

ACCOUNTING

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

ACCOUNTING (ACCTG)

DIVISION: Commercial Services
 DEPARTMENT: Accounting
 DEPT CHAIR: Betty Christopher
 PHONE: 408-855-5343
 COUNSELING: 408-855-5030

Program Description and Student Learning Outcomes

The Accounting Program offers a large selection of courses including first-year college accounting as well as more advanced and specialized courses. Courses in the program provide skills which lead to a number of goals, including AS degree or certificate in Accounting, transfer to a four-year Accounting program, career advancement for those already employed, self-employment as a bookkeeper or tax preparer, and completion of many courses needed to take the CPA exam.

Upon completion of courses in the Accounting Program, students will be able to

- Accurately perform transaction analysis using accounting forms and documents,
- Process accounting information and analyze its effect on the financial statements,
- Prepare financial reports following generally accepted accounting principles and ethical standards of the profession,
- Analyze financial reports and communicate the results to both financial and non-financial stakeholders,
- Explain general business processes including computerized accounting systems.

Students will be assessed through written homework, quizzes, tests, projects and/or class participation.

Career Options:

- Accounting Clerk
- Accounting Technician
- Accountant Trainee
- Auditor I
- Bank Employee/Examiner
- Certified Public Accountant
- Cost Accountant
- Insurance Employment
- Revenue Agent (FTB/IRS)
- Bookkeeper
- Accounts Receivable
- Accounts Payable
- General Ledger
- Full-Charge
- Tax Preparer

Some career options require more than two years of college study.

Highlights:

- A traditional course of study in Accounting Fundamentals, Financial Reporting, Managerial Accounting, Federal Income Taxation, Cost Accounting, Intermediate Accounting and Financial Auditing.
- State-of-the-art software and equipment to provide computerized accounting training.
- Financial Planning

A.S. Degree:

- Accounting

Certificate:

- Accounting

Schedule Matrix:

COURSE	FALL	SPRING	SUMMER	WEEKEND
ACCTG 001A	D,E,O	D,E,O	E	D
ACCTG 001B	D,E,O	D,E,O	E	D
ACCTG 022	O	O		
ACCTG 033	E	E		
ACCTG 034	E	E		
ACCTG 040	E,O	E,O		
ACCTG 041	E	E		
ACCTG 042	E,O	E,O		
ACCTG 043	E	E		
ACCTG 044	E,O	E,O		
ACCTG 045	E	E		
ACCTG 051A	E			
ACCTG 051B		E		
ACCTG 052	E	E		
ACCTG 057A	E			

COURSE	FALL	SPRING	SUMMER	WEEKEND
ACCTG 057B		E		
ACCTG 058A		E		
ACCTG 058B	E			
ACCTG 059A		E		
ACCTG 060	E	E		D
ACCTG 065	E	E		D
ACCTG 071	E			

D= DAY CLASSES / E= EVENING CLASSES / O=ONLINE

Accounting - A.S. Degree

Core Curriculum Courses (Required) Units

ACCTG 001A..... Principles of Accounting.....	4.0
ACCTG 001B..... Principles of Accounting.....	4.0
BUS 021..... Introduction to Business Computing.....	3.0
BUS 021L..... Introduction to Business Computing Laboratory.....	1.0
BUS 028A..... Business Law I.....	3.0

Plus 3 units from the following:

ACCTG 060..... Computerized Accounting: Quickbooks	3.0
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OR

ACCTG 065..... Computerized Accounting: Peachtree	3.0
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Plus 10 units from the following:

ACCTG 033..... Projected Cash Flow & Financial Statements Using Excel.....	1.5
ACCTG 034..... Business Financial Planning Using Excel	1.5
ACCTG 052..... Payroll and Business Tax Accounting	3.0
ACCTG 057A..... Cost Accounting.....	4.0
ACCTG 057B..... Cost Accounting.....	4.0
ACCTG 058A..... Intermediate Accounting	4.0
ACCTG 058B..... Intermediate Accounting	4.0
ACCTG 059A..... Financial Auditing.....	4.0
ACCTG 060..... Computerized Accounting: Quickbooks	3.0
ACCTG 065..... Computerized Accounting: Peachtree	3.0
ACCTG 071..... Advanced Accounting.....	4.0

A course may not be used to satisfy requirements in more than one category.

Plus 3 units from the following:

ACCTG 040..... Introduction To Personal Financial Planning.....	1.0
ACCTG 041..... Insurance Planning.....	1.0
ACCTG 042..... Investment Planning.....	1.0
ACCTG 043..... Tax Planning.....	1.0
ACCTG 044..... Retirement Planning.....	1.0
ACCTG 045..... Estate Planning.....	1.0
ACCTG 051A..... Income Tax.....	3.0
ACCTG 051B..... Income Tax.....	3.0
BUS 051..... Introduction to American Business.....	3.0
BUS 064..... Business Math Using Calculators	4.0
BUS 078..... Business Communications.....	3.0
BUS 079..... Human Relations Applied in Business	3.0
MGMT 103..... Functions of Management I.....	3.0
MKT 056A..... Marketing Principles.....	3.0
Total Program A.S. Degree Requirements:.....	31.0-32.0

Accounting - Certificate

Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Select at least 24 units from the following: Units

ACCTG 001A..... Principles of Accounting.....	4.0
ACCTG 001B..... Principles of Accounting.....	4.0
ACCTG 033..... Projected Cash Flow & Financial Statements Using Excel.....	1.5
ACCTG 034..... Business Financial Planning Using Excel	1.5
ACCTG 040..... Introduction To Personal Financial Planning.....	1.0
ACCTG 041..... Insurance Planning.....	1.0
ACCTG 042..... Investment Planning.....	1.0
ACCTG 043..... Tax Planning.....	1.0
ACCTG 044..... Retirement Planning.....	1.0
ACCTG 045..... Estate Planning.....	1.0
ACCTG 051A..... Income Tax.....	3.0

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ACCTG 051B..... Income Tax.....	3.0
ACCTG 052..... Payroll and Business Tax Accounting	3.0
ACCTG 057A..... Cost Accounting.....	4.0
ACCTG 057B..... Cost Accounting.....	4.0
ACCTG 058A..... Intermediate Accounting	4.0
ACCTG 058B..... Intermediate Accounting	4.0
ACCTG 059A..... Financial Auditing.....	4.0
ACCTG 060..... Computerized Accounting: Quickbooks	3.0
ACCTG 065..... Computerized Accounting: Peachtree	3.0
ACCTG 071..... Advanced Accounting	4.0
BUS 021..... Introduction to Business Computing	3.0
BUS 021L..... Introduction to Business Computing Laboratory	1.0
BUS 028A..... Business Law.....	3.0
Total Program Certificate Requirements:	24.0

ACCOUNTING (ACCTG)

001A • PRINCIPLES OF ACCOUNTING 4.0 units

Total Lecture 73.6 hours

Advisory: MATH 903 and READ 053

Acceptable for credit: University of California, California State University

This course includes basic accounting theory and procedure, the accounting entity, generally accepted accounting principles, analysis of books of original entry and their relationship to the general ledger, financial statements, adjusting and closing entries, fixed assets, inventory, receivables, payables, depreciation, payroll, and present value and compound interest concepts. *This course may also be offered via distance learning. Grade Only.*

001B • PRINCIPLES OF ACCOUNTING 4.0 units

Total Lecture 73.6 hours

Advisory: MATH 903

Prerequisite: ACCTG 001A

Acceptable for credit: University of California, California State University

This course will cover accounting theory and procedure dealing with the operation of partnerships and corporations, accounting for stocks and bonds, intangible assets, the Statement of Cash Flow, manufacturing, cost accounting, budgeting, analysis of financial statements, and practical managerial problems in accounting. *This course may also be offered via distance learning. Grade Only.*

0021A • BASIC ACCOUNTING I 2.0 units

Total Lecture 36.8 hours

Acceptable for credit: California State University

This is the first course designed to provide a "user-friendly" yet comprehensive introduction to basic accounting concepts and procedures. This course is recommended for individuals who: are new to accounting and need to acquire a thorough understanding of essential concepts and procedures which other courses cover more quickly or require as prerequisites; may have had or are having difficulty in other accounting courses and would like to have additional explanation and extra practice; need to acquire an understanding of basic accounting, or need a basic accounting review, but do not have time for a standard full-semester course. This course includes basic business concepts, transaction's analysis, the accounting cycle through trial balance, and the use of journals and ledgers. A supplementary math review for basic accounting is also provided. *This course may also be offered via distance learning. Pass/No Pass Option.*

0021B • BASIC ACCOUNTING II 2.0 units

Total Lecture: 36.8 hours

Prerequisite: ACCTG 021A

Acceptable for credit: California State University

This course is designed to provide a "user-friendly" yet comprehensive introduction to basic accounting concepts and procedures. This course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of essential concepts and procedures which other courses cover more quickly or require as prerequisites; may have had or are having difficulty in other accounting courses and would like to have additional explanation and extra practice; need to acquire an understanding of basic accounting, or need a basic accounting review but do not have time for a standard full-semester course. This course continues the study of foundation concepts, terminology, and procedures. Topics include adjustments and closing, accounting completing the cycle, merchandising, and accrual vs. cash basis. A supplementary math review for basic accounting is also provided. *This course may also be offered via distance learning. Pass/No Pass Option.*

002 • BASIC ACCOUNTING PRINCIPLES & PROCEDURES 5.0 units

Total Lecture 89.6 hours

Acceptable for credit: California State University

Accounting 022 is a step-by-step yet comprehensive introduction to accounting concepts, principles and procedures. The course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of essential concepts, principles, and procedures that other courses may cover more quickly, and those who need a review or who have had difficulty in other introductory accounting classes. This course consists of a foundation module that includes: what a business is, assets and claims on assets, in-depth event analysis, overview of the accounting process, how to use debits and credits, the general journal and ledger, adjustments, closing, introduction to financial statement preparation, and introduction to the conceptual framework of accounting. The completion module consists of the worksheet, merchandising operations, special journals, introduction to computerized accounting, and internal control for cash. A supplementary basic math review is also available. *This course may also be offered via distance learning. Pass/No Pass Option.*

003 • PROJECTED CASH FLOW AND FINANCIAL STATEMENTS USING EXCEL 1.5 units

Total Lecture 27.2 hours

Advisory: Eligibility for ENGL 001A and READ 053

Prerequisite: ACCTG 001A

Acceptable for credit: California State University

This course combines the theory and procedure of cash budgeting and financial statement projection with the use of the spreadsheet program Excel. Students learn to apply these procedures to actual cases through lecture, reading, problems and project assignments. Students build their own Excel spreadsheet models to project an income statement and balance sheet, with a cash flow budget that includes receivables, payables, inventory, capital equipment investment, and financing requirements. This course may also be offered via distance learning. *Pass/No Pass Option.*

0034 • BUSINESS FINANCIAL PLANNING USING EXCEL 1.5 units

Total Lecture 27.2 hours

Advisory: Eligibility for ENGL 001A and READ 053

Prerequisite: ACCTG 001A (Note: ACCTG 033 is not a prerequisite)

Acceptable for credit: California State University

This course combines the theory and procedure of business financial planning and analysis with the use of the spreadsheet program Excel. Students apply these procedures to actual cases through lecture, reading, problems, and project assignments. Students build their own Excel spreadsheet models for loan amortization, break even analysis, capital budgeting and project selection, lease versus buy analysis, and net present value and the time value of money. This course may be offered via distance learning. *Pass/No Pass Option.*

0040 • INTRODUCTION TO PERSONAL FINANCIAL PLANNING 1.0 unit

Total Lecture: 20.8 hours

Acceptable for credit: California State University

This course introduces the major areas of personal financial planning (insurance, investment, tax, retirement, and estate). Income statements, balance sheets and budgets will be introduced, and students will prepare their own personal budgets and statements of net worth. The time value of money and its importance in the financial planning process will be stressed. *This course may also be offered via distance learning. Pass/No Pass Option.*

0041 • INSURANCE PLANNING 1.0 unit

Total Lecture: 20.8 hours

Acceptable for credit: California State University

This course introduces fundamental insurance concepts, then uses these concepts to determine insurance needs. Life, health, disability, property and liability insurance will be studied. Students will prepare their own personal insurance plans. *Pass/No Pass Option.*

0042 • INVESTMENT PLANNING 1.0 unit

Total Lecture: 20.8 hours

Acceptable for credit: California State University

This course introduces fundamental investment concepts such as risk, return, diversification, and how financial markets work. The course covers common stock, fixed-income securities, mutual funds and other investments. Students will prepare their own personal statement of net worth and use asset allocation to design an investment portfolio. *This course may also be offered via distance learning. Pass/No Pass Option.*

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043 • TAX PLANNING

1.0 unit

Total Lecture: 20.8 hours

Acceptable for credit: California State University

This course covers calculation of the federal income tax and strategies to help save or defer taxes. Students will calculate their own federal income tax liability, then use at least one method to plan a reduction in taxes for next year. *Pass/No Pass Option.*

044 • RETIREMENT PLANNING

1.0 unit

Total Lecture: 20.8 hours

Acceptable for credit: California State University

This course covers company pension plans, other company retirement plans, individual retirement plans and social security benefits. Students will use a retirement savings worksheet to estimate their own savings needs for retirement using data from their personal budget and personal statement of net worth. *This course may also be offered via distance learning. Pass/No Pass Option.*

045 • ESTATE PLANNING

1.0 unit

Total Lecture: 20.8 hours

Acceptable for credit: California State University

This course covers estate planning techniques and terminology such as wills, probate, trusts, contractual transfers, gift tax and estate tax. Methods of holding title to property, e.g., joint tenancy with right of survivorship, also will be discussed. *Pass/No Pass Option.*

051A • INCOME TAX

3.0 units

Total Lecture: 54.4 hours

Advisory: MATH 903

Prerequisite: ACCTG 001A

Acceptable for credit: California State University

This course covers the theory, philosophy and principles of federal income tax law and procedures for computing income tax liability of individuals, including income concepts, deductions, exemptions, credits, tax accounting principles, basis, and capital assets. It includes solving typical income tax problems and discussion of contemporary topics. *Grade Only.*

051B • INCOME TAX

3.0 units

Total Lecture: 54.4 hours

Advisory: MATH 903

Prerequisite: ACCTG 001A

Acceptable for credit: California State University

The course, through textual, case study, and problem materials develops a basic understanding of the taxation principles applied to corporations, partnerships, estates and trusts. *Grade Only.*

052 • PAYROLL AND BUSINESS TAX ACCOUNTING

3.0 units

Total Lecture: 54.4 hours

Advisory: MATH 903

Prerequisite: ACCTG 001A

Acceptable for credit: California State University

This course presents a thorough study of payroll preparation, payroll taxes, sales taxes and personal property taxes and other tax costs (other than income tax) as related to businesses. Basic payroll procedures used in business today will be stressed. Various methods of manual and automated payroll preparation will be presented. *Grade Only.*

057A • COST ACCOUNTING

4.0 units

Total Lecture: 73.6 hours

Advisory: MATH 903

Prerequisite: ACCTG 001B

Acceptable for credit: California State University

Provides students a thorough presentation of cost accounting terminology and concepts used in current practice and develops a basic facility in practical applications of cost accounting techniques and systems. Cost systems development and control aspects are stressed. Emphasis is placed on the use of cost accounting data rather than on cost accumulation. Course covers job order system, process system, and standard costs, flexible budgets, full-absorption vs. direct cost, relevant cost, and cost-volume-profit concepts. *Grade Only.*

057B • COST ACCOUNTING

4.0 units

Total Lecture: 73.6 hours

Advisory: MATH 903

Prerequisite: ACCTG 001B

Acceptable for credit: California State University

Accounting 57B is the second course of two complementary one-semester courses that complete a detailed investigation of the main theories and procedures of Cost Accounting. Subject areas include capital budgeting, inventory control, cost allocation procedures, process cost accounting, performance measurement, and sales and production mix analysis. *Grade Only.*

058A • INTERMEDIATE ACCOUNTING

4.0 units

Total Lecture: 73.6 hours

Advisory: MATH 903

Prerequisite: ACCTG 001B

Acceptable for credit: California State University

A review of fundamental accounting process, techniques and principles including control and theory of accounting for assets; correction of prior years' earnings; and measurement and determination of income. Current standards and pronouncements are presented. *Grade Only.*

058B • INTERMEDIATE ACCOUNTING

4.0 units

Total Lecture: 73.6 hours

Advisory: MATH 903

Prerequisite: ACCTG 058A

Acceptable for credit: California State University

This course provides comprehensive study of liabilities, formation and changes in stockholders' equity, statement of cash flows, pension plans, lease, earnings per share, accounting for income taxes, and accounting changes and corrections. Current standards and pronouncements are presented. Financial statement analysis is also reviewed. *Grade Only.*

059A • FINANCIAL AUDITING

4.0 units

Total Lecture: 73.6 hours

Prerequisite: ACCTG 001B

Acceptable for credit: California State University

The course introduces the student to the audit process and how to render an opinion on published financial statements and related financial reports. The course emphasizes the application of generally accepted auditing standards and procedures, fraud exposure, professional ethics, the legal environment, work paper preparation and report writing. *Grade Only.*

060 • COMPUTERIZED ACCOUNTING: QUICKBOOKS

3.0 units

Total Lecture: 54.4 hours

Advisory: Eligibility for ENGL 108A and READ 053

Prerequisite: ACCTG 001A

Acceptable for credit: California State University

In this course, students use Quickbooks accounting software to set up, enter transactions, and produce reports using general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll modules. The course includes discussion of computer hardware and accounting software, choosing the right accounting software for your needs, error detection and correction, internal control in a computerized accounting system, and decision making based on output. This course may be taken concurrently with ACCTG 001A. This course may be offered via distance learning. *Pass/No Pass Option.*

065 • COMPUTERIZED ACCOUNTING: PEACHTREE

3.0 units

Total Lecture: 54.4 hours

Prerequisite: ACCTG 001A

Acceptable for credit: California State University

In this course, students use Peachtree accounting software to set up, enter transactions, and produce reports using general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll modules. The course includes discussion of computer hardware and accounting software, choosing the right accounting software for your needs, error detection and correction, internal control in a computerized accounting system, and decision making based on output. This course may be taken concurrently with ACCTG 001A. This course may be offered via distance learning. *Pass/No Pass Option.*

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071 • ADVANCED ACCOUNTING

4.0 units

Total Lecture: 73.6 hours
 Prerequisite: ACCTG 058B or equivalent
 Acceptable for credit: California State University

This course introduces students to advanced accounting topics. These topics include how to prepare consolidated financial statements using the equity method of accounting, how to defer profit for intercompany transactions, how to account for foreign currency transactions, how to translate financial statements denominated in a foreign currency into U.S.dollars and vice versa. The following topics may be covered: governmental accounting for state and local governments, and not for profit non governmental institutions. Students will be exposed to the most recent authoritative pronouncements related to these topics. The authoritative pronouncements issued by the Financial Accounting Standards Board (FASB), the Securities and Exchange Commission (SEC) and the Governmental Accounting Standards Board (GASB) will be emphasized. Comprehension of the theory underlying the accounting for these topics will be stressed. The course will require using the Internet to obtain information about publicly held companies to satisfy some requirements. Knowledge of how to use spreadsheets to solve quantitative problems is also a requirement. *Grade Only.*

901AS • ACCTG 001A SUPPLEMENTAL LAB

0.5 Unit

Total Lab: 27.2 hours
 Corequisite: ACCTG 001A

In this lab, students receive supplemental instruction and practice on the accounting practice set project and on accounting study guide exercises. This course is open entry/open exit. *Pass/No Pass Only.*

901BS • ACCTG 001B SUPPLEMENTAL LAB

0.5 Unit

Total Lab: 27.2 hours
 Corequisite: ACCTG 001B

In this lab, students receive supplemental instruction and practice on accounting study guide exercises. This course is open entry/open exit. *Pass/No Pass Only.*

933S - ACCTG 033 SUPPLEMENTAL LAB

0.5 Unit

Total Lab: 27.2 hours
 Corequisite: ACCTG 033

In this lab, students receive supplemental instruction and practice using Excel software to project cash flow and financial statements. This course is open entry/open exit. *Pass/No Pass Only.*

934S - ACCTG 034 SUPPLEMENTAL LAB

0.5 Unit

Total Lab: 27.2 hours
 Corequisite: ACCTG 034

In this lab, students receive supplemental instruction and practice using Excel software to build financial analysis models. This course is open entry/open exit. *Pass/No Pass Only.*

960S - QUICKBOOKS SUPPLEMENTAL LAB

0.5 Unit

Total Lab: 27.2 hours
 Corequisite: ACCTG 060

In this lab, students receive supplemental instruction and practice using Quickbooks software to enter transactions and produce reports. This course is open entry/open exit. *Pass/No Pass Only.*

965S - PEACHTREE SUPPLEMENTAL LAB

0.5 Unit

Total Lab: 27.2 hours
 Corequisite: ACCTG 065

In this lab, students receive supplemental instruction and practice using Peachtree software to enter transactions and produce reports. This course is open entry/open exit. *Pass/No Pass Only.*

ALLIED HEALTH

DIVISION: Applied Science
 DEPARTMENT: Health Occupations
 DEPT CHAIR: Marsha Oliver
 PHONE: 408-855-5374
 INFO: 408-855-5375
 COUNSELING: Dr. Carol Beck
 PHONE: 408-855-5035

The Allied Health Program offers courses for students seeking entry level careers in the health care field. The courses are designed to provide a theoretical base for practical experience in a variety of health care settings with three areas of emphasis. The Certified Nursing Assistant (CNA) provides skills in direct care to clients as a member of the healthcare team in skilled nursing, extended care, and sub-acute facilities. The Home Health Aide (HHA) focuses on care of the client in the home setting under the supervision of a healthcare team. The Acute Care CNA expands on the skills and knowledge obtained in the CNA program and provides theoretical and clinical experiences to care of clients in the acute care hospital setting.

Student Learning Outcomes:

Upon successful completion of courses in the Allied Health programs students will:

1. Identify, define and interpret word elements and demonstrate the ability to spell, pronounce, and understand the meaning of medical terminology
 2. Demonstrate basic understanding of body systems and normal body functions, and common disease states.
 3. Identify deviations from normal anatomy and physiology, and basic understanding of diseases and disorders affecting the elderly client and the nutritional needs for the elderly.
 4. Students will apply theoretical concepts in the application of skills needed in caring for the elderly client.
 5. Recognize indicators of life-threatening emergency conditions and demonstrate research-based and age-specific life-saving interventions according to the American Red Cross and American Heart Association standards.
 6. Demonstrate the ability to identify risks and help develop plans for various emergency and disaster situations in the home, community, or clinical setting.
 7. Develop a foundation in the basic scientific principles required to provide health care while demonstrating safe, competent basic nursing skills and procedures consistent with current standards.
 8. Identify an increased level of clinical competency while progressing through the AH programs.
 9. Describe the role and responsibility of the CNA, HHA, and Acute Care CNA as a member of the healthcare team.
 10. Describe how accurate documentation and clear communication skills assist with the care delivered.
 11. Describe federal and state regulations governing care in the various healthcare/client settings.
 12. Describe and demonstrate the supportive personal care skills, body mechanics, safety and emergency procedures, and methods to improvise and adapt these procedures in the various healthcare settings.
 13. Identify and describe various units of measurement using the proper form and abbreviations, correctly read medication labels to obtain necessary information to calculate medication dosages, and accurately perform dosage calculations related to medication for all age groups.
 14. Demonstrate responsibility and professionalism wearing the required school uniform and ID badge at all times.
- Students will be assessed through examinations, quizzes, skill demonstrations, oral presentation, discussion, and clinical evaluation.

Career Options:

- Certified Nurse Assistant
- Certified Home Health Aide
- Acute Care Nursing Assistant

Certificates:

- Nurse Assistant
- Home Health Aide
- Acute Care Nursing Assistant