

Phone: (559) 327-2860 **Health Careers** **clovisadulthoodeducation.com**

Nurse Assistant (NA)

Approximate Time: 13 weeks
 *Approximate cost: \$1000

Pre-requisites:

- Passing TABE test at:
 - Reading: 442
 - Math: 449
- Have a valid government photo I.D.
- Have a valid social security card
- American Heart BLS CPR card

*textbooks sold separately, and prices are subject to change. Books are non-refundable

Home Health Aide (HHA)

Approximate Time: 1 week
 *Approximate Cost: \$350.00

Pre-requisite:

- Must be 18 years
- Must have active Nurse Assistant Certification
- Valid government issued photo I.D.
- Valid Social Security Card or Individual Taxpayer Identification Number (ITIN)
- American Heart Basic Life Support (BLS) CPR Certification

*textbooks sold separately, and prices are subject to change. Books are non-refundable

Pre-Requisite (for VN program)

Pre-Req Class Fees:

- \$150 - \$175 per class
- \$25 fee for any class change

Book Fees:

- \$50 - \$105 prices vary

Pre-requisites:

- Must be 18 years of age or older
- Have access to a laptop or PC
- Have access to reliable internet
- Have a for "school use only" Gmail account with your first & last name incorporated in it (Example: frankielopez123@gmail.com)

Courses:

- VN Preparation (VN Prep) 36 hours
- Medical Terminology 45 hours
- Medical Math 45 hours
- Nutrition 33 hours
- Anatomy & Physiology (A&P) 60 hours

***VN Prep should be your first class**
***Anatomy & Physiology should be your last class.**
***Medical Term is required before taking A&P.**

*textbooks sold separately, and prices are subject to change. Books are non-refundable

Vocational Nurse (VN)

Approximate Time: 18 months
 *Approximate cost: \$12,000

Pre-requisites:

- Passing TABE test at:
 - Reading: 536
 - Math: 496
- Complete the following Pre-requisite classes:
 - Medical Terminology
 - Medical Math (Inter Algebra, Math 103)
 - VN Prep
 - Nutrition (or FN 40)
 - Anatomy and Physiology
- Submit a VN Application within the application window with the following:
 - Accredited High School Diploma or U.S. Equivalent
 - Active CNA with proof of employment as a CNA for a minimum of 350 hours
 - Two letters of recommendation (from anyone except family members)
 - Government issued photo ID
 - Birth Certificate
 - Social Security Card
 - One 2x2 passport photo
 - Basic Life Support (BLS) American Heart CPR

*textbooks sold separately, and prices are subject to change. Books are non-refundable

TABE Testing


Cost is \$15.00

Wednesday morning at 9:00 am to 12:00 pm
 Thursday evening at 4:00 pm to 7:00 pm


- Pre-Registration is required before the day of testing and is only available online
- Must have a valid Government Issued I.D. to take test (cannot be a copy or photo)
- CAE does NOT accept test scores from other schools
- There is no transferring from one test date to another.
- If you miss your scheduled test date you will have to re-register and pay the \$15 fee.
- Test Scores expire after 2 years

Informational Zoom Meeting

The Informational Meeting is held on selected Mondays via ZOOM from 11:00 am to 12:00 pm.



****Selected programs are eligible for Financial Aid**
If you are interested in the Health Careers please visit the Nursing Office in A-8

Phone: (559) 327-2853		Business Careers		clovisadulthoodeducation.com	
<p align="center"> <u>Administrative Assistant</u> </p> <p> Approximate Time: 8 months (892 hours) *Approximate cost: \$3,135 (Including books) </p> <p> Pre-requisites: <ul style="list-style-type: none"> Accredited High School Diploma or U.S. Equivalent Passing TABE test at: <ul style="list-style-type: none"> Reading: 501 Math: 495 </p> <p> Courses: <ul style="list-style-type: none"> Business Communications Office Procedures Office Accounting (pre-requisite for QuickBooks) QuickBooks 2021 Pre-employment Preparation (PEP) Microsoft Suite 2019 & 365 and Keyboarding <ul style="list-style-type: none"> Welcome to Computer Basics (windows 10) Outlook 2019 & 365 Building a Foundation MS Office 2019 & 365 Word 2019 & 365 Excel 2019 & 365 PowerPoint 2019 & 365 Access 2019 & 365 Word 2019 & 365 Level 2 Excel 2019 & 365 Level 2 </p> <p><small>*Approximate cost is calculated at the rate of \$250 per class and current published textbook prices which are subject to change.</small></p>			<p align="center"> <u>Medical Assistant – Front Office</u> </p> <p> Approximate Time: 8 months (964 hours) *Approximate cost: \$3,875 (Including books) </p> <p> Pre-requisites: <ul style="list-style-type: none"> Accredited High School Diploma or U.S. Equivalent Passing TABE test at: <ul style="list-style-type: none"> Reading: 501 Math: 495 </p> <p> Courses: <ul style="list-style-type: none"> Business Communications Office Procedures Office Accounting (pre-requisite for QuickBooks) QuickBooks 2021 Pre-employment Preparation (PEP) Medical Office Terminology (pre-requisite for Practical Medical Office Skills) Practical Medical Office Skills Microsoft Suite 2019 & 365 and Keyboarding <ul style="list-style-type: none"> Welcome to Computer Basics (windows 10) Outlook 2019 & 365 Building a Foundation MS Office 2019 & 365 Word 2019 & 365 Excel 2019 & 365 PowerPoint 2019 & 365 Access 2019 & 365 Word 2019 & 365 Level 2 Excel 2019 & 365 Level 2 </p> <p><small>*Approximate cost is calculated at the rate of \$250 per class and current published textbook prices which are subject to change.</small></p>		
<p align="center"> <u>TABE Testing</u> </p> <p align="center"> Cost is \$15.00 Wednesday morning at 9:00 am to 12:00 pm </p> <ul style="list-style-type: none"> Pre-Registration is required before the day of testing and is only available online Must have a valid Government Issued I.D. to take test (cannot be a copy or photo) CAE does NOT accept test scores from other schools There is no transferring from one test date to another. If you miss your scheduled test date you will have to re-register and pay the \$15 fee. Must present scores to main office immediately upon completion. (Failure to do so will result in invalid scores and you must retest). Test Scores expires after 1 year 			<p align="center"> <u>Informational Zoom Meeting</u> </p> <p align="center"> The Informational Meeting is held on selected Mondays via ZOOM from 1:00 am to 2:00 pm. </p> <div align="center">  </div>		

****Selected programs are eligible for Financial Aid**
If you are interested in Business Careers please visit the Main Office