

# SHORT-TERM VOCATIONAL PROGRAMS



SCAN TO APPLY

Apply online [www.mtsac.edu/noncreditapp](http://www.mtsac.edu/noncreditapp). For more information call 909-274-5723 or email us at [stv@mtsac.edu](mailto:stv@mtsac.edu).

**Enrollment is offered at no cost, additional fees may be required.**

## PHARMACY TECHNICIAN: 17 WEEKS IN-PERSON

This course will prepare the student to join the workforce as a Pharmacy Technician /Clerk. This course will emphasize the pharmacological terms and abbreviations as well as drug names, classifications, dosage form, dosage calculation, reading & processing prescriptions, customer service skills, IV admixtures, compounding, and law/ethics.

Course: BS HCM1, VOC PTEC1, VOC PTEC2 & VOC PTEC3



## PERSONAL CARE AIDE: 8 WEEKS IN-PERSON

This program is designed to prepare students to assist elderly, disabled and ill individuals living at home, in an assisted living facility or at an adult day center. Students will learn skills in personal hygiene, safe transfer techniques, and stages of Alzheimer's and dementia.

Course: BS HCM1, VOC PTEC1, VOC PTEC2 & VOC PTEC3



## PHYSICAL THERAPY AIDE: 6 WEEKS IN-PERSON

This course will provide students with a basic understanding of working in a physical therapy setting with patients who need rehabilitation from an injury or accident. The course includes medical terminology used in the profession.

Course: VOC HTH12 & VOC PT81



## EMERGENCY MEDICAL TECHNICIAN: 16 WEEKS IN-PERSON

The EMT program consists of two courses, Introduction to EMS System and Emergency Medical Technician. Students will learn concepts of the Emergency Medical Services (EMS) System, roles, and responsibilities, basic anatomy, medical terminology, patient assessment and scene management. In addition, the student will develop the ability to recognize the signs and symptoms of various illnesses and injuries and proper procedures of pre-hospital emergency care per local and national standards.

Successful completion of the courses will award an Emergency Medical Technician Course Completion Certificate needed to take the National Registry Exam.

Students are required to attend a mandatory info session.

Course: VOC EMT90A & VOC EMT 90



## CERTIFIED NURSING ASSISTANT: 10.5 WEEKS IN-PERSON

Certified Nurse Assistants handle day-to-day care of patients. The program is state approved and prepares students to work as an entry-level health care provider to patients in a variety of settings including long-term care facilities.

The course includes 66 hours of theory and 108 hours of clinical segments. Upon successful completion of the program, the student is eligible to take the National Nurse Aide Assessment Program exam.

Students are required to attend a mandatory info session.

Course: VOC HTH01 & HTH05



## MEDICAL ASSISTANT: 20 WEEKS HYBRID- IN PERSON & ONLINE



This certificate prepares students for entry-level positions within administrative or clinical career paths. Students will learn about the medical assistant scope of practice, tasks and responsibilities, basic pharmacology for medical assistants, and medical front office operations. Topics also include a basic overview of major body systems and an overview of qualifications, training, and career opportunities for medical assistants.

Course: VOC ANA50, VOC HTH 12, VOC MAST, & VOC HTH06

## OFFICE ESSENTIALS: 8 WEEKS ONLINE

This course provides instruction in Office Management Skills, Microcomputer Applications - (Word, Excel, PowerPoint, Google Suite) and Career Development/Work Readiness to prepare students for an entry level position.

Course: VOC CSB15, VOC CS41 & BS ABE05



*Courses  
are  
subject to  
change*

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## PAYROLL & TAX ACCOUNTING: 12 WEEKS ONLINE

This course provides on-the-job payroll accounting. It surveys the various tax procedures required by the employer and employee in filing the correct forms for Social Security, federal and state income taxes and their reconciliation. Laws related to Worker's Compensation, State Disability Benefit Laws and Fair Employment Practices are discussed.

Course: VOC BA70 & BS ABE05

## ACCOUNTING : 12 WEEKS ONLINE

This course provides instruction on accounting vocabulary and theory, equations to solve word problems, simple and compound interest, present value, consumer and business credit, mortgages, financial statements and ratios, inventory, depreciation, business taxes and investments.

Course: VOC BA70 & BS ABE05

## ELECTRONIC SYSTEMS TECHNOLOGY: 14 WEEKS IN -PERSON

Students will learn the skills required to prepare them for employment with telephone companies, satellite/cable TV providers, electrical contractors, computer networking companies and home theater/home security retailers. The program consists of three courses taught on **Fridays and Saturdays from 8:00 am – 3:30 pm**. Courses consist of Electrical Fundamentals, Cabling and Wiring Standards and Home Electronics Systems. Students can take the courses in any order.

Course: VOC EST50, VOC EST54 & VOC EST56



Floral  
Supplies  
Fees  
Required

## FLORAL DESIGN 1 : 16 WEEKS IN-PERSON

Provides instruction on the principles of floral design such as form, style and composition. It includes designing floral arrangements, wreaths, sprays, baskets, bouquets, wedding flowers and corsages.

Course: VOC AGR24

## FLORAL DESIGN 2 : 16 WEEKS IN-PERSON

Provides contemporary floral design theory emphasizing creativity, self-expression and professional design situations.

Course: VOC AGR25

## FLORAL DESIGN 3 : 16 WEEKS IN-PERSON

Teaches advanced principles of floral design and florist operations management. It includes designs and operations related to holidays, parties, weddings and sympathy.

Course: VOC AGR26



TUITION  
FREE  
COURSES

## FREQUENTLY ASKED QUESTIONS

**Who may attend a Continuing Education noncredit course?**

Anyone 18 years of age and older.

**Is School of Continuing Education credit or noncredit?**

Noncredit courses are classes offered through the Continuing Education Division. They are intended for students who want to gain general knowledge, learn a new skill, upgrade existing skills, or enrich their understanding about a wide range of topics. Upon completion of a course, students will receive a grade of pass or no pass. Noncredit classes are NOT applicable toward a degree.

**Do you need to purchase a parking permit?**

Yes

**Do I need a Certificate of Residence to register for a noncredit course?**

No. However, you will need photo identification other than a passport.

**Do I have to purchase a book?**

Yes, most courses require textbooks.

**I still have a question. Who can I contact?**

Call the School of Continuing Education Office at (909) 274-5723