Southeast ROP
Adult Programs 2016/2017

Register on line @ www.southeastrop.org or in person
12940 E. Foster Road
Norwalk, CA 90650
562-860-1927
Follow us on Twitter@southeastrop

Fee-based Classes:

CNA: Nurse Assistant Pre-Certification
Prepare for the State Nurse Assistant Certification Test. Train in basic nursing skills through classroom instruction and supervised clinical experience. Learn the fundamentals of patient care, nursing and communication skills, disease organisms and infection control, basic anatomy and physiology, nutrition/diet therapy, and specialty nursing. This course is designed to train students in nursing skills and employment in long term and acute care facilities as well as home health agencies through both classroom instruction and supervised clinical experience. Successful completion of the Nurse Assistant course enables the student to apply to take the test for state certification through the Red Cross. Class is 11 weeks long.

Foster Road Campus Room 92

<table>
<thead>
<tr>
<th>Section #</th>
<th>Start Dates</th>
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<tbody>
<tr>
<td>507801 MTWTh 8:00 am – 1:00 pm</td>
<td>September 6, 2016</td>
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<tr>
<td>507802 MTWTh 8:00 am – 1:00 pm</td>
<td>December 5, 2016</td>
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<tr>
<td>507803 MTWTh 8:00 am – 1:00 pm</td>
<td>March 13, 2017</td>
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A Criminal screening is required for this course. Please speak with Southeast ROP staff prior to enrolling if you have any convictions other than minor traffic violations. Southeast ROP may require persons with convictions to obtain a clearance letter from the California Dept. of Public Health before enrolling in a training program.

Meets State of California Certification Test Requirements

Fees: $2,200.00
**Dental Assistant**
This course prepares students for a job as a dental assistant in both front and back office practices. Students will learn chair-side assisting in general dentistry procedures. Classroom instruction includes dental terminology, dental x-ray, identification of dental instruments, sterilization procedures and preparation of dental materials. **An x-ray license** will be issued upon completion of this course. An internship at local dental offices will begin upon completion of the coursework. Internship of 120 hours to begin once classroom hours are complete. Internship will be arranged by the instructor.

*Foster Road Campus Room 71 | Start Dates*
Section #507461 MTWTh 8:00 am–12:00 pm September 6 – Jan. 26, 2017

*Fees: $2,000.00*

**Medical Assistant: Administrative & Clinical**
This course is designed to prepare students for a career as a Certified Medical Assistant or to continue training toward a nursing profession. Students will learn vital signs, injections, venipuncture, assisting with surgeries, sterilization, performing EKG’s, infection control, basic in-office laboratory testing, billing, terminology, records filing, and reception. Medical Assistants work in all areas in a physician’s office or medical groups. Includes internship in a physician’s office or medical group office, upon completion of three modules. This class is articulated with Cerritos College for students earning a grade of A or B. This class is 18 weeks long. Once class hours are completed, student begins 240 hours of internship. Internship will be arranged by the instructor.

Upon completion of this course students are prepared to take the National Certified Medical Assistant exam through NHA on our campus.

*Foster Road Campus Room 73 | Start Dates*
Section #507501 MTWTh 8:00 am- 12:00 pm September 6 – Jan. 26, 2017

*Foster Road Campus Room 73 | Start Date*
Section #508501 TTh 5:30 pm – 9:30 pm September 6 – June 1, 2017

*Fees: $2,200.00*

**Medical Billing & Coding**
Train for a high paying, high demand career as a Medical Biller. This course prepares students to work in a medical facility, billing service, or start your own business billing insurance companies and individuals. Learn Medical terminology, procedural coding, insurance form preparation, collection policies, and computerized procedures used in medical offices. Included in the course is knowledge of CPT and ICD-9 and ICD-10 coding rationales using official coding and reporting. **This class is 36 weeks long.**

Upon completion of this course the student will be prepared to take the National Coding Exam on our campus through NHA.

*Foster Road Campus Room 71 | Start Date*
Section #507831 TTh 5:30 pm – 9:30 pm September 6 – June 15, 2017

*Fees: $1,000.00*
Pharmacy Technician
Learn the knowledge and skills necessary to become a Licensed Pharmacy Technician in both hospital and retail pharmacies. One of the fastest growing jobs in the Medical field! After completing all modules, students will be placed for training in a hospital and retail community site. To take the National Exam for Pharmacy Technician Certification, students must pass a background check performed by the State Board of Pharmacy and hold a high school diploma or GED. This class is articulated with Cerritos College for students earning a grade of A or B.

Internship of 240 hours to begin once classroom hours and modules are complete.

Four Modules are required for a Certificate of Completion and take the exam to receive your Pharmacy Technician License from the State of California.

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<tr>
<th>Foster Road Campus Room 82</th>
<th>Start Dates</th>
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<tr>
<td>Section #507581 MTWTh 9:00 am – 12:00 pm</td>
<td>August 16, 2016</td>
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<tr>
<td>Section #507582 MTWTh 9:00 am – 12:00 pm</td>
<td>November 9, 2016</td>
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Fees: $625.00 per Module - Four Modules required

Surgical Technologist
This course will prepare competent entry-level surgical technologists in the cognitive, psychomotor, and affective learning domains. Ethics, confidentiality and safety practices will be applied during delivery of client needs and comfort measures. Medical-Surgical terminology, microbiology, anatomy/physiology, pre/post/intra-operative competencies will be taught. A focus on occupational orientation, basic academic proficiencies and skills will be stressed throughout theory, laboratory and clinical practice (internship) experiences. This is a yearlong course includes externship in local hospital or surgery center. Course is 750 Classroom hours & lab hours and 500 hours of internship once classroom hours are complete.

Official NCCT Testing Site. Certified as a National Center for Competency Testing in Surgical Technology.

Three Modules are required for a Certificate of Completion. (Each Module is approximately 10 weeks long)

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<tr>
<th>Foster Road Campus Room 81</th>
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<tr>
<td>Section #507491 MTWTh 8:00 am – 2:30 pm</td>
<td>October 10, 2016</td>
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Fees: $1,350.00 per Module - Three Modules required

Welding / Metal Fabrication
This class provides instruction in shielded metal arc welding, arc welding, gas metal arc welding (MIG), gas tungsten arc welding (TIG), oxy-fuel cutting of carbon, steel, aluminum and stainless steel.

This course is articulated with Cerritos College, Rio Hondo College and Santa Ana College for students earning a grade of A or B.
Two Classes are recommended to take the state exam for Certified Welder Licensing.

La Mirada High School Campus Room 763
Section #507391 TTh 6:00 pm – 9:00 pm September 6 – Jan. 26, 2017

La Mirada High School Campus Room 763
Section #507392 TTh 6:00 pm – 9:00 pm January 31 – June 15, 2017

Fees: $1,400