

CONTINUING EDUCATION CURRICULUM

See proposal Impact (PI) reports to view list of courses and/or programs that may be impacted by the following proposed actions.

Business Management

<p>*621 PROJECT MANAGEMENT I</p> <p>This course provides an introduction and overview of the fundamental aspects of project planning and management in business including defining and managing a project. Topics follow the Project Life Cycle model as the framing project management concept and include an introduction to Microsoft Project or equivalent software. Course content includes exploring the use of projects to accomplish an objective, consideration of the key process steps such as alternatives to consider, selection of solution, implementation and closure. (FT)</p>	<p>Offered At: None</p> <p>Action(s) Proposed: New Course <i>Approved</i></p> <p>Originating Campus: Continuing Education</p> <p>Effective: Fall 2013</p>
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Business Management

<p>*622 PROJECT MANAGEMENT II</p> <p>REQUISITES: <i>Advisory:</i> Successful completion of BUSN 621 Project Management I. This course provides instruction in intermediate and advanced project management concepts and tools in business. Topics include project requirements, project planning, and assessing overall project status vs. the plan. Advanced concepts in building effective teams, problem solving, decision making, use of creativity and emerging trends in project management are also taught. The course culminates in a capstone project which includes the proposal, implementation and presentation of a project. (FT)</p>	<p>Offered At: None</p> <p>Action(s) Proposed: New Course <i>Approved</i></p> <p>Originating Campus: Continuing Education</p> <p>Effective: Fall 2013</p>
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Health

<p>*607 ACUTE CARE NURSE ASSISTANT</p> <p>REQUISITES: <i>Advisory:</i></p> <ol style="list-style-type: none"> 1. Provide a Current California Certified Nurse Assistant certificate or evidence that courses in fundamentals of nursing have successfully been completed within the last 3 years. 2. Provide a copy of a current basic life support for healthcare providers card 3. Participate in the health and background checks required for clinical participation according to the policy of the clinical site. This may include but not be limited to: <ol style="list-style-type: none"> a. proof of negative tuberculosis screening within 3 months prior to clinical b. physical exam by a health care practitioner c. background checks through an agency selected by the clinical site d. live scans <p>This course prepares the student to perform basic nursing care in an acute care hospital setting under the supervision of a licensed Registered or Vocational Nurse. Areas covered are medical and surgical patient care, oncology, orthopedics, obstetrics, and maternal-child care. Infection control, anatomy and physiology, medical terminology, psychosocial needs, and communication and reporting methods are integrated throughout the course. An emphasis will be placed on providing safe and efficient care in a diverse patient setting. (FT)</p>	<p>Offered At: None</p> <p>Action(s) Proposed: New Course <i>Approved</i></p> <p>Originating Campus: Continuing Education</p> <p>Effective: Fall 2013</p>
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Actions Approved – April 25, 2012

Health

<p>*608 RESTORATIVE NURSE ASSISTANT</p> <p>REQUISITES <i>Advisory:</i> Current California Certified Nurse Assistant certificate or work experience or courses in the field. This course will expand the knowledge and skills of the Certified Nurse Assistant to work as a Restorative Nurse Assistant in a skilled nursing facility or rehabilitation center. Students will learn to use interventions that promote a patient's ability to adjust to living as independently as possible within the confinement of their disability. Areas of instruction include supporting participation in activities of daily living, mobility, exercises, splints and adaptive devices. This course is also beneficial for caregivers and healthcare workers who provide basic nursing care. (FT)</p>	<p>Offered At: None</p> <p>Action(s) Proposed: New Course Approved</p> <p>Originating Campus: Continuing Education</p> <p>Effective: Fall 2013</p>
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Health

<p>*609 HEALTHCARE CAREERS</p> <p>This course provides an overview of the healthcare industry, career opportunities and the basic knowledge required for entry level positions in the healthcare profession. Topics include: business aspects of healthcare, delivery systems, services and specialties, regulations and mandates, workplace communication, safety issues, introduction to medical terminology, common diseases, legal and ethical issues, professional conduct, career pathways, and employment readiness. (FT)</p>	<p>Offered At: None</p> <p>Action(s) Proposed: New Course Approved</p> <p>Originating Campus: Continuing Education</p> <p>Effective: Fall 2013</p>
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Health

<p>*610 PERSONAL AND HOME CARE AIDE</p> <p>REQUISITES <i>Advisory:</i> HLTH 609. This course prepares the student to provide personal care to individuals in their homes and for employment in home care agencies and assisted living facilities. Instruction includes the role of the personal and home care aide or caregiver and procedures for assisting clients in performing their activities of daily living. Topics include communication, basic nursing skills, home safety, infection control, use of adaptive equipment, basic nutrition and meal preparation. Maintaining a clean, safe environment, emergency procedures, and workplace skills are integrated throughout the course. (FT)</p>	<p>Offered At: None</p> <p>Action(s) Proposed: New Course Approved</p> <p>Originating Campus: Continuing Education</p> <p>Effective: Fall 2013</p>
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PROGRAM CHANGES

*Business Management

New Program- *Approved*

Business Management- Continuing Education: Fall 2013

Certificate of Completion Project Management

*Computer and Information Sciences

Program Revision- *Approved*

Computer and Information Sciences- Continuing Education: Fall 2013

Certificate of Completion Network Systems Specialist Program

*Health Education

New Program- *Approved*

Health Education- Continuing Education: Fall 2013

Certificate of Completion Nurse Assistant Acute Care Program

*Health Education

New Program- *Approved*

Health Education- Continuing Education: Fall 2013

Certificate of Completion Nurse Assistant Rehabilitative Program

*Health Education

New Program- *Approved*

Health Education- Continuing Education: Fall 2013

Certificate of Completion Personal Care Assistant/Caregiver Program