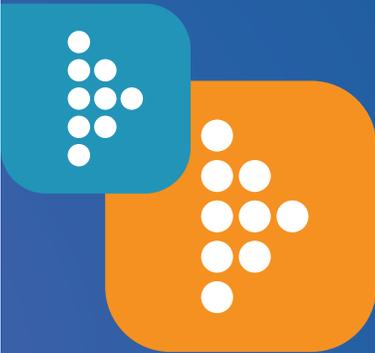


COURSE CATALOG 2016-2017



www.riversidesce.org

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COURSE CATALOG 2016-2017

The Mission

The mission of the School of Career Education is to provide post-secondary students with high-quality, affordable vocational training, to equip our students with the tools and skills that will lead to a successful career.

The Vision

School of Career Education will be regionally recognized as the premier adult occupational training program in Riverside County. A commitment to excellent instruction, coupled with continuous improvement will provide adult students a first rate affordable occupational training program. The School of Career Education will be highly regarded for its occupational teaching excellence, affordability and its instructors' connections to the world of work thereby resulting in graduates of their training programs to become employed or allow them to move up their career ladder and be successful in the world of work.

Riverside County Office of Education (RCOE)

Kenneth M. Young
Riverside County
Superintendent of Schools

Cynthia Glover Woods
Chief Academic Officer
Division of Educational Services

Board of Education

Jeannie B. Corral
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Please address inquiries and correspondence to:

Riverside County Office of Education
Division of Educational Services
School of Career Education, Branch Campus
2100 E. Alessandro Boulevard
Riverside, CA 92508
(951) 826-4723

Accreditation

Council of Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350-3898
(800) 917-2081
www.council.org



Western Association of Schools and Colleges
533 Airport Blvd, Suite 200
Burlingame, CA 94010
(650) 696-1060
www.acswasc.org



Welcome...

Welcome to the School of Career Education, a Subsidiary of Riverside County Office of Education. When it comes to charting your career path, you want an experienced partner that you can trust. At the School of Career Education, we're a public not-for-profit organization motivated by your success in the world of work. There are countless reasons why you should choose SCE – here are the top five.

#1: Regional Employer Relationships: Because education should lead to employment.

Our relationships with more than 1,000 regional employers, means that we have our pulse on their hiring needs and understand the skills you need to be successful in the world of work. Check out our placement rates.

#2: Affordable Quality: Education is within your reach.

Advancing your education and workplace skills should not translate to a lifetime of debt and financial struggle. Compared to private schools, School of Career Education is incredibly affordable with flexible financing and options.

#3: Real-World Industry Experience: Instructors matter.

Our state-approved credentialed instructors are leaders within their respective industries with years of real-world experience, giving you a competitive advantage in connecting to a prosperous future in today's tough job market.

#4: Accredited Not-for-Profit Status: We are not motivated by profits, but by the success of our students.

Because we have a long history as a regional occupational program (ROP) that is part of the Riverside County Office of Education, and relationships with more than 20 regional school districts and community colleges, you can trust that our accredited school always has your best interest for succeeding in the world of work.

#5: Students Love Us: The feeling is mutual.

In a recent survey, 100 percent of our students would recommend School of Career Education to a friend or family member for their career planning and training needs.

At School of Career Education, you are our future. Let us help you get connected to the world of work!

I join the entire staff and faculty in welcoming you to the School of Career Education!

Sincerely,

Ron Vito
Executive Director
School of Career Education

Table of Contents

Campus Locations	8
Frequently Asked Questions (FAQs)	9
About School of Career Education	11
Student Services Center	
Resource Centers	
Placement Services	
Consumer Information	
Follow-Up Surveys	
Immunization Policies	
Illegal Distribution of Copyright Materials	
Electronic Devices Policy	
Campus Safety and Security	
Student Conduct and Discipline	14
Dress Code	
Cellular Phones	
Unacceptable Behavior	
Academic Integrity	
Tobacco and Drug-Free Environment	
Financial Aid Penalties for Drug Law Violations	
Nondiscrimination/Harassment	
Notice of Nondiscrimination Policy	
Americans with Disabilities Act	
Course Descriptions	
Comprehensive Programs	23
Administrative Office Professional	
Dental Assistant	
Dental Assistant RDA Eligible	
Medical Clinical Administration Professional	
Medical Office Professional	
Nursing Services and Support Occupations	
Pharmacy Technician	
Short-Term Entry-Level Classes	33
Emergency Medical Technician	
Medical Clerical Bootcamp	
Nurse Assistant	
Pharmacy Technician Bootcamp	
Healthcare Job Upgrade Classes	39
Acute Care for Nursing	
Business Accounting Using QuickBooks	
Home Health Aide	
Microsoft 2010 Word Level I & II	
Microsoft 2010 Excel Level I & II	
Phlebotomy	
Welding for Skills Upgrade	

Continuing Education Course Descriptions	51
Dental	
CPR and First Aid	
Emergency Medical Responder – Basic/Refresher	
Admissions Information	55
Student Financial Planning Options	57
Payment Options	
Other Funding Sources	
Satisfactory Academic and Attendance Policy	58
Drop and Refund Policy	59
Withdrawal/Drop Policy	
Refund Policy	
Unofficial Withdrawals	
Military Services	
Returns to Student Receiving Community/Organizational Funding	
Return of Title IV Funds	
Title IV Refund Process	
Notification of Rights under FERPA	59
Grievance Procedures	64
Academic School Year Calendar and Holiday Schedule	66
School of Career Education Instructional Staff	68
School of Career Education Support and Administrative Staff Listing	70
School of Career Education Staff Listing and Support Services	72

Campus Locations

Riverside County Office of Education – School of Career Education
Don F. Kenny Regional Learning Center – Main Campus
47-336 Oasis Street
Indio, CA 92201
(760) 863-3333

Riverside County Office of Education – School of Career Education
Alessandro Branch – Branch Campus
2100 East Alessandro Boulevard
Riverside, CA 92508
(951) 826-4723

Riverside County Office of Education – School of Career Education
Grindstaff II – Extension Campus
9825 County Farm Road
Riverside, CA 92504
(951) 826-4723

Riverside County Office of Education – School of Career Education
Moreno Valley High School – Extension Campus
23300 Cottonwood Avenue
Moreno Valley, CA 92553
(951) 826-4723

Frequently Asked Questions (FAQs)

What classes do you have?

You can find a list of programs and locations currently offered at www.riversidesce.org. We currently offer a variety of comprehensive programs, short-term entry-level classes, job upgrade programs, and continuing education classes; in clerical, medical, dental, and welding.

When are classes offered?

Classes are offered year-round beginning in fall and spring.

What do I need to take a class?

- Attend an Orientation
- Take and Pass an Assessment Test
- High School Diploma/Equivalent
- Social Security Card or Right-to-work Document
- Government Issued Photo ID

Where/How do I sign-up for orientation/assessment?

You may contact a Registration Clerk or Admissions Technician at:

Indio – (760) 863-3333

Riverside – (951) 826-4SCE (4723)

Or visit our website www.riversidesce.org for more information.

Where do I go to register for classes?

School of Career Education has two locations to register for classes:

Indio Location:

Don F. Kenny Regional Learning Center
School of Career Education Main Campus
47-336 Oasis Street
Indio, CA 92201-6998

Riverside Location:

School of Career Education Branch Campus
2100 E. Alessandro Boulevard
Riverside, CA 92508

What is on the assessment test?

The assessment test is the Wonderlic Basic Skills Test that assesses verbal and math skills.

Why do I have to take the assessment test if I am a high school graduate?

School of Career Education requires all students to take an assessment to ensure you will be successful in your chosen program.

What is the cost?

The cost for each program or class is located in the course schedule. The course schedule can be found on our website www.riversidesce.org.

Do you have financial aid?

We offer Pell Grants to eligible students enrolled in Dental Assistant or Dental Assistant/RDA Eligible programs, and flexible payment plans for all courses with tuition over \$700. A Student Accounts Technician can discuss financial aid and payment plan options with you. For financial aid assistance please call (951) 826-4SCE (4723).

Are you an accredited school?

RCOE School of Career Education is accredited by the Council on Occupational Education (COE) and the Western Association of Schools and Colleges (WASC).

Are career planning and job search assistance provided?

School of Career Education courses are taught to industry standards and include job search and work readiness skills that are highly desired by industry. In addition, the Student Services Center provides career planning and job search assistance to students and graduates. School of Career Education maintains two Student Services Centers:

Indio Location:

Don F. Kenny Regional Learning Center
School of Career Education Main Campus
47-336 Oasis Street
Indio, CA 92201-6998

Riverside Location:

School of Career Education Main Campus
2100 E. Alessandro Boulevard
Riverside, CA 92508

What if I attended school outside the U.S.?

Before you register at School of Career Education you will need to have your foreign transcript evaluated for equivalency. Many companies evaluate foreign transcripts and provide an official translation; for your convenience, refer to the list below:

AACRAO at www.aacrao.org.

ACREVS Inc. at infor@acrevs.com

Career Consulting International (800) 771-4723, E-mail documents to: docs@ccil23.com

Educational Records Evaluation Service, Inc. (916) 921-0790 or (866) 441-3737, edu@eres.com

Do you offer internship experiences?

Yes, School of Career Education's technical certificated programs provide instruction in both theory and practical applications using methods appropriate to the subject area. Each technical certificate program provides instruction in all aspects of its industry. Instructors maintain intern and employer relationships to ensure industry contact necessary for student success. In addition, students are provided a foundation of technical, academic, and communication skills upon which they can continue to grow, learn, and advance.

About School of Career Education

School of Career Education grew from RCOE's 40 years of experience successfully offering Career Technical Education. Currently, we provide post-secondary training in more than eleven subject areas at several locations throughout Riverside County.

School of Career Education's technical certificate programs provide instruction in both theory and practical applications using methods appropriate to the subject area. Each technical certificate program provides instruction in all aspects of its industry. Instructors maintain intern and employer relationships to ensure industry contact necessary for student success. In addition, students are provided a foundation of technical, academic, and communication skills upon which they can continue to grow, learn, and advance.

Student Services Center

The Student Services Center is an integral part of the School of Career Education. Services include career assessment, guidance, and registration.

School of Career Education maintains two adult student services centers:

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

Riverside County Office of Education
School of Career Education - Branch Campus
2100 E. Alessandro Blvd., Riverside, CA 92508
(951) 826-4SCE (4723)

Resource Centers*

The Resource Centers are located within both Student Services Centers. Services available are:

- Computer Lab with Internet Access
- Resource Library
- Employment Listings
- Academic Support Services

*Services vary by location.

Placement Services*

School of Career Education ensures the delivery of effective and quality services to students and graduates in the following areas:

- Career Readiness Workshops
- On-Site Career Fairs
- Classroom Seminars
- Intern and Career Placement Assistance
- Career Advising
- Job Postings

*Services vary by location.

Consumer Information

The staff at School of Career Education work diligently to ensure that every student has an opportunity to be successful in his/her educational endeavors. It is a priority to maintain a safe, stable, and academically enriching environment for all students enrolled in School of Career Education courses or programs. In accordance with federal and state guidelines, School of Career Education annually maintains statistics regarding school enrollment, student program completion, student program placement, student program licensure, and on-campus crime. This allows staff to regularly evaluate all services provided, and improve the quality of services offered. This information is readily available in hard copy through the Student Services Center.

Follow-Up Surveys

All students will be asked to participate in a variety of follow-up surveys. The exit interview and instructional survey occur near the end of a term. The information gathered is used to assess student needs. In addition, a placement survey will be conducted to collect information regarding employment, post-secondary education, military enlistment, and state certification and licensure. The placement survey will ask about employment information regarding the type of position obtained and other information related to employment status. The information gathered will be used for statistical purposes.

Immunization Policies

Students must provide proof of immunizations and health clearances as stated in program prerequisites. Not all School of Career Education programs require immunizations for admission; students interested in getting more information about immunizations should contact their local or state public health department or consult with their health care provider.

Illegal Distribution of Copyrighted Materials

School of Career Education supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Engaging in file sharing, copying and distribution of copyrighted materials may result in disciplinary action as well as civil and criminal penalties.

Electronic Devices Policy

Cellular phones, pagers, and other electronic devices shall not be used in a manner that causes disruption in the classroom or community site training facility. Abuse of cellular devices with photographic capabilities, use of devices for purposes of photographing test questions, or other notes and materials is prohibited. Photographing individuals in secured areas such as bathrooms, or other areas where there is a reasonable expectation of privacy, and/or taking photographs of an individual against their will is strictly prohibited. Electronic transmission of photographs of any person without express permission is strictly prohibited.

Campus Safety and Security

School of Career Education considers the personal physical safety of its students, faculty, and staff essential for a successful learning environment. Part of crime prevention is individual safety consciousness and awareness of personal environment. School of Career Education suggests the following crime prevention measures, which can contribute to personal safety and security.

1. Do not leave valuable items in your car, including personal items and school related materials.
2. Do not park in isolated areas.
3. When using a personal vehicle, keep the doors locked at all times. Before entering a vehicle, always look around the vehicle and in the back seat.
4. Keep personal keys in your possession at all times.
5. At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
6. Notice and be aware of suspicious persons and conditions.
7. Leave items of high monetary value at home.
8. Do not leave personal property unattended.
9. Do not carry more cash than necessary and do not advertise what you have.
10. Mark personal items with your name or some other traceable identification.
11. Do not bring any kind of firearm, dangerous weapons, explosives, or lethal materials onto School of Career Education property.
12. If anything makes you feel unsafe or threatened, dial 9-1-1.

For more information about campus safety and security the School of Career Education's Annual Safety Report can be found at www.riversidesce.org.

Student Conduct and Discipline Standards

Students in post-secondary career training assume an obligation to conduct themselves in a manner compatible with the school's function as a postsecondary institution and suitable member of a training/academic community. The School of Career Education program, therefore, expects its students to conduct themselves as responsible individuals, considerate and respectful of the rights and interests of others. The following rules of conduct will be enforced:

Student Dress Code

Students are expected to maintain a neat, clean appearance during class time, as they will in their future employment. Their appearance must not constitute a disruption to the learning environment. Students are expected to wear their uniforms and name tags whenever they are in a clinical/intern setting off site and in class.

Note: Individual programs may enforce a stricter dress code based on program requirements.

Cellular Phones

To ensure a positive learning environment, all cell phones must be turned off while in the classroom and during training hours at sites. Cell phones may only be used during break times or after class or site hours. In addition, cell phones must not interrupt test time or skills check off. In extenuating circumstances, students may receive an emergency call with instructor approval.

Unacceptable Behavior

Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational goals of the School of Career Education program at all times. Therefore, students who engage in any of the following behaviors, including, but not limited to, while on a School of Career Education campus, participating in any School of Career Education sponsored activity, or community classroom training site, or going to or coming from any such location, may result in dismissal from your School of Career Education class as well as disciplinary action:

1. Use of computers, phones, copiers, and fax machines for anything other than employment and educational purposes.
2. Installation/copying of software and modification of computer workstation setups in any way.
3. Deliberate misuse of the facility, destroying property, resources, or equipment.
4. Possession of weapons, alcohol, drugs, or other controlled substances.
5. Appearing to be under the influence of drugs or alcohol.
6. Theft/removal of materials (including books, software, supplies, and equipment) without a school representative's approval.
7. Damage or vandalism to the School of Career Education center property.
8. Violent, rude, or threatening behavior including physical/verbal abuse, profanity/inappropriate language, arguing, threats, gross misconduct, boisterous or disruptive behavior, and inappropriate gestures.
9. Negative behavior that disrupts training in the classroom.
10. Harassment of any kind. The [Uniform Complaint Procedure](#) form can be obtained from classroom instructors, Student Service Center staff, or from the RCOE Division of Personnel Services.
11. Sleeping during class – especially at an internship site or during workshops.
12. Bringing any adult guest to attend class with them without the instructor's approval. (Liability issues do not allow minors in the classroom or clinical setting.)
13. Cheating, plagiarism, or other forms of academic dishonesty.
14. It is recommended that valuables not be brought to class. The School of Career Education is not responsible for any loss, theft, or destruction of such valuables.

Academic Integrity

Academic integrity, honesty, and ethics are required of all students of the post-secondary career training community. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational goals of the School of Career Education program at all times. All students must display academic integrity and honorable behavior because it is essential to professional behavior that will go beyond graduation from School of Career Education and is the foundation for ethical behavior in the workplace.

Actions of workers in the health careers industry are of great importance, as others' lives are dependent on ethical behavior. The general public as well as professional health care organizations and accrediting organizations hold individuals in the healthcare industry to a high ethical standard and therefore expect the School of Career Education program to monitor and work to form professional behavior in their students. As future healthcare professionals, students at School of Career Education have a responsibility to follow academic integrity.

Academic integrity requires that work for which students receive credit be entirely the result of their own effort. Academic dishonesty takes place when a student attempts to gain an unfair advantage over others or undermines the academic integrity of the school. The following list includes some examples of violations:

1. Cheating

- a. Using unauthorized material such as notes, electronic devices, cell phone, or PDA accessories to answer quiz/test questions.
- b. Copying another student's homework, written assignment, worksheets, project, quiz/test, electronic media, or data.
- c. Assisting or allowing someone else to cheat.
- d. Failure to report cheating to an academic official of the school.

2. Plagiarism

- a. Representing the ideas, expressions, or material of another without due credit.
- b. Paraphrasing or condensing ideas from another person's work without proper citation.
- c. Failing to document quotes and paraphrases from books, magazines, or Internet or with proper works cited.

3. Other forms of academic dishonesty

- a. Fraud and the alteration of a grade or official record.
- b. Changing examination solutions/answers after the fact.
- c. Inventing, changing, or falsifying lab and skills check-off form.
- d. Purchasing and submitting written assignments, homework, or examinations.
- e. Reproducing or duplicating images, designs, and web pages without giving credit to the developer, artist, or designer.
- f. Submitting work created for another class without instructor approval.
- g. Selling or providing research papers, coursework, or assignments to other students.

Consequences for violating academic integrity include the following:

1. Failing grade for the assignment.
2. Failure of the course/module.
3. Removal from the course/program.
4. Rescinding of a certificate.

Note: A student is prohibited from withdrawing from a course in which an "F" grade is received due to a violation of academic integrity.

All violations of academic integrity will be reported to administration to investigate. Individual reports will also be evaluated in the context of patterns of dishonesty. The faculty member, Coordinator/Principal, and School of

Career Education administrator will make the determination of the effect on student status and/or course grades resulting from reports and documentation of violations.

All members of the program including instructors, students, and staff share in the collective responsibility to make known acts of academic dishonesty. Without academic integrity, the achievements and quality of education can be jeopardized.

If in the judgment of the administration of the School of Career Education, a student's conduct does not conform to the above standards, the School of Career Education will follow a course of action deemed appropriate up to and including suspension or dismissal from the course and program.

Tobacco & Drug-Free Environment

Riverside County Office of Education Board Policies 4020 and 5131.6 prohibits the use, possession, and distribution of illicit drugs or alcohol products at all times on all property and in all facilities owned, leased, and/or operated by School of Career Education, whether indoors or outdoors. Violation of Board Policy may result in any or all of the following actions:

- Referral to outside agencies for substance abuse assistance.
- Dispatch request and/or report filed with local law enforcement agency.
- Ineligibility for Federal Financial Aid.

Financial Aid Penalties for Drug Law Violations

A federal or state drug conviction of possession or sale of drugs can disqualify a student from receiving financial aid. Effective as of July 1, 2000, if a student is convicted by a court of law, of a drug offense, he or she may be ineligible for Title IV funds.

The chart below illustrates the period of ineligibility for financial aid, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

	Possession of illegal drugs	Sale of illegal drugs
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3 + offenses	Indefinite period	

Ineligibility is longer if convicted for both possessing and selling illegal drugs.

Drug Abuse Prevention Program

State of Philosophy and Purpose

It is the intention of the Riverside County Office of Education, School of Career Education to provide an environment that maximizes academic achievement and personal growth. The School of Career Education recognizes that alcohol, tobacco, and other drug use or abuse poses a significant threat to the health, safety and well-being of users and the people around them. Substance abuse also interferes with academic and career interest and can lead to health, personal, social, economic and legal problems.

Alcohol and other drug abuse, addiction or dependency is a behavioral/medical problem. Because the School of Career Education's intent is to be helpful, not punitive, programs have been developed to deter alcohol and other drug abuse. First, education is provided. Second, a program of referral is available. Third, disciplinary procedures are applied to uphold the School of Career Education policy regarding alcohol and other drug use in the Standards of Student Conduct as listed in the Student Handbook.

The School of Career Education policy is that all use of alcohol and other drugs is prohibited on School of Career Education property and at any School of Career Education sponsored or related activity regardless of its location. Furthermore, the use of tobacco is prohibited in all School of Career Education buildings and grounds.

Education

School of Career Education offers a variety of educational opportunities to its students and the community, which addresses alcohol and other drug-related issues. Information about drug abuse resources is available in the School of Career Education Catalog and Student Handbook. Additional educational opportunities include awareness activities.

Health Risks

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee, faculty and students.

Described below are some of the additional dangers and symptoms relative to use/abuse:

Marijuana

Commonly known as "pot", it is a plant with the botanical name of *cannabis sativa*. Pot is almost always smoked but can be ingested. Use causes the central nervous system to become disorganized and confused. Most users experience an increase in heart rate, reddening of eyes and dryness of the throat and mouth. Studies have proven that marijuana's mental effects include temporary impairment of short term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions and coordination. Feelings of euphoria, relaxation and bouts of exaggerated laughter are also commonly reported. Smoking "pot" may cause: brain chemical changes, an altered reality, physically damaged lungs, emphysema, chronic bronchitis, lung cancer, a weakened immune system, damage to sperm in males, irregular menstrual cycles in females, reduced fertility and sex drive.

Cocaine/Crack

Cocaine is a stimulant drug, which is derived from the coca plant. Street cocaine is available in the form of a powder or a "rock" of crack and is most commonly inhaled or smoked. Cocaine increases the heart and blood pressure and is very addictive. Crack is a form of smokable cocaine named for the popping sound it makes when burned. It is a mixture of cocaine, baking soda and water. It is 5-10 times more potent than cocaine and is extremely dangerous. It has been reported that addiction can occur with as few as two "hits". Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess sniffing and coughing, insomnia, depression, irritability, neglect of responsibility toward work, school, family and friends and panic attacks.

Alcohol

In small doses, alcohol has a tranquilizing effect on most people, although it appears to stimulate others. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors; lowered self-control often leads to the aggressive behavior associated with those who drink. Alcohol use can also quickly cause dehydration, coordination problems and blurred vision. In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause brain damage and a great number of other health, medical and social issues.

Hallucinogens

These are also known as psychedelics. The effects vary; the same person may have different reactions on different occasions. Most users affected by changes in time and space perception, delusions and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity of the drug. Physical reactions range from minor changes such as dilated pupils, a rise in temperature and heartbeat to tumors. High doses can greatly alter the state of consciousness. After taking a hallucinogenic, the user loses control of thought processes. Although many perceptions are pleasant, others may cause panic or may make a person believe that he or she cannot be harmed. These delusions can be quite dangerous.

Heroin

Heroin is a narcotic, which relieves pain and induces sleep. Commonly known as “junk” or “smack”, heroin is a highly addictive depressant and has been attributed as the cause of many deaths. Obvious symptoms include “pin point pupils”, drowsy, lethargic slurred speech and an inability to concentrate. Related medications used to treat pain include oxycontin and oxycodone, methadone and codeine. The abuse of painkillers ranks second only to the abuse of marijuana in the United States. Heroin users experience a high rate of infectious disease due to a weakened immune system and dirty needles shared by users. Children can be born addicted or can become addicted from heroin in the mother’s milk.

Crystal Methamphetamine

Crystal methamphetamine is a colorless, odorless powerful and highly addictive synthetic (man-made) stimulant. Crystal methamphetamine typically resembles small fragments of glass or shiny blue-white “rocks” of various sizes. Like powdered methamphetamine, crystal methamphetamine produces long-lasting euphoric effects. Crystal methamphetamine, however, typically has a higher purity level and may produce even longer-lasting and more intense physiological effects than the powdered form of the drug. Crystal methamphetamine use is associated with numerous serious physical problems. The drug can cause rapid heart rate, increased blood pressure and damage to the small blood vessels in the brain – which can lead to stroke. Chronic use of the drug can result in inflammation of the heart lining. Overdoses can cause hyperthermia (elevated body temperature), convulsions and death. Individuals who use crystal methamphetamine also may have episodes of violent behavior, paranoia, anxiety, confusion and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug. Crystal methamphetamine users who inject the drug expose themselves to additional risks, including contracting HIV (human immunodeficiency virus), methamphetamine also risk scarred or collapsed veins, infections of the heart lining and valves, abscesses, pneumonia, tuberculosis and liver or kidney disease.

Depressants

Depressants are highly addictive. They are usually known as “downers”. A user may be drowsy, lethargic, suffer from memory loss and have slurred speech. Many lawful drugs that have a depressant feature are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety and excited rage, coma and death.

Ecstasy

(MDMA) Also known as XTC, X, E and Molly. Ecstasy is a mind altering drug with hallucinogenic and speed like side effects. Often used at raves it is taken to promote loss of inhibition, excited-ness, euphoria energy and sexual stimulations. Ecstasy increases the amounts of serotonin in a person's brain, which causes increased energy and cheerfulness; it also contains anti-coagulative properties, which can cause a person to bleed to death if injured. Ecstasy can also cause serious brain damage in a short time. Side effects of ecstasy are: depression, increase in heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, brain damage, organ damage and death. Similar "designer drugs" include MDEA and MDA (also known as "Adam" and "Eve")

Ritalin

Methyphenidate (Ritalin) is a medication prescribed for individuals (usually children) who have an abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those other than for whom they are prescribed. When abused, the tablets are either taken orally or crushed and snorted. Some abusers dissolve the tablets in water and inject the mixture – complications can arise from this because insoluble fillers in the tablets can block small blood vessels.

GHB

Gamma-hydroxyl butyrate is an intoxication chemical with medical, recreational and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the "date rape drug", it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. When taken, side effects can be: drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unrouseable sleep (coma) and death. GHB was used a dietary supplement until banned by the FDA. GHB is now illegal in the United States. Common slang names for GHB are: G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop and EZLay.

Assistance and Referral

Students can seek help through the School of Career Education Student Services Center. The School of Career Education Coordinator/Principal will provide assistance for students with alcohol or drug-related problems, including crisis intervention, education, and referral. Contact the Student Services Center at (951) 826-6695 or (760) 863-3333.

Off-Campus Services

For off-campus services call:

Riverside County Drug Abuse Program: (951) 955-2100

Indio Substance Abuse Program: (760) 347-0754

Riverside County Alcohol Program: (951) 778-3500

The Riverside County Commission on Alcohol and Drug Abuse Service, Inc.: (760) 347-9442

Riverside Recovery Resources, Inc.: 1 (800) 801-4673

Alcoholics Anonymous –

Inland Empire Center Office: (909) 825-4700

Indio: (760) 625-9018

American Council on Alcoholism Problems: (205) 898-8177

Referral Cocaine Hotline: (951) 359-3895 or (800) 347-8998

Cocaine Anonymous – Inland Empire and Coachella Valley: (951) 359-3895 or 1(800) 347-8998

National Council on Alcoholism/Drug Dependence: 1(800) NCA-CALL or 1(800) 622-2255

Al Anon – Inland Empire: (909) 824-1516

Al Anon – Indio: (760) 674-9554

Narcotics Anonymous – Inland Empire: (909) 795-0464

Narcotics Anonymous – Indio: (760) 346-5800 or (800) 834-9303

Alcohol/Drug National Referral Line: (800) 821-4357

Nondiscrimination/Harassment

For the proper reporting procedure relating to nondiscrimination or harassment of any type, please refer to the Uniform Complaint Procedure. The [Uniform Complaint Procedure](#) form can be obtained from classroom instructors, Student Service Center staff, or from the RCOE Division of Personnel Services.

School of Career Education programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, ethnic group identification, religion, gender, color, national origin, and physical or mental disability, age, or sexual orientation.

School of Career Education shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, testing procedures, and other activities. School of Career Education prohibits intimidation or harassment of any student by any employee, student, or other person. School staff shall carefully guard against segregation, bias, and stereotyping in instruction, guidance, and supervision.

School of Career Education is committed to providing a nondiscriminatory environment that is conducive to learning. School of Career Education affirms the right of every student to be protected from harassment or any student conduct which may interfere with another student's ability to participate in or benefit from school services, activities, or privileges.

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed should immediately contact the site administrator, designee, or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint. Procedures, [School of Career Education Student Complaint](#) form, and information about filing a complaint can be obtained from the School of Career Education Student Services Office, and the Personnel Office. These are available free of charge. All complaints will be investigated and resolved in accordance with School of Career Education's Uniform Complaint Procedure. (5CCR 4620)

Sexual harassment of a student by other students, employees, or other persons is prohibited. The School of Career Education also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process. School of Career Education considers sexual harassment to be a serious offense, subject to disciplinary action, up to and including dismissal. (Education Code 212.5)

In accordance with the Board policy, the Chief Personnel Officer, Division of Personnel Services, is the designee who holds the position as coordinator for nondiscrimination to handle complaints regarding discrimination and inquiries regarding School of Career Education's nondiscriminatory policies. (Complaints must be filed with: Chief Personnel Officer, Division of Personnel Services, 3958 12th Street, Riverside, CA 92502, 951-826-6677.)

Any student who feels that he/she is being or has been harassed by a school employee, another student, or a nonemployee on school grounds or at a school-related activity shall immediately contact his/her instructor or any other employee who will be responsible for investigating and reporting the complaint in accordance with administrative regulations.

Notice of Nondiscrimination Policy

School of Career Education is committed to equal opportunity for all individuals in education. School of Career Education programs shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, or perception of one or more characteristics.

Americans with Disabilities Act

The School of Career Education is committed to equal opportunity for all individuals in education. The School of Career Education will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities in accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, and Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as amended, as well as other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability. No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the School of Career Education.

The School of Career Education will, upon request, furnish auxiliary aids and services, as well as provide reasonable accommodations and modifications in policies, practices, and procedures so as not to deny equal access to individuals with disabilities. Any qualified individual with a disability who requires an auxiliary aide or service, reasonable accommodations, or a modification of policies or procedures to participate in a program, service, or activity of the School of Career Education should contact Ann Vessey, Section 504/ADA Coordinator, at (951) 826-6476, as soon as possible. The request of the individual will be considered and auxiliary aids and services, reasonable accommodations, and/or modifications, or, where appropriate, an effective alternative will be provided to qualified individuals with disabilities, unless doing so would result in a fundamental alteration of the program or would constitute an undue financial and/or administrative burden.

Comprehensive Programs

An education program designed to provide a sequence of educational and skill development experiences that lead to multiple workplace competencies. These programs are designed to prepare individuals for job entry and/or career advancement.

Administrative Office Professional

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center, SCE Main Campus, Indio	23 weeks	680

**Program fee DOES NOT include enrollment prerequisites, program requirements, or required materials.*

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

This course prepares students for the Microsoft Office Specialist (MOS), QuickBooks Certification and Certified Administration Professional (CAP) certifications. Instruction includes:

- Study of keyboarding, formatting, and word processing.
- Computerized accounting applications, spreadsheets, and databases.
- Customer service and clerical skills.
- Skills for organization and multi-tasking.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 250 hour Internship included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.

Where would I work?

- Private or public business office.
- Large and small business office center.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$18.86	\$39,235
Inland Empire	\$18.35	\$38,161

*Data based upon Occupation Employment Statistics (OES) Survey Results for Word Processing & Typist in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Dental Assistant

LOCATION	TERM	CLOCK HOURS
Grindstaff Center II Extension Campus, Riverside	23 weeks	675

**Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.*

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

This course prepares students for employment as a chair-side dental assistant. Instruction includes:

- Dental office administration.
- Dental law and ethics.
- Dental radiation safety certification and infection control.
- Sterilization and disinfecting procedures with an emphasis on OSHA requirements.
- Identification of dental instruments and equipment.
- Process to take teeth impressions and chart oral conditions.
- Preventative dental health, terminology, and anatomy.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 160 hour Internship included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- General dental specialty office.
- Hospital dental facility.
- Dental supply and lab company.
- Dental school.
- County public health office.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$18.18	\$37,822
Inland Empire	\$15.85	\$32,968

*Data based upon Occupation Employment Statistics (OES) Survey Results for Dental Assistants in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Dental Assistant/RDA Eligible

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center, SCE Main Campus, Indio	34 weeks	1,001
Grindstaff Center II Extension Campus, Riverside	34 weeks	1,001

*Program fee **DOES NOT** include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.

*Schedules and fees are subject to change without notice.

This course prepares students for the licensing requirements as defined by the Dental Board of California, to become a Registered Dental Assistant. Instruction includes:

- Pre-clinical sciences, preventative dentistry, dental radiation safety certification and infection control.
- Sterilization and disinfecting procedures with an emphasis on OSHA requirements.
- Chair side assisting techniques.
- Dental practice management and specialties.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 250 hour Internship included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- General dental specialty office.
- Hospital dental facility.
- Dental supply and lab company.
- Dental school.
- County public health office.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$18.18	\$37,822
Inland Empire	\$15.85	\$32,968

*Data based upon Occupation Employment Statistics (OES) Survey Results for Dental Assistants in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Medical Clinical Administrative Professional

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center, SCE Main Campus, Indio	24 weeks	720
Alessandro Branch Campus, Riverside	24 weeks	720

*Program fee **DOES NOT** include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.

*Schedules and fees are subject to change without notice.

This course prepares students to assist the doctor in an office, clinic, or health care center using clinical and administrative skills. Instruction includes:

- Medical ethics, confidentiality, and terminology.
- Methodologies on how to administer injections, draw blood (venipuncture), take vital signs, and operate a 12-lead EKG machine.
- Assisting with clinical and diagnostic procedures in an exam room.
- Record keeping techniques, customer service, telephone etiquette, billing basics and maintaining financial records.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 195 hour Internship included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- Physician's office.
- Medical and surgical hospital.
- Outpatient care center.
- Health practitioner office.
- County public health office.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$14.29	\$29,725
Inland Empire	\$13.60	\$28,298

*Data based upon Occupation Employment Statistics (OES) Survey Results for Medical Assistants in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Medical Office Professional

***Includes Administrative Medical Assistant, Billing & Coding Practices.**

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center, SCE Main Campus, Indio	24 weeks	720

**Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.*

**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. Instruction includes:

- Medical terminology and human anatomy.
- Medical coding (basic CPT, ICD-9 and ICD-10).
- Preparation and submission of electronic and manual claims.
- Customer service and telephone etiquette.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 180 hour Internship included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- Physician's office.
- Medical and surgical hospital.
- Office of other health practitioners.
- Billing and coding services.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$18.34	\$38,150
Inland Empire	\$14.90	\$30,987

*Data based upon Occupation Employment Statistics (OES) Survey Results for Medical Secretaries in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Nursing Services & Support Occupations

*Includes Nurse Assistant, Acute Care for Nursing, and Home Health Aide training.

LOCATION	TERM	CLOCK HOURS
School of Career Education Branch Campus, Riverside	22 weeks	600
Don F. Kenny Regional Learning Center, SCE Main Campus, Indio	22 weeks	600

*Program fee **DOES NOT** include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.

*Schedules and fees are subject to change without notice.

This is a combination course that consists of Nurse Assistant, Acute Care for Nursing, and Home Health Aide training. Instruction includes:

- Nurse Assistant training to prepare students to take the California competency exam to become a Certified Nurse Assistant (CNA).
- Students will be prepared to become a Certified Home Health Aide.
- Patient observation and reporting, communication skills, and taking vital signs.
- Patient care skills such as feeding, hygiene care, and helping with walking and exercise.
- Training in illnesses and disabilities as related to the life cycle.
- Emphasis on acute care areas such as emergency, intensive care, medical/surgical, and cardiac.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 237 Clinical hours included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- Skilled nursing facility.
- Hospital.
- Assisted living facility.
- Residential health agency.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$14.29	\$29,725
Inland Empire	\$13.60	\$28,298

*Data based upon Occupation Employment Statistics (OES) Survey Results for Nurse Assistants in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Pharmacy Technician

LOCATION	TERM	CLOCK HOURS
Alessandro Branch Campus, Riverside	21 weeks	630

*Program fee **DOES NOT** include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.

*Schedules and fees are subject to change without notice.

This course prepares students for the National Pharmacy Technician Certification Exam (PTCE) and entry-level pharmacy technician employment. Instruction includes:

- Knowledge of laws and regulations.
- Identification of terms, abbreviations, symbols, and drugs.
- Ability to calculate, use of metric and apothecary systems, and dispense medication.
- Record keeping techniques, clerical skills, customer service, retail skills, insurance and billing.
- Application for registration with the California State Board of Pharmacy.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 226 hour Internship included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- Pharmacy.
- Retail store.
- Hospital.
- Closed door pharmacy.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$18.75	\$38,997
Inland Empire	\$18.17	\$37,800

*Data based upon Occupation Employment Statistics (OES) Survey Results for Pharmacy Technicians in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Short-Term Entry-Level Classes

An education course designed to provide short-term training for a specific entry-level career with skill development and experiences that lead to workplace competencies. These programs are designed to prepare individuals for job entry and/or career advancement.

Emergency Medical Technician

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center Main Campus, Indio	20 weeks	318
Alessandro Branch Campus, Riverside	20 weeks	318

*Program fee **DOES NOT** include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.

*Weekend Internship.

*Schedules and fees are subject to change without notice.

This course provides training required for the National Registry of Emergency Medical Technicians. Instruction includes:

- Pre-hospital, basic life support.
- Scene management and airway management.
- OB/GYN emergencies, patient assessment, and other emergency responses.
- Respect for individual and cultural differences.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 48 hour weekend Internship included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- Ambulatory health service.
- General medical and surgical hospital.
- Private ambulance company.
- Forest fire fighting team.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$16.21	\$33,722
Inland Empire	\$15.39	\$32,007

*Data based upon Occupation Employment Statistics (OES) Survey Results for Emergency Medical Technicians and Paramedics in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Medical Clerical Bootcamp

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center Main Campus, Indio	8 weeks	300

**Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.*

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

This course prepares students as an administrative office assistant to a medical office and to work in a medical facility. Instruction includes:

- Medical terminology.
- Maintaining financial records.
- Customer service and telephone etiquette.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 90 Clinical hours included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- Physician's Office.
- Medical facility.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$14.52	\$30,209
Inland Empire	\$13.33	\$27,743

*Data based upon Occupation Employment Statistics (OES) Survey Results for Receptionists and Information Clerks in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Nurse Assistant

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center Main Campus, Indio	10 weeks	270
Alessandro Branch Campus, Riverside	10 weeks	270

**Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.*

**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). Instruction includes:

- Patient observation and reporting, communication skills, and taking vital signs.
- Patient care skills such as feeding, hygiene care, and helping with walking and exercise.
- Isolation procedures.
- Preparation for employment in an acute or long-term care setting.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 108 Clinical hours included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- Skilled nursing facility.
- Hospital.
- Assisted living facility.
- Residential health agency.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$14.29	\$29,725
Inland Empire	\$13.60	\$28,298

*Data based upon Occupation Employment Statistics (OES) Survey Results for Nurse Assistants in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Pharmacy Technician Bootcamp

LOCATION	TERM	CLOCK HOURS
Alessandro Branch Campus, Riverside	13 weeks	390

**Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.
Schedules and fees are subject to change without notice.

This accelerated course prepares students for the National Pharmacy Technician Certification Exam (PTCE) and entry-level pharmacy technician employment. Instruction includes:

- Knowledge of laws and regulations.
- Identification of terms, abbreviations, symbols, and drugs.
- Ability to calculate, use metric and apothecary systems, and dispense medication.
- Record keeping techniques, clerical skills, customer service, retail skills, insurance and billing.
- Application for registration with the California State Board of Pharmacy.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 90 hour Internship included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- Pharmacy.
- Retail store.
- Hospital.
- Closed door pharmacy.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$18.75	\$38,997
Inland Empire	\$18.17	\$37,800

*Data based upon Occupation Employment Statistics (OES) Survey Results for Pharmacy Technicians in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Job Upgrade Classes

Educational activities or experiences that are designed to enhance existing knowledge and skills and that are offered with the goal of providing persons in specific occupations with the credentials, knowledge, and skills needed for career advancement (as opposed to maintaining one's current professional occupation position).

Acute Care for Nursing

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center Main Campus, Indio	9 weeks	245
Alessandro Branch Campus, Riverside	9 weeks	245

*Program fee **DOES NOT** include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.

*Schedules and fees are subject to change without notice.

This course prepares students to perform CNA skills in the acute care (hospital) setting.

Instruction includes:

- Reinforcement of knowledge obtained from CNA training.
- Emphasis on acute care areas such as emergency, intensive care, medical/surgical, and cardiac/telemetry.

Admission Requirements

- Proof of current California CNA or LVN license.
- Current "Healthcare Provider" CPR card.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 155 Clinical hours included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.

Where would I work?

- Skilled nursing facility.
- Hospital.
- Assisted living facility.
- Residential health agency.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$14.29	\$29,725
Inland Empire	\$13.60	\$28,298

*Data based upon Occupation Employment Statistics (OES) Survey Results for Nursing Assistants in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Business Accounting Using QuickBooks

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center Main Campus, Indio	3 weeks	90

**Program fee DOES NOT include enrollment prerequisites, program requirements, or required materials.*

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

This course utilizes QuickBooks computerized accounting software to apply and practice accounting principles.

Instruction includes:

- Elements of bookkeeping systems.
- Cash and accrual methods.
- Use of journals and ledgers.
- Payroll, sales tax, property tax, and banking.

Admission Requirements

- Successful completion of an assessment test may be required.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.

Included in the Cost of Program Fees

- Textbooks.



Home Health Aide

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center Main Campus, Indio	4 weeks	171
Alessandro Branch Campus, Riverside	4 weeks	171

**Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.*

**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). Instruction includes:

- Emphasis on providing basic nursing care safely, efficiently, and economically.
- Students learn to work in various home situations.
- Planning and implementing nursing care based on the needs of the client.
- Training in illnesses and disabilities as related to the life cycle.

Admission Requirements

- Proof of current California CNA or LVN license.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.
- Current "Healthcare Provider" CPR card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 66 Clinical hours included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbook.
- Two uniform sets.

Where would I work?

- Home health agency.
- Hospice agency.
- Individual's home.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$11.65	\$24,209
Inland Empire	\$11.60	\$24,137

*Data based upon Occupation Employment Statistics (OES) Survey Results for Home Health Aide in California: www.labormarketinfo.edd.ca.gov

Microsoft 2010 Word Level I

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center Main Campus, Indio	4 weeks	54
Alessandro Branch Campus, Riverside	9 weeks (AM Class) 5 weeks (PM Class)	54

**Program fee DOES NOT include enrollment prerequisites, program requirements, or required materials.*

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

This course provides a general introduction to Microsoft Windows application software (Office 2010). Instruction includes:

- Skill sets for keyboarding, formatting, and communications.
- Hands-on practice in word processing.
- Knowledge to prepare effective written communication.

Admission Requirements

- Successful completion of an assessment test may be required.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.

Included in the Cost of Program Fees

- Textbook.



Microsoft 2010 Word Level II

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center Main Campus, Indio	4 weeks	54
Alessandro Branch Campus, Riverside	9 weeks	54

**Program fee DOES NOT include enrollment prerequisites, program requirements, or required materials.*

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

This course expands skills for advanced Microsoft Word operations. Instruction includes:

- Advanced word processing strategies such as mail merge.
- Creating documents with a title page, lists, and tables.
- Working with templates.
- Generating form letters.

Admission Requirements

- Successful completion of an assessment test, may be required.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.

Included in the Cost of Program Fees

- Textbook.



Microsoft 2010 Excel Level I

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center Main Campus, Indio	4 weeks	54
Alessandro Branch Campus, Riverside	9 weeks (AM Class) 5 weeks (PM Class)	54

**Program fee DOES NOT include enrollment prerequisites, program requirements, or required materials.*

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

This course provides the knowledge of essential elements of MS Excel. Instruction includes:

- Basic data entry tasks to complex problem solving.
- Knowledge of formulas and functions, spreadsheets, and databases.
- Formatting and cell types.
- Use of chart tools.

Admission Requirements

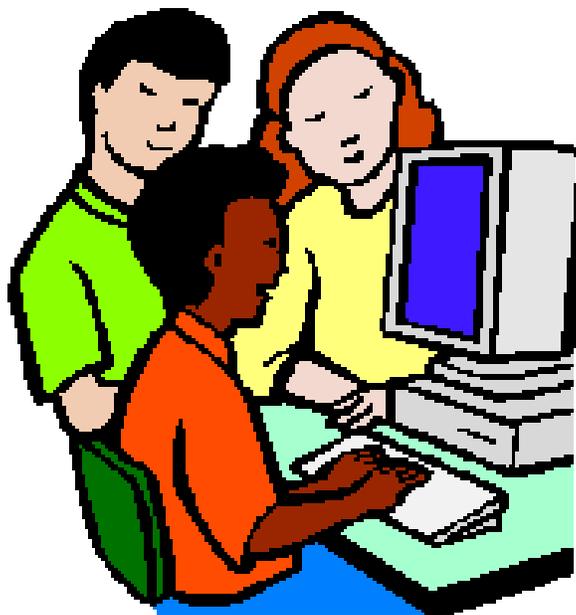
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.

Included in the Cost of Program Fees

- Textbook.



Microsoft 2010 Excel Level II

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center Main Campus, Indio	4 weeks	54
Alessandro Branch Campus, Riverside	9 weeks	54

**Program fee DOES NOT include enrollment prerequisites, program requirements, or required materials.*

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

This course expands skills for advanced Microsoft Excel operations. Instruction includes:

- Use of financial functions, data tables, and amortization.
- Creating, sorting, and querying a table.
- Working with multiple worksheets and workbooks.
- Analyze and manipulate data in Excel through the use of mathematical and statistical functions.

Admission Requirements

- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.

Included in the Cost of Program Fees

- Textbook.



Phlebotomy

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center Main Campus, Indio	12 weeks	312
Alessandro Branch Campus, Riverside	20 weeks	312

*Program fee **DOES NOT** include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.

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

*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. Instruction includes:

- Developing skills in performing phlebotomy procedures during on-campus training followed by an internship.
- Venipuncture techniques, specimen processing, and non-blood specimens.
- Injection control and proper handling techniques.
- Assigned designated clinical internship will be included as part of the required training.

Admission Requirements

- Proof of high school diploma or equivalent.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- 88 hour Internship included in program.
- Fingerprinting and background check may be required.

Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.

Where would I work?

- Physician's office.
- Medical and surgical hospital.
- Outpatient care center.
- Health practitioner office.
- County public health office.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$18.40	\$38,261
Inland Empire	\$17.98	\$37,384

*Data based upon Occupation Employment Statistics (OES) Survey Results for Phlebotomists in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

Welding for Skills Upgrade

LOCATION	TERM	CLOCK HOURS
Moreno Valley High School Extension Campus, Moreno Valley	9 weeks	54

**Program fee DOES NOT include enrollment prerequisites, program requirements, or required materials.*

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

This program qualifies the student to take up to **four American Welding Society Certification exams at a qualified AWS Accredited Testing Facility (ATF)**. Instruction includes:

- Welding tasks using arc, metal inert gas (M.I.G.), tungsten inert gas (T.I.G.) and gas welding equipment.
- How to use various tools and measuring devices.

Admission Requirements

- Current government issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.

Qualification Test Record Certificate Requirements

- Complete specified performance indicators.
- Practical certification panel.
- Written exam (entry-level welding exam).

Additional Information/Certification for Enrolled Students

Qualification Test Record earned may qualify you to sit for the following AWS Certification exams:

- | | |
|-----------------|-----------------|
| • SMAW Panel #1 | • FCAW Panel #1 |
| • SMAW Panel #2 | • FCAW Panel #2 |

(Program fee does not cover additional test materials fee of \$100 per Qualification Test Record)

Where would I work?

- Welding shop.
- Specialty fabrication/manufacturing company.
- Structural and ornamental fabrication company.
- Specialty welding company.

What wages can I expect?

MEDIAN 2016 WAGES*		
	Hourly	Annually
California	\$18.99	\$39,493
Inland Empire	\$17.27	\$35,930
*Data based upon Occupation Employment Statistics (OES) Survey Results for Welders, Cutters, Solders, and Brazers in California: www.labormarketinfo.edd.ca.gov		

Continuing Education Courses

Educational activities or experiences designed to assist in the development of knowledge and skills with the goal of maintaining one's current professional occupation (as opposed to advancing one's career). Participants in continuing education are assumed to have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling.

Continuing Education Classes

Dental Continuing Education Classes

CDPA & Infection Control

Grindstaff Center II Extension Campus, Riverside **or** Don F. Kenny Regional Learning Center Main Campus, Indio

Total Clock Hours: 4

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

Grindstaff Center II Extension Campus, Riverside **or** Don F. Kenny Regional Learning Center Main Campus, Indio

Total Clock Hours: 24

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

Grindstaff Center II Extension Campus, Riverside **or** Don F. Kenny Regional Learning Center Main Campus, Indio

Total Clock Hours: 16

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

Grindstaff Center II Extension Campus, Riverside **or** Don F. Kenny Regional Learning Center Main Campus, Indio

Total Clock Hours: 4

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)

Grindstaff Center II Extension Campus, Riverside **or** Don F. Kenny Regional Learning Center Main Campus, Indio

Total Clock Hours: 8

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

Grindstaff Center II Extension Campus, Riverside

Total Clock Hours: 85

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 TB 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.

Additional Continuing Education Classes

CPR Certification & First Aid

Alessandro Branch Campus, Riverside or Don F. Kenny Regional Learning Center Main Campus, Indio

Total Clock Hours: 10

Schedule and fees are subject to change without notice.

This course provides American Heart Association training in First Aid, CPR, and AED. Instruction includes: Students using 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) arrive.

Emergency Medical Technician – Basic/Refresher

Alessandro Branch Campus, Riverside or Don F. Kenny Regional Learning Center Main Campus, Indio

Total Clock Hours: 24

Schedule 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.

Admission Information

To enroll in the School of Career Education the following requirements must be met. A high school diploma or Equivalent is required.

- Complete Orientation
- Pass WBST Assessment
- Copy of High School Diploma or Equivalent
- Social Security Card or “Right to Work” Document
- Government Issue Photo ID

Students with academic or administrative holds will need to meet with the School of Career Education Coordinator/Principal before enrolling or re-enrolling in a School of Career Education class.

Students who have been administratively dropped or have self-dropped or withdrawn prior to successful completion of a program will need to meet with the School of Career Education Coordinator/Principal before enrolling or re-enrolling in a School of Career Education class.

STEP ONE: Orientation and Assessment

Meet with an Admissions Technician for a School of Career Education orientation and assessment. Appointments can be made by phone or in person at our Student Services Centers:

Indio Location:

Don F. Kenny Regional Learning Center
School of Career Education Main Campus
47-336 Oasis Street
Indio, CA 92201-6998

Riverside Location:

School of Career Education Branch Campus
2100 E. Alessandro Boulevard
Riverside, CA 92508

The School of Career Education orientation provides an overview of programs and facilities, as well as school policies, procedures, and expectations. An admissions technician will assist with career plans and will provide basic information about payment and financial aid options. Orientation participation is mandatory for School of Career Education programs. Orientation sessions are free and are for adults only; children are not allowed during testing, and no childcare will be provided.

STEP TWO: Registration

Once eligibility is confirmed, go to the Registration office at the Student Services Center to enroll.

STEP THREE: Payment of Fees

Proceed to the Student Accounts Technician to discuss financial arrangements.

Payment in Full: Pay total class fees using a Debit Card, Visa, MasterCard, Discover, American Express, Diner’s Club, money order, or cashier’s check. Any course having a cost of \$700 or less must be paid in full at time of registration.

Payment Plan Option: A payment plan option is available through the FACTS Tuition Management System. If choosing this option, you must make the initial down payment using a Debit Card, Visa, MasterCard, Discover, American Express, Diner’s Club, money order, or cashier’s check. Payments made to FACTS after the initial down payment can be made using a MasterCard, Discover, American Express, or automatic withdrawal from a checking account. An additional \$50.00 administrative fee will be assessed to students choosing the payment plan.

Agency Funded: Students receiving assistance from workforce agencies, veteran’s programs, rehabilitation programs, Department of Labor services, and/or individual employers may be eligible for program fee assistance; speak with your caseworker for confirmation. Students may also seek financial assistance through other sources, such as third-party loans, community groups, and private organizations that offer scholarships and special awards. Refer to the “Student Financial Planning Options” section of this handbook for further details.

Admissions Process for Continuing Education

In response to community member and business/industry needs, School of Career Education offers continuing education classes for students on a first-come, first-served basis. All continuing education classes are accredited through Western Association of Schools and Colleges (WASC).

Mail-in or Walk-in Registration

Register by mail:

Call (951) 826-4723 to request the enrollment form which will be mailed to you.

Mail the enrollment form along with your method of payment for the cost of class fee.

A registration receipt will be issued upon submission of the form and class fee.

Register in person:

Call (951) 826-4723 to confirm office hours.

Come to the School of Career Education.

Complete an enrollment form and pay the class fee.

Riverside County Office of Education
School of Career Education Main Campus
Don F. Kenny Regional Learning Center
47-336 Oasis Street
Indio, CA 92201-6998

Riverside County Office of Education
School of Career Education Branch Campus
2100 E. Alessandro Boulevard
Riverside, CA 92508

Student Financial Planning Options

Payment Options

Below you will find the various financing options, terms, and required documents to begin a student's financing selection. Students should meet with a Student Accounts Technician to discuss which plan is best for them.

Payment in Full

Students may pay the full payment due at the time of registration with a cashier's check, money order, Debit Card, Visa, MasterCard, Discover, American Express, or Diner's Club. This option allows students to pay for the program in full with no further payments due. Any course having a cost of \$700 or less must be paid in full at the time of registration.

Pell Grant

The School of Career Education administers Title IV funds based on eligibility. To learn more, students can contact a Student Accounts Technician at (951) 826-4SCE and choose option #3.

Payment Plan

In order to assist students who wish to enroll in School of Career Education courses but cannot pay the full fee at the time of registration, students have the option of a payment plan to pay course fees. A payment plan option is available through the FACTS Tuition Management System.

Agency Contracts

Some students receive tuition assistance from a public agency. If a student receives assistance from a public agency, the student must submit an approved authorization form or fee voucher completed and signed by an official agency representative. The authorized voucher must be submitted to the student account technician on the day of enrollment in order for the school to bill the agency. Students receiving partial tuition assistance from public agencies are responsible for any remaining fees.

Vocational Rehabilitation

The Department of Rehabilitation provides service and financial aid assistance to students with certain disabilities. To learn more, students can contact their local Department of Rehabilitation.

Workforce Innovation and Opportunity Act

The Department of Labor may provide services and financial assistance to individuals who are participating in their training programs. To find out more, contact your local community Department of Labor.

Other Funding Sources

Corporate Reimbursement Programs

Employed students may be eligible for fee reimbursement through their employer's benefit program. Students can check to see if their employers offer fee reimbursement assistance.

Students can seek financial assistance through other sources such as third-party loans, community groups, and private organizations that offer scholarships and special awards.

Satisfactory Academic & Attendance Policy

School of Career Education Academic School Year

The 2016-2017 School year begins July 1, 2016, and ends June 30, 2017.

The School of Career Education is a clock hour school and the academic year is defined for Federal Student Aid purposes as 900 hours and 26 weeks. An academic year is the period of time it takes a full-time student to complete at least 900 clock hours. A program can be more than 900 hours and more than 26 weeks and still be considered one academic school year.

Satisfactory Academic Progress (SAP) in academic work and attendance is a requirement for all School of Career Education students. SAP helps monitor whether students are moving toward successful completion of the program in a timely manner or may become at risk of losing financial aid eligibility, incurring fees, or losing enrollment.

Satisfactory academic progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the School of Career Education to establish, publish, and apply standards to monitor your progress toward completion of your certificate program. Satisfactory academic progress is based on a qualitative component, which is based on a cumulative GPA, and a quantitative component which consists of a maximum timeframe in which a student must complete his or her program. In order to maintain satisfactory academic progress, students must:

- Maintain a cumulative grade percent average (GPA) of at least 76%;
- Maintain a minimum of 93% attendance record throughout the program. Students maintaining an attendance record between 85-92% must have School of Career Education Coordinator/Principal approved documented absences (i.e., doctor/hospital documentation, extreme emergencies) to be considered as having made SAP.

The School of Career Education determines satisfactory progress by monitoring students throughout their enrollment and with a formal evaluation at the midpoint of the program.

Students meeting all expectations and requirements at the midpoint evaluation will be considered as having made SAP and will be eligible to receive financial aid disbursements (if applicable).

Students failing to meet requirements for attendance and/or academic progress at an evaluation point will be notified in writing by School of Career Education staff. Pending the result of an appeal, students may be placed on Probationary status, or risk termination of Financial Aid.

Drop and Refund Policy

It is the intent of School of Career Education to have a fair and equitable refund policy. The policy is uniformly administered and published. Students are provided an orientation prior to registration. Orientation presentations outline pertinent program information and expectations. Program fee refund for School of Career Education students withdrawing prior to completion of a program, are issued based on the following refund policies:

Withdrawal/Drop Policy

If a student wishes to withdraw or drop from a program, they must withdraw in the Student Services Center. The student may be responsible for outstanding program fees.

Refund Policy

All refund payments will be mailed within 45 days of the date of cancellation, withdrawal, involuntary withdrawal or completion of a Request to Drop a Course Form (located in Student Services Office).

Important: Checks will be mailed to the student's address maintained by School of Career Education. Students are responsible for keeping their address current. Please notify Student Services of any address changes. Refunds for students who receive financial aid will be first paid to the financial aid source according to a distribution formula established pursuant to federal regulations.

Refunds for Continuing Education Classes (\$700 or less)

Tuition is collected in advance of the class start date; only the tuition minus the \$100 registration fee, will be refunded for students who drop on or before the first date of class. Students who drop on the second day of class are not eligible for a refund.

Program Refunds (not applicable for classes \$700 or less)

Refund for Withdrawal Prior to the Start of Instruction

A refund of all tuition less a \$100 fee will be refunded to students who withdraw from the program prior to the first day of instruction.

Refund for Withdrawal after the Start of Instruction

Students withdrawing from school after the start of instruction and before completing 60% of the program term or payment period, will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.

The refund shall be calculated as follows:

- ❖ Deduct a non-refundable registration fee not to exceed \$100 from the total tuition charge.
- ❖ Deduct books or supplies that have not been issued.
- ❖ Divide this figure by the number of hours in the program.
- ❖ The percentage is the hourly charge for the program.

The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction, the cost from materials, and the amount of the non-refundable registration fee specified. The refund shall be any amount in excess that was paid by the student.

Unofficial Withdrawals

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- ❖ You notify the school of your withdrawal or the actual date of withdrawal
- ❖ The school terminates your enrollment.
- ❖ Your fail to meet Satisfactory Academic Policy.

No Refund for Withdrawal after attending 60% of program term or payment period

Students attending 60% or more of the schedule program term or payment period will not receive a refund. Students will be responsible for any remaining balance on his/her account.

Military Service

A Student who is called for active military service shall not incur academic or financial penalties due to performing military services on behalf of our country. Fees will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.

Refunds to Students Receiving Community or Organizational Funding

All outside agency funding is subject to the refund policy. Students must adhere to the funding agency agreements. Students are responsible to pay School of Career Education any unpaid fees.

Return of Title IV Funds

The School of Career Education is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence. Prior to completing 60% of a payment period or term, the Federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

If a student does not officially withdraw from a program and fails to earn a passing grade, federal aid regulations require that we assume the student has “unofficially withdrawn,” unless it can be documented that the student completed the enrollment period. Unofficial withdrawals require a Title IV refund calculation at the midpoint of the enrollment period. The reduction of federal aid may create a balance due to the School of Career Education that must be repaid.

Title IV Refund Process

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- All other Federal Grants for which a Return of funds is required

Title IV Refund Overpayment

1. A bill will be sent with the amount due. You will not be eligible for further financial aid funds until the overpayment is paid in full. In addition, your school records will be placed on "HOLD." You will not be able to register for classes or request academic transcripts until this bill has been paid in full.
2. If you do not pay this bill or make payment arrangements, your overpayment will be reported to the National Student Loan Data System (NSLDS). NSLDS notifies all other colleges and universities that you now owe money. You will be ineligible to receive further financial aid, at any college. The NSLDS notification will be removed when your bill is paid in full.
3. If you continue to ignore this bill, and a final notice is sent to you, your account will be turned over to the Department of Education for all future collection. The Department of Education has the ability to garnish your wages, withhold your tax refunds, send your account to a collection agency, and take you to court to recover the money owed.
4. You must pay this bill in full within 30 days.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) **The right to inspect and review** the student’s education records within 45 days of the day the School of Career Education receives a request for access. Parents or eligible students should submit to the Admissions Office a written request that identifies the record(s) they wish to inspect. The Admissions Office will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) **The right to request the amendment**, of the student’s education records, that the parent or eligible student believes are inaccurate. Parents or eligible students may ask School of Career Education to amend a record that they believe is inaccurate. They should write to the Admissions Office, clearly identify the part of the record they want changed, and specify why it is inaccurate. If School of Career Education decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) **The right to consent to disclosures of personally identifiable information** contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) **The right to withhold directory information.** At its discretion, School of Career Education may provide “directory information” without the consent of the parents or eligible students in accordance with the provisions of the Act. Directory information may include:

Student Name	Dates of Attendance
Student Address	Date of Birth
Telephone Listing	

Parents or eligible students may instruct School of Career Education to withhold any or all of the information identified above by completing the [Release of Student Directory Information](#) form. The Release of Student Directory Information form is available at the time of registration, or by notifying the Riverside County Office of Education, School of Career Education, Admissions Office, 3939 13th Street, P. O. Box 868, Riverside, CA 92502, in writing within two weeks after the first day of class.

- (5) **The right to file a complaint** with the U. S. Department of Education concerning alleged failures by the School of Career Education to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901
(800) 872-5327

About FERPA

The following information is an excerpt from the U. S. Department of Education website at:

<http://www.ed.gov/policy/gen/reg/ferpa/index.html>.

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR-99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. Any student objecting to the release of directory information should bring it to the attention of the Admissions Office and complete a "FERPA Privacy Release" form. Accordingly, release of directory information for the particular student will be withheld.

Please be advised that although we have received said authorization for the release of information, the School of Career Education reserves the right to deny the release of any and all information unless court ordered to do so.

Grievance Procedures

The purpose of a student grievance procedure is to provide a process by which student related issues may be resolved in a fair and efficient manner following due process. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, and the School of Career Education. For a complaint to be considered a grievance, the action that is alleged must be a violation of federal or state law, an applicable to School of Career Education's policy or procedure. The purpose of the complaint and grievance procedure is to provide an impartial review process and to ensure that the rights of students are properly recognized and protected.

The staff identified below is available to explain School of Career Education's complaint and grievance procedures to students and as well as provide appropriate forms.

- Instructors
- Registration Clerk
- Admission Technician
- Student Accounts Technician
- School Manager
- Principal/Coordinator
- Executive Director

Overview of Grievance Procedure

Step One:

Prior to any formal, written allegation, a student shall contact the appropriate staff member (instructor or other appropriate staff member involved) and attempt, in good faith, to resolve the concern through the consultation process. If the student is dissatisfied with the response or the solution after completing this, the student may elevate this to the next Step.

Step Two:

If the issue is not resolved with affected parties, the student may request an informal conference with the Coordinator/Principal who shall schedule a meeting within ten (10) days of receiving the concern. The Coordinator/Principal has five (5) days to investigate the matter, gather pertinent information and provide a response.

If the student is dissatisfied with the response or the solution after completing Step Two, the student may elevate the process to the next Step.

Step Three:

If the issue is not resolved at the informal level, the student may file a formal, written grievance. The student shall direct this letter to the Executive Director of School of Career Education. The written complaint or the concern must: a) be in writing using the Student Complaint Form; b) describe the nature of the complaint or concern and alleged violation(s); c) describe the steps the student has taken to resolve the matter. Please submit your complaint form to:

Riverside County Office of Education
Division of Education Services
Career Technical Education
School of Career Education
3939 Thirteenth Street, P.O. Box 868
Riverside, CA 92502-0868

Within ten (10) school days of receipt of a written request by the affected student, the Executive Director of School of Career Education will coordinate a formal review of the complaint. Within five (5) school days of the conclusion of the investigation and findings, the division head/designee shall transmit the decision, in writing, to all affected parties.

Step Four:

Questions or concerns that are not satisfactorily resolved by SCE staff may be brought to the attention of the Superintendent/designee. The student, within five (5) school days of receipt of the written decision, may make a written appeal of the decision to the Superintendent/designee.

The Superintendent/designee may:

- a. Concur with the division head's/designee's decision.
- b. Modify the recommended decision.

In all cases, final appeal shall rest with the Superintendent/designee.

Step Five:

Complaints not satisfactorily resolved by the first four steps of the process, may be brought to the attention of Riverside County Office of Education/School of Career Education's accrediting agencies:



Council on Occupational Education

www.council.org

7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350
(800) 917-2081 Fax: (770) 396-3790



Western Association of School & Colleges

www.acsawasc.org

43517 Ridge Drive, Suite 1, Temecula, CA 92590
(951) 693-2250 Fax: (951) 639-2251

Students' complaint alleging discrimination or a violation of a federal or state law and are not satisfactorily resolved by RCOE SCE staff or the Superintendent may be brought to the attention of the California Department of Education (CDE). The complainant has the right to appeal the RCOE SCE Superintendent decision to CDE within fifteen (15) days of receiving the decision. A student or any member of the public may file a complaint about the institution with CDE by completing a complaint form which can be obtained online at <http://www.cde.ca.gov/re/cp/uc/>.

Categorical Programs Complaints Management office
California Department of Education
Legal and Audits Branch
1430 "N" St., Suite 5408
Sacramento, CA 95814
916-319-0929

Academic School Year Calendar and Holiday Schedule

July 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						0 Workdays

August 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						0 Workdays

September 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						16 Workdays

October 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						16 Workdays

November 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	H	12
13	14	15	16	17	18	19
20	21	22	23	H	H	26
27	28	29	30			
						13 Workdays

December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	H	H	24
25	H	H	28	29	H	31
						10 Workdays

January 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						17 Workdays

February 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28				
						16 Workdays

March 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						19 Workdays

April 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
						11 Workdays

May 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	H	30	31			
						18

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						10 Workdays

H Holiday

NO CLASS

Class in Session (7.5 hr/day)

○ *First Day of Class (Last day varies by course)

Class Hours:

Tuesday - Friday

8:00 a.m. - 4:30 p.m.

(7.5 hrs./day)

HOLIDAY SCHEDULE (CAMPUS CLOSED):
 Thanksgiving Break - November 21-25, 2016
 Winter Break - December 19, 2016 - January 2, 2017
 Spring Break - April 14-21, 2017

Holiday Schedules

School of Career Education will not offer instruction or student services on major state federal holidays. Please note the holiday schedule for the 2016-2017 school year below:

September 5, 2016

November 11, 2016

November 21 – 25, 2016

December 19, 2016 – January 2, 2017

January 16, 2017

February 20, 2017

April 14 – 21, 2017

May 29, 2017

School of Career Education –Instructional Staff

MARY BARRIER

Full-Time, Instructor, Medical Assistant/Clinical, Phlebotomy

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology, Cal State University San Bernardino
- Associate of Arts Degree in General Education, Crafton Hills College
- MICP-Mobile Intensive Care Paramedic EMT-P, Crafton Hills College
- CCMA-AC (California Certified Medical Assistant Administrative-Clinical)

KAREN COMSTOCK

Full-Time, Instructor and Program Director, Dental Assistant/RDA Eligible

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology, Cal State San Bernardino Palm Desert Campus
- Registered Dental Assistant (RDA), San Joaquin Valley College

CARLA CROW

Full-Time, Instructor and Program Director, Nursing Services and Support Occupations

- Designated Subjects Vocational Education Credential in the area of Nursing Services, University of California-Riverside
- Master of Science in Nursing, Specialty in Healthcare Education, University of Phoenix
- Certificate in Gerontology, University of Phoenix
- Registered Nurse, CA

JEANETTE GRANT

Full-Time, Instructor, Pharmacy Technician

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology, University of California Riverside
- Bachelor of Science in Education, Liberty University
- Master of Science in Psychology, Cal Baptist University
- Certified Pharmacy Technician, California State Board of Pharmacy

KIM HARTSOCK

Full-Time, Instructor and Program Director, Dental Assisting/RDA Eligible

- Designated Subjects Vocational Education Credential in the area of Dental Assisting, Cal State San Bernardino
- Designated Subjects Vocational Education Credential in the area of Office Occupations, Cal State San Bernardino
- Associate of Science Degree, Chaffey College
- Registered Dental Assistant (RDA), Dental Board of California
- Certified Dental Assistant (CDA), Dental Board of California

YOLANDA MURILLO

Full-Time, Instructor, Dental Assistant/RDA Eligible

- Designated Subjects Career Technical Education Credential in the area of Dental Services, University of San Diego
- Multiple Subjects Teaching Credential, Cal State Fullerton
- Bachelor of Science, Cal State Fullerton
- Registered Dental Assistant (RDA), Dental Board of California

GERALD O'NEIL

Full-Time, Instructor, Medical Assistant/Clinical

- Preliminary Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology, University of California-Riverside, CA
- Master's Degree in Education, University of Phoenix
- Bachelor's Degree in Health Care Administration, University of Phoenix
- Licensed Vocational Nurse, CA

DANA SANCHEZ

Full-Time, Instructor, Administrative Office Professional

- Designated Subjects Career Technical Education Credential in Business and Finance Technology, San Diego State University
- B. A., California Baptist University

PAM VEITH

Full-Time, Instructor, Medical Assistant/Administrative, Medical Billing/Coding

- Full Time Designated Subjects Career Technical Education Teaching Credential, University of San Diego
- Multi Subject Teaching Credential, Chapman University
- Master of Arts – Teaching, Chapman University
- CCMA-A (California Certified Medical Assistant/Administrative), California Certifying Board for Medical Assistants, Inc.

KYLE DIAZ

Part-Time, Instructor, Welding Occupations and Certification

- Designated Subjects Vocational Education Credential in the area of Welding
- American Welding Society Educational Institutional Member

PRISCILLA ROBLES

Part-Time, Instructor, Microsoft Word, Microsoft Excel

- Designated Subjects Vocational Education Credential, University of California-Riverside
- Bachelors of Vocational Education, Cal State University San Bernardino

Staff Listing

School of Career Education – Support Staff

Astra Garcia, Administrator's Secretary
Raquel Miranda, Office/School Secretary
Elizabeth Alvarado, Admissions Technician
Araseli Jaquez, Attendance Technician
Carmen Arizaga, Registration Clerk
Nadine Flowers, Student Accounts Technician II
Katie Keating, Instructional Assistant – Dental
Claudia Abela, Admissions Technician (Part-Time)

School of Career Education – Administration

Ronald Vito, Executive Director
Tess Lake, Coordinator/Principal, School of Career Education
Mirna Pierce, Program Coordinator
Patsy Mata-Hammer, CTE/SCE Manager

School of Career Education Staff Listing and Support Services

Student Services Centers

Riverside County Office of Education
School of Career Education – Main Campus
Don F. Kenny Regional Learning Center
47-336 Oasis St., Indio, CA 92201
(760) 826-3333

Riverside County Office of Education
School of Career Education – Branch Campus
2100 E. Alessandro Blvd., Riverside, CA 92508
(951) 826-4SCE (4723)

School of Career Education - Support Staff

Administrative Office:

Theresa Lake, Coordinator/Principal
(951) 826-6695
tlake@rcoe.us

Astra Garcia, Administrator's Secretary
(951) 826-6803 - Riverside
agarcia@rcoe.us

Raquel Miranda, Office/School Secretary
(760) 863-3053 - Indio
rmiranda@rcoe.us

Admissions:

Elizabeth Alvarado, Admissions Technician
(951) 826-6853
ealvarado@rcoe.us

Claudia Abela, Admissions Technician
(760) 863-3099
cabela@rcoe.us

Registration:

Carmen Arizaga, Registration Clerk
(951) 826-6748
carizaga@rcoe.us

Student Accounts:

Nadine Flowers, Student Accounts Technician II
(951) 826-6808
nflowers@rcoe.us

