



# COURSE SCHEDULE 2018–2019



# RIVERSIDE COUNTY OFFICE OF EDUCATION



## Division of Educational Services School of Career Education **COURSE SCHEDULE** 2018-2019

### THE MISSION

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

### THE VISION

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

## **RIVERSIDE COUNTY OFFICE OF EDUCATION (RCOE)**

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

Cynthia Glover Woods  
Chief Academic Officer  
Division of Educational Services

### **BOARD OF EDUCATION**

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Division of Educational Services | School of Career Education  
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(951) 826-4723

## **ACCREDITATION**

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

Western Association for Schools and Colleges  
11590 West Bernardo Court, Suite 120  
San Diego, CA 92127  
(951) 693-2550  
[www.acswasc.org](http://www.acswasc.org)



# WELCOME.....

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Vito', with a stylized flourish at the end.

Ron Vito  
Executive Director  
School of Career Education

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# ADMISSION INFORMATION

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

- Complete free of charge orientation.
- Pass WBST Assessment (if applicable).
- Proof of high school diploma/equivalent.
- Social Security Card or “Right to Work” document.
- Government-issued photo identification.

## STEP ONE: ORIENTATION AND ASSESSMENT

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

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

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

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

## STEP TWO: REGISTRATION

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

## STEP THREE: PAYMENT OF FEES

Schedule an appointment with the student accounts technician to discuss financing options. School of Career Education offers qualifying students financial aid for several of our programs. School of Career Education accepts payments and vouchers for local and state government offices. You can find more information on our policies and procedures in the School of Career Education Handbook and Course Catalog which can be found on our website at:



**riversidesce.org**



# PROGRAMS

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

## COMPREHENSIVE PROGRAMS

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

### **Administrative Office Professional** *Federal Financial Aid available for those who qualify for Pell Grant.*

**\$5,050**

#### **Don F. Kenny Regional Learning Center - Main Campus, Indio**

September 4, 2018 – March 5, 2019 (680 hours, 24 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

#### **Alessandro Branch - Branch Campus, Riverside**

September 4, 2018 – June 12, 2019 (680 hours, 36 weeks)

8:00 a.m. – 4:00 p.m., Tuesday & Thursday

8:00 a.m. – 11:30 a.m., Wednesday

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

### **Dental Assistant/RDA Eligible** *Federal Financial Aid available for those who qualify for Pell Grant.*

**\$10,000**

#### **Don F. Kenny Regional Learning Center - Main Campus, Indio**

September 4, 2018 – June 13, 2019 (1,001 hours, 34 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

#### **Grindstaff II - Extension Campus, Riverside**

September 4, 2018 – June 13, 2019 (1,001 hours, 34 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

### **\*Nursing Services & Support Occupations** *Federal Financial Aid available for those who qualify for Pell Grant.*

**\$5,275**

#### **Don F. Kenny Regional Learning Center - Main Campus, Indio**

September 4, 2018 – February 15, 2019 (600 hours, 22 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

#### **Alessandro Branch - Branch Campus, Riverside**

September 4, 2018 – February 15, 2019 (600 hours, 22 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

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

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

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

# PROGRAMS

## COMPREHENSIVE PROGRAMS (CONT.)

### Medical Clinical Administrative Professional *Federal Financial Aid available for those who qualify for Pell Grant.*

**\$6,350**

#### Don F. Kenny Regional Learning Center - Main Campus, Indio

September 4, 2018 – March 14, 2019 (720 hours, 24 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

#### Alessandro Branch - Branch Campus, Riverside

September 4, 2018 – March 14, 2019 (720 hours, 24 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

### Pharmacy Technician *Federal Financial Aid available for those who qualify for Pell Grant.*

**\$6,000**

#### Don F. Kenny Regional Learning Center - Main Campus, Indio

September 4, 2018 – February 22, 2019 (630 hours, 22 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

#### Alessandro Branch - Branch Campus, Riverside

September 4, 2018 – February 22, 2019 (630 hours, 22 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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





# PROGRAMS

## SHORT-TERM ENTRY LEVEL CLASSES

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

### Administrative Office Professional Bootcamp

**\$3,300**

**Don F. Kenny Regional Learning Center - Main Campus, Indio**

March 12, 2019 – June 13, 2019 (360 hours, 14 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

This accelerated course is designed for persons with basic computer skills who are interested in working in an office or administrative support position in the private or public sector. The Administrative Office Professional Bootcamp equips the student with a variety of skills used in large or small businesses through the study of keyboarding, formatting, communications, word processing, spreadsheets, databases, and computerized accounting applications. Students are provided with the tools necessary to provide excellent customer service, are organized, efficient and multi-task easily. An essential component of this program is a required business internship where students practice all skills learned in an actual office environment to further hone and perfect expertise. This program prepares students with the skills necessary to successfully pass the Microsoft Word 2010 and Excel 2010 Exams, QuickBooks Certification and Certified Administration Professional (CAP) certifications.

### \*Emergency Medical Technician

**\$2,860**

**Alessandro Branch - Branch Campus, Riverside**

September 4, 2018 – January 31, 2019 (318 hours, 20 weeks) **OR** February 4, 2019 – June 20, 2019 (318 hours, 20 weeks)

6:00 p.m. – 10:00 p.m.

Monday – Thursday

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

This course combines training in all elements 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 scene management, OB/GYN emergencies, patient assessment, shock airway management, immobilization, dressing and bandaging, extrication and rescue, and other emergency responses. Students will learn to interact with others in ways that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others. This course covers all aspects of training required for the National Registry. Fingerprints and background check required.

**\*Weekend Internship**

### Medical Assistant Bootcamp

**\$3,300**

**Alessandro Branch - Branch Campus, Riverside**

March 15, 2019 – June 13, 2019 (360 hours, 12 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

This course incorporates the job specific health careers fundamentals with didactic, laboratory, and clinical competencies for various medical office occupations. The course is designed to prepare students for entry level employment as a medical assistant in an office, clinic or healthcare center. Instruction includes: medical ethics and confidentiality, medical terminology, and assisting with clinical and diagnostic procedures in an exam room. Students will learn methodologies on how to administer injections, draw blood (venipuncture), take vital signs, and operate a 12-lead EKG machine. Students will also learn to utilize proper telephone techniques. Community internship classroom training is also included in this program.

### Nurse Assistant

**\$3,000**

**Don F. Kenny Regional Learning Center - Main Campus, Indio**

February 19, 2019 – May 2, 2019 (270 hours, 9 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

**Alessandro Branch - Branch Campus, Riverside**

February 19, 2019 – May 2, 2019 (270 hours, 9 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

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

# PROGRAMS

## SHORT-TERM ENTRY LEVEL CLASSES (CONT.)

### Pharmacy Technician Bootcamp

**\$3,500**

**Don F. Kenny Regional Learning Center - Main Campus, Indio**

February 26, 2019 – June 13, 2019 (390 hours, 14 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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

**Alessandro Branch - Branch Campus, Riverside**

February 26, 2019 – June 13, 2019 (390 hours, 14 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

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



# PROGRAMS

## JOB UPGRADE

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

### Home Health Aide

**\$675**

**Don F. Kenny Regional Learning Center - Main Campus, Indio**  
May 7, 2019 – June 14, 2019 (171 hours, 6 weeks)  
8:00 a.m. – 4:00 p.m.  
Tuesday – Friday

**Alessandro Branch - Branch Campus, Riverside**  
May 7, 2019 – June 14, 2019 (171 hours, 6 weeks)  
8:00 a.m. – 4:00 p.m.  
Tuesday – Friday

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

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

### \*Phlebotomy

**\$2,580**

**Don F. Kenny Regional Learning Center – Main Campus, Indio**  
March 15, 2019 – June 13, 2019 (312 hours, 12 weeks)  
8:00 a.m. – 4:00 p.m.  
Tuesday – Friday

**Alessandro Branch - Branch Campus, Riverside**  
September 4, 2018 – November 30, 2018 (312 hours, 12 weeks)  
8:00 a.m. – 4:00 p.m., Tuesday – Friday  
**OR**  
December 4, 2018 – March 7, 2019 (312 hours, 12 weeks)  
8:00 a.m. – 4:00 p.m., Tuesday – Friday  
**OR**  
March 12, 2019 – June 11, 2019 (312 hours, 12 weeks)  
8:00 a.m. – 4:00 p.m., Tuesday – Friday

This course prepares students for entry-level competencies as phlebotomists in hospitals, clinics, blood banks and other healthcare settings. Students will develop skills in performing phlebotomy procedures during on-campus training followed by externships. Some of the topics covered in this program include phlebotomy in relation to the healthcare setting, anatomy and physiology in relation to phlebotomy, venipuncture techniques, specimen processing, non-blood specimens, injection control and proper handling techniques. Assigned designated clinical internship will be included as part of the required training.

**\*Morning Internship (5:00 a.m. – 9:00 a.m.)**

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

### Welding for Skills Upgrade

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

**\$750**

**Moreno Valley High School – Extension Campus, Moreno Valley**  
August 15, 2018 – October 11, 2018 (54 hours, 9 weeks)  
6:00 p.m. – 9:00 p.m.  
Wednesday & Thursday

**Moreno Valley High School – Extension Campus, Moreno Valley**  
August 20, 2018 – October 22, 2018 (54 hours, 9 weeks)  
6:00 p.m. – 9:00 p.m.  
Monday & Tuesday

**Moreno Valley High School – Extension Campus, Moreno Valley**  
October 17, 2018 – December 20, 2018 (54 hours, 9 weeks)  
6:00 p.m. – 9:00 p.m.  
Wednesday & Thursday

**Moreno Valley High School – Extension Campus, Moreno Valley**  
October 23, 2018 – January 28, 2019 (54 hours, 9 weeks)  
6:00 p.m. – 9:00 p.m.  
Monday & Tuesday

**Moreno Valley High School – Extension Campus, Moreno Valley**  
January 16, 2019 – March 14, 2019 (54 hours, 9 weeks)  
6:00 p.m. – 9:00 p.m.  
Wednesday & Thursday

**Moreno Valley High School – Extension Campus, Moreno Valley**  
January 29, 2019 – April 15, 2019 (54 hours, 9 weeks)  
6:00 p.m. – 9:00 p.m.  
Monday & Tuesday (one Wednesday class on 3/20/19)

**Moreno Valley High School – Extension Campus, Moreno Valley**  
April 10, 2019 – June 6, 2019 (54 hours, 9 weeks)  
6:00 p.m. – 9:00 p.m.  
Wednesday & Thursday

**Moreno Valley High School – Extension Campus, Moreno Valley**  
April 16, 2019 – June 13, 2019 (54 hours, 9 weeks)  
6:00 p.m. – 9:00 p.m.  
Monday & Tuesday (class in session Mon.-Thurs. the week of June 10th)

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

**Students may need to take the course up to six times depending upon prior knowledge and skill performance. Students can earn a Qualification Test Record card upon successful completion of program. Qualification Test Record earned may qualify you to sit for AWS Certification exams.**

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

# PROGRAMS

## CONTINUING EDUCATION CLASSES

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

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

RDA Examination Information/ [www.dbc.ca.gov](http://www.dbc.ca.gov)

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

### CDPA (2-hour) & Infection Control (2-hour)

**\$75**

**Don F. Kenny Regional Learning Center - Main Campus, Indio**  
November 5, 2018, or March 4, 2019  
8:00 a.m. – 12:00 p.m.  
Monday

**Grindstaff II - Extension Campus, Riverside**  
November 5, 2018, or March 4, 2019  
8:00 a.m. – 12:00 p.m.  
Monday

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

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

### CDPA (2-hour) & Infection Control (8-hour)

**\$295**

**Don F. Kenny Regional Learning Center - Main Campus, Indio**  
September 17, 2018 & September 24, 2018  
Day 1: 8:00 a.m. – 4:00 p.m., Day 2: 8:00 a.m. – 10:00 a.m.  
Monday  
**OR**  
January 14, 2019 & January 28, 2019  
Day 1: 8:00 a.m. – 4:00 p.m., Day 2: 8:00 a.m. – 10:00 a.m.  
Monday

**Grindstaff II - Extension Campus, Riverside**  
September 17, 2018 & September 24, 2018  
Day 1: 8:00 a.m. – 4:00 p.m., Day 2: 8:00 a.m. – 10:00 a.m.  
Monday  
**OR**  
January 14, 2019 & January 28, 2019  
Day 1: 8:00 a.m. – 4:00 p.m., Day 2: 8:00 a.m. – 10:00 a.m.  
Monday

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

This Dental Board of California approved course is designed for dental assistants who need the two-hour CDPA and the 8 hour infection control combination lecture and clinic practice course.

### Coronal Polishing

**\$360**

**Don F. Kenny Regional Learning Center - Main Campus, Indio**  
October 8, 15, & 22, 2018  
**OR**  
February 4, 11, & 25, 2019  
8:00 a.m. – 4:00 p.m.  
Monday

**Grindstaff II - Extension Campus, Riverside**  
October 8, 15, & 22, 2018  
**OR**  
February 4, 11, & 25, 2019  
8:00 a.m. – 4:00 p.m.  
Monday

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

This Dental Board of California approved course is designed for dental assistants who need the two-hour CDPA and the eight-hour infection control combination lecture and clinic practice course.



# PROGRAMS

## CONTINUING EDUCATION CLASSES (CONT.)

### Pit & Fissure Sealant

**\$360**

**Don F. Kenny Regional Learning Center - Main Campus, Indio**  
December 3 & 10, 2018

**OR**

May 6 & 8, 2019  
8:00 a.m. – 4:00 p.m.  
Monday & Wednesday

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

**Grindstaff II - Extension Campus, Riverside**  
December 3 & 10, 2018

**OR**

May 6 & 8, 2019  
8:00 a.m. – 4:00 p.m.  
Monday & Wednesday

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

### Ultrasonic Scaling

**\$250**

**Don F. Kenny Regional Learning Center - Main Campus, Indio**  
December 17, 2018, or March 18, 2019

8:00 a.m. – 12:00 p.m.  
Monday

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

**Grindstaff II - Extension Campus, Riverside**  
December 17, 2018, or March 18, 2019

8:00 a.m. – 12:00 p.m.  
Monday

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

### Licensure Prep Course RDA Written Review (One-Day Review)

**\$360**

**Don F. Kenny Regional Learning Center - Main Campus, Indio**  
October 1, 2018, or May 13, 2019

8:00 a.m. – 4:00 p.m.  
Monday

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

**Grindstaff II - Extension Campus, Riverside**  
October 1, 2018, or May 13, 2019

8:00 a.m. – 4:00 p.m.  
Monday

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

### Orthodontic Assistant Permit

**\$1,195**

**Grindstaff II - Extension Campus, Riverside**  
March 25, 27 2019, April 1, 3, 8, 10, 15, & 17, 2019

8:00 a.m. – 4:00 p.m.  
Monday & Wednesday (\*April 17 class is from 8:00 a.m. – 1:00 p.m.)

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

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

#### Prerequisites:

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

***Students must wear scrub type uniform and lab coat.***



# PROGRAMS

## CONTINUING EDUCATION CLASSES (CONT.)

### CPR Certification

\$50

**Don F. Kenny Regional Learning Center - Main Campus, Indio**

February 1, 2019 (1-day)

8:00 a.m. – 5:00 p.m.

Friday

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

**Alessandro Branch - Branch Campus, Riverside**

February 1, 2019 (1-day)

8:00 a.m. – 5:00 p.m.

Friday

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

### First Aid

\$50

**Don F. Kenny Regional Learning Center - Main Campus, Indio**

February 2, 2019 (1-day)

8:00 a.m. – 5:00 p.m.

Saturday

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

**Alessandro Branch - Branch Campus, Riverside**

February 2, 2019 (1-day)

8:00 a.m. – 5:00 p.m.

Saturday

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

### Emergency Medical Technician Refresher

\$250

**Alessandro Branch - Branch Campus, Riverside**

TBD

8:00 a.m. – 5:00 p.m.

Friday, Saturday, and Friday

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

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



# FINANCIAL AID INFORMATION

## FINANCIAL AID PROCESS

### STEP 1: COMPLETE A FAFSA ONLINE

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

**Go to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov):**

Choose the 2018-2019 FAFSA year.

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

**\*\* Please note: If you worked in 2016 your FAFSA cannot be processed without tax information—no exceptions.**

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

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

**Go to <https://rcoe.vfao.com>**

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

**If you cannot remember your registration, click on the “Recover Login Information” link.**

1. Click on “Student Interview” and fill in all required information.
2. Choose the 2018-2019 FAFSA year.

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

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

## OFFICE INFORMATION

Riverside County Office of Education – School of Career Education

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

47-336 Oasis Street, Indio, CA 92201

**(760) 863-3333 / FAX [760] 863-3394**

Riverside County Office of Education - School of Career Education

**Alessandro Branch - Branch Campus**

2100 Alessandro Boulevard, Riverside, CA 92508

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

# PROGRAM AND HOLIDAY SCHEDULES

## PROGRAM SCHEDULES

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

## HOLIDAY SCHEDULES

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

September 3, 2018

November 12, 2018

November 19 – 23, 2018

December 24, 2018 – January 4, 2019

January 21, 2019

February 18, 2019

April 21, 2019 – April 26, 2019

May 27, 2019



# CAMPUS LOCATIONS

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

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

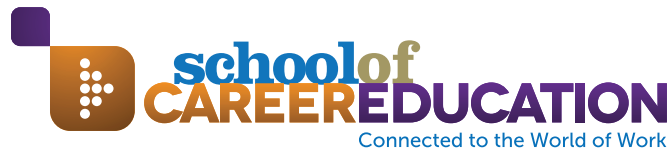
Riverside County Office of Education  
School of Career Education  
Grindstaff II – Extension Campus  
9825 County Farm Road  
Riverside, CA 92504  
(951) 826-4SCE (4723)

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

# NOTES



# NOTES



For more information, please call

(951) 826-4SCE (4723) or  
(760) 863-3333

Or visit our website!  
[www.riversidesce.org](http://www.riversidesce.org)

*Programs, schedules, and fees are subject to change without notice.*



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



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