

## 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](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 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 – May 31, 2017 **(34 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  
September 6, 2016 – March 20, 2017 **(25 weeks)**  
8:30 a.m. – 4:00 p.m.  
Monday – Thursday  
8:30 a.m. – 12:30 p.m.  
Friday  
*Schedules and fees are subject to change without notice.*

School of Career Education Main Campus, Riverside  
November 28, 2016 – June 16, 2017 **(25 weeks)**  
8:30 a.m. – 4:00 p.m.  
Monday – Thursday  
8:30 a.m. – 12:30 p.m.  
Friday

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 16, 2017 **(21 weeks)**  
8:30 a.m. – 4:00 p.m.  
Monday – Thursday

School of Career Education Main Campus, Riverside  
November 28, 2016 – May 11, 2017 **(21 weeks)**  
8:30 a.m. – 4:00 p.m.  
Monday – Thursday

8:30 a.m. – 12:30 p.m.  
Friday

8:30 a.m. – 12:30 p.m.  
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 – February 27, 2017 **(21 weeks)**  
8:30 a.m. – 4:00 p.m.  
Monday – Thursday

School of Career Education Main Campus, Riverside  
November 28, 2016 – May 18, 2017 **(21 weeks)**  
8:30 a.m. – 4:00 p.m.  
Monday – Thursday

8:30 a.m. – 12:30 p.m.  
Friday

8:30 a.m. – 12:30 p.m.  
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  
September 6, 2016 – February 10, 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.

# Continuing Education Classes

## **\*Microsoft Word Level I**

**\$595**

School of Career Education Main Campus, Riverside  
 September 7, 2016 – November 2, 2016 **(9 weeks)**  
 9:00 a.m. – 12:00 p.m.  
 Monday & Wednesday  
*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  
 November 28, 2016 – February 15, 2017 **(9 weeks)**  
 9:00 a.m. – 12:00 p.m.  
 Monday & Wednesday  
*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  
 September 6, 2016 – November 3, 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  
 November 29, 2016 – February 16, 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  
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