

## SCE Career Services & Short-Term Vocational Programs

Mt. SAC School of Continuing Education

[www.mtsac.edu/sce/stv/](http://www.mtsac.edu/sce/stv/)

# Introduction



I am Dina Paton, Career Services Specialist with Mt. SAC's School of Continuing Education!

I have been working at Mt. SAC since September 2022.

I have a bachelor's degree in Social Ecology from UC Irvine.

I am working on a master's degree in Educational Counseling.

I also completed a registered apprenticeship program designating me as a Journey-Level Workforce Development Professional.

I have worked in the area of career services for 17 years.

Prior to working at Mt. SAC, I worked in the public workforce system as a case manager and as a career services supervisor.

I started my career as a job coach for individuals with disabilities.

In my free time, I love to read, garden, crochet, hike/camp, and spend time with my family!



# What career services are available?

Career Assessments

Career Exploration

Labor Market Information

Resume/Cover Letter Development and Critiques

Job Application Tips

Interview Preparation

Referrals to Community Resources

Guidance and Coaching


# Handshake

- <https://mtsac.joinhandshake.com/login>

**OR**

- Login in your Mt. SAC Portal
- Register
- List of participating employers

Handshake



Find a job with Handshake!  
The free career hub that gives students access to  
job and internship postings, career fair and  
employer events.

[Launch Handshake](#)

# Schedule an Appointment

[Click here to book a Career Services appointment!](#)

Or enter this URL into your internet browser:

<https://outlook.office365.com/owa/calendar/SCECareerServices@mtsac.edu/bookings/>

Or scan this QR code with the camera on your mobile device:





**MT. SAC!**  
SCHOOL OF  
CONTINUING EDUCATION

## SHORT-TERM VOCATIONAL PROGRAMS

Short-Term Vocational Education provides students with noncredit programs to gain new skills and embark on new career paths. With over 55 certificate programs, the Mt. SAC School of Continuing Education offers a variety of noncredit courses to prepare for a career or upgrade skills.

**CLASS ENROLLMENT IS OFFERED AT NO COST. ADDITIONAL FEES MAY BE REQUIRED FOR SOME PROGRAMS.**

### Health Careers

- ✓ Certified Nurse Assistant (CNA)
- ✓ Emergency Medical Technician (EMT)
- ✓ Medical Assistant (Apprenticeship Opportunity)
- ✓ Personal Care Aide (PCA)
- ✓ Pharmacy Technician (Apprenticeship Opportunity)
- ✓ Physical Therapy Aide

### Floral Design

- ✓ Floral Design 1, 2, & 3

### Business

- ✓ Accounting
- ✓ Office Skills
- ✓ Payroll & Tax Accounting
- ✓ QuickBooks For Accounting
- ✓ Small Business Management
- ✓ Social Media Marketing

### Trades & Electronics

- ✓ Electronic Systems Technology
- ✓ Logistics Technician



SCAN TO APPLY

### GET STARTED

Apply online at [www.mtsac.edu/noncreditapp](http://www.mtsac.edu/noncreditapp)

For registration information,

call [909-274-4070](tel:909-274-4070) or email [stv@mtsac.edu](mailto:stv@mtsac.edu)

[www.mtsac.edu/sce/stv/](http://www.mtsac.edu/sce/stv/)

**TUITION  
FREE**

# Mt. SAC Short-Term Vocational Programs



Tuition-free (some programs may have additional fees for supplies, books, and/or state certifications)



Programs can be completed in 3-20 weeks



Courses are pass/no pass and can be repeated



No limit on the number of courses a student can complete



Have very few pre-requisites or eligibility requirements



Instructors are industry professionals with work experience in the subject they teach



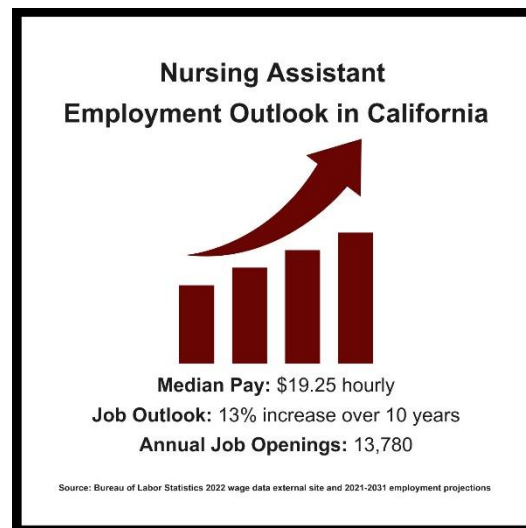
Programs provide students with hands-on practice in skills labs with industry tools and equipment



# Certified Nurse Assistant (CNA)

## About

- Certified Nurse Assistants (CNA) provide or assist with basic care or support under the direction of onsite licensed nursing staff.
- Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks.
- Work settings: Skilled Nursing Facilities, Hospitals, Assisted Living Homes, Rehabilitation Centers
- Career Pathways: Home Health Aide (HHA), Licensed Vocational Nurse (LVN), Registered Nurse (RN)



## Program Information

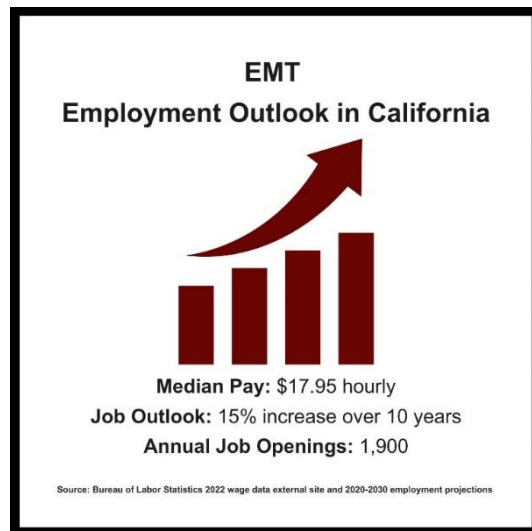
- Mandatory information session must be attended prior to registration
- Tuition-Free
- Student is responsible for additional program related costs
- 12 weeks: Includes 66 hours of theory and 108 hours in a clinical setting
- California Department of Public Health (CDPH)-approved training program.
- Upon successful completion, students are eligible to take the National Nurse Assistant Assessment Program (NNAAP) and apply for state certification.

<https://www.mtsac.edu/sce/stv/health/cna/>

# Emergency Medical Technician (EMT)

## About

- Emergency Medical Technicians (EMT) assess injuries and illnesses and administer basic emergency medical care. May transport injured or sick persons to medical facilities.
- Perform duties such as administering first aid treatment or life support care to sick or injured persons in prehospital settings, assess nature and extent of illness or injury to establish and prioritize medical procedures.
- Students must be 18+ to register with NREMT
- Work settings: fire departments, hospitals, or other rescue services
- Career Pathways: Paramedic, Firefighters, Nursing



## Program Information

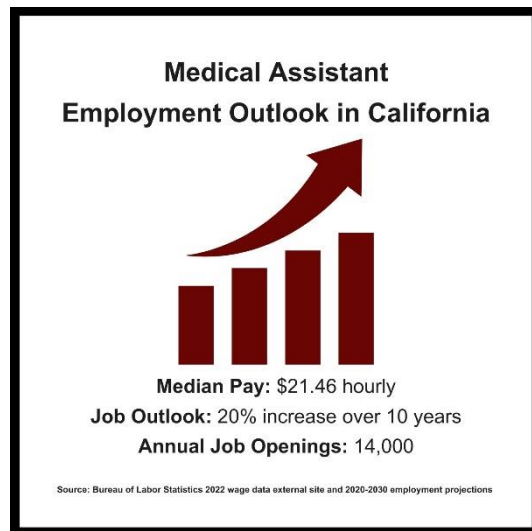
- Mandatory information session must be attended prior to registration
- Tuition-Free
- Student is responsible for additional program related costs
- 16 weeks (Fall & Spring), 8 Weeks (Winter & Summer)
- National Registry of EMTs (NREMT) and Los Angeles County Department of Health Services (DHS)-approved training program.
- Upon successful completion, students are eligible to take the National Registry (NREMT) cognitive and psychomotor examinations.

<https://www.mtsac.edu/sce/stv/health/emt/>

# Medical Assistant (MA)

## About

- Medical Assistants (MA) perform administrative and certain clinical duties under the direction of a physician.
- Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.
- Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.
- Work settings: Physician's Offices, Hospitals, Clinics, and other healthcare offices
- Career Pathways: Phlebotomist, Medical Billing/Coding, Histologic Technician



## Program Information

- Mandatory information session must be attended prior to registration
- Tuition-Free
- Student is responsible for additional program related costs
- 20 weeks (hybrid or in-person)
- National Center for Competency Testing-approved training program.
- Upon successful completion, students are eligible to take the National Certified Medical Assistant (NCMA) exam.

<https://www.mtsac.edu/sce/stv/health/ma/>

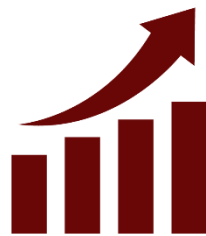
# Personal Care Aide (PCA)

## About

- Personal Care Aides provide personalized assistance to individuals with disabilities or illness who require help with personal care and activities of daily living support (e.g., feeding, bathing, dressing, grooming, toileting, and ambulation).
- May also provide help with tasks such as preparing meals, doing light housekeeping, and doing laundry.
- Work settings: Private Homes, Assisted Living, Adult Day Centers.
- Career Pathways: Certified Nurse Assistant (CNA), Home Health Aide (HHA), Licensed Vocational Nurse (LVN), Registered Nurse (RN)



## Personal Care Aide Employment Outlook in California



Median Pay: \$15.50 hourly  
Job Outlook: 29% increase over 10 years  
Annual Job Openings: 127,640

Source: Bureau of Labor Statistics 2022 wage data external site and 2020-2030 employment projections

## Program Information

- Tuition-Free
- Student is responsible for additional program related costs
- 8 weeks, hybrid (4 weeks online, 4 weeks in-person)
- Students will learn skills in personal hygiene, safe transfer techniques, and stages of Alzheimer's and dementia.
- Upon successful completion, students can register as a Home Care Aide (HCA) and/or register as a provider with In-Home Supportive Service (IHSS) both through the CA Department of Social Services.

<https://www.mtsac.edu/sce/stv/health/ma/>

# Pharmacy Technician

## About

- Pharmacy Technicians prepare medications under the direction of a pharmacist.
- May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.
- Work settings: Retail Pharmacies, Closed-Door Pharmacies, Hospital Pharmacies, Compounding Pharmacies
- Career Pathways: Pharmacist, Histologic Technician, Regulatory Affairs



## Program Information

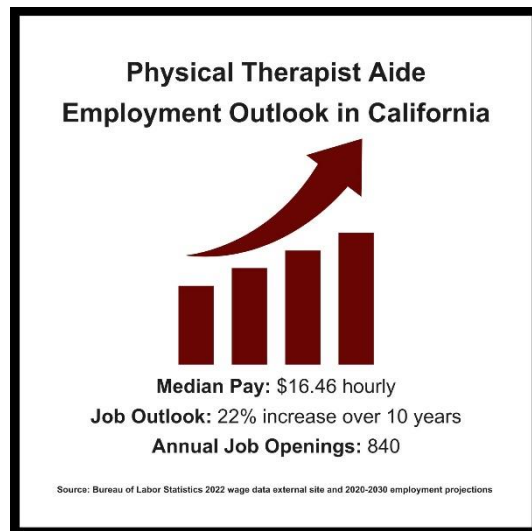
- Mandatory information session must be attended prior to registration
- Tuition-Free
- Student is responsible for additional program related costs
- 20 weeks, in-person
- Externship placement
- Upon successful completion, students are eligible to apply for a Pharmacy Technician license through the CA State Board of Pharmacy.

<https://www.mtsac.edu/sce/stv/health/ptec/>

# Physical Therapy Aide

## About

- Physical Therapist Aides (PTA) perform only delegated, selected, or routine tasks in specific situations.
- These duties include preparing the patient and the treatment area.
- Work settings: Physical Therapy Offices, Hospitals, Nursing Facilities, Athletic Centers
- Career Pathways: Physical Therapy Assistant, Physical Therapist, Athletic Trainer, Personal Trainer, Fitness Instructor



## Program Information

- Tuition-Free
- No additional program related costs
- 6 weeks, in-person
- This short-term vocational course provides students with a basic understanding of working in a physical therapy setting with patients who need rehabilitation from an injury or accident.
- The Physical Therapy Aide course includes medical terminology used in the profession.

<https://www.mtsac.edu/sce/stv/health/pta/>

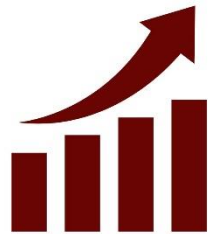
# Accounting & QuickBooks for Accounting

## About

- Compute, classify, and record numerical data to keep financial records complete.
- Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.
- Work settings: Offices, Remote Work, Entrepreneurship
- Career Pathways: Office Clerk, Accounting Clerk, Bookkeeper, Collections, Office Manager



### Bookkeeping, Accounting, and Auditing Clerks Employment Outlook in California



**Median Pay:** \$24.31 hourly

**Job Outlook:** 4% increase over 10 years

**Annual Job Openings:** 21,460

Source: Bureau of Labor Statistics 2022 wage data external site and 2020-2030 employment projections

## Program Information

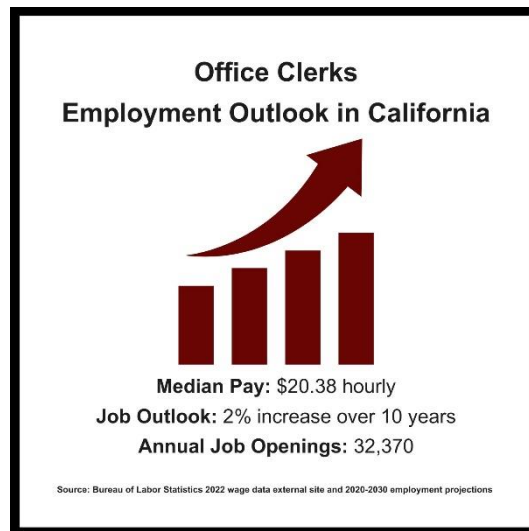
- Tuition-Free
- Student is responsible for additional program related costs
- 12 weeks, online
- This program provides instruction on accounting vocabulary and theory, equations to solve word problems, simple and compound interest, present value, consumer and business credit, mortgages, financial statements and ratios, inventory, depreciation, business taxes and investments.

<https://www.mtsac.edu/sce/stv/business/>

# Office Skills

## About

- Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures.
- Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.
- Work settings: Offices, Remote Work, Entrepreneurship
- Career Pathways: Administrative Assistant, Executive Assistant, Office Manager



## Program Information

- Tuition-Free
- Student is responsible for additional program related costs
- 10 weeks, online
- This program provides instruction in Office Management Skills, Microcomputer Applications (Word, Excel, PowerPoint, Google Programs) and Career Development/Work Readiness to prepare students for an entry level position.

<https://www.mtsac.edu/sce/stv/business/>



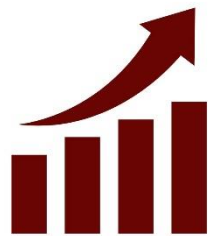
# Payroll & Tax Accounting

## About

- Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.
- Work settings: Offices, Remote Work, Entrepreneurship
- Career Pathways: Payroll Clerk, HR Assistant, Office Clerk, Accounting Clerk, Bookkeeper, Office Manager



### Bookkeeping, Accounting, and Auditing Clerks Employment Outlook in California



**Median Pay:** \$24.31 hourly

**Job Outlook:** 4% increase over 10 years

**Annual Job Openings:** 21,460

Source: Bureau of Labor Statistics 2022 wage data external site and 2020-2030 employment projections

## Program Information

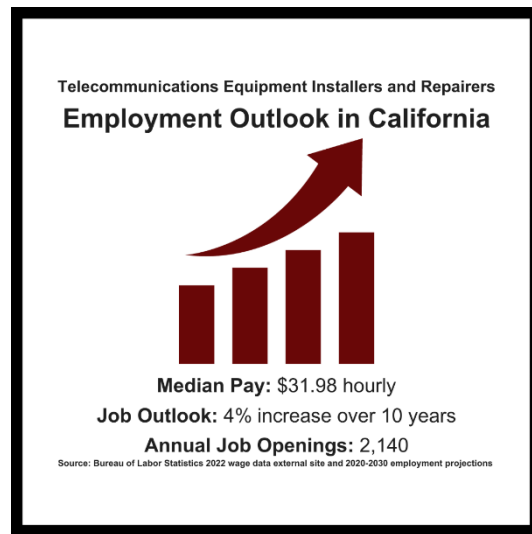
- Tuition-Free
- Student is responsible for additional program related costs
- 12 weeks, online
- This program provides on-the-job payroll accounting. It surveys the various tax procedures required by the employer and employee in filing the correct forms for Social Security, federal and state income taxes and their reconciliation. Laws related to Worker's Compensation, State Disability Benefit Laws and Fair Employment Practices are discussed.

<https://www.mtsac.edu/sce/stv/business/>

# Electronic Systems Technology (EST)

## About

- Low-voltage wiring and cabling and equipment installation and repair work.
- Work settings: telephone/internet, home/commercial security system, and computer equipment companies
- Career Pathways: Field Technician, Equipment Installation/Repairer, Service Tech



## Program Information

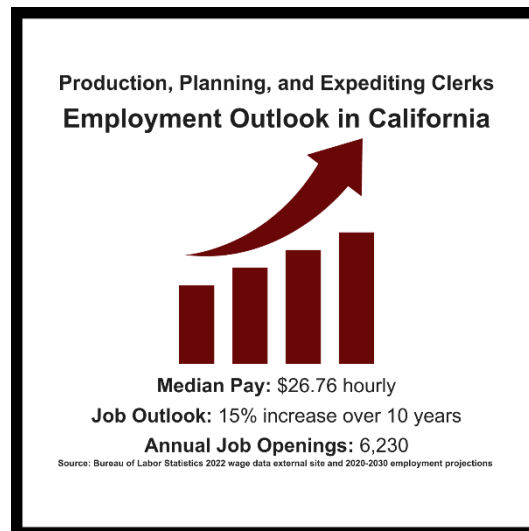
- Tuition-Free
- Student is responsible for additional program related costs
- 16 weeks, in-person (Fridays & Saturdays 8am – 3:30pm)
- Program consists of Electrical Fundamentals, Cabling and Wiring Standards, and Home Electronic Systems.

<https://www.mtsac.edu/sce/stv/electronics/>

# Logistics Technician (LTEC)

## About

- Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule.
- Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems.
- Work settings: Warehouse or Logistics Facility
- Career Pathways: Production Clerk, Shipping/Receiving, Warehouse Tech, Supply Chain Manager



## Program Information

- Tuition-Free
- Student is responsible for additional program related costs
- 3 consecutive Saturdays, in-person
- This course will provide students with 21st century skills that are vital in the logistics industry and in the growing field of logistics technician.
- Upon completion, students will have gained basic knowledge and skill in safety (OSHA), tool handling, career opportunities, and leadership skills that today's employers are seeking.

<https://www.mtsac.edu/sce/stv/electronics/>

# Floral Design

## About

- Design, cut, and arrange live, dried, or artificial flowers and foliage.
- Duties include meeting with clients regarding price and type of arrangement desired and the date, time, and place of delivery. Select flora and foliage for arrangements, working with numerous combinations to synthesize and develop new creations. Order and purchase flowers and supplies from wholesalers and growers.
- Work settings: Florist shops, grocery stores, funeral homes, cemeteries, event planners, entrepreneurship
- Career Pathways: Florist, Event Planner, Floral Manager, Business Owner

## Program Information

- Tuition-Free
- Student is responsible for additional program related costs.
- Each program is 16 weeks
- Programs are offered in the Fall and Spring semesters.
- Class is typically 1-day per week in the evening for 4 hours.



Floral Design 1: Instructs on the principles of floral design such as form, style, and composition. It includes designing floral arrangements, wreaths, sprays, baskets, bouquets, wedding flowers, and corsages.

Floral Design 2: Provides contemporary floral design theory emphasizing creativity, self-expression, and professional design situations.

Floral Design 3: Teaches advanced principles of floral design and florist operations management. It includes designs and operations related to holidays, parties, weddings, and sympathy.

<https://www.mtsac.edu/sce/stv/floral/>

## Coming Soon

- Licensed Vocational Nurse (LVN)
- Registered Behavior Technician (RBT)
- Phlebotomy
- Construction
- Small Business Management (Summer)
- Social Media Marketing (Summer)



# How to Apply

## Mt. SAC School of Continuing Education Application

[www.mtsac.edu/noncreditapp](http://www.mtsac.edu/noncreditapp)

Mt. SAC School of Continuing Education Application

Please use Chrome, Firefox, or Safari.

Mt. SAC students, faculty, and staff: enter your Portal Username and Password.

[New User Registration](#)

[Forgot password](#)

[Steps to apply](#)

[Contact us](#)

[Mt. SAC Privacy Policy](#)

- Cell phone: application is best viewed in horizontal/landscape view.
- Paper forms are available through SCE.

[Help Increasing the Text Size](#) [Log In](#)

1. Create an account – you must provide a personal email address

2. Verify your account (look for an email from SCE@mtsac.edu)

3. Login to complete and submit your application

4. One of our staff members will contact you, but feel free to contact us anytime at (909) 274-4070

 **MT. SAC**  
Mt. San Antonio College

**SCHOOL OF CONTINUING EDUCATION  
STUDENT ONLINE SUPPORT**

# SCE SOS

Our Student Online Support program provides noncredit students with LIVE, one-on-one assistance with online/technology support to help you navigate, access, and succeed in your courses!

**WHAT WE HELP WITH:**

- Mt. SAC Portal
- Canvas
- Moutlie Mail
- Zoom
- Noncredit Application
- And much more!

**SPRING 2024 ZOOM HOURS:**  
Monday-Thursday: 9am-1pm & 3pm-7pm  
Friday 8:30am-4pm

**SPRING 2024 IN-PERSON HOURS:**  
Monday: 9am- 1pm (Bldg 30, Rm 111)  
Tuesday: 9am- 1pm (Bldg 66, Rm 171)  
Tuesday: 9am- 1pm (Bldg 40, Rm 127)

**HOW TO CONTACT US:**

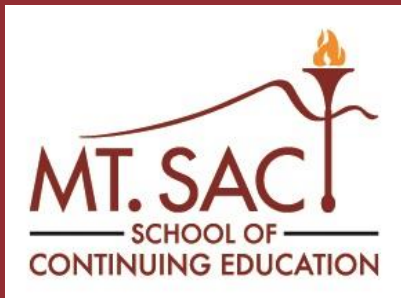
 ZOOM: <https://mtsac-edu.zoom.us/j/95117998111>

- Click the link above to join
- Type the URL address above to join
- Scan QR code to join → 

 CALL: (909) 274-6100

 EMAIL: [sce@mtsac.edu](mailto:sce@mtsac.edu)

 Follow us on Instagram! 



Thank You!

Dina Paton

Career Services Specialist