



# HEALTHCARE

EDUCATION & TRAINING PROGRAMS

2025  
2026

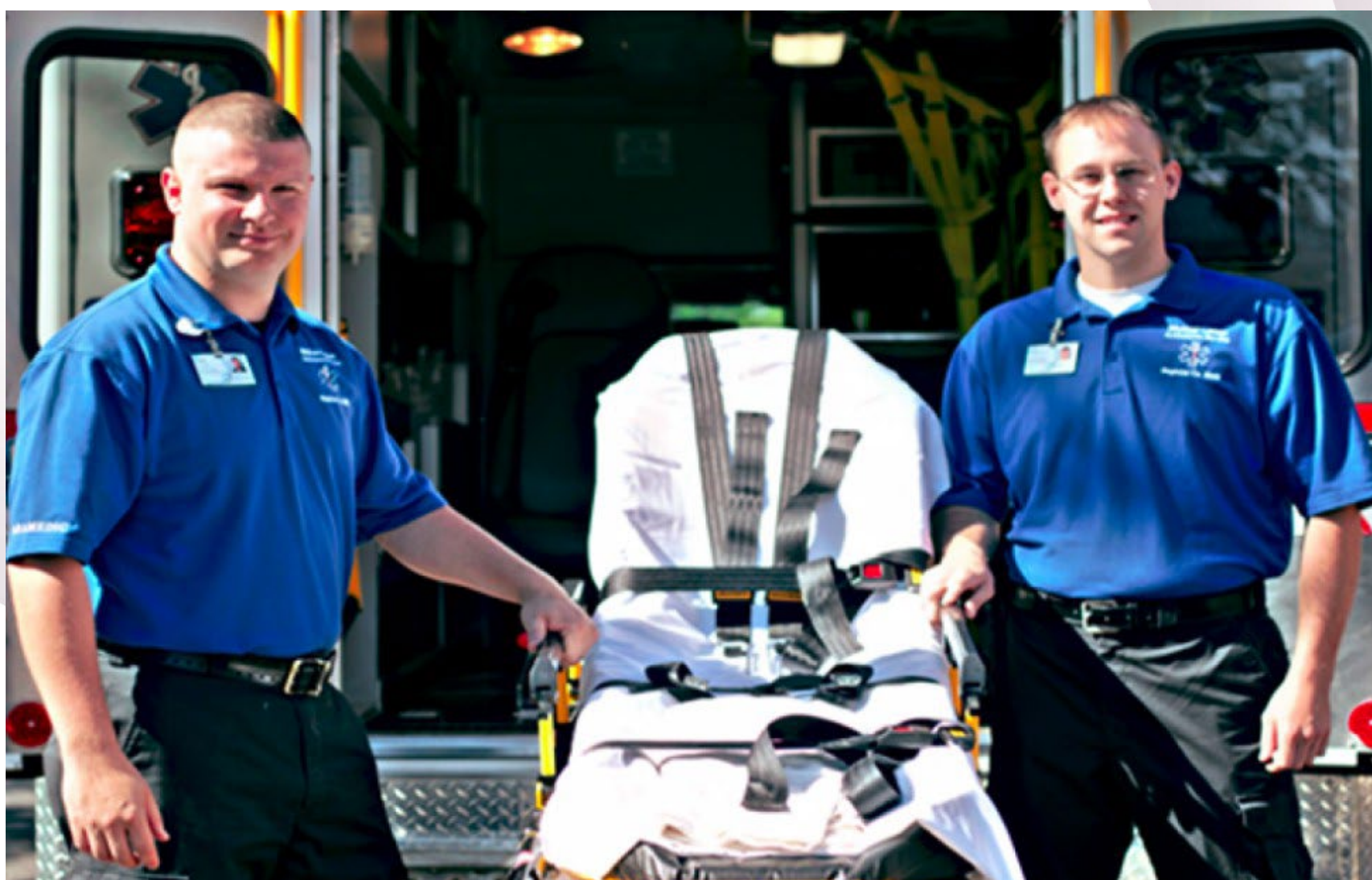
PROGRAM  
PATHWAYS





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# Greetings and Introduction

**Welcome to Columbia College Healthcare Education and Training Programs. In 2023, we received a grant to launch the Gateway to Healthcare Careers, with a mandate to build programs for training Patient Access Representatives, Certified Nursing Assistants, and Medical Assistants. These programs join the Allied Health and Pre-Nursing offerings at Columbia College, as well as the transfer degree options.**

**This booklet contains detailed information about the education and training offered at Columbia College, along with resources for career exploration and student services.**



# Healthcare Occupations

**Patient Access Representative**  
**Medical Administrative Assistant**  
**Patient Care Navigator**

These occupations typically do not require a certification or degree, but do require a level of work maturity, professional customer service, and mastery of management skills such as time management, conflict resolution, and ethical conduct. Knowledge of medical terminology and experience in the medical field are also highly desirable.

**CNA (Certified Nursing Assistant)**  
**Medical Assistant**  
**Phlebotomy Technician**  
**EMT (Emergency Medical Technician)**

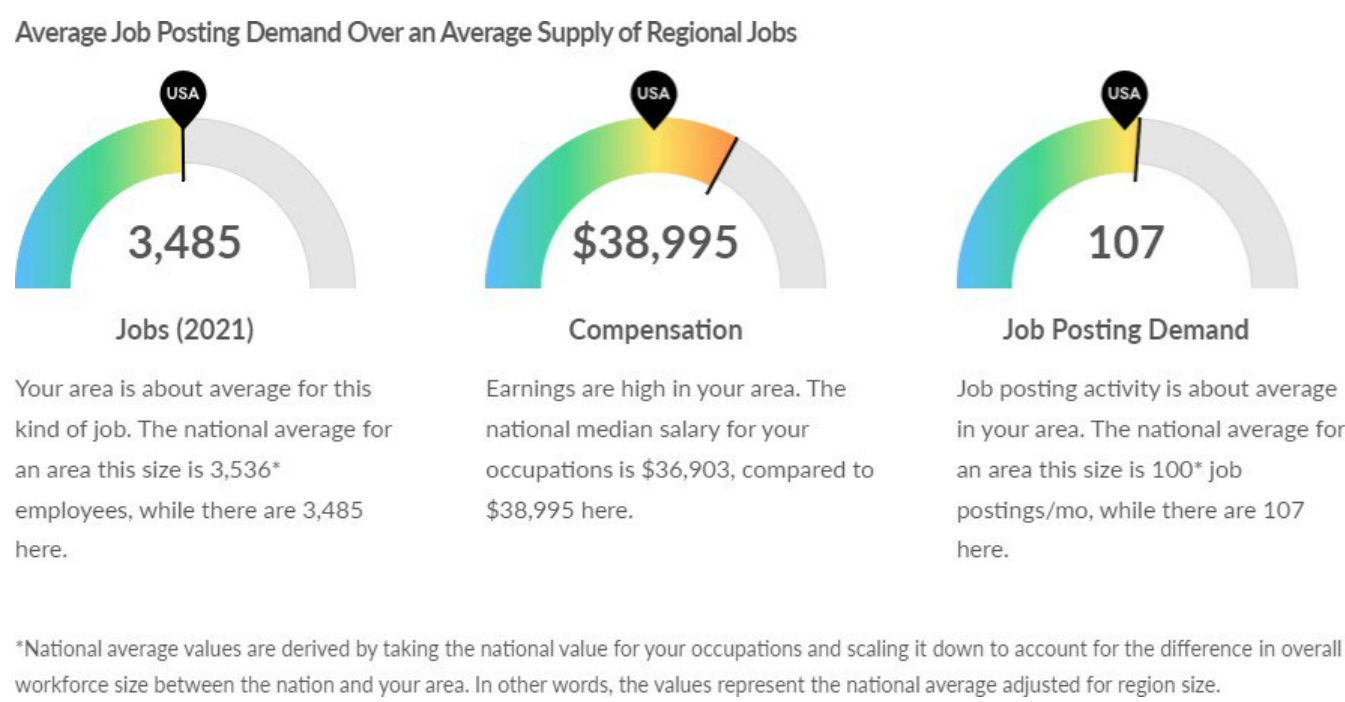
These occupations usually require short-term training and state or national certification. Programs can be completed in less than 1 year, typically, and include hands-on clinical training.

**RN (Registered Nurse)**  
**LVN (Licensed Vocational Nurse)**

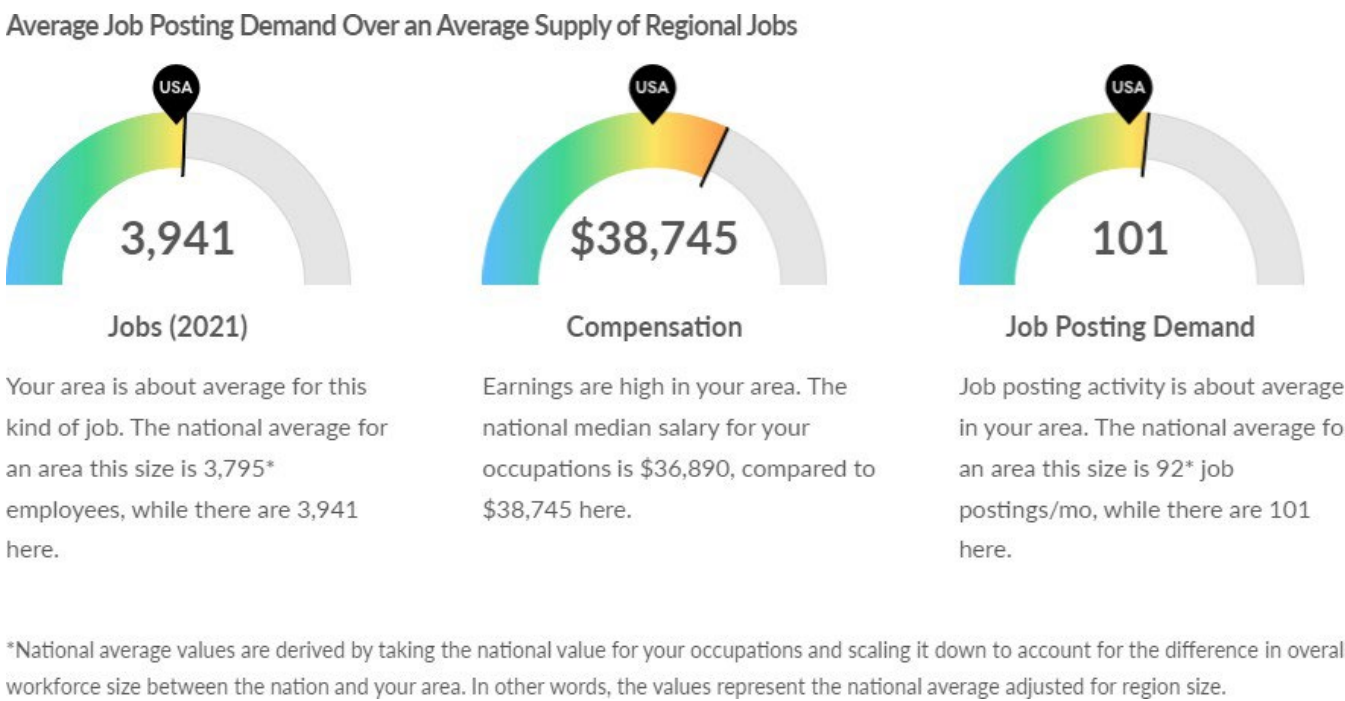
Nurses require specialized nursing training from accredited institutions, leading to state certification. Programs can be from one to three years and may include the completion of an Associate Degree in Nursing. Columbia College currently offers pathway programs into the MJC (Modesto Junior College) School of Nursing and pre-licensure programs, as well as a pathway to CSU Stanislaus BSN (Bachelor of Science in Nursing).

# Healthcare Occupations

Patient Access Representative  
Medical Administrative Assistant  
Patient Care Navigator



CNA (Certified Nursing Assistant)  
Medical Assistant  
Phlebotomy Technician  
EMT (Emergency Medical Technician)



RN (Registered Nurse)  
LVN (Licensed Vocational Nurse)



# Self-Assessment Tool

**My Focus Goal:**

**To achieve my Focus Goal I need:**

☐ **Basic Support: Housing, Transportation, Food, Childcare**

☐ **Scholar Support: Study Space, Tutoring, Mentoring, Coaching, Planning and Counseling**

☐ **Financial Support: Financial Aid, Scholarships**

**I want:**

**My Next Step is:**

# Patient Access Representative

## Program Description

Students who complete the six (6) units required for the Skills Attainment Certificate will be prepared for entry-level employment as a Patient Access Representative (PAR). PARs facilitate the coordination of scheduled outpatient services and programs and are responsible for completing and verifying all registration information and collecting the patient's financial responsibility. They provide clerical support, enter status changes in the computer, and work on routine assignments within defined parameters, established guidelines and precedents. A knowledge of medical terminology and essential professional skills are necessary for success in this role.

This skills attainment certificate can be completed in one semester by taking HLTH 50 (Medical Terminology) and 3 units of the following management courses:

MGMT 110 Communication in the Workplace (.5)  
MGMT 111 Customer Service (.5)  
MGMT 112 Team Building (.5)  
MGMT 113 Attitude in the Workplace (.5)  
MGMT 114 Values and Ethics in the Workplace (.5)  
MGMT 115 Time Management (.5)  
MGMT 116 Stress Management in the Workplace (.5)  
MGMT 117 Conflict Management (.5)  
MGMT 118 Decision-Making in the Workplace (.5)  
MGMT 119 Managing Organizational Change (.5)  
MGMT 120 Generational Diversity: Managing Cross-Generational Teams (.5)

Please see a counselor or Career Programs to inquire about grant funding for this certificate. Students must earn at least a grade of C or better in all courses to earn the certificate.

**The program requires a textbook:** Medical Terminology Systems: Body Systems Approach  
Updated 8th edition FA DAVIS Publisher 2023 Barbara A. Gylys and Mary Ellen Wedding  
ISBN-13: 978-1-7196-4889-9

*Laptops are available at Columbia College Library on a first come, first served basis.*

# Certified Nursing Assistant

## Program Description

The Nurse Assistant job skills certificate prepares the student to provide services to those who need health care. The student will learn the role of the caregiver, the healthcare environment, healthcare safety, adult needs in health and illness, and basic caregiving skills. The mission of the Nurse Assistant Program is to provide vocational education that will prepare the student to provide basic services to those who need healthcare, and to prepare the student to take and pass the California State Certification Written and Skills Exams. The program is committed to improving and advancing the health and welfare of our community by preparing competent, safe, health care professionals.

The course can be taken for credit or noncredit:

CNURSE 100 - 5.5 units

CNURSE 300 - Noncredit

This course is designed to be completed in one semester and entails 63 hours of lecture and 104 hours of clinical lab.

Students will be accepted into the program upon completion of the following:

- Attend a mandatory orientation approximately two months before the start of class:
  - Provide proof of:
    - TB Test clearance- 2 step, QuantiFERON TB Gold or T-Spot.TB or past positive tests must have a chest X-ray within 6 months of program start
    - A physical health screening by a qualified medical professional
    - A health history
    - Influenza vaccine (between October 1st and April 30th)
    - COVID-19 vaccine or written medical or religious exemption



# Certified Nursing Assistant

## Program Requirements

The program requires a textbook: Mosby's Textbook for Nursing Assistants 10th Edition by Sheila A. Sorrentino, PhD, RN and Leighann Remmert, MS, RN  
ISBN: 9780323655606

Students will also need to obtain the following equipment and uniform:

A laptop (to access Canvas)

White non-slip, closed-toed shoes

Clinical uniform:

- One white scrub top
- One navy blue scrub top
- One navy blue scrub bottom

All students will need:

- TB Test clearance- 2 step, QuantiFERON TB Gold or T-Spot.TB or past positive tests must have a chest X-ray within 6 months of program start
- A physical health screening by a qualified medical professional
- A health history
- Influenza vaccine (between October 1st and April 30th)
- COVID-19 vaccine or written medical or religious exemption
- Submit to a criminal background check and fingerprinting
- Submit to drug testing for externship badge

# Certified Medical Assistant

## Program Description

Medical assistants are unlicensed individuals who perform non-invasive routine technical support services under the supervision of a licensed physician and surgeon, podiatrist, physician assistant, nurse practitioner, or nurse midwife in a medical office or clinic setting without the need of receiving a certification. The supervisor must be on the premises in order for the medical assistant to perform non-invasive technical support services.

A medical assistant gains experience by training in one of two ways:

1. Per Title 16 of the California Code of Regulations section 1366.3(a)(1), training under a licensed physician or podiatrist, who shall ascertain the proficiency of the medical assistant; or under a registered nurse, licensed vocational nurse, physician assistant, or a qualified medical assistant acting under the direction of a licensed physician or podiatrist who shall be responsible for determining the content of the training and proficiency of the medical assistant except that training to administer medication by inhalation shall be provided by a licensed physician or respiratory care practitioner; or
2. Per Title 16 of the California Code of Regulations section 1366.3 (a)(2), in a secondary, postsecondary, or adult education program in a public school authorized by the Department of Education, in a community college program provided for in Part 48 of Division 7 of the Education Code, or a postsecondary institution accredited by an accreditation agency recognized by the United States Department of Education or approved by the Bureau for Private Postsecondary Education under Sections 94130 or 94311 of the Education Code. A licensed physician or podiatrist shall serve as advisor to the medical assistant training program. The instructor in a public-school setting shall possess a valid teaching credential issued by the Commission on Teacher Credentialing. The instructor in a private postsecondary institution shall meet the requirements of Sections 94310 and 94311 of the Education Code and any regulations adopted pursuant to those sections.

A medical assistant who has completed the minimum training prescribed by regulation may administer medication by intradermal, subcutaneous, or intramuscular injections, perform skin tests, and other technical supportive services upon the specific authorization and supervision of a licensed physician and surgeon, podiatrist, physician assistant, nurse practitioner, or nurse midwife.

-Medical Board of California

<https://www.mbc.ca.gov/Licensing/Physicians-and-Surgeons/Practice-Information/Medical-Assistants.aspx>

# Certified Medical Assistant

## Program Requirements

Students will complete a total of 187.50 classroom hours with a 120-hour externship to follow. All students must attend an information session using Zoom to register for this program. Information sessions are held approximately 2 months before the start of the program.

Required Textbooks for the Certified Medical Assistant Training Program:

- Kinns The Clinical Medical Assistant 15th Edition ISBN-13-978-0323873765
- Study Guide and Procedure Checklist Manual Kinns Clinical Medical 15th Edition ISBN-13-978- 0323874229
- Language of Medicine 13th Edition ISBN-13-978-0443107795-0443107795

### Program Expectations:

100% attendance mandatory

Fully Covid-19 Vaccinated

Fast-paced accelerated program

Externship placement will follow the successful completion of the classroom portion of the course.

### Requirements for students:

- Must be 18 years of age or older
- Have proof of H.S. diploma or GED
- Be proficient in keyboarding; understand computing and word processing
- Have command of the English Language and Math
- Have Internet access, printing capabilities and an email address.
- All eligible students must be able to pass drug and background check.
- Physical Requirements: Students must be able to easily lift 30lbs., stand up to 3hrs, and have the ability to ambulate and move their bodies at a medium pace.

At this time, the Certified Medical Assistant program is no cost, but space is limited to 20 students and additional information will be collected from students who are accepted into the program. Applications can be obtained by accessing the school website:

[https://gocolumbia.edu/academics/programsofstudy/area\\_health\\_care/index.html](https://gocolumbia.edu/academics/programsofstudy/area_health_care/index.html)



This program is NOT a credit-based or college program. It is offered through Columbia College's adult and community education.



# Phlebotomy Technician 1 (CPT1)

## Program Description

Phlebotomists (CPT1) are certified individuals who perform skin puncture and venipuncture blood collection.

A phlebotomist gains certification by training through a program accredited by the California Department of Public Health:

1. There are different requirements for applicants with no phlebotomy experience, applicants with less than 1040 hours of on-the-job phlebotomy experience, and applicants with 1040 or more hours of on-the-job phlebotomy experience in the last 5 years.
2. This program provides
  - a. 84 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health.
  - b. 40 hours of phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures in a phlebotomy training program approved by the California Department of Public Health.

# Phlebotomy Technician 1 (CPT1)

## Program Requirements

Students will complete a total of 84 classroom hours with a 40-hour externship to follow. All students must attend an information session using Zoom to register for this program. Information sessions are held approximately 2 months before the start of the program.

Required Textbooks for Phlebotomy Technician 1 Program:

- Phlebotomy Essentials 8th edition ISBN 9781284263480
- Phlebotomy Essentials Workbook 8th edition ISBN 9781284263565
- Phlebotomy Exam Review 8th edition ISBN 9781284263534

### Program Expectations:

100% attendance mandatory

Fully Covid-19 Vaccinated\* At this time, there is no guarantee that exemptions will be allowed

Fast-paced accelerated program

Externship placement will follow the successful completion of the classroom portion of the course.

### Requirements for students:

- Must be 18 years of age or older
- Have proof of H.S. diploma or GED
- Have command of the English Language
- Must be able to pass drug and background checks

At this time, the CPT1 program is no cost, but space is limited to 20 students and additional information will be collected from students who are accepted into the program. Applications can be obtained by accessing the school website:

[https://gocolumbia.edu/academics/programsofstudy/area\\_health\\_care/index.html](https://gocolumbia.edu/academics/programsofstudy/area_health_care/index.html)



This program is NOT a credit-based or college program. It is offered through Columbia College's adult and community education.

# Emergency Medical Technician (EMT)

## Program Description

### Pre-Apprenticeship:

The Pre-Apprenticeship is a program designed for students who are interested in the Emergency Medical Services field. Pre-apprentices in the initiative will complete Columbia College's Emergency Medical Responder (EMR) and Emergency Medical Technician (EMT) courses and receive CPR, EMS and EMT certificates. They will also engage in workshops, field trips, job shadowing, and soft skills education. Those who complete the program will have a clear path to become an apprentice in the Emergency Medical Services field through the California Firefighter Joint Apprenticeship Committee (Cal-JAC). Columbia College has established a collaborative partnership with Cal-JAC that focuses on preparing EMS pre-apprentices for entry into one of Cal-JAC's registered apprenticeship programs.

A SEPARATE APPLICATION IS REQUIRED TO PARTICIPATE IN THE PRE-APPRENTICESHIP PROGRAM:

[https://gocolumbia.edu/academics/programsofstudy/area\\_emergency\\_services/emergency\\_medical\\_services.html](https://gocolumbia.edu/academics/programsofstudy/area_emergency_services/emergency_medical_services.html)



### Certificate of Achievement (21.5 units):

This certificate of achievement can be completed in two semesters by taking and passing with a grade of C or better:

- EMS4- Emergency Medical Technician Training (7 units)
- EMS157\_Emergency Medical Responder and CPR

and

- EMS 12 - Pre-Paramedic Training (8 units) **OR**
- BIOLOGY 10 Human Anatomy **AND** BIOLOGY 60 Human Physiology

and

- 3 units of electives from the following:
  - EMS 20 - Basic Cardiology and Cardiac Dysrhythmias (3 units)
  - EMS97 - Work Experience in Emergency Medical Service (1-4 units)
  - EMS 175 - EMS Skills Development (2 units)

Please see a counselor or Career Programs to inquire about grant funding for this certificate. Students must earn at least a grade of C or better in all courses to earn the certificate.

### Emergency Medical Services Associate of Science Degree (60 units):

This degree requires completing General Education requirements and taking and passing with a grade of C or better

27-29 units in the award requirements found in the Columbia College Catalog.

- To take this path, please see a counselor.



# Career Exploration



Career One Stop: [Careeronestop.org](https://www.careeronestop.org)

<https://www.careeronestop.org/site-search.aspx?keyword=CNA>

<https://www.careeronestop.org/site-search.aspx?keyword=EMT>

<https://www.careeronestop.org/site-search.aspx?keyword=Medical%20Assistant>

<https://www.careeronestop.org/site-search.aspx?keyword=phlebotomist>

<https://www.careeronestop.org/site-search.aspx?keyword=patient%20representatives>

Columbia College Career and Job Placement Services:

[https://gocolumbia.edu/career\\_job\\_placement\\_services/](https://gocolumbia.edu/career_job_placement_services/)

Mother Lode Job Training

<https://www.mljt.org/>

# Student Services

Columbia College Financial Aid

[https://www.gocolumbia.edu/financial\\_aid/](https://www.gocolumbia.edu/financial_aid/)

Tutoring (Academic Achievement)

<https://gocolumbia.edu/aac/index.html>

Library

<https://www.gocolumbia.edu/library/>

Online Learning Support

[https://gocolumbia.edu/online\\_learning/index.html](https://gocolumbia.edu/online_learning/index.html)

Counseling

CalWorks

CARE

Dream Resource Center

DSPS

EOPS

Foster Youth - Current and Former

Mental Health Services

Job Placement

Transfer (TRiO)

Veterans Services



[https://gocolumbia.edu/student\\_services/default.html](https://gocolumbia.edu/student_services/default.html)

# Key Contacts



Counselor for Healthcare Pathways: Katie Marquez

209-588-5109  
marquezk@yosemite.edu

Campus: Manzanita 280



Transfer Services: Teicia Downing

209-588-5148 or 5066  
downingt@yosemite.edu

Campus: Buckeye 102



EMT Pre-Apprenticeship: Glenn Machovsky

209-588-5269  
machovskyg@yosemite.edu

Campus: Public Safety Center 118



Grant-Funded Programs: Emily Graham

209-588-5341  
grahame@yosemite.edu

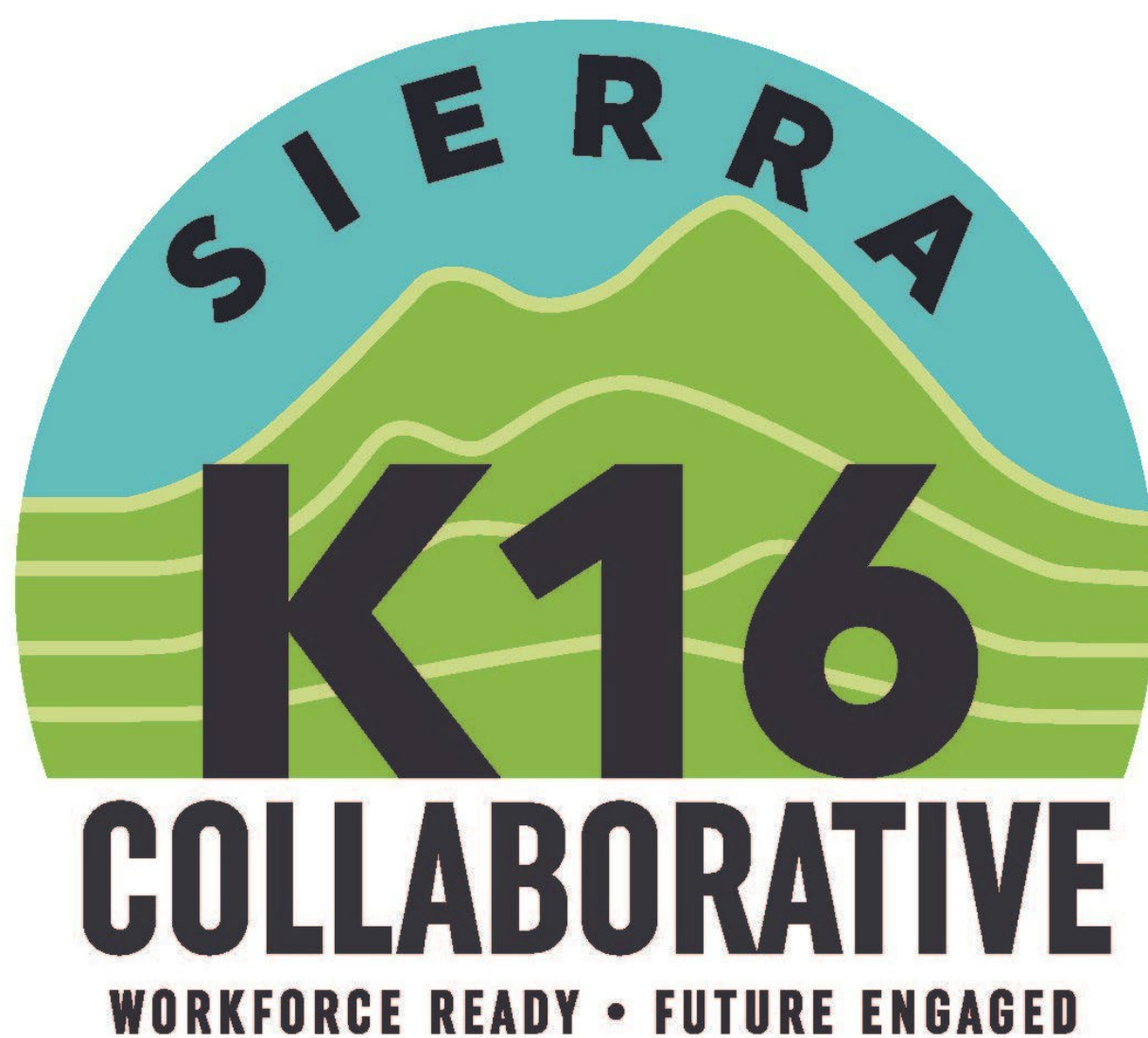
Campus: Fir 206

# Teaching Faculty

Medical Terminology & Public Health: Katey Gray  
grayk@yosemite.edu

Emergency Medical Services: Mike Keegan  
keeganm@yosemite.edu

Emergency Medical Services: Mark Ferreira  
Ferreiram@yosemite.edu



Disclaimer:  
This pamphlet is for informational purposes only.  
Always consult with a Columbia College counselor.  
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