medical terminology, basic nursing skills, medical asepsis, anatomy, physiology, CPR, first aid, and geriatrics. Students will gain on the job experience as an intern in a convalescent facility. Satisfactory completion of classroom and clinical training will allow students to be eligible to take the state exam for CNA certification. Bakersfield College articulation credits are available for Exploring Health Career Occupations - MEDS 67, and Basic Patient Skills & Lab - MEDS 67L. **Prerequisites: Students should have average or above average reading and writing skills. Other requirements may apply. Maximum Alternative Credit: 10 Units-Bio Science and 5 Credits-Health **** (\$100 non-refundable adult fee per semester)

OFFICE OCCUPATIONS: BOOKKEEPING/ACCOUNTING, MEDICAL/DENTAL RECEPTIONIST, OR OFFICE SECRETARIAL This course provides students with the opportunity to gain entry-level job skills and a Certificate of Completion in one of three areas: **Bookkeeping/Accounting, Medical/Dental Receptionist, or Office Secretarial.** Office skills are taught in a modern, state of the art, and well-equipped office lab. The following are some of the computer programs that are offered: MS Office 2010, MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Publisher, and MS Access. Students will also have the opportunity to participate in the community classroom; only students with advanced office skills will be selected for this program which combines classroom training with employment. Bakersfield College articulation credits are available for several different college courses. **Maximum Alternative Credit: 10 Units-English **** (\$100 non-refundable adult fee per semester)

RETAIL AND PROFESSIONAL SALES: Are you interested in business and learning the basics of salesmanship? This field is, by far, the largest job market out there. This two-semester course combines classroom instruction and on-the-job experiences in retail stores and professional sales settings. The curriculum includes instruction in sales techniques, cash register operation, retail store accounting, basics of display, job application and interview skills. Students will have the opportunity to make connections with local business owners and managers that could lead to a possible job offer. This program has a dress code for students when training in stores. **Maximum Alternative Credit: 10 Units-Math** (\$60 non-refundable adult fee per semester) **PM Only**

TEACHER ASSISTANT: Would you like working with young children? This two-semester course is designed to prepare students for work in a variety of instructional areas including day care, preschool, and elementary education. Training occurs through a combination of classroom instruction and community classroom placement in various schools. This course will focus on child development concepts, classroom management, and teaching strategies, which reinforce the basic academic skills of reading, writing, mathematics, science, critical thinking, and leadership. Bakersfield College articulation credits are available for Child Development CHDV B41 & Child Development CHDV 41L. **Maximum Alternative Credit: 10 Units-Fine Arts and 10 Units-English **** (\$100 non-refundable adult fee per semester)

WELDING 1 & 2: Do you like to work with your hands? This two-semester course teaches students to bond metal parts together using ARC, MIG, and TIG welding processes. Instruction includes emphasis on cutting, grinding and welding of various metals. Shop discipline and safety practices are stressed. Upon satisfactory completion of specific skills, students may be eligible to take structural and pipe certification tests (AWS & ASME). Welding 2 is for students who have successfully completed Welding 1. This two-semester course teaches students to bond metal together using the S.M.A.W, F.C.A.W, and the G.T.A.W, welding processes. Metal fabrication and construction of various projects is the main focus of the course. Bakersfield College articulation credits for Welding 1 & 2 are available for Intro to Welding and Cutting WELD B1AB & Shielded Metal Arc Welding WELD 53AB **Maximum Alternative Credit: 10 Units-Math** (\$250 non-refundable adult fee per semester. Other fees for welding test Certification, and personal classroom equipment, i.e. welding helmet, safety glasses.)

2014-15 - Law Enforcement

**Other fees may apply for CPR \$15, physical, drug testing, certification test, and fingerprinting (\$32-\$49), and a Social Security card may be required.

Job training offered without regard to race, color, national origin, sex, handicapping conditions, or age. State law provides highest priority to high school students.