

Riverside Area Programs Fall 2016-Spring 2017 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
free with no obligation to enroll!
Call today for an appointment
(951) 826-4SCE (4723)**

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 a 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
 September 6, 2016 – June 9, 2017 **(35 weeks)**
 7:30 a.m. – 4:00 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 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
 October 4, 2016 – May 2, 2017 **(25 weeks)**
 8:00 a.m. – 4:30 p.m.
 Tuesday – Friday

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.



*Nursing Services & Support Occupations

\$4,685

School of Career Education Main Campus, Riverside
September 6, 2016 – February 24, 2017 **(22 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

****Nurse Assistant** program 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 are prepared for employment in long-term care settings or skilled nursing facility. Students learn to observe and record a patient's condition, measure and record food and liquid intake and output, take vital signs, and provide patients with personal care such as feeding, bathing, dressing, and grooming. Students also learn isolation procedures, and to provide patients with help walking, exercising, and moving in and out of bed.

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

***Certified 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.

***Must pass Nurse Assistant to continue with program. **Social Security card required; must pass a criminal clearance background check.**

*Pharmacy Technician

\$5,195

School of Career Education Main Campus, Riverside
September 6, 2016 – March 3, 2017 **(23 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

This course prepares students for the state Pharmacy Technician licensing exam, and entry-level pharmacy technician jobs in many practice settings. Units of instruction include basic clerical skills, customer service, insurance, billing, retail skills, 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. Instruction will also include 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.

***Social Security card required; must pass a criminal clearance background check.**

Emergency Medical Technician

\$2,545

School of Career Education Main Campus, Riverside
Spring 2017 **(20 weeks)**
6:00 p.m. – 10:00 p.m.
Monday – Thursday

Schedules and fees are subject to change without notice.

This course combines training in all elements or pre-hospital, basic life support in accordance with the standards prescribed by the California Administrative Code, Title XXII, and by the local emergency medical services agency. Instruction includes scene management, OB/GYN emergencies, patient assessment, shock airway management, immobilization, dressing and bandaging, extrication and rescue, and other emergency responses. Students will learn to interact with others in ways that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others. This course covers all aspects of training required for the National Registry.

Continuing Education Classes

***Microsoft Word Level I**

\$595

School of Career Education Main Campus, Riverside
 October 5, 2016 – December 14, 2016 **(9 weeks)**
 9:00 a.m. – 12:00 p.m.
 Wednesday & Friday

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
 December 16, 2016 – February 23, 2017 **(9 weeks)**
 9:00 a.m. – 12:00 p.m.
 Wednesday & Friday

Schedules and fees are subject to change without notice.

Students expand their skills for advanced Microsoft Word operations. The course includes Microsoft Windows application software (Office 2010).

***Microsoft Excel Level I**

\$595

School of Career Education Main Campus, Riverside
 October 4, 2016 – December 8, 2016 **(9 weeks)**
 9:00 a.m. – 12:00 p.m.
 Tuesday & Thursday

Schedules and fees are subject to change without notice.

This course provides the 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
 December 13, 2016 – February 23, 2017 **(9 weeks)**
 9:00 a.m. – 12:00 p.m.
 Tuesday & Thursday

Schedules and fees are subject to change without notice.

Students expand their skills for advanced Microsoft Excel operations for careers that may include data entry, management, business intelligence analysis, marketing, accounting, and financial industries as most spreadsheet data involve financial documents.

***Welding Occupations and Certification**

\$685

Moreno Valley High School, Moreno Valley **(9 weeks)**
 August 10, 2016 – October 12, 2016
 6:00 p.m. – 9:00 p.m.
 Monday & Wednesday

Moreno Valley High School, Moreno Valley
 August 11, 2016 – October 11, 2016 **(9 weeks)**
 6:00 p.m. – 9:00 p.m.
 Tuesday & Thursday



Moreno Valley High School, Moreno Valley
October 17, 2016 – January 11, 2017 **(9 weeks)**
6:00 p.m. – 9:00 p.m.
Monday & Wednesday

Moreno Valley High School, Moreno Valley
October 13, 2016 – January 10, 2017 **(9 weeks)**
6:00 p.m. – 9:00 p.m.
Tuesday & Thursday

Moreno Valley High School, Moreno Valley
January 18, 2017 – April 5, 2017 **(9 weeks)**
6:00 p.m. – 9:00 p.m.
Monday & Wednesday

Moreno Valley High School, Moreno Valley
January 12, 2017 – March 14, 2017 **(9 weeks)**
6:00 p.m. – 9:00 p.m.
Tuesday & Thursday

Moreno Valley High School, Moreno Valley
April 10, 2017 – June 7, 2017 **(9 weeks)**
6:00 p.m. – 9:00 p.m.
Monday & Wednesday

Moreno Valley High School, Moreno Valley
April 4, 2017 – June 1, 2017 **(9 weeks)**
6:00 p.m. – 9:00 p.m.
Tuesday & Thursday

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 may need to take the course up to six times depending upon prior knowledge and skill performance. Students have the opportunity to earn as many as four industry Certifications from the American Welding Society. These courses are not sequenced; students may participate in any course regardless of prior knowledge and skill level. Exams require additional fees.**

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

**For more information, please call
(951) 826-4SCE (4723)**

Or visit our website!

www.riversidesce.org

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**California Dental Board Approved
Continuing Education Classes
Fall 2016-Spring 2017 Course Offerings
RDA Examination Information/ www.dbc.ca.gov**

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

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Riverside, CA 92508
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Call to Register Today!
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CDPA & Infection Control **\$75**
 Grindstaff Center II Extension Campus, Riverside or Don F. Kenny Regional Learning Center Branch Campus, Indio
 March 2, 2017
 5:30 p.m. – 9:30 p.m.
 Thursday
Schedules and fees are subject to change without notice.

This Dental Board of California approved continuing education course is designed for the dental professionals who hold a current California Dental Board License. This course is presented as a lecture session that satisfies the two-hour CDPA and two-hour IC mandated requirements for licensing renewal.

Coronal Polishing **\$360**
 Grindstaff Center II Extension Campus, Riverside or Don F. Kenny Regional Learning Center Branch Campus, Indio
 March 25-26, 2017 & April 1-2, 2017
 9:00 a.m. – 5:00 p.m.
 Saturday & Sunday
Schedules and fees are subject to change without notice.

This Dental Board of California RDA approved course, designed for dental auxiliaries, is a combination of lecture, laboratory, and clinical patient sessions. **Students provide their own patients; specific patient eligibility criteria apply. Details will be provided at the time of registration.**

Pit & Fissure Sealant **\$360**
 Grindstaff Center II Extension Campus, Riverside or Don F. Kenny Regional Learning Center Branch Campus, Indio
 April 10-13, 2017
 5:30 p.m. – 9:30 p.m.
 Monday – Thursday
Schedules and fees are subject to change without notice.

This Dental Board of California RDA approved course, designed for dental auxiliaries, is a combination of lecture, laboratory, and clinical patient sessions. **Students provide their own patients; specific patient eligibility criteria apply. Details will be provided at the time of registration. Proof of completion of Coronal Polishing course required.**

Ultrasonic Scaling **\$250**
 Grindstaff Center II Extension Campus, Riverside or Don F. Kenny Regional Learning Center Branch Campus, Indio
 March 27 & 29, 2017
 Day 1: 5:30 p.m. – 8:30 p.m., Day 2: 5:30 p.m. – 6:30 p.m.
 Monday & Wednesday
Schedules and fees are subject to change without notice.

This Dental Board of California RDA approved course, designed for dental auxiliaries, is a combination of lecture, laboratory, and clinical sessions.



Licensure Prep Course RDA Practical & Written Review (One-Day Review)

\$460

Grindstaff Center II Extension Campus, Riverside or Don F. Kenny Regional Learning Center Branch Campus, Indio
TBD
9:00 a.m. – 5:00 p.m.
Saturday (One-Day Course)

Schedules and fees are subject to change without notice.

This course consists of eight (8) hours didactic and lab practical instruction relating to the practical and written portion of the RDA exam. Instruction includes a review of the California Dental Law exam and the RDA multiple subject's exam.

Orthodontic Assistant Permit

\$1,195

Grindstaff Center II Extension Campus, Riverside
January 31, 2017 and February 2, 4, 11, 14, 16, 18, 2017 or April 25, 27, 29, 2017 and May 4 & 6, 2017
5:00 p.m. – 9:00 p.m.
Tuesday & Thursday
9:00 a.m. – 1:00 p.m.
Saturday

Schedules and fees are subject to change without notice.

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.

Prerequisites:

1. Current/Active Registered Dental Assistant License OR proof of six (6) months experience as a dental assistant. (A letter from the employer/dentist is required.)
2. Proof of Completion of DBC Board Approved Ultra Sonic Scaling Course.
3. Verification of T.B. or skin test or chest x-ray clearance within the last year.
4. HBV vaccination clearance.
5. Completed a course in Basic Life Support (AHA or ARC).
6. Proof of having completed a Board approved eight-hour Infection Control course (two-hour course required for licensed RDA).
7. Proof of having completed a two-hour Board approved course in CA Dental Practice Act.
8. Students must wear scrub type uniform and lab coat.

We have the ability to customize Continuing Education Trainings for Dental Firms!

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Indio Area Programs Fall 2016-Spring 2017 Course Offerings

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School of Career Education
Don F. Kenny Regional Learning Center
Branch Office
47-336 Oasis St.
Indio, CA 92201
(760) 863-3333



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Registered Dental Assistant- *Federal Financial Aid available for those who qualify for Pell Grant.* **\$8,875**
 Don F. Kenny Regional Learning Center Branch Campus, Indio
 September 6, 2016 – June 9, 2017 **(35 weeks)**
 8:00 a.m. – 4:30 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 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**
 Don F. Kenny Regional Learning Center Branch Campus, Indio
 September 6, 2016 – March 24, 2017 **(25 weeks)**
 8:00 a.m. – 4:30 p.m.
 Tuesday – Friday

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.



Medical Office Professional

\$4,495

Don F. Kenny Regional Learning Center Branch Campus, Indio
September 6, 2016 – March 24, 2017 **(25 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

This course combines training in administrative medical assisting skills and in billing and coding essentials designed to prepare students to assist an individual doctor's office or medical clinic with all its front office operations. The course covers medical terminology, human anatomy, preparation of claims for reimbursement, electronic and manual claim submission for various types of health insurance. The students will learn scheduling of appointments, telephone techniques, billing of patients, insurance, and handling mail and maintaining financial records.

Administrative Office Professional

\$4,220

Don F. Kenny Regional Learning Center Branch Campus, Indio
September 6, 2016 – March 15, 2017 **(24 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – 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-task easily. 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.

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