

## Required Courses 2012-2014

### Nurse Aide Professional Certificate

The Professional Certificate consists of a combination of the Nurse Aide Skills Certificate and other courses. Students could increase employability with completion of this certificate.

HEOC 152 Certified Nurse Assistant .....	6
HEOC 155 Certified Nurse Assistant Clinical .....	2
HEOC 158 Certified Medication Technician .....	4
HEOC 160 Certified Medication Technician Clinical .....	1
HEOC 162 Home Health Aide .....	2
HEOC 164 Restorative Nurse Assistant .....	2
HEOC 166 Restorative Nurse Assistant Clinical .....	1
HEOC 120 Medical Terminology I.....	3
Program Electives* .....	9

#### Professional Certificate Total 30

Program Electives\* - Select 9 hours from BIO 103, HEOC 101, HEOC 122, HEOC 140, HEOC 168, HEOC 170, HEOC 172, HLTH 102, (or) SPAN 120

*Note: If a student passes HEOC 152, but does not pass HEOC 155, they will have one additional semester to retake HEOC 155 from a regularly scheduled State Fair Community College class. Any retake of HEOC 155 after one semester will require that HEOC 152 be retaken.*

Gainful Employment Disclosure: For information about graduation rates, median debt of students who complete the Health Care Specialist-Nurse Aide Professional Certificate and other important information, visit [www.sfccmo.edu/healthcarespecialist](http://www.sfccmo.edu/healthcarespecialist).

\*The MoHealthWINs workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

## Required Courses 2012-2014

### AAS Health Care Specialist with Emphasis in Nurse Aide

\*Course requires a college level science. BIO 103 is recommended.

HEOC 120 Medical Terminology I.....	3
HEOC 122 Medical Terminology II.....	3
HEOC 140 Technology and Health Care.....	3
BIO 207* Human Anatomy with Lab .....	4
BIO 208 Human Physiology with Lab .....	4
CAPP 125 Microcomputer Applications.....	3
HLTH 102 First Aid .....	2
SS 120 Employment Strategies.....	1
Program Electives** .....	7
ENGL 101 English Composition I .....	3
MATH 112 Intermediate Algebra.....	3
HIST 101 U.S. History Before 1877 (or)	
HIST 102 U.S. History Since 1877 (or)	
POLS 101 American/National Government.....	3
Wellness Course*** .....	1
HEOC 152 Certified Nurse Assistant.....	6
HEOC 155 Certified Nurse Assistant Clinical .....	2
HEOC 158 Certified Medication Technician .....	4
HEOC 160 Certified Medication Technician Clinical .....	1
HEOC 162 Home Health Aide.....	2
HEOC 164 Restorative Nurse Assistant.....	2
HEOC 166 Restorative Nurse Assistant Clinical .....	1
General Education Courses**** .....	6

#### Degree Total 64

Program Electives\*\* - Select 7 hours from BIO 103, HEOC 101, HEOC 168, HEOC 170, HEOC 172, (or) SPAN 120

Wellness Course\*\*\* - Select one course from the following - EDUC 110, HLTH 101, WELL 116, WELL 117, WELL 118, WELL 119, WELL 121, (or) WELL 122

General Education Courses\*\*\*\* - Select 6 hours from two areas:

COMMUNICATING: ENGL 102, ENGL 110, ENGL 112, SPTH 101

MATHEMATICS: MATH 101, MATH 107, MATH 108, MATH 114, MATH 116

SOCIAL AND BEHAVIORAL SCIENCES: BADM101, BADM 107, ECON 101, ECON 102, HIST 108, HIST 109, PSY 101, PSY 102, SOC 100

HIGHER ORDER THINKING: BADM 103, ENGL 102, LIT 104, SOC 120

VALUING: PHIL 101, PHIL 104, SOC 102, SOC 120

MANAGING INFORMATION: CAPP 125, CIS 103, ENGL 102

LIFE AND PHYSICAL SCIENCE: AGRI 108, AGRI 118, CHEM 101, CHEM 113, PHYS 103, PHYS 105, PHYS 125

HUMANITIES AND FINE ARTS: ART 101, FREN 101, LIT 101, LIT 104, LIT 105, LIT 107, LIT 109, LIT 114, MUS 101, PHIL 101, PHIL 102, PHIL 104, SOC 120, SPAN 101, SPAN 120, SPTH 107

## Care for others

# Nurse Aide

## ) Skills Certificate



### About SFCC's Nurse Aide Skills Certificate

State Fair Community College's Nurse Aide Skills Certificate is designed to provide you with the training you need to become a Certified Nurse Assistant (CNA), Certified Medication Technician (CMT), Restorative Nurse Assistant (RNA), or a Home Health Aide.

The courses in this program are offered on-ground and online, and clinicals will be on-site. SFCC is the only college in its 14-county service area that offers the combination of courses included in this Skills Certificate.

### Need for health care specialists

The U.S. Department of Health and Human Services, Administration on Aging, predicts that by 2030 there will be 72.1 million older persons, more than twice the number in 2000 and nearly 20 percent of the population. The area of mid-Missouri served by SFCC has one of the fastest growing populations of older persons as a percentage of the population in the country. This highlights

the importance of the health care community, including long-term health care facilities, which will be important employers of graduates of these SFCC programs.

### Program costs

Tuition and fees for 2013-2014 for in-district residents (Pettis and Benton counties and the city of Otterville) are \$98 per credit hour. The cost per credit hour for other Missouri residents is \$131. Online courses require an additional fee.

SFCC participates in the Missouri A+ program. It allows students who complete the requirements of the program at their A+ certified high schools to earn paid tuition at a public community college.

The SFCC Financial Aid office can help you plan for the cost of getting an education. Forms of aid include scholarships, grants and loans. A payment plan also is available. For more information, visit [www.sfccmo.edu/howtopayforcollege](http://www.sfccmo.edu/howtopayforcollege), or contact the office at (660) 530-5834 or at [finaid@sfccmo.edu](mailto:finaid@sfccmo.edu).

## Contacts

### Program Director

Joyce Jennings  
(660) 596-7466 - Direct Line  
[jjennings@sfccmo.edu](mailto:jjennings@sfccmo.edu)

### Admissions Office

[www.sfccmo.edu/admissions](http://www.sfccmo.edu/admissions)  
Hopkins Student Services Center  
3201 W. 16th St.  
Sedalia, MO 65301  
(660) 530-5833  
[admissions@sfccmo.edu](mailto:admissions@sfccmo.edu)

### Admissions Checklist:

- Complete an application for admission online at [www.sfccmo.edu](http://www.sfccmo.edu).
- Request official academic transcript(s) from all colleges where credit was earned or attempted, including dual credit.\*
- Submit ACT scores or schedule the free COMPASS test by calling the Testing and Career Center at (660) 530-5818.
- Request official high school, GED or home school transcript if required for pre-requisite or A+ eligibility.\*

For specific admission requirements, visit [www.sfccmo.edu](http://www.sfccmo.edu); some academic programs require an additional application.

\*Documents should be sent to Admissions, SFCC, 3201 W. 16th St., Sedalia, MO 65301.

Prospective students for this program must be at least 18 years old and employable by a long-term care facility. Two forms of identification are also required for proof of identification and to conduct a background check. Between the two forms of ID, the following information must be found: date of birth, photo and Social Security number.

# Learn more. Do more.

## State Fair Community College

**NOTE:** Not all courses are offered every semester. Check with an advisor. For a complete description of degree requirements and for course descriptions, please visit [www.sfccmo.edu](http://www.sfccmo.edu) and select Course Catalog, or call the Admissions Office at (660) 530-5833. The catalog and any subsequent addendums are the official source for a program's sequence of courses. 2/14

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access Advisor, Student Services Office, Hopkins Student Services Center, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

SFCC is tobacco- and smoke-free. For details, visit [www.sfccmo.edu](http://www.sfccmo.edu).



[www.sfccmo.edu](http://www.sfccmo.edu)

State Fair  
Community College



[www.sfccmo.edu](http://www.sfccmo.edu)



**Required Courses 2012-2014**

**Nurse Aide Skills Certificate**

**Certified Nurse Assistant (CNA)**

CNAs perform basic nursing skills to care for clients in long-term care facilities, hospitals and/or through home health agencies. The program includes on-ground and online classroom and on-site clinical experiences that are designed to complement each other. Upon successful completion of both components, students will be eligible to take the final exam to become CNAs through the Missouri Department of Health and Senior Services. Additional state-mandated requirements may be required to be employed as a CNA in a long-term care facility.

**Certified Nurse Assistant ^**

**HEOC 152 ..... 6**  
Corequisite: HEOC 155. Certified Nurse Assistant training prepares individuals for employment in a long-term care facility, teaching skills in resident care under the direct supervision of a licensed nurse. CNA and CNA Clinical will meet state requirements for CNA training. Additional state mandated requirements may be required to be employed as a CNA in a long-term care facility. Note: If a student passes HEOC 152, but does not pass HEOC 155, the student will have one additional semester to retake HEOC 155 from a regularly scheduled State Fair Community College course. Any retake of HEOC 155 after one semester will require that HEOC 152 be retaken.

**Certified Nurse Assistant ^**

**Clinical HEOC 155 ..... 2**  
Corequisite: HEOC 152. Training provides 100 hours of on-the-job training with state-approved clinical supervisors in a long-term care facility. At the conclusion of the clinical sessions, a two-part, state-approved final examination must be passed. The two-part final examination includes a written or oral assessment and a practicum examination. This is a pass/fail course.

**Certified Medication Technician (CMT)**

Prospective CMT students must have been CNAs for at least six months and provide a copy of the CNA certificate or CNA identification card (front and back); have a recommendation letter from a Director of Nursing or Facility Administrator; and complete the TABE test and achieve an appropriate score. Upon successful completion of both components, students will be eligible to take the final exam to become Certified Medication Technicians through the Missouri Department of Health and Senior Services.

**Certified Medication Technician ^**

**HEOC 158 ..... 4**  
Prerequisite: Active Listing on the Missouri CNA Registry. This Certified Medication Technician training program prepares individuals for employment in a long-term care facility. Skills are taught in administration of nonparenteral medications to assist LPNs or RNs in medication therapy. Training consists of at least 60 hours of classroom instruction. Upon successful completion of both this course and HEOC 160, the student will be eligible to take the final exam to become a Certified Medication Technician through the Missouri Department of Health and Senior Services.

**CMT Clinical ^ HEOC 160 ..... 1**

Corequisite: HEOC 158. Training includes at least 15 hours of clinical practice under direct supervision. The student will participate in administering nonparenteral medications in a long-term care facility. This is a pass/fail course.

**Restorative Nurse Assistant (RNA)**

The Restorative Nurse Assistant is an expanded role for the Certified Nurse Assistant. The RNA acquires special knowledge and techniques in therapeutic rehabilitation as prescribed and supervised by licensed personnel. Prospective RNA students must have been CNAs for at least six months and provide a copy of the CNA certificate or CNA identification card (front and back); have a recommendation letter from a Director of Nursing or Facility Administrator; and provide a copy of high school diploma or GED certificate.

**Restorative Nurse Assistant**

**HEOC 164 ..... 2**  
The Restorative Nurse Assistant training program is designed to train aides to fulfill requirements for efficient rehabilitative care of residents in nursing homes. The student will have the opportunity to learn the rehabilitative philosophy, work with departmental organizations and understand the role of the physical therapist and the proper techniques of body mechanics, transfers and ambulation.

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**Home Health Aide (HHA)**

**Home Health Aide**  
**HEOC 162 ..... 2**  
The Home Health Aide training program provides the student with basic care skills for families with unique health needs in the patient's home. The student will learn the goals of maintaining basic human needs, home management, nutrition, meal planning, adapting basic care activities, observing client's medication and special needs, as well as special procedures in emergency care.

**Restorative Nurse Assistant**

**Clinical HEOC 166 ..... 1**  
Corequisite: HEOC 164. The training includes clinical practice under direct supervision. The student will participate in working with the physical therapist in a long-term care facility. This is a pass/fail course.

**SKILLS CERTIFICATE TOTAL 18**



^ These classes are included in the MoHealthWINS\* program funded by the U.S. Department of Labor. Because of this funding, there are eligibility requirements. Eligible applicants may qualify for free tuition and receive personal assistance from the college in job preparation and placement and earning additional certifications. For more information, contact Kara Wheeler, admissions and advisement specialist, at (660) 596-7433 or [kwheeler@sfccmo.edu](mailto:kwheeler@sfccmo.edu).



Some individuals may find taking these classes helpful in their current job situations.

**Insulin Administration**

**HEOC 172 ..... 5**  
This class prepares medication technicians in a skilled or intermediate care facility or medication aides in a residential care facility (RCF) or assisted living facility (ALF) to administer insulin.

The program is designed to present information on diabetes as it relates to symptoms and implications of proper or improper treatment and to teach skills in insulin administration in order to qualify students to perform this procedure in long-term care facilities in Missouri.

The curriculum includes procedures and instruction on diabetes and its treatment and complications; types of insulins; techniques of insulin administration; and methods of monitoring blood sugar levels.

**Level I Medication Aide (LIMA)**

**HEOC 170 ..... 1**  
The Level I Medication Aide (LIMA) class teaches skills in medication administration of nonparenteral (oral or by inhalation) medications and prepares individuals for employment as a LIMA in residential care facilities (RCFs) and assisted living facilities (ALFs) in Missouri.

The curriculum is a minimum of 16 hours which includes procedures and instructions in basic human needs and relationships; drug classifications and their implications; assessing drug reactions; techniques of drug administration; medication storage and control; drug reference resources; and infection control.

**Phlebotomy ^ HEOC 146 ..... 6**

This online course is designed to provide the students with the knowledge, skills, and techniques necessary to perform as a phlebotomist in the clinical setting. The student will learn various procedures and laboratory techniques in handling human blood. The student must satisfactorily perform in a laboratory setting as well as pass written tests.

Upon successful completion of the course, students are eligible to take certification exams, which are required by some employers and may make you more marketable in a job search.