

## Riverside Area Programs Spring 2016 Course Offerings

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

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



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

[www.connected2worldofwork.org](http://www.connected2worldofwork.org)

Riverside County Office of Education School of Career Education's (SCE) post-secondary programs are offered on a first-come, first-served basis. To be eligible to enroll in a program, adults are required to provide proof of a high school diploma or GED certificate, and pass basic-skills assessment. Continuing education units and other preparatory classes may not have the same requirements. Prospective students must attend an orientation session prior to enrolling in a class. Please contact the Admissions Office for an appointment. Flexible payment arrangements are available for programs that exceed \$700.

**Dental Assistant, RDA Eligible** *Federal Financial Aid available for those who qualify for Pell Grant* **\$8,875**  
 Grindstaff Center II, Riverside  
 February 2, 2016 – November 15, 2016  
 7:30 a.m. – 4:30 p.m.  
 Monday – Thursday *Summer Break to be determined*  
*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 chairside 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 chairside assisting and advanced chairside assisting. Students are prepared to perform RDA duties as described in the Dental Practice Act.

**Medical Clinical Administrative Professional** **\$5,625**  
 School of Career Education Main Campus, Riverside  
 January 19, 2016 – July 21, 2016  
 8:30 a.m. – 3:30 p.m.  
 Monday – Friday *Summer Break to be determined*  
*Schedules and fees are subject to change without notice.*

This course combines training in clinical and administrative skills designed to prepare students to assist the doctor with the patient in an office, clinic, or health care center. Instruction includes: medical ethics and confidentiality, anatomy, physiology, and medical terminology. Students will learn to give injections, draw blood (venipuncture), take vital signs, operate a 12-lead EKG machine, calculate drug dosage using the metric system (pharmacology), and assist with various clinical and diagnostic procedures in the exam room. Instruction will also include advanced charting. Students will also learn to schedule appointments, utilize proper telephone techniques, bill patients, handle mail, and maintain financial records. Secretarial tasks, such as typing correspondence and filing, will also be covered.



### Nurse Assistant

**\$3,000**

School of Career Education Main Campus, Riverside County Office of Education  
March 14, 2016 – June 7, 2016  
8:30 a.m. – 4:30 p.m.  
Monday – Thursday

*Schedules and fees are subject to change without notice.*

This course 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, and must meet physical agility – lift 60lbs. up to 30 times in an 8 hour work shift.**

### Acute Care

**\$1,280**

School of Career Education Main Campus, Riverside County Office of Education  
January 4, 2016 – February 26, 2016  
8:30 a.m. – 4:30 p.m.  
Monday - Thursday

*Schedules and fees are subject to change without notice.*

This course 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

**\$600**

School of Career Education Main Campus, Riverside County Office of Education  
February 29, 2016 – March 11, 2016  
8:30 a.m. – 4:30 p.m.  
Monday - Thursday

*Schedules and fees are subject to change without notice.*

This course 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.

### Welding Occupations and Certification

**\$685**

Moreno Valley High School, Moreno Valley  
January 12, 2016 – April 4, 2016  
6:00 p.m. – 9:00 p.m.  
Monday & Tuesday

Moreno Valley High School, Moreno Valley  
January 14, 2015 – March 16, 2016  
6:00 p.m. – 9:00 p.m.  
Wednesday & Thursday

Moreno Valley High School, Moreno Valley  
March 17, 2016 – June 1, 2016  
6:00 p.m. – 9:00 p.m.  
Wednesday & Thursday

Moreno Valley High School, Moreno Valley  
April 5, 2016 – June 7, 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. Student 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 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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