

## Riverside Area Programs Spring 2017 Course Offerings

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

School of Career Education  
Riverside 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.riversidesce.org](http://www.riversidesce.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** *Federal Financial Aid available for those who qualify for Pell Grant. Scholarship opportunity available, inquire with student services team.* **\$6,000**  
Grindstaff Center II, Riverside  
January 30, 2017 - July 14, 2017 **(24 weeks)**  
10:00 a.m. - 6:00 p.m.  
Monday - Thursday

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

This course provides classroom and clinical instruction to prepare students for employment as a chair-side dental assistant. Instruction includes dental radiology, infection control, and sterilization and disinfecting procedures with an emphasis on OSHA requirements. Students will also learn to take impressions of teeth, chart oral conditions, and identify dental instruments and equipment. Preventative dental health, dental terminology, and dental anatomy will also be covered in the program.

**Nurse Assistant** *Scholarship opportunity available, inquire with student services team.* **\$3,000**  
School of Career Education Branch Campus, Riverside  
February 28, 2017 - May 12, 2017 **(10 weeks)**  
8:00 a.m. - 4:30 p.m.  
Tuesday - Friday

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

This course prepares students to take the California competency exam to become a Certified Nurse Assistant (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.*

**Pharmacy Technician Bootcamp** *Scholarship opportunity available, inquire with student services team.* **\$3,000**  
School of Career Education Branch Campus, Riverside  
March 7, 2017 - June 9, 2017 **(13 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, 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, 90 hours of clinical internship are required.

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

### **Emergency Medical Technician**

**\$1,845**

School of Career Education Branch Campus, Riverside  
February 1, 2017 – June 30, 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 of 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.

**\*Weekend Internship**

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## Riverside Area Programs Spring 2017 Job Skills Upgrade Classes

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### Home Health Aide

**\$600**

School of Career Education Branch Campus, Riverside  
May 16, 2017 – June 9, 2017 **(4 weeks)**  
8:00 a.m. – 4:30 p.m.  
Tuesday - Friday

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

This course prepares students with certification as Nurse Assistants 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.

### Phlebotomy

**\$1,845**

School of Career Education Branch Campus, Riverside  
February 1, 2017 – June 30, 2017 **(20 weeks)**  
4:30 p.m. – 9:30 p.m.  
Monday – Thursday

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

This course prepares students for entry level competencies as phlebotomists in hospitals, clinics, blood banks and other healthcare settings. Students will develop skills in performing phlebotomy procedures during on-campus training followed by externships. Some of the topics covered in this program include phlebotomy in relation to the healthcare setting, anatomy and physiology in relation to phlebotomy, venipuncture techniques, specimen processing, non-blood specimens, injection control and proper handling techniques. Assigned designated clinical internship will be included as part of the required training.

*\*Morning Internship begins week 6 (5:30 a.m. – 9:30 a.m.)*

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

### \*Microsoft Word Level I

**\$595**

School of Career Education Branch Campus, Riverside  
April 25, 2017 – May 24, 2017 **(5 weeks)**  
5:30 p.m. – 8:30 p.m. Tuesday & Thursday  
8:30 a.m. – 1:30 p.m. 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 Branch Campus, Riverside  
February 1, 2017 – March 17, 2017 **(7 weeks)**  
8:00 a.m. – 12:30 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 Branch Campus, Riverside  
March 21, 2017 – April 21, 2017 **(5 weeks)**  
5:30 p.m. – 8:30 p.m. Tuesday & Thursday  
8:30 a.m. – 1:30 p.m. Friday

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

This course provides students essential elements of Microsoft Excel operations for careers using the popular spreadsheet software to complete simple data entry tasks to complex problem solving. Excel students learn formulas and functions for spreadsheet creation and manipulation, conditional formatting, cell styles, chart tools, and data entry.

**\*Microsoft Excel Level II** **\$595**

School of Career Education Branch Campus, Riverside  
January 31, 2017 – March 16, 2017 **(7 weeks)**  
8:00 a.m. – 12:30 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.

**Emergency Medical Technician Refresher** **\$250**

School of Career Education Branch Campus, Riverside  
January 27 & 28, 2017 and February 3, 2017 **(3 days)**  
8:00 a.m. – 5:00 p.m.  
Friday, Saturday, and Friday

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

This course is a competency based course to assist the EMT in renewing, refreshing, and updating their EMT certification and skills according to the standards established by the California Administrative Code, Title XXII, and the local Emergency Medical Services Agency. This course emphasizes an assessment-based approach to pre-hospital medicine to be covered in (24) hours and over (3) days.

**CPR Certification** **\$50**

School of Career Education Branch Campus, Riverside  
February 10, 2017 **(1 day)**  
8:00 a.m. – 5:00 p.m.  
Friday

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

This course is for anyone with limited or no medical training who needs a course completion card for CPR and AED used to meet job, regulatory, or other requirements. Upon successful completion, the student will receive the American Heart Association Heartsaver CPR AED card which is valid for two years. American Heart Association Heartsaver teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn to perform adult, pediatric and infant CPR using an AED, relief of foreign-body airway obstruction (choking).



### First Aid

**\$50**

School of Career Education Branch Campus, Riverside  
February 11, 2017 **(1 day)**  
8:00 a.m. – 5:00 p.m.  
Saturday

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

This course is for anyone with limited or no medical training who needs a course completion card in First Aid to meet job, regulatory, or other requirements. Students learn skills such as how to treat bleeding that can be seen and how to use a tourniquet, how to splint, and when to suspect internal bleeding. They will identify the first aid actions for wounds, broken bones, sprains, burns, electrical injuries, shock, bites and stings, cold or heat-related environmental emergencies, poisoning, and other first aid emergencies. Upon successful completion, the student will receive the American Heart Association First Aid card.

### \*Welding for Skills Upgrade

**\$685**

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, for advancement in manufacturing 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 recognized by 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.*

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**California Dental Board Approved  
Continuing Education Classes  
Spring 2017 Course Offerings  
RDA Examination Information/ [www.dbc.ca.gov](http://www.dbc.ca.gov)**

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**CDPA & Infection Control** **\$75**  
Grindstaff Center II Extension Campus, Riverside **or** Don F. Kenny Regional Learning Center Main 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 Main 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 Main 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 Main 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 Main Campus, Indio  
 TBD  
 9:00 a.m. – 5:00 p.m.  
 Saturday (One-Day Course)

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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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