2017-2018
Course Schedule

school of
CAREER **EDUCATION**
Connected to the World of Work

www.riversidesce.org

School of Career Education

Course Schedule

2017-2018

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 post-secondary 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)

Judy D. White, Ed.D.
Riverside County Superintendent of Schools

Cynthia Glover Woods
Chief Academic Officer
Division of Educational Services

Board of Education

Jeanie B. Corral
Ray "Coach" Curtis
Bruce N. Dennis
Barbara Hale
Susan J. Rainey, Ed.D.
Elizabeth F. Romero
Wendel W. Tucker, Ph.D.

Please address inquiries and correspondence to: Riverside

County Office of Education
Division of Educational Services School
of Career Education
3939 Thirteenth Street, P. O. Box 868
Riverside, CA 92502-0868
(951) 826-4723

Accreditation

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

Western Association for 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. 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 not-for-profit organization motivated by your success in the world of work. There are countless reasons why you should choose us - here are the top five.

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

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

#2: Affordable Quality: An education is within your reach.

Advancing your education and workplace skills shouldn't 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're not motivated by profits, but by 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 a 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

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Admission Information

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

- Complete free of charge orientation.
- Pass WBST Assessment (if applicable).
- Proof of high school diploma/equivalent.
- Social Security Card or "Right to Work" document.
- Government Issued Photo ID.

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:

School of Career Education
Don F. Kenny Regional Learning Center – Main Campus
47-336 Oasis Street
Indio, CA 92201-6998
(760) 863-3333

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

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

Schedule an appointment with the Student Accounts Technician to discuss Financing options.

School of Career Education offers qualifying students financial aid for several of our programs. School of Career Education accepts payments and vouchers for local and state government offices.

You can find more information on our policies and procedures in the School of Career Education Handbook and Course Catalog which can be found on our website at www.riversidesce.org.

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Programs

Riverside County Office of Education School of Career Education's (SCE) post-secondary programs are offered on a first-come, first-served basis. To be eligible to enroll in a program, adults are required to provide proof of a high school diploma or GED certificate, and pass a basic skills assessment test. Continuing education units and other preparatory classes may not have the same requirements. Prospective students must attend an orientation session prior to enrolling in a class. Please contact the Admissions Office for an appointment. Flexible payment arrangements are available for programs that exceed $1,200. ***Schedules and fees are subject to change without notice.***

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		$4,220
Don F. Kenny Regional Learning Center - Main Campus, Indio	**Alessandro Branch - Branch Campus, Riverside**	
September 5, 2017 – March 8, 2018 **(680 hours, 24 weeks)**	September 5, 2017 – June 13, 2018 **(680 hours, 36 weeks)**	
8:00 a.m. – 4:30 p.m.	8:00 a.m. – 12:45 p.m.	
Tuesday – Friday	Tuesday – Friday	
Schedules and fees are subject to change without notice.		

This course is designed for persons interested in working in an office or administrative support position in the private or public sector. The Administrative Office Professional Program equips the student with a variety of skills used in large or small businesses through the study of keyboarding, formatting, communications, word processing, spreadsheets, databases, and computerized accounting applications. Students are provided with the tools necessary to provide excellent customer service, are organized, efficient and multi-task easily. An essential component of this program is a required business internship where students practice all skills learned in an actual office environment to further hone and perfect expertise. This program prepares students with the skills necessary to successfully pass the Microsoft Office Specialist (MOS), QuickBooks Certification and Certified Administration Professional (CAP) industry recognized certifications.

Dental Assistant/RDA Eligible *Federal Financial Aid available for those who qualify for Pell Grant*		$8,875
Don F. Kenny Regional Learning Center - Main Campus, Indio	**Grindstaff II - Extension Campus, Riverside**	
September 5, 2017 – June 13, 2018 **(1,001 hours, 34 weeks)**	September 5, 2017 – June 13, 2018 **(1,001 hours, 34 weeks)**	
8:00 a.m. – 4:30 p.m.	7:30 a.m. – 4:00 p.m.	
Tuesday – Friday	Tuesday – Friday	
Schedules and fees are subject to change without notices.		

This course is designed to prepare students for license requirements as a Registered Dental Assistant. Jobs include chairside assisting and front office assistant. The student will be able to perform practical aspects and apply classroom theory in a clinical environment. Community classroom internships include pre-clinical sciences, preventative dentistry, radiology, practice management, dental specialties, basic chairside assisting and advanced chairside assisting. Students are prepared to perform RDA duties as described in the Dental Practice Act.

***Nursing Services & Support Occupations** *Federal Financial Aid available for those who qualify for Pell Grant*		$4,685
Don F. Kenny Regional Learning Center - Main Campus, Indio	**Alessandro Branch - Branch Campus, Riverside**	
September 5, 2017 – February 15, 2018 **(600 hours, 20 weeks)**	September 5, 2017 – February 15, 2018 **(600 hours, 20 weeks)**	
8:00 a.m. – 4:30 p.m.	8:00 a.m. – 4:30 p.m.	
Tuesday – Friday	Tuesday – Friday	
Schedules and fees are subject to change without notice.		

****Nurse Assistant** component prepares students to take the California competency exam for Certified Nurse Assisting (CNA). This state certification is a legal requirement for employment as a CNA. Students are prepared for employment in long-term care settings or skilled nursing facility. Students learn to observe and record a patient's condition, measure and record food and liquid intake and output, take vital signs, and provide patients with personal care such as feeding, bathing, dressing, and grooming. Students also learn isolation procedures, and to provide patients with help walking, exercising, and moving in and out of bed.

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

cardiac/telemetry.

*Certified Home Health Aide prepares students for employment in the home or hospice care setting as a Certified Home Health Aide (CHHA). Emphasis is on providing basic nursing care safely, efficiently, and economically. Students learn to work in various home situations, and to plan and implement nursing care based on the needs of the client. Students will become knowledgeable of illnesses and disabilities as related to the life cycle.

*Must pass Nurse Assistant to continue with program. **Social Security card required; must pass a criminal clearance background check, and must meet physical agility – lift 60lbs. up to 30 times in an 8 hour work shift.

Medical Clinical Administrative Professional *Federal Financial Aid available for those who qualify for Pell Grant* $5,625

Don F. Kenny Regional Learning Center - Main Campus, Indio
September 5, 2017 – March 15, 2018 **(720 hours, 24 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Alessandro Branch - Branch Campus, Riverside
September 5, 2017 – March 15, 2018 **(720 hours, 24 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

This course combines training in clinical and administrative skills designed to prepare students to assist the doctor with the patient in an office, clinic, or health care center. Instruction includes: medical ethics and confidentiality, anatomy, physiology, and medical terminology. Students will learn to administer injections, draw blood (venipuncture), take vital signs, operate a 12-lead EKG machine, calculate drug dosage using the metric system (pharmacology), and assist with various clinical and diagnostic procedures in the exam room. Instruction will also include advanced charting. Students will also learn to schedule appointments, utilize proper telephone techniques, bill patients, handle mail, and maintain financial records. Secretarial tasks, such as typing correspondence and filing, will also be covered.

Medical Office Professional *Federal Financial Aid available for those who qualify for Pell Grant* $4,495

Don F. Kenny Regional Learning Center - Main Campus, Indio
September 5, 2017 – March 15, 2018 **(720 hours, 24 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

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

*Pharmacy Technician $5,195

Alessandro Branch - Branch Campus, Riverside
September 5, 2017 – March 1, 2018 **(630 hours, 22 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

This course prepares students for the National Pharmacy Technician Certification Exam (PTCE), and entry-level pharmacy technician jobs in many practice settings. Units of instruction include basic clerical skills, customer service, insurance, billing, retail skills, knowledge of practice settings, standards and ethics, laws and regulations; knowledge to identify and employ pharmacy and medical terms, abbreviations and symbols, knowledge and ability to calculate common dosages, employ pharmacy, metric and apothecary systems; knowledge and understanding of the identification of drugs, drug dosages, routes, and forms; and knowledge of and ability to perform recordkeeping techniques and the ability to dispense medications. Instruction will also include extemporaneous compounding and intravenous admixture. In addition to theory, 120 hours of clinical internship are required. **Social Security card required; must pass a criminal clearance background check.*

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	**$2,545**

Alessandro Branch - Branch Campus, Riverside
September 5, 2017 – February 7, 2018 **(318 hours, 20 weeks)**
or
February 12, 2018 – June 27, 2018 **(318 hours, 20 weeks)**
6:00 p.m. – 10:00 p.m.
Monday – Thursday

Schedules and fees are subject to change without notice.

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

*Weekend Internship

Medical Clerical Bootcamp	**$2,580**

Don F. Kenny Regional Learning Center - Main Campus, Indio
March 20, 2018 – June 14, 2018 **(300 hours, 10 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

This course prepares students for employment as front-office medical assistants to a physician in a doctor's office and to work in a medical facility. The course covers medical terminology, scheduling appointments, utilizing proper telephone techniques, handling mail, and maintaining financial records. Secretarial tasks such as typing correspondence and filing will also be covered.

Nurse Assistant	**$3,000**

Don F. Kenny Regional Learning Center - Main Campus, Indio
February 20, 2018 – May 2, 2018 **(270 hours, 9 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Alessandro Branch - Branch Campus, Riverside
February 20, 2018 – May 2, 2018 **(270 hours, 9 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

This course prepares students to take the California competency exam to become a Certified Nurse Assistant (CNA). This state certification is a legal requirement for employment as a CNA. Students will be prepared for employment in a long-term care setting or skilled nursing facility. Students learn to observe and record a patient's condition, measure and record food and liquid intake and output, and take vital signs. Students will learn to provide patients with personal care such as feeding, bathing, dressing, and grooming. Students also learn to provide patients with help walking, exercising, and moving in and out of bed. Students are required to train in a skilled nursing facility (nursing home).

*Social Security card required; must pass a criminal clearance background check, and must meet physical agility – lift 60lbs. up to 30 times in an 8 hour work shift.

*Pharmacy Technician Bootcamp	**$3,000**

Alessandro Branch - Branch Campus, Riverside
March 6, 2018 – June 14, 2018 **(390 hours, 14 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

This course prepares students for the state Pharmacy Technician licensing exam, and entry-level pharmacy technician jobs in many practice settings. Units of instruction include basic clerical skills, customer service, insurance, billing, retail skills, knowledge of practice settings, standards and ethics, laws and regulations; knowledge to identify and employ pharmacy and medical terms, abbreviations and symbols, knowledge and ability to calculate common dosages, employ pharmacy, metric and apothecary systems; knowledge and understanding of the identification of drugs, drug dosages, routes, and forms; and knowledge of and ability to perform recordkeeping techniques and the ability to dispense medications. Instruction will also include extemporaneous compounding and intravenous admixture. In addition to theory, 90 hours of clinical internship are required.

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

Job Upgrade

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).

Home Health Aide $600

Don F. Kenny Regional Learning Center - Main Campus, Indio
May 8, 2018 – June 13, 2018 **(171 hours, 6 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday - Friday

Alessandro Branch - Branch Campus, Riverside
May 8, 2018 – June 13, 2018 **(171 hours, 6 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday - Friday

Schedules and fees are subject to change without notice.

This course prepares students with certification as Nurse Assistants for employment in the home or hospice care setting as a Certified Home Health Aide (CHHA). Emphasis is on providing basic nursing care safely, efficiently, and economically. Students learn to work in various home situations, and to plan and implement nursing care based on the needs of the client. Students will become knowledgeable of illnesses and disabilities as related to the life cycle.

*Phlebotomy $1,845

Don F. Kenny Regional Learning Center – Main Campus, Indio
March 20, 2018 – June 13, 2018 **(312 hours, 12 weeks)**
8:00 a.m. – 4:30 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

Alessandro Branch - Branch Campus, Riverside
September 5, 2017 – January 18, 2018 **(312 hours, 16 weeks)**
4:30 p.m. – 9:30 p.m., Monday – Wednesday
4:30 p.m. – 9:00 p.m., Thursday
or
January 22, 2018 – May 22, 2018 **(312 hours, 16 weeks)**
4:30 p.m. – 9:30 p.m., Monday – Wednesday
4:30 p.m. – 9:00 p.m., Thursday

This course prepares students for entry-level competencies as phlebotomists in hospitals, clinics, blood banks and other healthcare settings. Students will develop skills in performing phlebotomy procedures during on-campus training followed by externships. Some of the topics covered in this program include phlebotomy in relation to the healthcare setting, anatomy and physiology in relation to phlebotomy, venipuncture techniques, specimen processing, non-blood specimens, injection control and proper handling techniques. Assigned designated clinical internship will be included as part of the required training. Participants are assumed to have previously attained a basic level of education, training, or experience in the medical occupational area in which they are enrolling.

*Morning Internship begins week 6 (5:00 a.m. – 9:00 a.m.)
*Social Security card required; must pass a criminal clearance background check.

Welding for Skills Upgrade $685

Moreno Valley High School –Extension Campus, Moreno Valley
August 9, 2017 – October 11, 2017 **(54 hours, 9 weeks)**
6:00 p.m. – 9:00 p.m.
Monday & Wednesday

Moreno Valley High School – Extension Campus, Moreno Valley
August 10, 2017 – October 10, 2017 **(54 hours, 9 weeks)**
6:00 p.m. – 9:00 p.m.
Tuesday & Thursday

Moreno Valley High School –Extension Campus, Moreno Valley
October 16, 2017 – January 10, 2018 **(54 hours, 9 weeks)**
6:00 p.m. – 9:00 p.m.
Monday & Wednesday

Moreno Valley High School –Extension Campus, Moreno Valley
October 17, 2017 – January 11, 2018 **(54 hours, 9 weeks)**
6:00 p.m. – 9:00 p.m.
Tuesday & Thursday

Moreno Valley High School –Extension Campus, Moreno Valley
January 17, 2018 – April 4, 2018 **(54 hours, 9 weeks)**
6:00 p.m. – 9:00 p.m.
Monday & Wednesday

Moreno Valley High School –Extension Campus, Moreno Valley
January 16, 2018 – March 15, 2018 **(54 hours, 9 weeks)**
6:00 p.m. – 9:00 p.m.
Tuesday & Thursday

Moreno Valley High School –Extension Campus, Moreno Valley
April 9, 2018 – June 6, 2018 **(54 hours, 9 weeks)**
6:00 p.m. – 9:00 p.m.
Monday & Wednesday

Moreno Valley High School –Extension Campus, Moreno Valley
April 3, 2018 – May 31, 2018 **(54 hours, 9 weeks)**
6:00 p.m. – 9:00 p.m.
Tuesday & Thursday

*Last week of class will be Mon. thru Wed.
Schedules and fees are subject to change without notice.

This course involves welding tasks using arc, metal inert gas (M.I.G.), tungsten inert gas (T.I.G.), and gas welding equipment, for advancement in manufacturing positions in the welding industry. Students will learn how to use various tools and measuring devices pertaining to welding.

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

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

Continuing Education Classes

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 course offerings are not accredited by the Council on Occupational Education and do not qualify for Title IV financial aid assistance.

RDA Examination Information/ www.dbc.ca.gov

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

CDPA & Infection Control $75

Don F. Kenny Regional Learning Center - Main Campus, Indio
March 1, 2018
5:30 p.m. – 9:30 p.m.
Thursday

Grindstaff II - Extension Campus, Riverside
March 1, 2018
5:30 p.m. – 9:30 p.m.
Thursday

Schedules and fees are subject to change without notice.

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

Coronal Polishing $360

Don F. Kenny Regional Learning Center - Main Campus, Indio
March 24-25, 2018 & March 31, 2018
9:00 a.m. – 5:00 p.m.
Saturday & Sunday

Grindstaff II – Extension Campus, Riverside
March 24-25, 2018 & March 31, 2018
9:00 a.m. – 5:00 p.m.
Saturday & Sunday

Schedule and fees are subject to change without notice.

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

Pit & Fissure Sealant $360

Don F. Kenny Regional Learning Center - Main Campus, Indio
April 9-12, 2018
5:30 p.m. – 9:30 p.m.
Monday – Thursday

Grindstaff II - Extension Campus, Riverside
April 9-12, 2018
5:30 p.m. – 9:30 p.m.
Monday – Thursday

Schedules and fees are subject to change without notice.

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

Ultrasonic Scaling $250

Don F. Kenny Regional Learning Center - Main Campus, Indio
January 16 & 18
Day 1: 5:30 p.m. – 8:30 p.m., Day 2: 5:30 p.m. – 6:30 p.m.
Tuesday & Thursday
or
March 26 & 28, 2018 or April 16 & 18, 2018
Day 1: 5:30 p.m. – 8:30 p.m., Day 2: 5:30 p.m. – 6:30 p.m.
Monday & Wednesday

Grindstaff II - Extension Campus, Riverside
January 16 & 18
Day 1: 5:30 p.m. – 8:30 p.m., Day 2: 5:30 p.m. – 6:30 p.m.
Tuesday & Thursday
or
March 26 & 28, 2018 or April 16 & 18, 2018
Day 1: 5:30 p.m. – 8:30 p.m., Day 2: 5:30 p.m. – 6:30 p.m.
Monday & Wednesday

Schedules and fees are subject to change without notice.

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

Licensure Prep Course RDA Written Review (One-Day Review) $360

Don F. Kenny Regional Learning Center - Main Campus, Indio
April 21, 2018 or August 11, 2018
9:00 a.m. – 5:00 p.m.
Saturday (One-Day Course)

Grindstaff II - Extension Campus, Riverside
April 21, 2018 or August 11, 2018
9:00 a.m. – 5:00 p.m.
Saturday (One-Day Course)

Schedules and fees are subject to change without notice.

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

Orthodontic Assistant Permit

$1,195

Grindstaff II - Extension Campus, Riverside
January 20-21, 27, 2018 and February 3-4, 2018
8:00 a.m. – 5:00 p.m.
Saturday & Sunday
or
April 24, 26, 28, 29, 2018 and May 1, 3, 5, 2018
5:00 p.m. – 9:00 p.m. & 8:00 a.m. – 5:00 p.m.
Tuesday & Thursday   Saturday & Sunday

Schedules and fees are subject to change without notice.

This 85-hour course is designed to prepare students for permit requirements as an Orthodontic Assistant. Jobs include orthodontic chairside assisting for an orthodontist or general dentist. The course will provide practical aspects and apply classroom theory in a clinical environment. Community classroom externship includes pre-clinical science, infection control procedures, and advanced chairside assisting in orthodontic specialty. This course will prepare a registered dental assistant to perform Orthodontic Assistant duties as described in the Dental Practice Act.

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

Students must wear scrub type uniform and lab coat.

CPR Certification

$50

Don F. Kenny Regional Learning Center - Main Campus, Indio
February 5, 2018 (1 day)
8:00 a.m. – 5:00 p.m.
Friday

Alessandro Branch - Branch Campus, Riverside
February 5, 2018 (1 day)
8:00 a.m. – 5:00 p.m.
Friday

Schedules and fees are subject to change without notice.

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

First Aid

$50

Don F. Kenny Regional Learning Center - Main Campus, Indio
February 12, 2018 (1 day)
8:00 a.m. – 5:00 p.m.
Saturday

Alessandro Branch - Branch Campus, Riverside
February 12, 2018 (1 day)
8:00 a.m. – 5:00 p.m.
Saturday

Schedules and fees are subject to change without notice

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

Emergency Medical Technician Refresher

$250

Alessandro Branch - Branch Campus, Riverside
January 26 & 27, 2018 and February 2, 2018 (3 days)
8:00 a.m. – 5:00 p.m.
Friday, Saturday, and Friday

Schedules and fees are subject to change without notice.

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

Financial Aid Information

Financial Aid Process

STEP 1: COMPLETE A FAFSA ONLINE

Federal Student Aid is an office of the U.S. Department of Education that manages and regulates Title IV funds of the Higher Education Act (HEA) of 1965. To be considered for various federal, state, and institutional aid, students need to complete a FAFSA (Free Application for Federal Student Aid) online. Step-by-step instructions are provided below.

Go to www.FAFSA.ed.gov:

Choose the 2017-2018 FAFSA year.

NOTE: When asked for the school code, type in "042084" for Riverside County office of Education (RCOE)

** Please note: If you worked in 2015 your FAFSA cannot be processed without tax information—***no exceptions.***

STEP 2: LOGIN TO OUR VIRTUAL FINANCIAL AID OFFICE (VFAO)

RCOE has partnered with an online company to automate the processing of federal financial aid applications using an online Virtual Financial Aid Office (VFAO). After you have completed a FAFSA form, you must complete the VFAO Student Interview. Step-by-step instructions are provided below.

Go to https://rcoe.vfao.com

1. Click on "Student Interview Center".
2. Log in with your username and password or "Register as a new user".
   NOTE: You cannot have more than one registration.

If you cannot remember your registration, click on the "Recover Login Information" link.

1. Click on "Student Interview" and fill in all required information.
2. Choose the 2017-2018 FAFSA year.

When finished, make sure to click "DONE", otherwise your interview is not complete.

If you have any questions, please contact Nadine Flowers at nflowers@rcoe.us or (951) 826-6808.

Office Information:

<div align="center">

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 FAX [760] 863-3394

Riverside County Office of Education - School of Career Education

Alessandro Branch - Branch Campus

2100 Alessandro Blvd., Riverside, CA 92508

(951) 826-4723 FAX [951] 826-6759

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Program and Holiday Schedules

Program Schedules

School of Career Education program schedules vary by location and length of class. See program description for further details or visit us online at www.riversidesce.org for the most current information.

Holiday Schedules

School of Career Education will not offer instruction or student services on major state federal holidays. Winter and spring break schedules vary by classroom location. Please note the holiday schedule for the 2017-2018 school year below:

September 4, 2017

November 10, 2017

November 20 – 24, 2017

December 18, 2017 – January 2, 2018

January 15, 2018

February 19, 2018

March 30, 2018 – April 6, 2018

May 28, 2018

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) 826-4SCE (4723)

Riverside County Office of Education – School of Career Education
Grindstaff II – Extension Campus
9825 County Farm Road
Riverside, CA 92504
(951) 826-4SCE (4723)

Riverside County Office of Education – School of Career Education
Moreno Valley High School – Extension Campus
23300 Cottonwood Avenue Moreno Valley, CA 92553
(951) 826-4SCE (4723)

For more information, please call
(951) 826-4SCE (4723) or (760) 863-3333

Or visit our website!
www.riversidesce.org
Programs, schedules, and fees are subject to change without notice.