

## FALL 2010 CATALOG



## LONG TERM CARE

CAREER COUNSELING  
& WORKSHOPS

PREREQUISITE/STEP COURSES

ACADEMIC SUPPORT  
WORKSHOPS & TUTORING

FORGIVABLE LOANS







## GENERAL INFORMATION

### PURPOSE

THE SEIU UHW-WEST & JOINT EMPLOYER EDUCATION FUND provides opportunities for eligible healthcare employees to improve their skills, move up the career ladder and make a better life for themselves and their families. The Fund has three primary purposes:

1. To provide education and training opportunities for healthcare workers.
2. To enhance career advancement and employment security for healthcare workers.
3. To contribute to an increasingly excellent standard of patient care.

We offer a range of education and training benefits to eligible SEIU bargaining unit members throughout California and in parts of Colorado, Nevada, Oregon and Washington.

### ELIGIBILITY REQUIREMENTS

In order to be eligible for Education Fund services an employee must:

- Work in a participating SEIU bargaining unit position for a contributing employer.

- Be a regular, full- or part-time employee eligible for benefits.
- Have completed his/her initial probationary period.

Applicants may also be required to meet other eligibility criteria required by their training program or educational institution.

### APPLICATION PROCESS

We offer a variety of ways to apply for our classes and services.

- Apply Online at [www.seiu-uhweduc.org](http://www.seiu-uhweduc.org)
- Download an application form and send it via fax or mail
- Call us at **1.888.872.4606**
- Email us at [info@seiu-uhweduc.org](mailto:info@seiu-uhweduc.org)

In order to determine eligibility for some of our courses, applicants may be required to attend an Information Session. These sessions typically consist of a brief program overview followed by completion of application forms and time for questions. Registrants will receive advance notice of the time and location of these sessions, and are asked to provide copies of their state ID, the last four digits of their Social Security Number and a recent paystub.

## **PARTICIPATING LONG TERM CARE EMPLOYERS**

**Covenant Care**  
**Evergreen New Hope**  
**Kindred Healthcare**  
**Mariner Healthcare**  
**Sava Senior Care**  
**Sun Healthcare Group**  
**SunMar Healthcare**



**APPLY ONLINE AT [WWW.SEIU-UHWEDUC.ORG](http://WWW.SEIU-UHWEDUC.ORG)**

## BY THE NUMBERS

(From 2006 through December 2009 unless otherwise noted)

- **79,000** eligible employees
- **30** participating employers  
*(including seven Long Term Care systems)*
- **6** participating unions
- **5** states
- **31,000** employees reached  
*(through workshops, career days)*
- **14,000** enrollments
- **5,128** employees trained
- **300** new nurses trained

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### SKILLS ASSESSMENT & CAREER COUNSELING

- **11,700** employees counseled

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### PREREQUISITE/STEP PROGRAM

*(Success Through Educational Preparation)*

- **3,200** enrollments
- **275** classes offered
- **85%** average completion rate
- **89%** of those who completed college credit class received an A or B

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### ACADEMIC SUPPORT PROGRAM

- **1,042** enrollments since program began in January 2008

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### PROFESSIONAL DEVELOPMENT PROGRAM

- **3,981** enrollments since program began in fall 2007
- **110** courses offered since 2007

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### FORGIVABLE LOAN PROGRAM (FLP)

- **1,068** employees have received payments
- **\$4,562** average annual payment per student
- **\$3.6 million** total payments to students

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### CAREER UPGRADE PROGRAMS

- **610** workers enrolled
- **88%** average completion rate

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### JOB-TO-JOB TRAINING

- **85%** of affected workers successfully redeployed



## LONG TERM CARE

### PROGRAM DESCRIPTION

**THE EDUCATION FUND** offers programs and services specifically tailored to employees who work in long term care settings, many of which are the direct result of surveys gathered from long term care employees and employer input.

These offerings were first launched in 2008 shortly after collective bargaining agreements were reached with long term care employers making the Education Fund an employee benefit. Since then, the Education Fund has offered to eligible long term care employees Continuing Education courses (such as Restorative Nursing Assistant training and Dementia Care workshops), Workplace English Skills courses, GED Test Preparation, career counseling, and financial assistance for paid time off of work to attend school.

These and other program and service offerings are geared towards career advancement, job security and a commitment to an excellent standard of patient care.

Education Fund-sponsored classes typically are offered through a local community college or other vendor and are provided either at the work site, or a nearby

community college campus. Some courses are also available online. In addition to the offerings listed in this catalog, the Education Fund frequently adds new courses and training opportunities.

Employees also are encouraged to suggest additional training opportunities as new programs are being added each semester.

To give us your ideas, have an application mailed to you or for more information, call **1.888.872.4606** Toll Free. You can also visit us on the web and apply for classes online or fill out our Interest Survey at [www.seiu-uhweduc.org](http://www.seiu-uhweduc.org)

## LONG TERM CARE

### COURSE DESCRIPTIONS

#### **ALZHEIMER'S CARE ACADEMY**® (8 hours)

Premier training program in quality dementia care from the Alzheimer's Association. Provides in-depth training in all aspects of dementia care. Created from evidence-based research and field-tested. *(Continuing Education Details: 8 CEUs)*

#### **BEHAVIOR MANAGEMENT** (1 hour)

Understand the reasons and/or causes of problem behaviors, the general principles of managing problem behaviors, and specific interventions for common behavior problems. *(Continuing Education Details: 1 CEU)*

#### **DEATH AND DYING AND WORKING WITH THE TERMINALLY ILL** (1 hour)

Understand the emotional and psychological needs of the person who is facing death. Gain the skills and knowledge to effectively care for those who are going through a grieving process. *(Continuing Education Details: 1 CEU)*

#### **ETHICAL DILEMMAS IN LTC: GUIDANCE FOR SKILLED NURSING STAFF** (1 hour)

Understand how state and federal regulations impact ethical practices in LTC, especially Medicare and Medicaid, OBRA, the Patient Self-Determination Act, Resident Rights, and HIPAA. Receive "real world" examples of ethical dilemmas, such as informed

## Get Started Today!



Call our toll-free hotline at **1.888.872.4606**, email us at [info@seiu-uhweduc.org](mailto:info@seiu-uhweduc.org) or make an appointment online at <http://www.seiu-uhweduc.org/appointment.html>

consent, end of life care, and decision making, and learn how to improve your approach to these dilemmas. *(Continuing Education Details: 1 CEU)*

**RESTORATIVE NURSING ASSISTANT TRAINING**

Learn how to care for residents with conditions that interfere with the performance of activities of daily living (ADL) and for residents with nutrition, hydration, mobility and other needs. Learn proper lifting, moving and mobilization procedures and how to prevent personal injury. *(Continuing Education Details: 16 CEUs and 1 unit of College Credit)*

**THE ANGRY RESIDENT: AVOIDING DISPUTES AND LITIGATION IN NURSING HOMES (1 hour)**

Understand the role of the risk manager and the skills this person must possess. Learn how to turn disputes with residents and their family members into relationship building opportunities. *(Continuing Education Details: 1 CEU)*

**THE THREE D'S: DEMENTIA, DEPRESSION, AND DELIRIUM: HOW THEY ARE ALIKE AND HOW THEY ARE DIFFERENT (2 hours)**

Understand and recognize these three conditions, their underlying causes and the different care-giving styles needed for each. *(Continuing Education Details: 1 CEU)*

**WORKPLACE SKILLS AND FUNDAMENTALS**

**WORKPLACE ENGLISH SKILLS**

This course is designed for working adults with

limited English writing and speaking skills and focuses on communication used in the workplace. Topics can include:

- **Responding to Workplace Demands:** Confirming and clarifying information, documenting work, responding to complaints and dealing with difficult people.
- **Workplace Culture:** Identifying skills required for current positions and the next career steps.
- **Safety & Patient Care:** This topic focuses on language used in medical environments and will include reviewing forms, documenting procedures, clarifying techniques, and reporting accidents.

**COMPUTER FUNDAMENTALS**

This 16-hour basic computer skills course is designed for healthcare workers with little or no computer experience. Using a fun, relevant, motivating workbook format, the course introduces the workers to the basic computer competencies they will need in preparation for hospital-wide changes to computerized recordkeeping.

**GENERAL EDUCATIONAL DEVELOPMENT (GED) TEST PREPARATION PROGRAM**

Students work at their own pace. Program includes one-on-one teacher led instruction, materials and testing fees. The teacher will recommend to the student when he/she feels that the student is ready to take any of the five GED exams.



**LONG TERM CARE**

## COURSE SCHEDULE

**CONTINUING EDUCATION COURSES**

COURSE	DATE	DAY	TIME	LOCATION	ADDITIONAL INFORMATION
<b>Alzheimer's Care Academy</b>	July 1	Th	8a-4:30p	Fremont	CE course for CNAs/LVNs
	Aug 3	T	8a-4:30p	Santa Cruz	CE course for CNAs/LVNs
	Aug 12	Th	8a-4:30p	Sacramento	CE course for CNAs/LVNs
<b>The Angry Resident</b>	May 18	T	2:30-3:30p	San Jose	CE course for all LTC staff
	July 6	T	2:30-3:30p	San Francisco	CE course for all LTC staff
	Sept 1	W	2:30-3:30p	Gilroy	CE course for all LTC staff
	Sept 7	T	2:30-3:30p	Oakland	CE course for all LTC staff
	Sept 21	T	2:30-3:30p	San Pablo	CE course for all LTC staff
	Oct 19	T	2:30-3:30p	Hayward	CE course for all LTC staff
	Nov 10	W	2:30-3:30p	Livermore	CE course for all LTC staff
<b>Behavior Management</b>	May 19	T	2:30-3:30p	Oakland	CE course for all LTC staff
	May 20	Th	2:30-3:30p	San Francisco	CE course for all LTC staff
	May 28	F	2:30-3:30p	San Pablo	CE course for all LTC staff
	June 2	W	2:30-3:30p	Oakland	CE course for all LTC staff
	July 8	Th	2:30-3:30p	San Francisco	CE course for all LTC staff
	Aug 24	T	2:30-3:30p	San Rafael	CE course for all LTC staff
	Nov 16	T	2:30-3:30p	Hayward	CE course for all LTC staff
<b>Death and Dying</b>	Nov 18	Th	2:30-3:30p	Sacramento	CE course for all LTC staff
	May 13	Th	2:30-3:30p	San Francisco	CE course for all LTC staff
	June 16	W	2:30-3:30p	San Rafael	CE course for all LTC staff
	July 29	Th	2:30-3:30p	Gilroy	CE course for all LTC staff
	Aug 19	Th	2:30-3:30p	Oakland	CE course for all LTC staff
	Sept 15	W	2:30-3:30p	San Jose	CE course for all LTC staff
<b>Ethical Dilemmas</b>	June 24	Th	2:30-3:30p	Sacramento	CE course for all LTC staff
	July 14	W	2:30-3:30p	Oakland	CE course for all LTC staff
	Sept 9	Th	2:30-3:30p	Livermore	CE course for all LTC staff
	Sept 23	Th	2:30-3:30p	Tarzana	CE course for all LTC staff
	Sept 28	T	2:30-3:30p	Fremont	CE course for all LTC staff
<b>RNA</b>	Nov 16	T	2:30-3:30p	Santa Cruz	CE course for all LTC staff
	June 10, 17	T	8a-4:30p	San Francisco	CE course for CNAs
	June 23, 30	W	8a-4:30p	Oakland	CE course for CNAs
	Aug. 18, 25	W	8a-4:30p	San Jose	CE course for CNAs
<b>Three D's: Dementia, Delirium &amp; Depression</b>	Oct. 7, 14	Th	8a-4:30p	San Francisco	CE course for CNAs
	May 25	T	2:30-3:30p	San Francisco	CE course for all LTC staff
	June 9	W	2:30-3:30p	Pittsburg	CE course for all LTC staff
	June 29	T	2:30-3:30p	Fremont	CE course for all LTC staff
	Oct 21	T	2:30-3:30p	San Jose	CE course for all LTC staff

# LONG TERM CARE

## COURSE SCHEDULE

### WORKPLACE SKILLS AND FUNDAMENTALS

COURSE	DATE	DAY	TIME	LOCATION
<b>Workplace English Skills</b> Designed for workers with limited English speaking & writing skills	June	TBD	4–6:00p	Oakland
	July	TBD	4–6:00p	Oakland
	September	TBD	4–6:00p	San Francisco
	November	TBD	4–6:00p	Hayward
<b>Computer Fundamentals</b> Four-week course	August	TBD	4–6:00p	Oakland
	October	TBD	4–6:00p	TBD
	December	TBD	4–6:00p	TBD
<b>GED Test Preparation</b> Open entry/open exit	July	Varies	Varies	Oakland
	July	Varies	Varies	San Francisco



SEIU UHW-WEST & JOINT EMPLOYER  
EDUCATION FUND

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**Kindred Bay View**  
**ON-SITE EDUCATION FUND SERVICES**  
SIX-MONTH PROGRAM CALENDAR  
**MAY 2010 – OCTOBER 2010**

**CAREER COUNSELING**

(Drop in and Scheduled Appointments)

**May** – Tuesday, 5/11 from 7 am – 3 pm in the lobby

**June** – Tuesday, 6/8 from 7 am – 3 pm in the lobby

**July** – Tuesday, 7/13 from 7 am – 3 pm in the lobby

**August** – Tuesday, 8/10 from 7 am – 3 pm in the lobby

**September** – Tuesday, 9/14 from 7 am – 3 pm in the lobby

**October** – Tuesday, 10/5 from 7 am – 3 pm in the lobby

**CAREER WORKSHOP**

**How to Become an LVN** – Tuesday, 6/22 from 4 – 5:30 pm

**CLASSES & COURSES**

**Medical Terminology** – Summer 2010

**Success Through Educational Preparation (STEP):**

**Math Courses** at Alameda College, Fall 2010

To sign up for counseling, workshop or classes,  
call Daisy Kinyauo, Career Counselor, at 510.250.6836.

## **FORGIVABLE LOAN\***

### PROGRAM DESCRIPTION

#### **For Registered Nurse, Allied Health Professional and Technical Education**

This program allows eligible employees to take time off of work with pay to attend school. Loans are available to eligible employees enrolled in nursing or allied health degree programs at accredited institutions. Recipients are compensated to reduce their work schedule by up to 8 hours a week for school attendance and to study.

The loan doesn't have to be paid back if the recipient moves into an upgraded position and continues to work with the current employer for a year or more and/or meets other requirements. If these requirements are not met, then the loan must be repaid.

Please note: This program is not for completion of prerequisites.

### **ELIGIBLE PROGRAMS**

This program covers nursing and allied health training programs. And, we are considering applications from students in the following programs: Nursing Assistant, Physical Therapy Aide, Dietary Manager, Licensed Vocational Nurse and Registered Nurse.

***Get the Career Counseling and Academic Support you need!***



Call our toll-free hotline at **1.888.872.4606**, email us at **info@seiu-uhweduc.org** or make an appointment online at **http://www.seiu-uhweduc.org/appointment.html**

Other programs may be considered.

Additional requirements:

- Programs **MUST** provide at least six units of college credit
- The program must result in an industry recognized certificate or degree from an accredited institution.
- The program must prepare you for a job that your employer has determined to be in demand.

### **APPLICATION PROCESS**

Applications are reviewed twice a year in conjunction with the spring and fall semesters.

- Apply online or download the Education Fund's PDF application at **www.seiu-uhweduc.org**
- Or call **1.888.872.4606**.

Selection for the Forgivable Loan Program is limited, and based on eligibility criteria and availability of funding.

\* The Forgivable Loan Program application is on page 13 of this Catalog.



SEIU UHW-WEST & JOINT EMPLOYER  
EDUCATION FUND

## **FORGIVABLE LOAN PROGRAM (FLP)**

### **For Long Term Care Workers**

Are you currently enrolled or accepted into a health care-related academic program for **FALL 2010?**

If so, you may be eligible to **receive up to 8 hours a week of paid time off from work** to attend school and study!

The program **MUST** provide at least six units of college credit **AND** result in an industry-recognized certificate or degree.

#### **APPLICATION PROCESS**

**DEADLINE: August 20, 2010**

**Complete the Forgivable Loan application on page 13 of this catalog and submit to:**

Education Fund  
Attention: Laura Rodriguez  
360 22nd Street, Suite 200  
Oakland, CA 94612

-or-

Fax: 866.727.1982  
(Attention: Laura Rodriguez)

-or-

Apply Online at:  
**[www.seiu-uhweduc.org](http://www.seiu-uhweduc.org)**



For more about the Long Term Care Forgivable Loan Program and other Education Fund programs and services call

**1.888.TRAIN06 (872-4606)**

TOLL FREE

Or visit us on the web at  
**[www.seiu-uhweduc.org](http://www.seiu-uhweduc.org)**

**LONG TERM CARE FORGIVABLE LOAN PROGRAM APPLICATION • FALL 2010**

To be eligible to apply for  
the Forgivable Loan Program,  
you must meet the following criteria:

- 1) Be **currently enrolled or accepted in an accredited** Nursing, Allied Health Professional or Technical Education Program for the Fall 2010 term
- 2) Program **MUST** provide at least six-units of college credit AND result in an industry recognized certificate or degree from an accredited institution.
- 3) Work in a participating SEIU bargaining unit position for a contributing employer
- 4) Be a full- or part-time employee eligible for benefits
- 5) Have completed your initial probationary period
- 6) Be able to provide verification of reduction of hours

Please note:

**This program is not for completion of prerequisites.**

Selection for the Forgivable Loan Program is limited, and based on eligibility criteria and availability of funding.

Programs over 200 hours in duration qualify for the Forgivable Loan Program. **Funds received do not have to be repaid if you remain employed in your upgraded position with your current employer for a specified time period and/or meet other requirements. If you do not meet these requirements, the funds will be treated as a loan and must be repaid.**

**DEADLINE: AUGUST 20, 2010**

**I. GENERAL INFORMATION**

SOCIAL SECURITY NUMBER* XXX-XX-_____	LAST NAME	FIRST NAME	MIDDLE NAME
STREET ADDRESS		APT #	HOME PHONE ( )
CITY	STATE	ZIP CODE	WORK PHONE ( )
HAVE YOU APPLIED FOR THE FORGIVABLE LOAN/STIPEND PROGRAM BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF <b>YES</b> , FOR WHAT SEMESTER(S):	CELL PHONE ( )
EMAIL ADDRESS (IF AVAILABLE)			

**II. SCHOOL & PROGRAM INFORMATION**

NAME			PROGRAM (EX: RN, C.N.A., ETC)	
ADDRESS			PROGRAM CONTACT NAME	PROGRAM CONTACT PHONE ( )
CITY	STATE	ZIP CODE	PROGRAM START DATE	EXPECTED GRADUATION DATE

**III. EMPLOYMENT INFORMATION**

CURRENT EMPLOYER	FACILITY	DEPARTMENT	DATE OF HIRE
JOB TITLE	EMPLOYEE ID #	UNION REPRESENTATION (CHECK ONE): <input type="checkbox"/> SEIU UHW-WEST (FORMERLY 250/399) <input type="checkbox"/> SEIU LOCAL 6434 <input type="checkbox"/> NONE	
HOURS <input type="checkbox"/> BEFORE REDUCTION _____HRS/WK <input type="checkbox"/> AFTER REDUCTION _____HRS/WK	SUPERVISOR/MANAGER'S NAME & TITLE		
ELIGIBLE TO RECEIVE BENEFITS? <input type="checkbox"/> YES <input type="checkbox"/> NO	SUPERVISOR'S TELEPHONE # ( )		

**IV. CERTIFICATION**

I certify that all of the information on this form is true and complete to the best of my knowledge. If asked, I agree to provide substantiation of the information that I have given on this form.

APPLICANT'S SIGNATURE \_\_\_\_\_

APPLICATION DATE \_\_\_\_\_

**FOR YOUR APPLICATION TO BE CONSIDERED YOU MUST PROVIDE THE FOLLOWING REQUIRED DOCUMENTS:**

- Completed Program Application  
(*Incomplete applications will not be considered*) **AND**
- Copy of your most recent **pay stub**

**IF AVAILABLE, ALSO PROVIDE THE FOLLOWING BY THE DEADLINE:**

- Copy of your **school registration** (with classes listed) **OR**  
Copy of your acceptance letter for **Fall 2010** enrollment

**FAX, MAIL (U.S. mail only) or  
HAND DELIVER application & documents  
no later than 8/20/10 to:**

**Laura Rodriguez, Program Coordinator**  
360 22nd Street  
Oakland, CA 94612  
Fax: 866.727.1982

**(include cover sheet Attn: Laura Rodriguez)**

For more information,  
call **888.872.4606 OR**

email **lrodriguez@seiu-uhweduc.org**

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It is the back of the  
Long Term Care  
Forgivable Loan Program Application  
for Fall 2010.

**Deadline: August 20, 2010**

## OTHER EDUCATION FUND COURSES AND SERVICES AVAILABLE TO LONG TERM CARE EMPLOYEES

### CAREER COUNSELING

One-on-one Career Counseling is available to help employees identify career goals and create a plan to achieve these goals. Workshops also are provided.

### PREREQUISITE/STEP COURSES

(Success Through Educational Preparation)

For nursing and allied health programs. Courses including: Chemistry, Anatomy, Physiology, and Microbiology as well as Medical Terminology, math, English, and computer skills to help build students' academic success. The STEP program offers these classes in a series that begins with English and math and then takes the participant through the core science classes.

### ACADEMIC SUPPORT WORKSHOPS

To help adult learners succeed in college and on the job. Includes exam preparation, academic success workshops, science bridge courses, and tutoring.

### CAREER UPGRADE PROGRAMS

Based on employer needs and designed to help employees move into high-demand, hard-to fill positions such as Registered Nurse, Perioperative RN, Certified Phlebotomy Technician, Sterile Processing Technician, Surgical Technician, Medical Coder and Mammographer.

### JOB-TO-JOB TRAINING

Provides short-term training for employees at risk of layoff. This program is intended to retrain workers for other open positions with the same employer.

## CAREER COUNSELING

**EDUCATION FUND COUNSELORS** are available in all of our regions to help eligible employees plan and take the next steps to career advancement. Services include:

1. **CAREER ASSESSMENTS** to identify current skills and interests in key areas and determine which career is the best match.
2. **EDUCATION PLANNING** to find local programs that help employees get the education and training they need and to identify financial resources to pay for it.
3. **JOB SEARCH ASSISTANCE** to help employees navigate the job search process, write their resume, and prepare for interviews.

Obtaining Career Counseling is as simple as asking a quick question through an email to scheduling an appointment for a face-to-face meeting or a phone interview. Counselors help employees identify which Education Fund programs are right for them, find out which jobs are in demand with their employer, and help them learn how to move into a new position once they have completed school and/or training.

### CAREER COUNSELING WORKSHOP DESCRIPTIONS

(All workshops are two hours)

#### EXPLORING YOUR CAREER PATH

Find out what type of job is the best match for your skills, interests, values, and lifestyle. Learn the steps in the career-change process, and identify in-demand jobs in the healthcare field. Make an appointment with a Career Counselor and start an Education Plan.

#### CAREER PANEL

Hear how panel members successfully transitioned to new, higher-paying careers: the steps they took; the resources they used along the way; and what they've experienced in their new jobs.

#### HOW TO PAY FOR SCHOOL: FINANCIAL AID, EMPLOYER RESOURCES, AND MONEY MANAGEMENT

Learn about the financial resources available from your employer, the Education Fund, your union, federal and state student aid, and private scholarships. Find out where to get information and how to apply for financial aid. Review money management tips to help make ends meet while in school.

#### SUCCESSFUL JOB TRANSITION STRATEGIES

Develop the attitude and the answers needed to make a strong first impression in a job interview. Practice time-honored interview techniques and develop customized answers to common questions interview questions. Receive resume tips and best practices.

#### NURSING SCHOOL: WHAT EVERYONE SHOULD KNOW

Learn the steps necessary to prepare for, apply to and be accepted into an ADN, LVN-RN, or BSN program at an accredited school.

#### MOVING UP IN ALLIED HEALTH

Learn how to get started on a variety of allied health career paths, and the common prerequisite classes needed to succeed.

**CAREER COUNSELING**

## WORKSHOP SCHEDULES

**NORTHERN CALIFORNIA**

WORKSHOP	CITY	DAY/DATE	TIME	LOCATION
<b>How to Pay for School: Financial Aid, Employer Resources, and Money Management</b>	Oakland	Wed • Aug 11	5:30–7:30p	Education Fund Office 360 22nd St., 2nd floor
	San Jose	Wed • Oct 20	5:30–7:30p	Education Fund Office 1150 South Bascom Avenue, Suite 9
<b>Exploring Your Career Path</b>	Oakland	Tues • Aug 24	5:30–7:30p	Education Fund Office 360 22nd Street, 2nd Floor
	Sacramento	Tues • Oct 5	6–8p	Education Fund Office 2000 O Street, Suite 240
	San Jose	Tues • Nov 9	5:30–7:30p	Education Fund Office 1150 South Bascom Avenue, Suite 9
<b>Career Panel</b>	Oakland	Wed • Oct 13	5:30–7:30p	Education Fund Office 360 22nd St., 2nd floor
<b>Successful Job Transition Strategies</b>	Oakland	Wed • Nov 10	5:30–7:30p	Education Fund Office 360 22nd St., 2nd floor
<b>Nursing School: What Everyone Should Know</b>	San Jose	Sat • Aug 7	10a–12p	Education Fund Office 1150 South Bascom Avenue, Suite 9
	Oakland	Wed • Sept 8	5:30–7:30p	Education Fund Office 360 22nd Street, 2nd Floor
	Fresno	Wed • Oct 13	6–8p	National University 20 River Park Place West, Fresno, CA 93720
<b>Moving Up in Allied Health</b>	Sacramento	Tues • July 20	6–8p	Education Fund Office 2000 O Street, Suite 240
	Fresno	Wed • Sept 22	6–8p	National University 20 River Park Place West, Fresno, CA 93720
	Oakland	Tues • Sept 28	5:30–7:30p	Education Fund Office 360 22nd Street, 2nd Floor

**SOUTHERN CALIFORNIA**

All classes held at the Education Fund Office • 1730 West Olympic Blvd., Suite 200

WORKSHOP	CITY	DAY/DATE	TIME
<b>Moving Up in Allied Health</b>	Los Angeles	Tues • Aug 4	6–8p
<b>Exploring Your Career Path</b>	Los Angeles	Wed • Aug 11	6–8p
<b>Career Panel</b>	Los Angeles	Thurs • Sept 16	6–8p
<b>Nursing School: What Everyone Should Know</b>	Los Angeles	Thurs • Oct 28	6–8p
<b>Successful Job Transition Strategies</b>	Los Angeles	Tues • Nov 16	6–8p

## PREREQUISITE/STEP PROGRAM

The Education Fund partners with local community colleges to provide eligible employees with easier access to the core science courses needed to enter a nursing, professional, technical or other allied health program. These courses include Chemistry, Anatomy, Physiology and Microbiology, as well as math, English and computer skills.

To ensure that students receive a grade of “B” or higher, the Education Fund offers these classes in a logical sequence that begins with English and math, to

build basic skills tackling the sciences. Students also receive expert career counseling as well tutoring and other Academic Support services, including bridge courses, which are short overviews that help students brush up on the particular skills they’ll need in the science courses.

Courses are offered nights and weekends in all of our regions and at little or no charge to eligible employees. Participants also receive free textbooks.

The exact sequence of classes varies, depending on the requirements of the school. But a typical STEP series looks like this:

SEMESTER	CLASS
Semester 1	Preparatory English
Semester 2	College English (Freshman Composition)
Semester 3	Pre-Algebra
Semester 4	Elementary Algebra
Semester 5	Intermediate Algebra
Semester 6	Chemistry
Semester 7	Anatomy
Semester 8	Physiology
Semester 9	Microbiology

Students who have already taken some of the classes in the series can apply to take only the classes they need. The Education Fund offered STEP classes at 26 community colleges in the spring of 2010. Not every class is offered each semester in all locations, so check our catalog or the listing of classes on our web site.



CALL 1.888.872.4606 TOLL FREE

**PREREQUISITE/STEP**

## COURSE DESCRIPTIONS

**INTRODUCTION TO  
MEDICAL TERMINOLOGY**

A three-day non-college credit course that explores medical language and the basic structure of medical terms and their components in this three-day introductory course. Applies to all specialties of medicine. (Call 1.888.872.4606 toll free for information about upcoming classes)

**MEDICAL TERMINOLOGY**

Provides a logical and rational understanding of word parts. Covers medical terms organized according to body systems, including fundamental understanding of the basic anatomy, function, diseases and surgeries of each body system. *Available online.*

**PREPARATION FOR COLLEGE ENGLISH**

Prepares students to make a successful transition to the standard college English reading and composition class. Course titles and levels vary. Receive training and practice in correct and effective writing, critical reading and thinking, and basic research skills.

**COLLEGE ENGLISH**

This is the final English course in the Education Fund's STEP series. Teaches the student to read, analyze, research and write at the college level.

**PREPARATION FOR COLLEGE READING**

Learn strategies in the technique and practice of college-level critical reading and thinking skills.

**PREPARATION FOR COLLEGE WRITING**

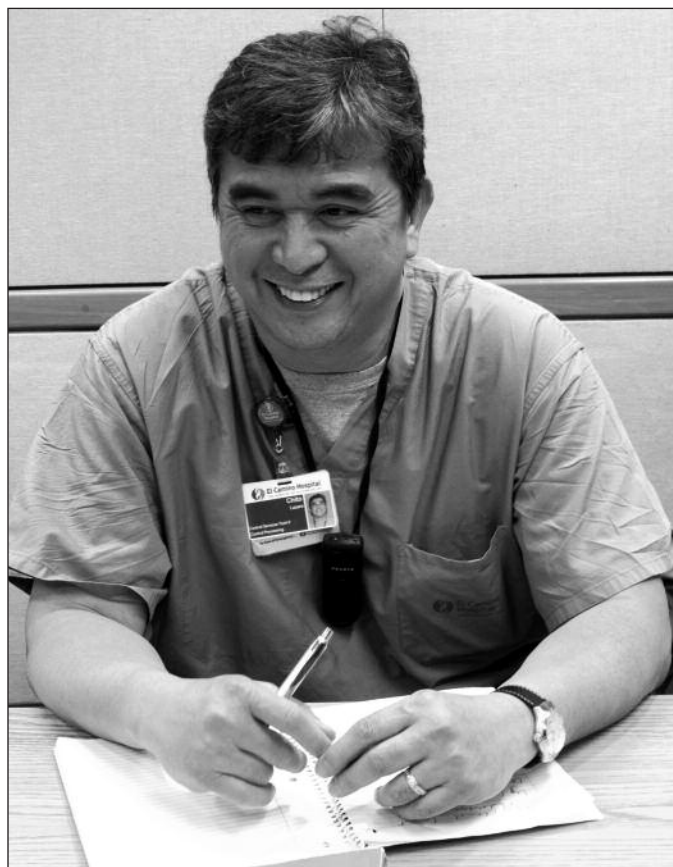
Introduces college-level skills in reading critically, exploring ideas, and writing. Compose essays which support a thesis through structure appropriate to both thesis and reader. Learn to revise for clarity and correctness.

**PRE-ALGEBRA**

Introduction to mathematical properties for students with little or no knowledge of the subject.

**ELEMENTARY ALGEBRA**

Operate on polynomials, solve linear and quadratic equations, and factor.



**INTERMEDIATE ALGEBRA**

Simplify complex fractions, rational exponents, and radicals, graph equations of straight lines, and solve linear systems of equations.

**BIOLOGY**

Introduction to molecular, cellular and genetic principles characterizing plants and animals. Course includes both lecture and lab.

**CHEMISTRY**

Learn the composition of matter, physical and chemical changes, fundamental laws and principles, atomic and molecular structure, inorganic nomenclature, chemical formula and reaction calculations, gas laws, bonding, solutions, net ionic equations, acid-base theories, pH, oxidation-reduction reactions, and equilibria. May include qualitative and quantitative theory and techniques and the factor-label method of problem-solving.

**ANATOMY**

Learn the structure of the human body, including identifying parts, understanding interrelationships, and making clinical applications. Laboratory activity includes dissection of cadavers and other selected mammalian organs, and use of the microscope.

**PHYSIOLOGY**

Gain a basic understanding and working knowledge of the human body with emphasis on the functions of each major system. Study the interrelationship between human systems and the relationship between structure and function of each system at several levels (biochemical, cellular, organ).

**MICROBIOLOGY**

Introduces microorganisms and their effects on human health, including their structure, physiology, metabolism, and genetics. Laboratory work includes aseptic technique, morphological and biochemical properties of microorganisms, and medically relevant issues regarding microorganisms.

**ANATOMY & PHYSIOLOGY I**

Presents an in-depth examination of the structure and function of the human body. Includes a review of chemical principles, the study of cells, tissues and the integumentary, skeletal and nervous systems.

**ANATOMY & PHYSIOLOGY II**

Covers an in-depth examination of the structure and function of the human body. Includes the study of the muscular, circulatory and respiratory systems.

**Get the Career Counseling and Academic Support you need!**



Call our toll-free hotline at **1.888.872.4606**, email us at **info@seiu-uhweduc.org** or make an appointment online at **http://www.seiu-uhweduc.org/appointment.html**



**NORTHERN CALIFORNIA PREREQUISITE/STEP COURSES****Application Deadline: June 4, 2010****\* Acceptance by the college is not guaranteed.**GET YOUR EDUCATION FUND APPLICATION IN AS SOON AS POSSIBLE  
TO INCREASE YOUR CHANCE OF GETTING INTO THE CLASS YOU CHOSE.**CITY COLLEGE OF SAN FRANCISCO\* • SAN FRANCISCO****All Classes: August 16–December 18, 2010 ~ Days/Times selected by student**

COURSE	CODE	UNITS	PREREQUISITES
Preparation for College English	ENGL 96	3	ENGL 93 or 94, or placement in ENGL 96
College English	ENGL 1A	3	ENGL 96 or placement in ENGL 1A (through CCSF English Placement Testing or the English Placement Test Waiver process)
Pre-Algebra	Math 835	3	MATH E1 or E or E3 or EX or BSMA G, H, or J, OR placement in MATH 835 or 840
Elementary Algebra	Math 840	3	MATH E1 or E or E3 or EX or MATH 835; OR placement in MATH 840
Intermediate Algebra	Math 860	4	MATH 840; or placement into MATH 860
Chemistry	CHEM 32	4	Math 840 and Eligible for College English
Anatomy	ANAT 25	4	Math 840 and Eligible for College English, Recommended CHEM 32 or CHEM 101A
Physiology	PHYS 12	4	CHEM 32 or CHEM 101A, Math 840 and Eligible for College English
Microbiology	MB 12	4	CHEM 32 or CHEM 101A, Math 840 and Eligible for College English

**COLLEGE OF MARIN\* • MARIN****All Classes: August 16–December 17, 2010 ~ Days/Times selected by student**

COURSE	CODE	UNITS	PREREQUISITES
Preparation for College English	ENGL 120	3	English 98 or 98SL or English Placement Test
College English	ENGL 150	3	English 120 or 120SL
Elementary Algebra	MATH 101	3	Math 95 or 95B
Intermediate Algebra	MATH 103	5	Math 101 or 101XY
Biology	BIOL 110	3	Math 101 and Eligible for College English
Chemistry	CHEM 110	5	Math 101 and Eligible for College English
Anatomy	BIOL 120	5	Biology 110 and 110L; Math 101 and Eligible for College English, Recommended CHEM 110
Physiology	BIOL 224	5	Biology 110 and 110L and Chemistry 110; Math 101 and Eligible for College English
Microbiology	BIOL 240	5	Biology 110 and 110L; plus Chemistry 110 or 114; Math 101 and Eligible for College English

**NOTE: Students entering science courses should prepare to attend a 4-week Bridge Course during the month before the semester begins. Held 3-4 Saturdays/Sundays 9a-5p.**

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**APPLY ONLINE AT [WWW.SEIU-UHWEDUC.ORG](http://WWW.SEIU-UHWEDUC.ORG)**

**DIABLO VALLEY COLLEGE\* • PLEASANT HILL**  
**All Classes: August 16–December 18, 2010 ~ Days/Times selected by student**

COURSE	CODE	UNITS	PREREQUISITES
Preparation for College English	ENGL 116	3	NA
Preparation for College Writing	ENGL 118	3	NA
College English	ENGL 122	3	ENGL 116 and ENGL 118 or equivalent recommendation from assessment process
Elementary Algebra	MATH 110	4	MATH 075 or MATH 075SP or equivalent
Chemistry	CHEM 108	4	MATH 110; Eligible for College English
Anatomy	BIOSC 139	5	MATH 110; Eligible for College English, Recommended CHEM 108
Physiology	BIOSC 140	5	BIOSC 139; CHEM 108 or one year high school chemistry; Math 110 and Eligible for College English
Microbiology	BIOSC 119	4	MATH 110 and Eligible for College English

**GAVILAN COLLEGE\* • GILROY**  
**All Classes: August 16–December 18, 2010 ~ Days/Times selected by student**

COURSE	CODE	UNITS	PREREQUISITES
Preparation for College English–Reading	ENGL 260	3	ENGL 420 or ESL 562 or placement in ENGL 260
Preparation for College English–Writing	ENGL 250	3	ENGL 440 or ESL 563, or placement in ENGL 250
College English	ENGL 1A	3	Prerequisites ENGL 250 and ENGL 260 or ENGL 250 and SSCI 270A or ENGL 250 and SSCI 270B with a grade of C or better or satisfactory score on the English Placement test
Pre-Algebra	Math 402	3	Math Placement Exam
Elementary Algebra	Math 205	5	Math 402
Intermediate Algebra	Math 233	5	Math 205 or Math 205A & Math 205B
Biology	BIO 10	4	Math 205 and Eligible for College English
Anatomy	BIO 7	4	Bio 10 or 15, Math 205 and Eligible for College English
Physiology	BIO 9	5	BIO 7 or BIO 15, Math 205 and Eligible for College English
Microbiology	BIO 8	5	Bio 10 or 15, Math 205 and Eligible for College English

**NOTE: Students entering science courses should prepare to attend a 4-week Bridge Course during the month before the semester begins. Held 3-4 Saturdays/Sundays 9a-5p.**

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CALL 1.888.872.4606 TOLL FREE

**LOS RIOS COMMUNITY COLLEGE DISTRICT\* • SACRAMENTO**

(Sacramento City College, American River College, Consumnes River College, Folsom Lake College)

All Classes: August 21- December 16, 2010 ~ Days/Times selected by student

COURSE	CODE	UNITS	PREREQUISITES
Preparation for College English	ENGWR 102	3	ENGWR 51 or placement through assessment process
College English	ENGWR 300	3	ENGWR 102 or placement through assessment process
Pre-Algebra	Math 32	3	Math 25 or placement through assessment process
Elementary Algebra	Math 100	5	Math 32 or placement through assessment process
Intermediate Algebra	Math 120	5	Math 100 or placement through assessment process
Chemistry	CHEM 305	5	MATH 100, Eligible for College English
Anatomy & Physiology 1	BIOL 430	5	CHEM 305, 309 or 400; MATH 100, Eligible for College English
Anatomy & Physiology 2	BIOL 431	5	BIO 430, CHEM 305, 309 or 400; MATH 100, Eligible for College English
Microbiology	BIOL 440	4	CHEM 305, 309 or 400; MATH 100, Eligible for College English

**MODESTO JUNIOR COLLEGE\* • MODESTO**

All Classes: August 16–December 18, 2010 ~ Days/Times selected by student unless otherwise noted

COURSE	CODE	UNITS	PREREQUISITES
Preparation for College English	ENGL 50	5	ENGL 49 or qualification by the MJC Assessment Process
College English	ENGL 101	3	ENGL 50 or qualification by the MJC Assessment Process
Pre-Algebra	MATH 20	5	Qualification by MJC math assessment process or satisfactory completion of MATH 10
Elementary Algebra	MATH 70	5	Math 20 or placement in Math 70
Intermediate Algebra	MATH 90	5	Math 70 or placement in Math 90
Chemistry	CHEM 143	5	Math 70 or placement in Math 90 and Eligible for College English
Anatomy	ANT 125	5	AP 50 or BIO 101 or BIO 111, Math 70, and Eligible for College English, Recommended CHEM 143
Physiology	PHYSO 101	5	ANAT 125, CHEM 143, BIO 111 or Bio 101 and Math 70, Eligible for College English
Microbiology	MICRO 101	4	BIO 111 or 101 and CHEM 143, Math 70 and Eligible for College English
Online Medical Terminology	MDAST 321	3	Mandatory orientation at Modesto Jr. College, Eligible for College English

**PERALTA COMMUNITY COLLEGE DISTRICT\* • EAST BAY**

(Laney College, Merritt College, College of Alameda, Berkeley City College)

All Classes: August 16–December 18, 2010 ~ Days/Times selected by student

COURSE	CODE	UNITS	PREREQUISITES
Preparation for College English I	ENGL 201A	4	English 250D or 292B or 292EB and English 251D or 293B or English 259D at Vista College or English 252B at Merritt or satisfactory multiple measures assessment of reading and writing skills.
Preparation for College English II	ENGL 201B	4	English 201A
College English	ENGL 1A	4	English 201B, ESL 21B or appropriate placement through multiple measures assessment process
Assessment Testing (May 18, 2010 • 5-7p)		NA	

**NOTE:** Students entering science courses should prepare to attend a 4-week Bridge Course during the month before the semester begins. Held 3-4 Saturdays/Sundays 9a-5p.

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# FALL 2010 CATALOG

## SAN JOSE CITY COLLEGE • SAN JOSE All Classes: August 30–December 18, 2010 ~ Days/Times TBD

COURSE	CODE	UNITS	PREREQUISITES
Chemistry	CHEM 32A	4	MATH 011A or MATH 011R or MATH 011S, Eligible for College English
Microbiology	BIO 74	5	(CHEM 001A or CHEM 011A or CHEM 015 or CHEM 030A or CHEM 032A or CHEM 065 or CHEM 089) and (AP 003 or ANAT 001 or BIOL 001 or BIOL 071 or BIOL 072 or PHYSO 060); MATH 011A or MATH 011R or MATH 011S and Eligible for ENGL College English

## SOLANO COMMUNITY COLLEGE • VALLEJO Class: August 16–December 18, 2010 • MW 6:30–920p

COURSE	CODE	UNITS	PREREQUISITES
Chemistry	CHEM 160	4	MATH 104 or MATH 114, Eligible for College English

## SANTA ROSA JUNIOR COLLEGE\* • SANTA ROSA All Classes: August 16–December 17, 2010 ~ Days/Times selected by student

COURSE	CODE	UNITS	PREREQUISITES
Preparation for College English	ENGL 100	4	Completion of 302 or higher, or assessed into
College English	ENGL 1A	4	Placement on the English assessment test into English 1A; OR Completion of ENGL 100B or higher (V8); OR ENGL 100 Or ESL 100
Pre- Algebra	CSKLS 372	3.5	APS Computational Math score of 23-35; or completion of CSKLS 368B or CSKLS 370 or CSKLS 371 or DRD 382 .
Elementary Algebra I	Math 150A	3	CSKLS 372 (or CSKL 372) OR Course Completion of CSKL 382 OR Completion of CSKLS 372 or higher (VE) OR Course Completion of DRD 382 (or LMATH 381)
Elementary Algebra II	Math 150B	3	MATH 150A or higher (VE)
Elementary Algebra	Math 151	5	MATH 150A or higher (VE) OR Course Completion of CSKLS 372 (or CSKL 372) OR Course Completion of CSKL 382
Intermediate Algebra	Math 155	4	MATH 150B or higher (V1) OR MATH 151
Chemistry	CHEM 60	5	Math 151 or Math 150A and 150B; ENGL 100 OR ESL 100
Biology	BIO 10	4	Math 151 or Math 150A and 150B; Eligible for College English
Anatomy	ANAT 1	5	BIO 10 or higher; Math 151 or Math 151 or Math 150A and 150B; Eligible for College English, Recommended CHEM 60
Physiology	PHYSIO 1	5	CHEM 60 or higher, BIO 10 or higher; Math 151 or Math 150A and 150B; Eligible for College English
Microbiology	MICRO 5	5	CHEM 60 or higher, BIO 10; Math 151 or Math 150A and 150B; Eligible for College English

## WILLOW INTERNATIONAL • FRESNO All Classes: August 16–December 18, 2010 ~ Days/Times TBD

COURSE	CODE	UNITS	PREREQUISITES
Elementary Algebra	Math 101	5	MATH 250 or equivalent or MATH 257
Math Refresher	Math	NA	

## ONLINE CLASS (SELF-PACED) Class: August 16–December 18, 2010

COURSE	CODE	UNITS	PREREQUISITES
Online Medical Terminology	MDAST 321	3	Mandatory orientation, Eligible for College English

**NOTE:** Students entering science courses should prepare to attend a 4-week Bridge Course during the month before the semester begins. Held 3-4 Saturdays/Sundays 9a-5p.

CALL 1.888.872.4606 TOLL FREE

**SOUTHERN CALIFORNIA PREREQUISITE/STEP COURSES****Application Deadline: July 9, 2010****\*Acceptance by the college is not guaranteed.**GET YOUR EDUCATION FUND APPLICATION IN AS SOON AS POSSIBLE  
TO INCREASE YOUR CHANCE OF GETTING INTO THE CLASS YOU CHOSE.**ANTELOPE VALLEY COLLEGE • LANCASTER**

COURSE	CODE	UNITS	PREREQUISITES
Intermediate Algebra Aug 24–Dec 9 • TTH 7–9:05p	MATH 102	4	Math 70 or qualify by assessment
Biology Aug 23–Dec 8 • MW 7–10p	Biol 101	4	Math 70 AND eligibility for ENGL 101

**COLLEGE OF THE DESERT\* • PALM DESERT****All Classes: August 30–December 17 ~ Days/Times selected by student**

COURSE	CODE	UNITS	PREREQUISITES
Preparation for College English	ENG 051	3	Passed English 050 or qualify by assessment
College English	ENG 001A	4	Passed English 051 or qualify by assessment
Pre-Algebra	MATH 054	4	Passed Math 057 or qualify by assessment
Elementary Algebra	MATH 050	4	Passed Math 054 or qualify by assessment
Intermediate Algebra	MATH 040	4	Passed Math 050 or qualify by assessment
Chemistry	CH 004	4	Passed Math 054 or Math 050 and English 051
Anatomy & Physiology I	B1-013	4	Passed Math 054 or 050, Eng 051 and Chem 004
Anatomy & Physiology II	B1-014	5	Passed Bio 013 and Chem 004
Microbiology	B1-015	5	Passed Bio 013, English 051, Math 050 or 054, and Chem 004

**CUESTA COLLEGE\* • SAN LUIS OBISPO****All Classes: Aug 16–Dec 17 ~ Days/Times selected by student**

COURSE	CODE	UNITS	PREREQUISITES
Pre-Algebra	MATH 07	3	Passed Math 003 or qualify by assessment
Elementary Algebra	MATH 123	5	Passed Math 07 or qualify by assessment
Intermediate Algebra	MATH 127	5	Passed Math 123 or qualify by assessment
Prep for College English	ENGL 156	4	Passed English 099 or qualify by assessment
College English	ENGL 201A	4	Passed English 156 or qualify by assessment
Chemistry	CHEM 210	4	Passed Math 127 AND eligibility for English 201A
Anatomy	BIO 205	4	Passed Chem 210 AND eligibility for English 201A
Physiology	BIO 206	5	Passed Chem 210 AND Bio 205
Microbiology (Bacteriology)	BIO 204	5	Passed Chem 210 AND eligibility for English 201A

**EAST LOS ANGELES COLLEGE • MONTEREY PARK****All Classes: TBD ~ Days/Times selected by student**

COURSE	CODE	UNITS	PREREQUISITES
Pre-Algebra*	MATH 112	3	Passed Math 110 or qualify by assessment
Elementary Algebra*	MATH 115	5	Passed Math 112 or qualify by assessment
Microbiology (TBD)	MICRO 001	5	Passed Math 115 AND English 62

**NOTE: Students entering science courses should prepare to attend a 4-week Bridge Course during the month before the semester begins. Held 3-4 Saturdays/Sundays 9a-5p.**

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# FALL 2010 CATALOG

## LOS ANGELES HARBOR COLLEGE • WILMINGTON

All Classes: TBD

COURSE	CODE	UNITS	PREREQUISITES
Pre-Algebra*	MATH 112	3	Passed Math 105 or qualify by assessment
Elementary Algebra II	MATH 123B	4	Passed Math 123A or qualify by assessment

## ONLINE COURSE (MODESTO JUNIOR COLLEGE)

August 16–December 18

COURSE	CODE	UNITS	PREREQUISITES
Medical Terminology (self-paced)	MDAST 321	3	Passed any 3 unit college course or qualify by assessment

## ORANGE COAST COLLEGE • COSTA MESA

All Classes: TBD

COURSE	CODE	UNITS	PREREQUISITES
Pre-Algebra MW 7-9:05p	MATH A008	3	Passed Math A005 or qualify by assessment
Anatomy (TBD)	BIO A220	5	Passed Chem 101 AND eligiblty for English 100

## OXNARD COLLEGE\* • OXNARD

All Classes: TBD ~ Days/Times selected by student

COURSE	CODE	UNITS	PREREQUISITES
Pre-Algebra	Math R010	4	Passed MATH R009 or qualify by assessment
Elementary Algebra	Math R011	5	Passed MATH R010 or qualify by assessment
Intermediate Algebra	Math R014	5	Passed MATH R011 or qualify by assessment
Prep for College English	ENGL R096	5	Passed ENGL R068 or qualify by assessment
College English	ENGL R101	4	Passed ENG R096 or qualify by assessment
Chemistry	CHEM R110	5	Math R011 and ENG R096
Biology	BIO R120	4	Math R011 and ENGL R096
Anatomy	ANAT R101	4	BIOL R101 or BIOL R120, CHEM R110 and ENGL R096
Physiology	PHSO R100 + R100L	5	ANAT R101, CHEM R110, ENGL R096
Microbiology	MICR R100 + R100L	5	BIOL R120 or both ANAT R101 and PHSO R100.

## PIERCE COLLEGE • WOODLAND HILLS

COURSE	CODE	UNITS	PREREQUISITES
Pre-Algebra Sept 1-Dec 15 • W 7:00-10:10p	Math 112	3	Passed Math 105 or qualify by assessment
Chemistry Aug 31-Dec 14 • TTH 6:30-10:10 p	Chem 51	5	Passed Math 115 and eligiblty for Eng 101

## SAN BERNARDINO VALLEY COLLEGE\* • SAN BERNARDINO

All Classes: TBD ~ Days/Times selected by student

COURSE	CODE	UNITS	PREREQUISITES
Prep for College English	ENGL 015	4	Passed English 914 or qualify by assessment
College English (TBD)	ENGL 101	4	Passed English 015 or qualify by assessment
Pre-Algebra	MATH 952	4	Passed Math 942 or qualify by assessment
Elementary Algebra	MATH 090	4	Passed Math 952 or qualify by assessment
Intermediate Algebra	MATH 095	4	Passed Math 090 or qualify by assessment
Chemistry	CHEM 101	4	Passed Math 090 and English 015
Anatomy	BIOL 260	4	Passed Math 090, English 015 and Chem 101
Physiology	BIOL 261	4	Passed Biol 260 and Chem 101

**NOTE:** Students entering science courses should prepare to attend a 4-week Bridge Course during the month before the semester begins. Held 3-4 Saturdays/Sundays 9a-5p.

CALL 1.888.872.4606 TOLL FREE

SEIU UHW-WEST & JOINT EMPLOYER  
EDUCATION FUND

# Nurse Assistant Training

## FREE Short-Term Intensive Training Program



If you are interested in becoming a direct care provider, this training may be for you.

**Program Includes:**

- Tuition and Fees
- Financial Assistance
- Books and Materials
- Academic Support

**18-Week Training Begins Spring 2011**

### APPLICATION PROCESS

**Step One: Complete and return the application by September 3, 2010**

**Step Two: Call 1-888-872-4606 to schedule an Information Session.**

**Step Three: Attend a MANDATORY ORIENTATION.**

Date	Time	Location	Room #
TBD	TBD	City College of San Francisco	TBD
TBD	TBD	Campus: TBD	TBD

Partner Organizations



For more info about this and other Education Fund programs and services call:

**1-888-TRAIN06 (872-4606) Toll Free**

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[www.seiu\\_uhweduc.org](http://www.seiu_uhweduc.org)

Funded in part by the Department of Economic and Workforce Development, City and County of San Francisco, California Community Colleges Chancellor's Office and SEIU UHW-West & Joint Employer Education Fund

# NURSING ASSISTANT TRAINING PROGRAM APPLICATION • FALL 2010

To be eligible to apply for the Nursing Assistant Training Program,  
you must meet the following criteria:

- 1) Work in a participating SEIU bargaining unit position for a contributing employer.
- 2) Be a regular full- or part-time employee eligible for benefits.
- 3) Have completed your initial probationary period.

**FOR MORE INFORMATION: WWW.SEIU-UHWEDUC.ORG**

**DEADLINE: SEPTEMBER 3, 2010**

## I. GENERAL INFORMATION

SOCIAL SECURITY NUMBER* XXX-XX-_____	EMPLOYEE ID NUMBER **	LAST NAME	FIRST NAME	MIDDLE NAME
STREET ADDRESS			APT #	HOME PHONE ( )
CITY		STATE	ZIP CODE	WORK PHONE ( )
BIRTHDATE ____/____/____	SEX	EMAIL ADDRESS (IF AVAILABLE)		CELL PHONE ( )
RACIAL ETHNIC BACKGROUND (OPTIONAL) <input type="checkbox"/> African American/Black <input type="checkbox"/> Asian/Indian Subcontinent <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Other _____				BEST TIME TO CALL

## II. COURSE INFORMATION

### NURSING ASSISTANT TRAINING

12-Unit nursing assistant training through City College of San Francisco

## III. EMPLOYMENT INFORMATION

EMPLOYER	FACILITY	DEPARTMENT
DATE OF HIRE	HRS/WK	JOB TITLE
BENEFITTED (OR BENEFIT-ELIGIBLE)? <input type="checkbox"/> YES <input type="checkbox"/> NO	WAGE	SUPERVISOR/MANAGER'S NAME
SCHEDULE <input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME	SHIFT <input type="checkbox"/> NIGHTS <input type="checkbox"/> DAYS <input type="checkbox"/> EVENINGS	SUPERVISOR'S EMAIL
UNION REPRESENTATION (CHECK ONE): <input type="checkbox"/> NONE <input type="checkbox"/> SEIU UHW-WEST (FORMERLY LOCAL 250/399) <input type="checkbox"/> SEIU 105 <input type="checkbox"/> SEIU 1107 <input type="checkbox"/> SEIU 49 <input type="checkbox"/> SEIU 6435 <input type="checkbox"/> SEIU 121RN <input type="checkbox"/> OTHER _____		SUPERVISOR'S PHONE ( )

## IV. CERTIFICATION

I certify that all of the information on this form is true and complete to the best of my knowledge. If asked, I agree to provide substantiation of the information that I have given on this form. I agree that the Education Fund may share my name and contact information with my employer and the school or training institution in order to verify my eligibility and enrollment status. I understand that specific information related to my academic performance will not be shared with my employer.

APPLICANT'S SIGNATURE \_\_\_\_\_

APPLICATION DATE \_\_\_\_\_

**\* Required:**

Only list the last 4 digits of your social security number

**\*\* Required:**

Incomplete applications will not be reviewed. If fields are left blank, you will be asked to resend a completed application.

**FAX, MAIL (U.S. mail only) or HAND DELIVER  
application & documents**

***no later than September 3, 2010 to:***

**LTC Program Coordinator**

360 22nd Street • Oakland, CA 94612

Fax: **1.866.727.1982**

**(include cover sheet Attn: Laura Rodriguez)**

For more information, call **888.872.4606** OR  
email **lrodriguez@seiu-uhweduc.org**

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It is the back of the  
Nursing Assisting Training Program Application  
for Fall 2010.

**Deadline: September 3, 2010**

SEIU UHW-WEST & JOINT EMPLOYER  
EDUCATION FUND

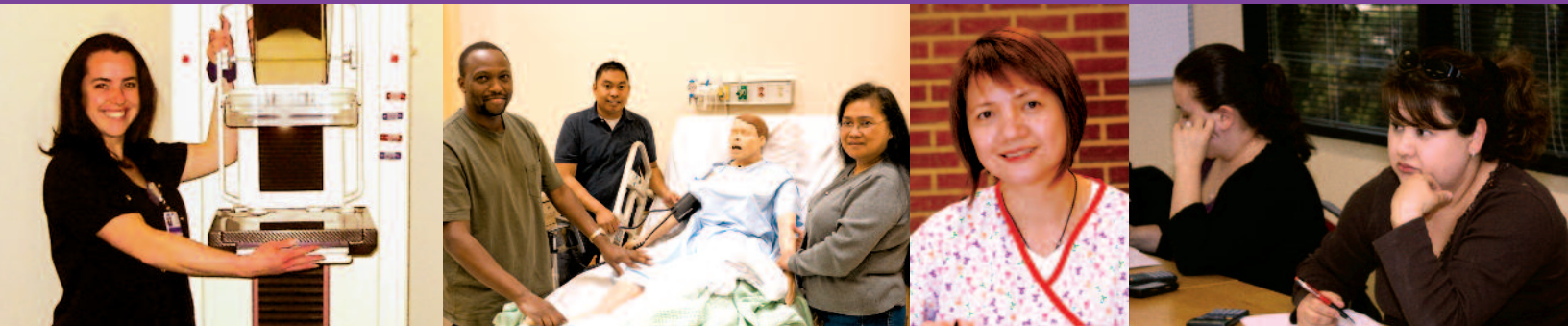
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SEIU United Healthcare Workers-West  
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Oakland, CA 94612  
FAX: 510.250.8392  
TOLL FREE FAX: 1.866.727.1982

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CALIFORNIA REGION

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Los Angeles, CA 90015  
TEL: 213.401.3000  
FAX: 866.824.9530

SACRAMENTO REGION

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Sacramento, CA 95811  
FAX: 916.448.2401

CENTRAL VALLEY

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Fresno, CA 93710  
FAX: 559.241.6539

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FAX: 408.287.3656