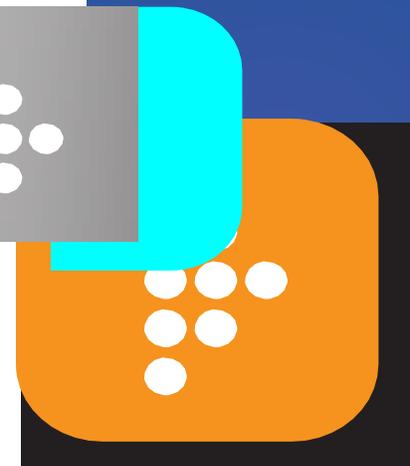
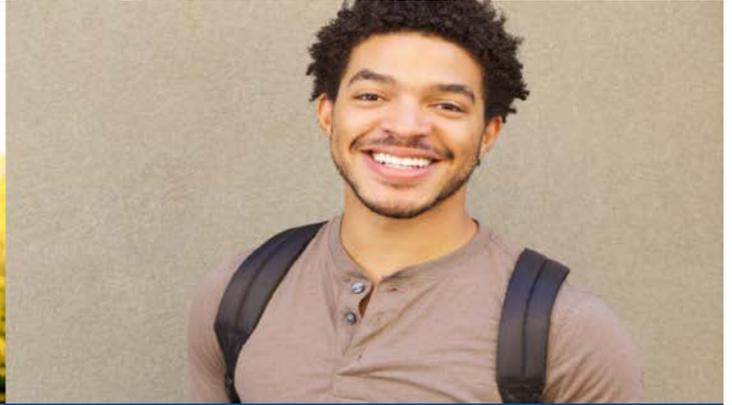


COURSE CATALOG 2014-2015



The School of Career Education is a Subsidiary of Riverside County Office of Education





Division of Educational Services
Career Technical Education
School of Career Education

COURSE CATALOG 2014-2015

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

Diana M. Asseier
Chief Academic Officer
Division of Educational Services

Board of Education

Jeanie B. Corral
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Wendel W. Tucker
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Please address inquiries and correspondence to:

Riverside County Office of Education
Division of Educational Services
School of Career Education, Main 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. 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 – 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 understands 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 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

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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 six subject areas at many 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:

School of Career Education, Main Campus
2100 E. Alessandro Blvd., Riverside, CA 92508
(951) 826-4723

Indio Service Center
Don F. Kenny Education Service Center
47-336 Oasis St., Indio, CA 92201
(760) 863-3333

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 the 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 admissions; 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

The School of Career Education considers the personal physical safety of its students, faculty, and staff necessary 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.connected2worldofwork.org.

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.

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.

Please refer to the School of Career Education's Student Handbook for the entire nondiscrimination/harassment policy along with the Student Complaint process. This information can also be found on the School of Career Education's website www.connected2worldofwork.org or a paper copy can be obtained at a School of Career Education Student Services Center.

American's With Disabilities Act

It is the policy of School of Career Education to comply with the American's With Disabilities Act as amended and Section 504 of the Rehabilitation Act as amended, as well as other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability. No qualified person will, because of disabilities, be denied access to participate in, or the benefits of any program, activity, or service offered by School of Career Education.

The School of Career Education will make every effort to ensure that qualified individuals with a disability are provided a reasonable accommodation and promote respect for the dignity of, and equal treatment for, individuals with disabilities.

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.

Frequently Asked Questions (FAQs)

What classes do you have?

You can find a list of programs and locations currently offered at www.connected2worldofwork.org. We currently offer a variety of medical, dental, welding courses.

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/GED
- 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 Admission Technician:

Riverside – (951) 826-4723

Indio – (760) 863-3333

Where do I go to register for classes?

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

Riverside Location:

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

Indio Location:

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

What is on the assessment test?

The assessment test is a 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?

To ensure you will be successful in your chosen program.

What is the cost?

The cost for each class is located on the course schedule. The course schedule can be found on our website www.connected2worldofwork.org.

Do you have financial aid?

We offer Pell Grants to eligible students enrolled in Dental Assisting or Dental Assisting/RDA Eligible programs. However, we offer flexible payment plans for all courses over \$600. A Student Accounts Technician can answer financial aid and payment plan options for you. For financial aid assistance please call (951) 826-6558.

Are you an accredited school?

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

Are career planning and job search assistance provided?

The 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:

School of Career Education Main Campus

2100 East Alessandro Blvd.
Riverside, CA 92508
(951) 826-4723

Don F. Kenny Regional Learning Center

School of Career Education Branch Campus
47-336 Oasis St., Indio, CA 92201
Indio, CA 92201-6998
(760) 863-3333

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; for your convenience, refer to the list below:

AACRAO or obtain an official translation of the foreign transcript. You can contact **AACRAO** at www.aacrao.org.

ACREVS Inc. at infor@acrevs.com

Career Consulting International

Contact: (866) 585-1409

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 advancement.

Acute Care for Nursing

LOCATION	CLOCK HOURS
Don F. Kenny Regional Learning Center, Indio	245
School of Career Education – Main Campus, Riverside	245

This course allows students to perform CNA skills in the acute care (hospital) setting. The course adds to, and reinforces the knowledge obtained in CNA training, 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, to name a few.

Enrollment Prerequisites

- Proof of current California CNA or LVN license.
- Social Security card with name matching government issued photo ID.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Clearance:** Proof of current TB clearance (not older than one year at the start date of the class). Proof of current negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine:** Proof of series of three shots within the first month of the class.
- **MMR Vaccine, Chicken Pox Vaccine, Tdap Vaccine:** Proof of current immunizations within the first month of the class.
- **Physical Exam:** Within the first month of the class, approved physical exam form will be provided in class.
- **Drug Screening:** May be required; varies by training site.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Current "Healthcare Provider" CPR card.
- Basic keyboarding and computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Must perform physical and sensory demands of nursing services occupations as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Stethoscope and wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Access to a computer.
- Access to a medical dictionary.

Acute Care for Nursing

Where would I work?

- Skilled nursing facilities.
- Hospitals.
- Residential mental/addiction health facilities.
- Assisted living facilities
- Home health agencies.

What wages can I expect?

MEDIAN 2012 WAGES*		
	Hourly	Annually
California	\$13.40	\$27,898
Inland Empire	\$11.88	\$24,718

*Data based upon California Occupation Guides labor market info for Nursing Aides in California: www.labormarketinfo.edd.ca.gov.

Dental Assistant

LOCATION	CLOCK HOURS
Don F. Kenny Regional Learning Center, Indio	675

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

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security card or Right to Work documents.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Test:** Proof of TB clearance must be maintained throughout the length of the program. Negative chest x-ray required if skin test is positive.
- **Hepatitis B Vaccine:** First injection required within first week of program. Second and third injection per recommended vaccine schedule. Titer may be required.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Student must provide clinical patients to satisfy California Dental Board requirements for radiation safety license. Patient screening fees may apply, and are paid directly to the providing dentist.
- Must perform the physical and sensory demands of a dental assistant as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- USB flash drive and plastic page protectors.
- Notebook, pens, pencils, binder, etc.

Where would I work?

- General dentistry and dental specialty offices.
- Hospital dental facilities.
- Dental supply and lab companies.
- Dental schools.
- County public health offices.
- Correctional facilities.
- Government dental facilities

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$17.08	\$35,516
Inland Empire	\$15.08	\$31,356
*Data based upon California Occupation Guides labor market info for Dental Assistants in California: www.labormarketinfo.edd.ca.gov .		

Dental Assisting/RDA Eligible

LOCATION	CLOCK HOURS
Grindstaff Center II, Riverside	1,001
Don F. Kenny Regional Learning Center, Indio	1,001

This course is designed to prepare students for the licensing requirements, as defined by the California Dental Board, to become a Registered Dental Assistant. Instruction includes pre-clinical sciences, preventive dentistry, dental radiology and infection control. Students will also learn sterilization and disinfecting procedures, with an emphasis on OSHA requirements, basic and advanced chair side assisting techniques, including coronal polishing, and charting. Dental practice management and dental specialties will also be covered in this program. Students who successfully complete this class are eligible to sit for the California RDA exam.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security card or Right to Work documents.

Required Immunizations/Health Clearances (Fees vary per individual medical coverage.)

- **TB Test:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray required if skin test is positive.
- **Hepatitis B Vaccine:** First injection required within first week of program. Second and third injection per recommended vaccine schedule. Titer may be required.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Student must provide clinical patients to satisfy California Dental Board requirements for radiation safety license, coronal polishing, and pit and fissure sealants. Patient screening fees may apply, and are paid directly to the providing dentist.
- Must perform the physical and sensory demands of dental assisting occupations as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- USB flash drive and plastic sheet protectors.
- Notebook, pens, pencils, binder, etc.

Dental Assisting/RDA Eligible

RDA Licensing Requirements (Additional fees, NOT included in program fee.)

- Current government issued photo ID and Social Security card.
- Submit RDA application with fees.
- Live Scan fingerprinting.
- Rental kit for RDA practical exam.

Where would I work?

- General dentistry and dental specialty offices.
- Hospital dental facilities.
- Dental supply and lab companies.
- Dental schools.
- County public health offices.
- Correctional facilities.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$17.08	\$35,516
Inland Empire	\$15.08	\$31,356

*Data based upon California Occupation Guides labor market info for Dental Assistants in California: www.labormarketinfo.edd.ca.gov.

Emergency Medical Technician

LOCATION	CLOCK HOURS
School of Career Education Main Campus, Riverside	250

This course provides training in all elements of pre-hospital, basic life support in accordance with the standards prescribed by the California Administrative Code, Title XXII, and by the local emergency medical services agency. Instruction includes School of Career Education 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.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security card or Right to Work documents.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Test:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray required if skin test is positive.
- **Hepatitis B Vaccine:** First injection required within first week of program. Second and third injection per recommended vaccine schedule. Titer may be required.
- **MMR Vaccine:** One month prior to internship.

Program Requirements

- Maintain a minimum 80% grade average and a 93% attendance rate.
- Fingerprinting and background check with no felony convictions. Student must be cleared before the first day of class.
- Typing speed of 35 WPM.
- Basic computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Must perform the physical and sensory demands of an emergency medical technician as specified in the course syllabus
- Attend mandatory EMT Orientation before the start of class.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform jacket.
- Steel-heeled and steel-toed boots.
- Notebook, pens, pencils, binder, etc.
- Plastic page protectors.

Supplemental Materials

- Stethoscope and wristwatch with second hand.

Emergency Medical Technician

Licensing Requirements (Additional fees, NOT included in program fee.)

- National Registry
- Riverside County EMS EMT Certification.

Where would I work?

- Ambulatory health services.
- General Medical and surgical hospitals.
- Private ambulance companies.
- Forest fire fighting teams.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$14.03	\$29,179
Inland Empire	\$11.88	\$24,706

*Data based upon California Occupation Guides labor market info for Emergency Medical Technicians and Paramedics in California:
www.labormarketinfo.edd.ca.gov.

Home Health Aide

LOCATION	CLOCK HOURS
Don F. Kenny Regional Learning Center, Indio	60
School of Career Education Main Campus, Riverside	60

This course 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 follow through on the care plan and implement home health aide care based on the needs of the client. Students will become knowledgeable of illnesses and disabilities as related to the life cycle.

Enrollment Prerequisites

- Proof of current California CNA or LVN license.
- Social Security card with name matching government issued photo ID.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Clearance:** Proof of current TB clearance (not older than one year at the start date of the class). Proof of current negative chest x-ray if skin test is positive.
- **Physical Exam:** Proof of exam required on the first day of class. Approved physical exam form will be provided at the time of registration.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Current "Healthcare Provider" CPR card.
- Basic keyboarding and computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Must perform the physical and sensory demands of nursing services occupations as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Stethoscope and wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Access to a computer.
- Access to a medical dictionary.

Where would I work?

- Home health agencies.
- Hospice agencies.
- Individual's homes.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$10.65	\$22,135
Inland Empire	\$9.77	\$20,319

*Data based upon California Occupation Guides labor market info for Home Health Aides in California: www.labormarketinfo.edd.ca.gov.

Medical Assisting Clinical

LOCATION	CLOCK HOURS
Don F. Kenny Regional Learning Center, Indio	540

This program prepares student for employment as a medical assistant to the doctor in an office, clinic or health care center. Topics include communication skills, ethics and confidentiality, anatomy, physiology, vital signs, assisting with exams, pharmacology and administration of medications including injections, venipuncture, medical terminology, metrics, EKG and advanced charting.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security card or Right to Work documents.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Clearance:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine:** First injection required within first week of program. Second and third injection per recommended vaccine schedule. Titer may be required.
- **MMR Vaccine, Chicken Pox Vaccine:** One month prior to internship.
- **Physical Exam:** One month prior to internship.
- **Drug Screening:** May be required, varies by training site.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Fingerprinting and background check may be required; varies by training site.
- Must perform the physical and sensory demands of the medical assistant as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Medical dictionary.
- Stethoscope and wrist watch with a second hand.
- Notebook, pens (red and black), pencils, binder, etc.

Medical Assisting Clinical

Additional Information

- Professional certification opportunities available upon successful completion at additional expense.

Where would I work?

- Offices of physicians.
- Medical and surgical hospitals.
- Offices of other health practitioners.
- Outpatient care centers.
- County public health offices.
- Humanitarian agencies.

What wages can I expect?

MEDIAN 2013 WAGES		
	Hourly	Annually
California	\$15.19	\$31,586
Inland Empire	\$13.07	\$27,168

*Data based upon California Occupation Guides labor market info for Medical Assistant in California:
www.labormarketinfo.edd.ca.gov.

Medical Clinical & Administrative Professional

LOCATION	CLOCK HOURS
David L. Long Regional Learning Center, Murrieta	720
School of Career Education – Main Campus, Riverside	720

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

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security card or Right to Work documents.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Test:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine, MMR Vaccine, Chicken Pox Vaccine:** Proof of all required first day of class.
- **Drug Screening:** May be required, varies by training site.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Must perform the physical and sensory demands of the medical assistant as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Medical dictionary.
- Stethoscope and sphygmomanometer.
- Wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- USB flash drive.

Medical Clinical & Administrative Professional

Additional Information

- Professional certification opportunities available upon successful completion at additional expense.

Where would I work?

- Offices of physicians.
- Medical and surgical hospitals.
- Offices of other health practitioners.
- Outpatient care centers.
- County public health offices.
- Humanitarian agencies.

What wages can I expect?

AVERAGE 2013 WAGES*		
	Hourly	Annually
California	\$15.79	\$32,836
Inland Empire	\$13.08	\$27,204

*Data based upon California Occupation Guides labor market info for Medical Assistants in California: www.labormarketinfo.edd.ca.gov.

Medical Office Professional

LOCATION	CLOCK HOURS
Don F. Kenny Regional Learning Center, Indio	720
School of Career Education – Main Campus, Riverside	720

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. The course covers medical terminology, human anatomy, medical coding (basic CPT, ICD-9 and ICD-10), and preparation and submission of electronic and manual claims for various types of health insurance reimbursement. 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.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security card or Right to Work documents.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Test:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine:** First injection required within first week of program. Second and third injection per recommended vaccine schedule. Titer may be required.
- **Physical Exam:** Two weeks prior to internship.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Typing speed of 35 WPM.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Must perform the physical and sensory demands of medical administrative occupations as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Notebook, pens (red and black), pencils, binder, etc.
- USB flash drive.

Medical Office Professional

Additional Information

- Professional certification opportunities available upon successful completion at additional expense.

Where would I work?

- Offices of physicians.
- Medical and surgical hospitals.
- Offices of other health practitioners.
- Billing and coding services.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$17.23	\$35,834
Inland Empire	\$15.06	\$31,335

*Data based upon California Occupation Guides labor market info for Medical Assistants in California: www.labormarketinfo.edd.ca.gov.

Nurse Assistant

LOCATION	CLOCK HOURS
David L. Long Regional Learning Center, Murrieta	270
Don F. Kenny Regional Learning Center, Indio	270
School of Career Education – Main Campus, Riverside	270

This course 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 will be prepared for employment in an acute or long-term care setting. Students learn to observe and record a patient's condition, measure and record food and liquid intake and output, and take vital signs. Students will learn to provide patients with personal care such as feeding, bathing, dressing, and grooming. Students also learn isolation procedures and to provide patients with help walking, exercising, and moving in and out of bed.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security card or Right to Work documents.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Clearance:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine:** First injection required within first week of program. Second and third injection per recommended vaccine schedule. Titer may be required.
- **MMR Vaccine, Chicken Pox Vaccine, Tdap Vaccine:** One month prior to internship.
- **Physical Exam:** Two weeks prior to internship
- **Drug Screening:** May be required, varies by training site.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Live scan fingerprinting and background check.
- State testing fee (written test format option \$90, audio test format option \$105).
- Must perform the physical and sensory demands of nursing services occupations as specified in the course syllabus.

Nurse Assistant

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Stethoscope, gait belt, sphygmomanometer, and wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Dictionary recommended.
- Medical dictionary recommended.

Where would I work?

- Skilled nursing facilities.
- Hospitals.
- Residential mental/addiction health facilities.
- Assisted living facilities.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$13.40	\$27,898
Inland Empire	\$11.88	\$24,718

*Data based upon California Occupation Guides labor market info for Nursing Aides in California: www.labormarketinfo.edd.ca.gov.

Nursing Services & Support Occupations

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

Nursing Services & Support Occupations consists of Nurse Assistant, Acute Care for Nursing, and Home Health Aide training.

This program prepares students to take the California competency exam for Certified Nurse Assisting (CNA). This state certification is a legal requirement for employment as a CNA. Students are prepared for employment in acute or long-term care settings. 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.

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.

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security card or Right to Work documents.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Clearance:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine:** First injection required within first week of program. Second and third injection per recommended vaccine schedule. Titer may be required.
- **MMR Vaccine, Chicken Pox Vaccine, Tdap Vaccine:** One month prior to internship.
- **Physical Exam:** Two weeks prior to internship.
- **Drug Screening:** May be required, varies by training site.

Nursing Services & Support Occupations

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Live scan fingerprinting and background check.
- State testing fee (written test format option \$90, audio test format option \$105).
- Must perform the physical and sensory demands of nursing services occupations as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform and white shoes.
- Stethoscope, gait belt, sphygmomanometer, and wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Dictionary recommended.
- Medical dictionary recommended.

Where would I work?

- Skilled nursing facilities.
- Hospitals.
- Residential mental/addiction health facilities.
- Assisted living facilities
- Home health agencies.

What wages can I expect?

MEDIAN 2012 WAGES*		
	Hourly	Annually
California	\$13.40	\$27,898
Inland Empire	\$11.88	\$24, 718

*Data based upon California Occupation Guides labor market info for Nursing Aides in California: www.labormarketinfo.edd.ca.gov.

Pharmacy Technician

LOCATION	CLOCK HOURS
School of Career Education Main Campus, Riverside	540

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

Enrollment Prerequisites

- Proof of High School Diploma/GED required. Foreign transcripts must be translated for U.S. equivalency by an official U.S. service.
- Successful completion of a basic-skills assessment required prior to enrollment. Current government issued photo ID must be presented at time of assessment.
- Social Security card or Right to Work documents.

Required Immunizations/Health Clearances (Fees vary based on individual medical coverage.)

- **TB Clearance:** Proof of current TB clearance must be maintained throughout the length of the program. Negative chest x-ray if skin test is positive.
- **Hepatitis B Vaccine:** May be required; varies by training site.
- **Drug Screening:** May be required, varies by training site.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Typing speed of 35 WPM.
- Community site training is a required component of this program. Transportation to and from site is at student's expense.
- Fingerprinting and background check may be required.
- Must perform the physical and sensory demands of pharmacy occupations as specified in the course syllabus.

Required Materials

- Textbooks (refer to textbook information for details).
- Designated uniform, lab coat, and white shoes.
- Basic-function calculator.
- Notebook, pens, pencils, binder, etc.
- USB flash drive

Pharmacy Technician

Licensing Requirements (Additional fees, NOT included in program fee.)

- Fingerprinting and background check.
- High school diploma or equivalent.
- Social Security card.

Where would I work?

- Pharmacies.
- Retail stores.
- Hospitals.
- Closed door pharmacies.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$18.51	\$38,500
Inland Empire	\$17.23	\$35,852

*Data based upon California Occupation Guides labor market info for Pharmacy Technicians in California: www.labormarketinfo.edd.ca.gov.

Welding Occupations & Certification

LOCATION	CLOCK HOURS
Moreno Valley High School, Moreno Valley	54

This course involves welding tasks using arc, metal inert gas (M.I.G.), tungsten inert gas (T.I.G.), and gas welding equipment, leading to entry-level positions in the welding industry. Students will learn how to use various tools and measuring devices pertaining to welding. Students are prepared to take up to four American Welding Society certification exams.

Program Requirements

- Maintain a minimum 70% grade average and a 93% attendance rate.

Required Materials

- Helmet, welding jacket or cape sleeves.
- Notebook, pens, pencils, binder, etc.

Certification Requirements

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

Where would I work?

- Welding shops.
- Structural and ornamental fabrication companies.
- Specialty fabrication companies.
- Manufacturing companies.
- Specialty welding/custom products companies.

What wages can I expect?

MEDIAN 2013 WAGES*		
	Hourly	Annually
California	\$18.42	\$38,322
Inland Empire	\$17.46	\$36,318

*Data based upon California Occupation Guides labor market info for Welders in California: www.labormarketinfo.edd.ca.gov.

Admission Information

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

- Complete Orientation
- Pass WBST Assessment
- Copy of High School Diploma, transcript, GED, or California High School Proficiency Exam (CHSPE) letter.
- 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:

School of Career Education
2100 E. Alessandro Blvd.
Riverside, CA 92508
(951) 826-4723

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

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 \$600 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, 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.

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.

Please contact the Student Services Center or visit us online at www.connected2worldofwork.org for the most current program information and fees.

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 \$600 or less must be paid in full at the time of registration.

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 fee 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 fee 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 Investment 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.

Grant Aid

The School of Career Education administers Title IV funds based on eligibility. To learn more, student can contact a Student Accounts Technician at (951) 826-6558.

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.

Drop and Refund Policy

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 refunds for School of Career Education students withdrawing prior to completion of a program, are issued based on the following refund policies:

1. **Refunds for classes cancelled by School of Education:** Tuition is collected in advance of the class start date; 100% of the tuition, fees collected, will be refunded. The refund shall be made within 45 days of the class start date.
2. **Refunds for classes \$600 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.
3. **Refunds for students who drop on or before the first day of class (not applicable to classes \$600 or less):** Tuition is collected in advance of the class start date; only the tuition, minus the \$100 registration fee, will be refunded. The registration fee will not be refunded. The refund shall be processed within 45 days upon the last day of attendance. To officially drop a course the student must submit an official [Request to Withdraw/Drop Course](#) form to the Student Services Center.
4. **Refunds for students who drop as of the second day of class through the fifth day of class (not applicable to classes \$600 or less):** Tuition is collected in advance of the class start date; any tuition paid beyond the first 30% will be refunded.
5. **Refunds for students who drop on the sixth day and after (not applicable to classes \$600 or less):** Tuition is collected in advance of the class start date; all funds paid are not refunded on the sixth day and thereafter. **Please note that students are still responsible for any unpaid tuition.**
6. **Students who have been administratively dropped from a School of Career Education Program:** No refunds are issued for administratively exited students. Students are responsible for any outstanding balances.
7. **Refunds for students enrolled prior to visiting the institution:** Students who have not visited the School of Career Education program location prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment. Students wishing to exercise this right must participate in an orientation meeting or request a tour within three days of entering the program. No refunds are issued after the third day of entering the program.

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.

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, or are dismissed, or take a leave of absence, prior to completing 60% of a payment period or period of enrollment. The complete Title IV policies can be found in the Student Handbook or online at www.connected2workofwork.org.

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.connected2worldofwork.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 2014-2015 school year. In addition there may be four to six student and/or staff development days in the 2014-2015 school year.

July 4, 2014

November 11, 2014

November 27-28, 2014

December 22, 2014-January 2, 2015

January 19, 2015

February 16, 2015

May 25, 2015

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).

Continuing Education Classes – Dental Careers

(Class availability varies by location and is subject to change.)

Dental Classes

Coronal Polishing

Pit & Fissure Sealant

Ultrasonic Scaling

RDA Practical and Written Exam Review

California Dental Practice Act and Infection Control

As appropriate, students must provide official transcripts or other official documentation to verify completed course work and/or work experience at the time of enrollment. Acceptable forms of verification for enrollment include:

Dental Classes

- Certificate of completion from an accredited dental assisting program.
- Official transcript showing dental assisting course work with a grade of “C” or better.

(Pit & Fissure Sealant and Ultrasonic Scaling classes require Coronal Polishing certification.)

- Letter from employer indicating necessity for training.
- Proof of candidacy for RDA exam.

Continuing Education Classes – Health Careers

(Class availability varies by location and is subject to change.)

Health Classes

CPR

Direct Support Professional

EKG

EMT Refresher Course

Spanish for the Medical Profession

As appropriate, students must provide official transcripts or other official documentation to verify completed course work and/or work experience at the time of enrollment. Acceptable forms of verification for enrollment include:

Health Classes

- Certificate of Completion from a School of Career Education class.
- Official transcript showing health career related coursework with a “B” or better.
- Concurrent enrollment in a School of Career Education class.
- Letter from employer indicating necessary for training.

Admissions Process for Continuing Education

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 Main Campus

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

Don F. Kenny Regional Learning Center

School of Career Education Office
47-336 Oasis St.
Indio, CA 92201
(760) 863-3333

Continuing Education Course Descriptions

California Dental Practice Act (CDPA) and Infection Control

This Dental Board of California approved 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 DCPA and two-hour IC mandated requirements for licensing renewal.

Candidate for RDA (RDA Practical and Written Exam Review)

This course consists of eight hours didactic and lab practical instruction relating to the practical portion of the RDA exam. Instruction includes a review of the California Dental Law exam and the RDA multiple subjects' exam.

Dental – Coronal Polishing

This course consists of 24 hours of instruction / practice in the theory and techniques of coronal polishing. Upon completion of the course, passing a written exam, and satisfactory completion of coronal polishing on three patients, the student will receive a "Verification of Education" card to submit to COMDA. This course satisfies COMDA's coronal polishing requirements for RDA applicants.

Dental Pit Fissure/Sealant

This course is designed to prepare registered dental assistant students with the skills to apply pit and fissure sealants. A registered dental assistant may perform the following procedures under the direct supervision of a licensed dentist when done so pursuant to the order, control, and full professional responsibility of the supervising dentist.

Dental Ultra Sonic Scaling

This course consists of eight hours of instruction/practice in the theory and techniques of ultrasonic scaling. Upon completion of the course, passing a written exam and satisfactory completion of ultrasonic scaling on two orthodontically banded typodonts, the student will receive a "Verification of Education" card to submit to the Dental Board of CA (DBC). This course satisfies the DBC's ultrasonic scaling requirements for RDA applicants.

CPR

This class is designed to perform adult, pediatric and infant CPR and relief of foreign-body airway obstruction (FBAO) to all lay rescuers, particularly those who are expected to respond to emergencies in the workplace. This course is used to teach CPR to all lay rescuers; it is specifically designed for lay rescuers who are required to obtain a course completion card—a credential—documentation completion of a CPR course. All rescuers are trained in CPR and relief of FBOA. This course provided through the American Heart Association.

EKG

This course is designed to train students to set up and run a 12 lead EKG and attach a Holter monitor. Instruction is provided in the anatomy and physiology of the heart and terminology common to the cardiovascular system. Interpretation of EKGs includes heart rate, basic rhythm strips, and the identification of rhythm abnormalities. Students are trained to recognize changes in EKGs, hear blocks, hypertrophy, infarction, and emergency situations and that require immediate action. Hands-on training is an integral part of this training.

EMT Refresher Course

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. The course emphasizes an assessment-based approach to pre-hospital medicine to be covered in (24) hours and over three (3) days.

Prerequisite – Student must hold a current California EMT Certification.

Spanish for the Medical Profession

Don't let language barriers interfere with your ability to provide high quality care. This course is designed to help you greet patients, discuss and schedule appointments, gather and convey basic information, inform and instruct about basic procedures, common terminology and much more!

Prerequisite – concurrent enrollment in a health related School of Career Education class or employment in a health related field.

Direct Support Professional (DSP) Training and Testing

DSP Training Program and Challenge Testing for Year 1 and Year 2

DSP training and testing is open to direct support professionals and administrators currently working in licensed community care facilities. Each individual is required to provide a vendor code and formal photo identification at the time of registration. DSP Year 1 certification and Year 2 certification are requirements of employment.

DSP training covers the following: Developmental Disabilities, Communication, Wellness, Teaching Strategies, Training Strategies, Positive Behavioral Support, Daily Living, Individual Rights, Laws and Regulation, and Recreation and Leisure. Day and evening training programs are available on a monthly basis.

DSP Challenge Testing is available to direct support professionals and administrators who prefer not to complete the training program. Morning and afternoon testing is available on a monthly basis. Developmental Services requires the training class if the Challenge Tests are not passed on the first attempt.

Please note that successful completion of the DSP training is necessary to receive continuing education units.

Class Locations

School of Career Education – Main Campus

2100 E. Alessandro Boulevard
Riverside, CA 92508

Don F. Kenny Regional Learning Center – Branch Campus

47-336 Oasis Street
Indio, CA 92201

David L. Long Regional Learning Center – Extension Campus

41350 Guava Street
Murrieta, CA 92562

Grindstaff Center II - Dental Facility – Extension Campus

9825 County Farm Road
Riverside, CA 92504

Moreno Valley High School – Extension Campus

23300 Cottonwood Avenue
Moreno Valley, CA 92553

Sherman High School – Building 62 – Extension Campus

9010 Magnolia Avenue
Riverside, CA 92503

School of Career Education – Instructional Staff

Michelle Armenta, Pharmacy Technician Instructor

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology
- Bachelor of Arts, Information Management
- Certified Pharmacy Technician

Mary Barrier, Medical Assisting/Clinical

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology
- Associate of Arts Degree – Para-medicine
- CCMA-AC (California Certified Medical Assistant Administrative-Clinical)

Karen Comstock, Dental Assisting

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology
- Registered Dental Assistant

Amanda Criste, Nurse Assistant, Acute Care for Nursing, Home Health Aide

- Designated Subjects Vocational Education Credential in the area of Nursing Services
- Masters Degree in Education
- Registered Nurse, CA

Carla Crow, Nurse Assistant, Acute Care for Nursing, Home Health Aide

- Designated Subjects Vocational Education Credential in the area of Nursing Services
- Master of Science in Nursing, Specialty in Healthcare Education
- Registered Nurse, CA

Valarie Ellis-McCurry, Medical Office Professional

- Designated Subjects Vocational Education Credential in the area of Health Science and Medical Technology
- Designated Subjects Vocational Education Credential in the area of Information Technology
- Designated Subjects Vocational Education Credential in the area of Finance and Business

Kim Hartstock, Dental Assisting/RDA

- Designated Subjects Vocational Education Credential in the area of Dental Assisting
- Designated Subjects Vocational Education Credential in the area of Office Occupations
- Associate of Science Degree
- Registered Dental Assistant (RDA), Certified Dental Assistant (CDA)

Jim Hunt, Welding Occupations and Certification

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

Julian Kiler, Medical Clinical Administrative Professional

- Preliminary Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology

Richard McEachron, Welding Occupations and Certification

- Designated Subjects Vocation Education Credential in the area of Building Trades and Construction

Rose Martinez-Culpepper, Nurse Assistant

- Designated Subjects Vocational Education Credential in the area of Nursing Services
- Master of Science – Health Services Administration
- Licensed with the California Board of Registered Nurses as a Registered Nurse

Yolanda Murillo, Dental Assisting/RDA

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

Magdalena Robles, Emergency Medical Technician, Emergency Medical Responder

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology
- Paramedic, CA

Sandi Uribe, Medical Assisting/Clinical

- Designated Subjects Vocational Education Credential in the area of Health Science and Medical Technology
- CCMA-AC (California Certified Medical Assistant Administrative–Clinical)

Pamela Veith, Medical Assisting/Administrative, Medical Billing/Coding

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology
- Master of Arts – Teaching
- CCMA-A (California Certified Medical Assistant/Administrative)

Staff Listing

School of Career Education – Support Staff

Astra Garcia, Administrator's Secretary
Karen Harr, Admissions Technician
Andrea Mancilla, Student Accounts Technician
Carmen Arizaga, Registration Clerk
Blanca Garcia, Instructional Assistant – Dental
Katie Keating, Instructional Assistant – Dental

School of Career Education – Administration

Ronald Vito, Executive Director
Barbara Brown, Coordinator/Principal, School of Career Education
Jewel Cole, Coordinator/Principal
Lori Fry, Coordinator/Principal
Tess Lake, Coordinator/Principal
Yolanda Norwood, Coordinator/Principal
Suzanne Potter, Coordinator/Principal
Claire Spence, Coordinator/Principal
Mirna Pierce, Program Coordinator
Patsy Mata-Hammer, Teacher on Assignment

School of Career Education Staff Listing and Support Services

Student Services Centers

School of Career Education – Main Campus
2100 E. Alessandro Blvd., Riverside, CA 92508
(951) 826-4723

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

School of Career Education - Support Staff

Admissions:

Karen Harr, Admissions Technician
(951) 826-6853
kharr@rcoe.us

Student Accounts:

Andrea Mancilla, Student Accounts Technician
(951) 826-6817 – Riverside
(760) 863-3098 – Indio
amancilla@rcoe.us

Registration:

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