

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

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

ALLIED HEALTH

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Schedule Matrix:

COURSE	FALL	SPRING	SUMMER	WEEKEND
AH 011	X	X		
AH 012	X	X		
AH 020D	X	X		
AH 020E	X	X		
AH 020F				
AH 020G				X
AH 020H			X	
AH 020I			X	
H ED 004	X	X		

ALLIED HEALTH PROGRAM ACCEPTANCE POLICY

Due to requirements from the California Department of Public Health, acceptance into the Nursing Assistance program will be dependent on the following:

Nursing Assistant Program:

- Attendance at an information session (Dates will be posted in W2-202)
- Completion of the Healthcare Program Entrance Examination. (Assesses English, reading, and math)
- Submission of an application for the CNA program by the specified deadline (Applications are available at W2-202)
- It is recommended that students have completed AH 003 prior to applying for this program.

For any questions regarding non-acceptance into a program, please contact a counselor for an educational plan.

Nursing Assistant / Home Health Aide Acute Care Nursing Assistant - Certificates

Mission College offers programs that include clinical experiences in skilled nursing facilities, home health care, and acute care hospitals. Completion of Level I courses provides eligibility for the National Nurse Aide Assessment Program (NNAAP) examination for the Certified Nursing Assistant (CNA). CNA's who complete Level II course work are eligible to receive a California Certificate as a Home Health Aide (HHA). Completion of Level III courses provides a Mission College Acute Care Nurse Assistant Certificate. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

LEVEL I: Nurse Assistant Certificate:

Core Curriculum Courses (Required)	Units
AH 020D..... Fundamentals of Nursing Assistant	3.5
AH 020E..... Nurse Assistant Clinical	2.0
HED 004..... Standard First Aid	0.5
Total Level I Certificate Requirements:	6.0

LEVEL II: Home Health Aide Certificate:

Core Curriculum Courses (Required)	Units
AH 012..... Emergency and Disaster Preparedness	0.5
AH 020F..... Home Health Aide Fundamentals	1.5
AH 020G..... Home Health Aide Clinical	0.5
Total Level II Certificate Requirements:	2.5

LEVEL III: Acute Care Nurse Assistant Certificate:

Core Curriculum Courses (Required)	Units
AH 011..... Cardiopulmonary Resuscitation	0.5
AH 020H..... Acute Care Nurse Assistant Theory	1.5
AH 020I..... Acute Care Nursing Assistant Clinical	2.0
Total Level III Certificate Requirements:	4.0

Childbirth Trainer - Certificate

The Childbirth Trainer Certificate Program is designed to qualify an individual to be a Prepared Childbirth Trainer. The role of the childbirth trainer is to prepare parents for the transition from the role of expectant parents to the role of parents responsible for their newborns. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)	Units
AH 168..... Introduction to Health Care Trainer Techniques.....	3.0
AH 169..... Techniques in Childbirth Education.....	4.0
AH 190..... Parenting Techniques for Childbirth Trainers.....	1.0
AH 191..... Ethics and Legal Aspects of Childbirth Education.....	1.0

NS 025..... Maternal, Fetal and Infant Nutrition.....	1.0
VN 056*..... Obstetrical Nursing	2.0
* May be challenged by RNs or LVNs	
Total Program Certificate Requirements:.....	12.0

ALLIED HEALTH (AH)

003 • MEDICAL TERMINOLOGY

3.0 units

Total Lecture: 54.4 hours

Acceptable for credit: California State University

This course provides techniques of medical word building and interpretation using basic word elements (root words, prefixes and suffixes.) Students learn anatomical, physiological, pathological medical terminology, as well as therapeutic and diagnostic words with the overview of each body system. Students demonstrate their ability to spell, pronounce and understand the meaning of medical terms through medical record and professional journal activities. *This course may also be offered via distance learning. Pass/No Pass Option.*

011 • BASIC LIFE SUPPORT (CPR) FOR HEALTHCARE PROVIDERS

0.5 units

Total Lecture: 8.0 hours

Acceptable for credit: California State University

The course is designed to prepare the student to provide mouth-to-mouth rescue breathing and closed chest heart compression (Basic Life Support) to a victim of sudden death. This course is taught according to guidelines of the American Heart Association. AHA CPR/AED course completion cards will be issued to students who successfully meet course objectives. The student is required to read the textbook "BLS for Healthcare Providers" prior to attending class. *May be repeated two times. Materials Fee: \$5.00. Pass/No Pass Option.*

012 • EMERGENCY AND DISASTER PREPAREDNESS FOR ALLIED HEALTH WORKERS

0.5 units

Total Lecture: 8.0 hours

The course is designed to assist allied health workers in assessing and developing plans for emergency and disaster situations in the home, community agency or clinical setting. *Pass/No Pass Option*

020D • NURSING ASSISTANT FUNDAMENTALS

3.5 units

Total Lecture: 54.4 hours, Total Lab 27.2 hours

Corequisite: AH 020E

Acceptable for credit: California State University

This beginning course in nursing fundamentals will give the student a foundation in the basic scientific principles required to provide health care in a skilled nursing facility. Students who successfully complete this course, along with AH 020E, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. *Grade Only.*

020E • NURSE ASSISTANT CLINICAL

2.0 units

Total Lab: 108.8 hours

Corequisite: AH 020D

Acceptable for credit: California State University

This clinical practicum provides the student with experience in the application of basic patient care skills in a skilled nursing facility. Students who successfully complete this course, along with AH 020D, are eligible to apply for the California Certified Nurse Assistant (CNA) examination. *Pass/No Pass Option.*

020F • HOME HEALTH AIDE FUNDAMENTALS

1.5 units

Total Lecture: 27.2 hours

Advisory: Eligibility for ENGL 108A and READ 053

Prerequisite: Current CNA or eligibility for CNA examination

Corequisite: AH 020G

Acceptable for credit: California State University

This course introduces the Certified Nurse Assistant (CNA) to the basic concepts of home care nursing. Students learn entry-level skills for employment as a home health aide. Successful completion of this course along with AH 020G provides eligibility for a California Home Health Aide (HHA) certificate. *Grade Only.*

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020G • HOME HEALTH AIDE CLINICAL

0.5 units

Total Lab: 27.2 hours
 Advisory: MATH 900, AH 020D and AH 020E, or current CNA Certificate or eligibility for CNA examination
 Prerequisite: Current CNA or eligibility for CNA examination
 Corequisite: AH 020F
 Acceptable for credit: California State University

This clinical practicum provides the student with experience in basic nursing skills in a home setting. Students who successfully complete this course along with AH 020F are eligible to apply for the California Home Health Aide Certificate. *Pass/No Pass Option.*

020H • ACUTE CARE NURSING ASSISTANT

1.5 units

Total Lecture: 27.2 hours
 Advisory: MATH 903
 Prerequisite: AH 020D and AH 020E, or current CNA Certificate
 Corequisite: AH 020I
 Acceptable for credit: California State University

This course is designed to expand the knowledge base of the Certified Nurse Assistant (CNA) to function safely as an Acute Care Nurse Assistant (ACNA). The focus is on providing theoretical concepts to assure safe skills in expanded nursing care to the client in the acute care setting. *Grade Only.*

020I • ACUTE CARE NURSING ASSISTANT CLINICAL

2.0 units

Total Lab: 108.8 hours
 Advisory: MATH 900
 Prerequisite: AH 020D and AH 020E, or current CNA Certificate
 Corequisite: AH 020H
 Acceptable for credit: California State University

This clinical practicum provides the Certified Nurse Assistant (CNA) with a clinical experience focusing on nursing care of the client in the acute care setting. Students who successfully complete this course, along with AH 020H, will receive a certificate. *Pass/No Pass Option.*

024 • HEALTH CARE FOUNDATIONS

3.0 units

Total Lecture: 54.4 hours
 Advisory: ENGL 905 and READ 161
 Acceptable for credit: California State University

This course provides the student with an overview of the structure and function of health care delivery systems, current trends, health care technology roles, educational requirements and personal qualifications for entering the health care field. Included is an exploration of career pathways and options to assist students in career decisions. This course is required for any health care provider student prior to entry into a clinical experience. Areas emphasized are communication, legal and ethical principles, interpersonal dynamics, and safe practice skills. *Pass/No Pass Option.*

**914 • MATH FOR HEALTH OCCUPATIONS
 (NON-ASSOCIATE DEGREE COURSE)**

1.0 unit

Total Lecture: 20.8 hours
 Prerequisite: Eligibility for MATH 903

This course is an introduction to math calculations for health occupations students. It provides the learner with the opportunity to explore the math functions within the health field. Students become competent with performing accurate calculations for the delivery of medications. *Pass/No Pass Option.*

ANTHROPOLOGY (ANTHR)

DIVISION: Social Sciences
 PROGRAM: Anthropology
 COORDINATOR: Ruth Laird
 PHONE: 408-855-5186
 COUNSELING: 408-855-5030

Mission College offers basic lower division courses in Anthropology. Anthropology provides an excellent background to many other behavioral sciences. Anthropology offers a basic understanding of people, including their physical and behavioral adaptations to the world around them.

Student Learning Outcomes:

Students completing courses in Anthropology will:

- Differentiate between individual choices and choices made for us by our culture
- Identify ethnocentrism (centered in one's own culture) in self and others, and assess the effects of ethnocentrism on cross-cultural relations among individuals, groups and nations
- Demonstrate in written or oral work, or lab exercise, knowledge and application of scientific method and the development of cultural and biological theory about humans
- Classify universal shared elements of culture and assess alternative ways that human groups meet needs for stability, reproduction and social control.
- Name and describe living patterns and world views of several groups in the world today as well as that of their own group
- Investigate past life and culture, educating others through oral and creative projects about the value of preservation and reconstruction of the past.
- Learn the place of humans in the biological continuum, identify and critique principles of human evolution, and see humans and themselves as part of Nature, not apart from nature.

Students will demonstrate analysis and mastery of program materials through written tests, quizzes, term papers or projects, oral presentations and discussions.

Career Options:

- Anthropologist
- Archaeology Technologist
- Transcultural Nursing
- Transcultural Health-Care Worker
- Environmental Impact Analyst
- Instructor
- Population Analyst
- Archaeologist
- Museum Curator

Some career options may require work beyond the AA or AS degree.

Schedule Matrix:

COURSE	FALL	SPRING	SUMMER	WEEKEND
ANTHR 1	D, E	D, E	D	TV
ANTHR 1L	E	D		
ANTHR 2	E			TV
ANTHR 3	D,E	D,E	D	TV
ANTHR 51		E		
ANTHR 55	E	D		
ANTHR 57			D	

D= DAY CLASSES; E= EVENING CLASSES; TV= TV COURSE

Anthropology - A.A Degree

An Associate of Arts Degree in Anthropology allows Mission College graduates to better qualify for admission to university programs. Within the local Santa Clara area, such a degree would make our graduates better prepared and better qualified for jobs in major industries, such as silicon-based business companies, correctional facilities, public and private social services, family services, and health-care support services.

Required core courses:	Units
ANTHR 001 Physical Anthropology	3.0
ANTHR 002 Introduction to Archaeology	3.0
ANTHR 003 Introduction to Cultural Anthropology.....	3.0
Plus 3 courses from the following:	Units
ANTHR 048 Cultural Traditions in Health Care.....	3.0
ANTHR 051 Culture and Food	3.0
ANTHR 055 Magic, Witchcraft and Religion	3.0
ANTHR 057 Native Peoples of North America	3.0