



PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION COURSE DESCRIPTIONS

Candidate for RDA (RDA Written Exam Review)

This course consists of 18 hours of didactic instruction relating to the written portion of the RDA exam. This course is for self-improvement only and does not qualify for a certificate of completion. *Note: Since the RDA testing situations are not controlled by the School of Career Education RDA program, satisfactory completion of this course does NOT guarantee passing the RDA written examination.*

Candidate for RDA (RDA Practical Exam Review)

This course consists of 24 hours of didactic and lab practical instruction relating to the practical portion of the RDA exam. This course is for self-improvement only and does not qualify for a certificate of completion. *Note: Since the RDA testing situations are not controlled by School of Career Education RDA program, satisfactory completion of this course does NOT guarantee passing of the RDA practical examination.*

Dental – Coronal Polishing

This course consists of 24 hours of instruction / practice in the theory and techniques of coronal polishing. Upon completion of the course, passing a written exam, and satisfactory completion of coronal polishing on three patients, the student will receive a "Verification of Education" card to submit to Dental Board of California (DBC). This course satisfies DBC's coronal polishing requirements for RDA applicants.

Dental Pit Fissure/Sealant

This course is designed to prepare registered dental assistant students with the skills to apply pit and fissure sealants. A registered dental assistant may perform the following procedures under the direct supervision of a licensed dentist when done so pursuant to the order, control, and full professional responsibility of the supervising dentist.

Dental Ultra Sonic Scaling

This course consists of 8 hours of instruction/practice in the theory and techniques of ultrasonic scaling. Upon completion of the course, passing a written exam and satisfactory completion of ultrasonic scaling on two orthodontically banded typodonts, the student will receive a "Verification of Education: card to submit to the Dental Board of CA (DBC). This course satisfies the DBC's ultrasonic scaling requirements for RDA applicants.

Orthodontic Assistant (Permit Eligible)

This 85-hour course is designed to prepare students for permit requirements as an Orthodontic Assistant. Jobs include orthodontic chairside assisting for an orthodontist or general dentist. The course will provide practical aspects and apply classroom theory in a clinical environment. Community classroom externship includes pre-clinical science, infection control procedures, and advanced chairside assisting in orthodontic specialty. This course will prepare a registered dental assistant to perform Orthodontic Assistant duties as described in the Dental Practice Act.

Prerequisite – Student must hold a current California RDA license. Please see the School of Career Education Information Flyer for a list of additional prerequisites.



Business Accounting Using QuickBooks

This course is designed to prepare students with the knowledge of essential elements of bookkeeping systems, cash and accrual methods, use of journals and ledgers, adjusting entries, receipts and payments, payroll, sales tax, property tax and banking. Students will utilize QuickBooks computerized accounting software to apply and practice accounting principles.

Microsoft Word Level I & II

(Microsoft Word Level I & II are individual courses offered separately)

This course prepares students for entry level careers such as secretarial, receptionist, administrative assistants, data entry operators, and much more. The program equips the student with a variety of skills from keyboarding, formatting, communications, word processing, and other applicable operations. Students utilize hands-on practice in word processing and foundational knowledge and skills to prepare effective written communications. The course includes a general introduction to Microsoft Windows application software (Office 2010). **Level II students expand their skills for advanced Microsoft Word operations.**

Microsoft Excel Level I & II

(Microsoft Excel Level I & II are individual courses offered separately)

This course provides knowledge of essential elements of MS Excel, and prepares students for entry-level careers using the popular spreadsheet software to complete simple data entry tasks to complex problem solving. Excel students learn formulas and functions, data analysis, spreadsheet creation and manipulation, conditional formatting, cell styles, and chart tools. **Level II students expand their skills for advanced Microsoft Excel operations for careers that may include management, business intelligence analysis, marketing, accounting, and financial industries as most spreadsheet data involve financial documents.**

Direct Support Professional (DSP) Training and Testing

DSP Training Program and Challenge Testing for Year 1 and Year 2

DSP training and testing is open to direct support professionals and administrators currently working in licensed community care facilities. Each individual is required to provide a vendor code and formal photo identification at the time of registration. DSP Year 1 certification and Year 2 certification are requirements of employment.

DSP training covers the following: Developmental Disabilities, Communication, Wellness, Teaching Strategies, Training Strategies, Positive Behavioral Support, Daily Living, Individual Rights, Laws and Regulation, and Recreation and Leisure. Day and evening training programs are available on a monthly basis.

DSP Challenge Testing is available to direct support professionals and administrators who prefer not to complete the training program. Morning and afternoon testing is available on a monthly basis. Developmental Services requires the training class if the Challenge Tests are not passed on the first attempt.

****Please note that successful completion of the DSP training***