

# COURSE CATALOG 2016-2017



[www.riversidesce.org](http://www.riversidesce.org)

POWERED BY





Division of Educational Services  
Career Technical Education  
School of Career Education

## **COURSE CATALOG 2016-2017**

### **The Mission**

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

### **The Vision**

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

# Riverside County Office of Education (RCOE)

**Kenneth M. Young**

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Division of Educational Services  
School of Career Education, Branch Campus  
2100 E. Alessandro Boulevard  
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(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](http://www.council.org)

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



## Welcome...

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

Ron Vito  
Executive Director  
School of Career Education

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# About School of Career Education

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

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

## Student Services Center

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

### School of Career Education maintains two adult student services centers:

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

School of Career Education, Main Campus  
Don F. Kenny Regional Learning 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 essential for a successful learning environment. Part of crime prevention is individual safety consciousness and awareness of personal environment. School of Career Education suggests the following crime prevention measures, which can contribute to personal safety and security.

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

For more information about campus safety and security the School of Career Education's Annual Safety Report can be found at [www.riversidesce.org](http://www.riversidesce.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.riversidesce.org](http://www.riversidesce.org) or a paper copy can be obtained at a School of Career Education Student Services Center.

## **Americans with Disabilities Act**

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

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

## **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)

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## What classes do you have?

You can find a list of programs and locations currently offered at [www.riversidesce.org](http://www.riversidesce.org). We currently offer a variety of clerical, medical, dental, and 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) 826-4SCE (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 Branch Campus  
2100 E. Alessandro Blvd.  
Riverside, CA 92508

### **Indio Location:**

Don F. Kenny Regional Learning Center  
School of Career Education Main 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.riversidesce.org](http://www.riversidesce.org).

## Do you have financial aid?

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

## 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 Branch Campus**

2100 East Alessandro Blvd.  
Riverside, CA 92508  
(951) 826-4SCE (4723)

### **Don F. Kenny Regional Learning Center**

School of Career Education Main 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 and provide an official translation; for your convenience, refer to the list below:

**AACRAO** at [www.aacrao.org](http://www.aacrao.org).

**ACREVS Inc.** at [infor@acrevs.com](mailto:infor@acrevs.com)

**Career Consulting International** (800) 771-4723

E-mail documents to: [docs@ccil23.com](mailto:docs@ccil23.com)

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

## Do you offer internship experiences?

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

# Administrative Office Professional

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

*\*Program fee DOES NOT include enrollment prerequisites, program requirements or materials. Textbooks are included in the program fees.*

*\*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, organization, efficiency and multi-tasking. 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.

## 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.
- Social Security Card or Right to Work document.

## Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Must perform the physical and sensory demands of business accounting using QuickBooks specified in the course syllabus.

## Required Materials

- Notebook, pens (red and black), pencils, binder, etc.
- USB flash drive.

***Notebook, paper, pencil/pen will be needed on the first day of class.***

## Included in the Cost of Program Fees

QuickBooks Pro 2014

Accounting Basics

Filing Made Easy

# Administrative Office Professional

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## Where would I work?

- Private or public business offices.
- Large and small business offices.

## What wages can I expect?

<b>MEDIAN 2015 WAGES*</b>		
	<b>Hourly</b>	<b>Annually</b>
California	\$19.34	\$40,227
Inland Empire	\$19.91	\$41,415

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

Completion, Placement and Licensure available on website at [www.riversidesce.org](http://www.riversidesce.org)

# Dental Assisting/RDA Eligible

LOCATION	TERM	CLOCK HOURS
Grindstaff Center II, Riverside	Fall Session 35 weeks	1,001
Don F. Kenny Regional Learning Center, SCE Main Campus, Indio	Fall Session 35 weeks	1,001

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

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 document with name matching government issued photo ID.

## 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

- White shoes.
- USB flash drive and plastic sheet protectors.
- Notebook, pens, pencils, binder, etc.

# Dental Assisting/RDA Eligible

## Included in the Cost of Program Fees

Modern Dental Assisting Textbook, Workbook,  
Pocket Guide  
Dental Dictionary  
Exam Preparation Books  
Two Uniform Sets (set: 1 top, 1 bottom)  
Lab Coat  
Basic Life Support (BLS) for Health Care Providers Student Handbook  
CPR Training and Card

***Notebook, paper, pencil/pen will be needed on the first day of class. Costs listed for materials are based on average costs and are subject to change.***

## 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 2015 WAGES*		
	Hourly	Annually
California	\$17.99	\$37,430
Inland Empire	\$15.59	\$32,433

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

Completion, Placement, and Licensure available on website at [www.riversidesce.org](http://www.riversidesce.org).



# Medical Clinical Administrative Professional

LOCATION	TERM	CLOCK HOURS
School of Career Education Branch Campus, Riverside	25 weeks	720
Don F. Kenny Regional Learning Center, SCE Main Campus, Indio	25 weeks	720

*\*Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials. Textbooks, uniforms, and CPR covered by fees.*

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 document.

## 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.
- **MMR Vaccine, Chicken Pox Vaccine:** Two weeks from the start of class.
- **Physical Exam:** Two weeks from the start 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

- 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

## Included in the Cost of Program Fees

Medical Assisting Textbook  
Medical Terminology  
Two Uniform Sets (set: 1 top, 1 bottom)  
Lab Coat  
Basic Life Support (BLS) for Health Care Providers Student Handbook  
CPR Training and Card

**On the first day of the class your instructor will give you information about the purchase materials needed for your class. Your instructor will also give you the timeline by when you must have the items purchased for use in the classroom or at your clinical training site.**

## 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 2015 WAGES*		
	Hourly	Annually
California	\$16.39	\$34,089
Inland Empire	\$13.32	\$27,723

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

Completion, Placement, and Licensure available on website at [www.riversidesce.org](http://www.riversidesce.org).

# Medical Office Professional

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

LOCATION	TERM	CLOCK HOURS
Don F. Kenny Regional Learning Center, SCE Main Campus, Indio	25 weeks	720

*\*Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements or materials. Textbooks, uniforms and CPR are included in the program fees. \*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. 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.
- Social Security card or Right-to-Work document required 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 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.

## 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 medical administrative occupations as specified in the course syllabus.

## Required Materials

- Notebook, pens (red and black), pencils, binder, etc.
- USB flash drive.

# Medical Office Professional

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

## Included in the Cost of Program Fees

Administrative Procedures Textbook  
Administrative Procedures Student Workbook  
A Guide to Health Insurance Billing  
Medical Terminology for Insurance and Coding  
Connect Access Card  
Two Uniforms Sets (set incl.: 1 top, 1 bottom)  
Basic Life Support (BLS) for Health Care Providers Student Handbook  
CPR training and card

***On the first day of the class your instructor will give you information regarding purchasing the additional materials needed for your class. Your instructor will also give you the timeline by when you must have the items purchased for use in the classroom or at your clinical training site.***

***Notebook, paper, pencil/pen will be needed on the first day of class.***

## Additional Information

*Professional certification opportunities are 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?

AVERAGE 2015 WAGES*		
	Hourly	Annually
California	\$17.64	\$36,675
Inland Empire	\$14.94	\$31,074

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

Completion, Placement, and Licensure information available on website at [www.riversidesce.org](http://www.riversidesce.org)

# Nursing Services & Support Occupations

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

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

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

*Textbooks, uniforms, and CPR are included in the program fees*

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

**Nurse Assistant** training 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.

**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.

## 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.
- Social Security card or Right to Work document 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 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 after the start of program.
- **Drug Screening:** May be required, varies by training site.

# Nursing Services & Support Occupations

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

## 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 nursing services occupations as specified in the course syllabus.
- Live scan fingerprinting and background check.

## Required Materials

- Stethoscope, gait belt, sphygmomanometer, and wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Dictionary recommended.
- Medical dictionary recommended.
- CNA license requirement

## Included in the Cost of Program Fees

Lippincott's Textbook, Workbook, DVD Bundle

Quick Reference

The Home Health Aide Handbook

Two Uniform Sets (set: 1 top, 1 bottom)

Lab Coat

Basic Life Support (BLS) for Health Care Providers Student Handbook

CPR Training and Card

**On the first day of the class your instructor will give you information about the purchase of the designated materials needed for your class. Your instructor will also give you the timeline by when you must have the items purchased for use in the classroom or at your clinical training site.**

***Notebook, paper, pencil/pen will be needed on the first day of class.***

***State testing fees - written test format option \$100, audio test format option \$125.***

## 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 2015 WAGES*		
	Hourly	Annually
California	\$13.87	\$28,837
Inland Empire	\$13.20	\$27,467

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

Completion, Placement, and Licensure available on website at: [www.riversidesce.org](http://www.riversidesce.org)

# Nurse Assistant

LOCATION	TERM	CLOCK HOURS
School of Career Education Branch Campus, Riverside	10 weeks	270
Don F. Kenny Education Service Center, SCE Main Campus, Indio	10 weeks	270

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

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

This course prepares students to take the California competency exam 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. Students are instructed in First Aid and CPR.

## 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.
- Social Security card or Right to work Document 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 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, and Varicella:** Proof of current immunizations within two weeks from the start of class.
- **Physical Exam:** Two weeks from the start 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 nursing services occupations as specified in the course syllabus.
- Live scan fingerprinting and background check.

## Required Materials

- White shoes.
- Stethoscope, gait belt, sphygmomanometer, and wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Medical dictionary.
- N.A. License Requirements (Additional fees not included in program fee).

# Nurse Assistant

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## Included in the Cost of Program Fees

Lippincott's Textbook w/workbook/DVD  
Quick Reference  
Two Uniforms Sets (set incl.: 1 top, 1 bottom)  
Lab Coat  
Background check

State testing fees (written test format option \$105, audio test format option \$115).

## Where would I work?

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

## What wages can I expect?

MEDIAN 2015 WAGES*		
	Hourly	Annually
California	\$13.87	\$28,837
Inland Empire	\$13.20	\$27,467

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

Completion Placement and Licensure available on website at [www.riversidesce.org](http://www.riversidesce.org)



# Acute Care for Nursing

LOCATION	TERM	CLOCK HOURS
School of Career Education Branch Campus, Riverside	9 weeks	245
Don F. Kenny Regional Learning Center, SCE Main Campus, Indio	9 weeks	245

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

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

**Acute Care for Nursing** training 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.
- Current government issued photo ID.
- Social Security card or Right to Work document with name matching government issued photo ID.
- Current "Healthcare Provider" CPR card.

## 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 week of the class.
- **MMR Vaccine, Chicken Pox Vaccine, Tdap Vaccine:** Proof of current immunizations within the first week of the class.
- **Physical Exam:** Within the first week 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.
- 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 service occupations as specified in the course syllabus.
- Certified Nurse Assistant License required and CPR.

## Required Materials

- White shoes.
- Stethoscope.
- Wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Access to a medical dictionary.

# Acute Care for Nursing

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## Included in the Cost of Program Fees

Lippincott's Textbook, Workbook, DVD Bundle

Quick Reference

The Home Health Aide Handbook

Two Uniform Sets (set: 1 top, 1 bottom)

Lab Coat

Basic Life Support (BLS) for Health Care Providers Student Handbook

CPR Training and Card

**Notebook, paper, pencil/pen will be needed on the first day of class.**

## 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 2015 WAGES*		
	Hourly	Annually
California	\$14.49	\$30,139
Inland Empire	\$13.53	\$28,144

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

Completion, Placement, and Licensure available on website at [www.riversidesce.org](http://www.riversidesce.org)

# Home Health Aide

LOCATION	TERM	CLOCK HOURS
School of Career Education Branch Campus, Riverside	2 weeks	60
Don F. Kenny Regional Learning Center, SCE Main Campus, Indio	2 weeks	60

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

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

**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 current California CNA or LVN license.
- Current government issued photo ID.
- Social Security card or Right to Work Document with name matching government issued photo ID.
- Current "Healthcare Provider" CPR card.

## 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 week of the class.
- **MMR Vaccine, Chicken Pox Vaccine, Tdap Vaccine:** Proof of current immunizations within the first week of the class.

## 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 nursing services occupations as specified in the course syllabus.

## Required Materials

- White shoes.
- Stethoscope and wrist watch with second hand.
- Notebook, pens (red and black), pencils, binder, etc.
- Access to a medical dictionary.

## Included in the Cost of Program Fees

Quick Reference

Home Health Aide Handbook

Two Uniforms Sets (set incl.: 1 top, 1 bottom)

Lab Coat

Basic Life Support (BLS) for Health Care Providers Student Handbook

CPR Training and Card

**Notebook, paper, pencil/pen will be needed on the first day of class.**

# Home Health Aide

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*On the first day of the class your instructor will give you information regarding purchasing the additional materials needed for your class. Your instructor will also give you the timeline by when you must have the items purchased for use in the classroom or at your clinical training site.*

## Where would I work?

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

## What wages can I expect?

<b>MEDIAN 2015 WAGES*</b>		
	<b>Hourly</b>	<b>Annually</b>
California	\$11.21	\$23,319
Inland Empire	\$11.18	\$23,247
*Data based upon Occupation Employment Statistics (OES) Survey Results for Home Health Aides in California: <a href="http://www.labormarketinfo.edd.ca.gov">www.labormarketinfo.edd.ca.gov</a>		

Completion , Placement, and Licensure available on website at [www.riversidesce.org](http://www.riversidesce.org)

# Pharmacy Technician

LOCATION	TERM	CLOCK HOURS
School of Career Education Main Campus, Riverside	23 weeks	540

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

Textbooks, uniforms, and CPR are included in the program fees

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

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

## 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.
- Social Security card or Right to Work document 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 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.
- 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.

## Required Materials

- Basic-function calculator.
- Notebook, pens, pencils, binder, etc.
- USB flash drive.

# Pharmacy Technician

## Included in the Cost of Program Fees

Pharmacology for Technicians Package  
Tarascon Pharmacopeia  
Pharmacy Practice  
Math Calculations  
Two Uniform Sets (set: 1 top, 1 bottom)  
Basic Life Support (BLS) for Health Care Providers Student Handbook  
CPR Training and Card

**On the first day of the class your instructor will give you information about the purchase of the designated uniform and other materials needed for your class. Your instructor will also give you the timeline by when you must have the items purchased for use in the classroom or at your clinical training site.**

*Notebook, paper, pencil/pen will be needed on the first day of class.*

## 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 2015 WAGES*		
	Hourly	Annually
California	\$18.54	\$38,551
Inland Empire	\$17.68	\$36,777
*Data based upon Occupation Employment Statistics (OES) Survey Results for Pharmacy Technicians in California: <a href="http://www.labormarketinfo.edd.ca.gov">www.labormarketinfo.edd.ca.gov</a>		

Completion, Placement, and Licensure available on website at: [www.riversidesce.org](http://www.riversidesce.org)

# Welding Occupations & Certification

LOCATION	TERM	CLOCK HOURS
Moreno Valley High School	9 weeks	54
Moreno Valley High School	9 weeks	54

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

*Textbooks (classroom set) and metals are included in the program fee.*

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

This course involves welding tasks using arc, metal inert gas (M.I.G.), tungsten inert gas (T.I.G.), and gas welding equipment, leading to entry-level positions in the welding industry. Students will learn how to use various tools and measuring devices pertaining to welding. Students are prepared to take up to four American Welding Society certification exams. **Students may need to take the course up to six times depending upon prior knowledge and skill performance. Students have the opportunity to earn as many as four industry Certifications from the American Welding Society. These courses are not sequenced; students may participate in any course regardless of prior knowledge and skill level.**

## Program Requirements

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

## Certification Requirements

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

## Required Materials

- Notebook, pens (red and black), pencils, binder, etc.

**\*Notebook, paper, pencil/pen will be needed on the first day of class.**

## Additional Information/Certification Fees for Enrolled Students (Fees for Adults not enrolled)

*Professional certification opportunities are available at an additional expense.*

SMAW Panel #1	\$100.00 (\$125.00)	FCAW Panel #1	\$100.00 (\$125.00)
SMAW Panel #2	\$100.00 (\$125.00)	FCAW Panel #2	\$100.00 (\$125.00)

## 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 2015 WAGES*		
	Hourly	Annually
California	\$16.66	\$34,657
Inland Empire	\$14.72	\$30,616
*Data based upon Occupation Employment Statistics (OES) Survey Results for Welders, Cutters, Soderers, and Blazers in California: <a href="http://www.labormarketinfo.edd.ca.gov">www.labormarketinfo.edd.ca.gov</a>		

Completion, Placement, and Licensure available on website at: [www.riversidesce.org](http://www.riversidesce.org)

# Admission Information

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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 Branch Campus**  
2100 E. Alessandro Blvd.  
Riverside, CA 92508  
(951) 826-4SCE (4723)

**Don F. Kenny Regional Learning Center**  
School of Career Education Main Campus  
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 \$700 or less must be paid in full at time of registration.

**Payment Plan Option:** A payment plan option is available through the FACTS Tuition Management System. If choosing this option, you must make the initial down payment using a Debit Card, Visa, MasterCard, Discover, American Express, 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.



# Student Financial Planning Options

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## Payment Options

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

### Payment in Full

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

### Pell Grant

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

### Payment Plan

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

### Agency Contracts

Some students receive 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 Innovation and Opportunity Act

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

## Other Funding Sources

### Corporate Reimbursement Programs

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

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

# Drop and Refund Policy

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

## Withdrawal/Drop Policy

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

## Refund Policy

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

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

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

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

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

#### Refund for Withdrawal Prior to the Start of Instruction

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

#### Refund for Withdrawal after the Start of Instruction

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

The refund shall be calculated as follows:

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

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

## Unofficial Withdrawals

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

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

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

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

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

## Military Service

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

## Refunds to Students Receiving Community or Organizational Funding

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

## Return of Title IV Funds

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

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

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

## Title IV Refund Process

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

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

**Refunds are allocated in the following order:**

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

**Title IV Refund Overpayment**

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

## Program Schedules

School of Career Education program schedules vary by location and length of class. See program description for further details.

**Please contact the Student Services Center or visit us online at [www.riversidesce.org](http://www.riversidesce.org) for the most current program information and fees.**

## 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 2016-2017 school year. In addition there may be four to six student and/or staff development days in the 2016-2017 school year.

July 5, 2016

September 5, 2016

November 11, 2016

November 21-25, 2016

December 19, 2016-January 2, 2017

January 16, 2017

February 20, 2017

April 14-21, 2017

May 29, 2017

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# Admissions Process for Continuing Education

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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  
Orthodontic Assistant Permit  
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

Acute Care  
EMT Refresher Course  
Home Health Aid  
Phlebotomy

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 Branch Campus**

School of Career Education Office

2100 E. Alessandro Blvd.

Riverside, CA 92508

(951) 826-4SCE (4723)

#### **Don F. Kenny Regional Learning Center Main Campus**

School of Career Education Office

47-336 Oasis St.

Indio, CA 92201

(760) 863-3333

# Continuing Education Course Descriptions

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## **Business Accounting Using QuickBooks**

This course prepares students with the knowledge of essential elements of bookkeeping systems, cash and accrual methods, use of journals and ledgers, adjusting entries, receipts and payments, payroll, sales tax, property tax and banking. Students will utilize QuickBooks computerized accounting software to apply and practice accounting principles.

## **Candidate for RDA (RDA Written Exam Review)**

This course consists of 8 hours of didactic and lab practical instruction relating to the written portion of the RDA exam. This course is a self-improvement only and does not qualify for a certificate of completion. Note: Since the RDA testing situations are not controlled by School of Career Education RDA program, satisfactory completion of this course does NOT guarantee passing of the RDA written examination.

## **Candidate for RDA (RDA Practical 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. This course is for self-improvement only and does not qualify for a certificate of completion. Note: Since the RDA testing situations are not controlled by the School of Career Education RDA program, satisfactory completion of this course does NOT guarantee passing the RDA practical examination.

## **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.

## **Orthodontic Assistant (Permit Eligible)**

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 student will be able to perform 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. Students are prepared to perform Orthodontic Assistant duties as described in the Dental Practice Act. **Note: Please see the School of Career Education information flyer for the list of prerequisites for this course.**



## **Microsoft Word Level I & II**

**Level I** - This course prepares students for entry-level careers such as secretarial, receptionist, administrative assistants, data entry operators, and much more! The program equips the students with a variety of skills from keyboarding, formatting, communications, word processing, and other applicable operations. Students utilize hands-on practice in word processing, and other applicable operations. Students utilize hands-on practice in word processing and foundational knowledge and skills to prepare effective written communications. The course includes a general introduction to Microsoft Windows application software (Office 2010).

**Level II** – Students expand their skills for advanced Microsoft Word operations. The course includes Microsoft Windows application software (Office 2010).

## **Microsoft Excel Level I & II**

**Level I** – This course will provide the knowledge of the essential elements of MS Excel, and prepares students for entry-level careers using the popular spreadsheet software to complete simple data entry tasks to complex problem solving. Excel students learn formulas and functions, data analysis, spreadsheet creation and manipulation, conditional formatting, cell styles, and chart tools.

**Level II** – Students expand their skills for advanced Microsoft Excel operations for careers that may include data entry, management, business intelligence analysis, marketing, accounting, and financial industries as most spreadsheet data involve financial documents.

# Class Locations

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Don F. Kenny Regional Learning Center – Main Campus  
47-336 Oasis Street  
Indio, CA 92201

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

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

# School of Career Education – Instructional Staff

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Mary Barrier, Medical Clinical Administrative Professional

- 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/RDA

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

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

Jeanette Grant, Pharmacy Technician Instructor

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

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)

Kyle Diaz, 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

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)

Dana Sanchez, Administrative Office Professional

- Designated Subjects Career Technical Education Credential in the area of Computer Science

Priscilla Robles, Microsoft Office Tools

- Designated Subjects Career Technical Education Credential in the area of Computer Science

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

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## **School of Career Education – Support Staff**

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

## **School of Career Education – Administration**

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

# School of Career Education Staff Listing and Support Services

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## Student Services Centers

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

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

## School of Career Education - Support Staff

### Administrative Office:

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

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

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

### Admissions:

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

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

### Registration:

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

### Student Accounts:

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

