

Riverside Area Programs Fall 2015 Course Offerings

For additional program and enrollment information, contact our Admissions Office.

School of Career Education
Main Campus
2100 E. Alessandro Blvd.
Riverside, CA 92508
(951) 826-4SCE (4723)



**Orientation and testing are free
with no obligation to enroll!
Call today for an appointment
(951) 826-4SCE (4723)**

www.connected2worldofwork.org

Riverside County Office of Education’s School of Career Education (SCE) post-secondary programs are offered on a first-come, first-served basis. To be eligible to enroll, adults are required to provide proof of a high school diploma or GED certificate, and pass basic-skills assessment (unless otherwise noted). Adults must also attend an orientation session with the Admissions Technician prior to enrolling in a class. Please contact the Admissions Office for an appointment.

Flexible payment arrangements are available for the programs that exceed \$700.

Dental Assistant, RDA Eligible *Federal Financial Aid available for those who qualify for a Pell Grant.* **\$8,875**
 Grindstaff Center II, Riverside
 August 25, 2015 – June 3, 2016
 7:15 a.m. – 3:45 p.m.
 Tuesday – Friday
Schedules and fees are subject to change without notice.

This course is designed to prepare students for license requirements as a Registered Dental Assistant. Jobs include chair side assisting and front office assistant. The student will be able to perform practical aspects and apply classroom theory in a clinical environment. Community classroom internships include pre-clinical sciences, preventative dentistry, radiology, practice management, dental specialties, basic chair side assisting and advanced chair side assisting. Students are prepared to perform RDA duties as described in the Dental Practice Act.

Administrative Office Professional **\$4,220**
 School of Career Education Main Campus, Riverside
 August 25, 2015 – June 1, 2016
 8:00 a.m. – 1:00 p.m. And 8:00 a.m. – 12:30 p.m.
 Tuesday – Thursday Friday
Schedules and fees are subject to change without notice.

This course is designed for persons interested in working in an office or administrative support position in the private or public sector. The Administrative Office Professional program equips the student with a variety of skills used in large or small businesses through the study of keyboarding, formatting, communications, word processing, spreadsheets, databases, and computerized accounting applications. Students are provided with the tools necessary to provide excellent customer service, are organized, efficient and multi-taskers. An essential component of this program is a required business internship where students practice all skills learned in an actual office environment to further hone and perfect expertise. This program prepares students with the skills necessary to successfully pass the Microsoft Office Specialist (MOS), QuickBooks Certification and Certified Administration Professional (CAP) industry recognized certifications.



Nursing Services and Support Occupations

\$4,685

School of Career Education Main Campus, Riverside
August 25, 2015 – June 8, 2016
8:00 a.m. – 4:00 p.m.
Monday – Thursday

Schedules and fees are subject to change without notice.

Nursing Services and Support Occupations includes Nurse Assisting, Acute Care for Nursing and Home Health Aide. These students will be enrolled in all three courses; students must successfully pass NA to continue.

Nurse Assisting prepares students to take the California competency exam for Certified Nurse Assisting (CNA). This state certification is a legal requirement for employment as a CNA. Students will be prepared for employment in an acute or long-term care setting. Students learn to observe and record a patient's condition, measure and record food and liquid intake and output, and take vital signs. Students will learn to provide patients with personal care such as feeding, bathing, dressing, and grooming. Students also learn to provide patients with help walking, exercising, and moving in and out of bed. For this portion of the program students are required to train in a skilled nursing facility (nursing home). ***Social Security card required; must pass a criminal clearance background check.**

Acute Care for Nursing allows students to perform CNA skills and duties in the acute care (hospital) setting. The course includes instruction in communication skills, patient observation and reporting, and reinforcement of Certified Nurse Assisting procedures. The course includes an additional emphasis on the specialized acute care areas of medical/surgical, pediatrics, labor and delivery, nursery, mother/baby care, rehabilitation orthopedics, and cardiac/telemetry.

Home Health Aide prepares students for employment in the home or hospice care setting as a Certified Home Health Aide (CHHA). Emphasis is on providing basic nursing care safely, efficiently, and economically. Students learn to work in various home situations, and to plan and implement nursing care based on the needs of the client. Students will become knowledgeable of illnesses and disabilities as related to the life cycle.

Pharmacy Technician

\$5,195

School of Career Education Main Campus, Riverside
August 25, 2015 – June 1, 2016
8:00 a.m. – 12:45 p.m.
Monday – Thursday

Schedules and fees are subject to change without notice.

This course is designed to provide students with the skills and understanding of the profession to perform as an entry-level pharmacy technician in many practice settings. Units of instruction include basic clerical skills, customer service, insurance, billing, and retail skills. The State Board of Pharmacy requires theory of 240 hours, which includes the following areas: knowledge of practice settings, standards and ethics, laws and regulations; knowledge to identify and employ pharmacy and medical terms, abbreviations and symbols, knowledge and ability to calculate common dosages, employ pharmacy, metric and apothecary systems; knowledge and understanding of the identification of drugs, drug dosages, routes, and forms; knowledge of and ability to perform recordkeeping techniques and the ability to dispense medications. Also, knowledge of extemporaneous compounding and intravenous admixture. In addition to theory, 120 hours of clinical internship are required. This course includes additional hours to assure competencies and proficiency. Students must have a social security number, high school diploma or GED, and be able to pass a criminal background check.

Welding Occupations and Certification

\$685

Moreno Valley High School, Moreno Valley
August 12, 2015 – October 8, 2015
6:00 p.m. – 9:00 p.m.
Wednesday & Thursday

Moreno Valley High School, Moreno Valley
August 10, 2015 – October 12, 2015
6:00 p.m. – 9:00 p.m.
Monday & Tuesday

Moreno Valley High School, Moreno Valley
October 14, 2015 – January 13, 2016
6:00 p.m. – 9:00 p.m.
Wednesday & Thursday

Moreno Valley High School, Moreno Valley
October 13, 2015 – January 11, 2016
6:00 p.m. – 9:00 p.m.
Monday & Tuesday

Schedules and fees are subject to change without notice.

This course involves welding tasks using arc, metal inert gas (M.I.G.), tungsten inert gas (T.I.G.), and gas welding equipment, leading to entry-level positions in the welding industry. Students will learn how to use various tools and measuring devices pertaining to welding. Students are prepared to take up to four American Welding Society certification exams. Exams require additional fees.

**Program fee is per section. Proof of diploma/GED and assessment test are NOT required.*

Microsoft Word Level I

\$595

School of Career Education Main Campus, Riverside
TBA
5:30 p.m. – 8:30 p.m.
Monday & Tuesday
Schedules and fees are subject to change without notice.

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).

Microsoft Word Level II

\$595

School of Career Education Main Campus, Riverside
TBA
5:30 p.m. – 8:30 p.m.
Monday & Tuesday
Schedules and fees are subject to change without notice.

Level II students expand their skills for advanced Microsoft Word operations.

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).



Microsoft Excel Level I

\$595

School of Career Education Main Campus, Riverside
TBA
5:30 p.m. – 8:30 p.m.
Wednesday & Thursday
Schedules and fees are subject to change without notice.

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.

Microsoft Excel Level II

\$595

School of Career Education Main Campus, Riverside
TBA
5:30 p.m. – 8:30 p.m.
Wednesday & Thursday
Schedules and fees are subject to change without notice.

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. 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.

**For more information, please call or
visit our website!**

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***Programs, schedules, and fees are subject to change
without notice.***

