



COURSE SCHEDULE 2019-2020



RIVERSIDE COUNTY OFFICE OF EDUCATION



Division of Student Programs and Services School of Career Education **COURSE SCHEDULE** 2019-2020

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

Reggie Thompkins
Riverside County Associate Superintendent of Schools
Division of Student Programs and Services

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Division of Student Programs and Services | School of Career Education
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ACCREDITATION

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350-3898
(800) 917-2081
www.council.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 'Forest DeRenzo', with a stylized, cursive script.

Forest DeRenzo
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 transcript is required.

- Complete free of charge orientation.
- Pass an assessment (if applicable).
- Proof of high school or equivalent transcript.
- 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
Alessandro Main Campus
2100 E. Alessandro Boulevard
Riverside, CA 92508
(951) 826-4SCE (4723)

School of Career Education
**Don F. Kenny Regional Learning Center
Branch Campus**
47-336 Oasis Street
Indio, CA 92201-6998
(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 assessment, 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 from 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.*

\$6,175

Alessandro - Main Campus, Riverside
September 3, 2019 – June 10, 2020 (680 hours, 35 weeks)
8:00 a.m. – 4:00 p.m., Tuesday & Thursday
8:00 a.m. – 12:30 p.m., Wednesday

Don F. Kenny Regional Learning Center - Branch Campus, Indio
September 3, 2019 – February 28, 2020 (680 hours, 23 weeks)
8:00 a.m. – 4:00 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

This course is designed for persons interested in working in the business and finance field, focusing on administrative and office support positions in both the private and public sector. The Administrative Office Professional Program equips the student with a larger variety of skills to be successful in both the large and small business through the student and mastery of accounting, bookkeeping, payroll, basic website design, career portfolio, keyboarding and 10-key. As well as, office etiquette, business letter formatting, filing, clear communication skills, word processing, spreadsheets email platform and etiquette and computerized accounting applications while utilizing the newest software programs and operating systems. Students are provided with all the tools necessary to provide exceptional customer service, be highly organized, efficient, competent and multi-task with ease. 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 their expertise. This course prepares students for eligibility to become qualified to take the Microsoft Office Specialist (MOS) Word and Excel examinations.

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

\$10,600

Don F. Kenny Regional Learning Center - Branch Campus, Indio
September 3, 2019 – June 10, 2020 (1,001 hours, 34 weeks)
8:00 a.m. – 4:00 p.m.
Tuesday – Friday

Grindstaff II - Extension Campus, Riverside
September 3, 2019 – June 10, 2020 (1,001 hours, 34 weeks)
8:00 a.m. – 4:00 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

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 California Dental Practice Act.*Nursing Services

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

\$6,770

Alessandro - Main Campus, Riverside
September 3, 2019 – March 11, 2020 (720 hours, 24 weeks)
8:00 a.m. – 4:00 p.m.
Tuesday – Friday

Don F. Kenny Regional Learning Center - Branch Campus, Indio
September 3, 2019 – March 11, 2020 (720 hours, 24 weeks)
8:00 a.m. – 4:00 p.m.
Tuesday – Friday

Schedules and fees are subject to change without notice.

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

PROGRAMS

COMPREHENSIVE PROGRAMS (CONT.)

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

\$5,800

Alessandro - Main Campus, Riverside

August 13, 2019 – January 22, 2020 (600 hours, 20 weeks)

OR January 28, 2020 – June 26, 2020 (600 hours, 20 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

Schedules and fees are subject to change without notice.

**The Nursing Support Services Occupations Course is comprised of three components:
Nurse Assistant, Acute Care for Nursing and Home Health Aide.**

Nurse Assistant training prepares the student to take the California Competency Exam. State certification is required for employment as a Certified Nursing Assistant (CNA). Students will learn how to treat patients with compassion and patience while assisting them with day-to-day life tasks referred to as activities of daily living such as dressing, bathing and feeding. Students also learn to observe and record a patient's condition, measure and record intake and output, and take vital signs. Students will learn the importance of documentation and reporting to the nursing staff. Ultimately, the student is prepared to work in a long-term care facility, a rehabilitation facility and an acute care facility.

***Acute Care for nursing** 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 CNA procedures with an additional emphasis on the specialized acute care areas. Students may train in the emergency department, medical/surgical, pediatrics, labor and delivery, mother/baby care, rehabilitation, orthopedics, and/or cardiac/telemetry areas. With this training, students will gain the knowledge needed to work in the acute care hospital setting.

***Home Health Aide:** Per the California Department of Public Health, students must be a Certified Nursing Assistant in order to be eligible to take the upgraded course in Home Health Aide training. Students will gain the knowledge to assist the client in the home setting. A Certified Home Health Aide (CHHA) monitors a patient's condition by observing their physical and mental condition and assisting the client with personal services such as bathing, dressing, and grooming. The Home Health Aide program enhances a student's service reputation by accepting ownership for accomplishing new and different requests, explores opportunities to add value to the job and updates their knowledge by participating in educational opportunities.

These training opportunities allow the student to acquire highly employable skills that can be used in many work environments. Typical work environments include long-term care facilities, hospitals, and home health agencies amongst many others. The School of Career Education prepares students with the skills necessary to gain employment in the health industry.

***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.**

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

\$6,450

Alessandro - Main Campus, Riverside

September 3, 2019 – February 26, 2020 (630 hours, 21 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

Schedules and fees are subject to change without notice.

Don F. Kenny Regional Learning Center - Branch Campus, Indio

September 3, 2019 – February 26, 2020 (630 hours, 21 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, completion of clinical internship is 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

\$3,840

Don F. Kenny Regional Learning Center - Branch Campus, Indio

March 10, 2020 – June 10, 2020 (360 hours, 12 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 the business and finance field, focusing on administrative and office support positions in both the private and public sector. The Administrative Office Professional Bootcamp Program equips the student with a large variety of skills to be successful in both the large and small business through the study and mastery of accounting, bookkeeping, payroll, basic website design, career portfolio, keyboarding and 10-key, office etiquette, business letter formatting, filing, clear communication skills, word processing, spreadsheets email platform and etiquette and computerized accounting applications while utilizing the newest software programs and operating systems. Students are provided with all the tools necessary to provide exceptional customer service, be highly organized, efficient, competent and multi-task with ease. 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 their expertise. This course prepares students for eligibility to become qualified to take the Microsoft Office Specialist (MOS) Word and Excel examinations.

*Emergency Medical Technician

\$3,040

Alessandro - Main Campus, Riverside

September 3, 2019 – January 30, 2020 (318 hours, 20 weeks) **OR** February 3, 2020 – June 17, 2020 (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

\$3,840

Alessandro - Main Campus, Riverside

March 17, 2020 – June 12, 2020 (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.

Pharmacy Technician Bootcamp

\$4,040

Alessandro - Main Campus, Riverside

March 3, 2020 – June 10, 2020 (390 hours, 13 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

Schedules and fees are subject to change without notice.

Don F. Kenny Regional Learning Center – Branch Campus, Indio

March 3, 2020 – June 10, 2020 (390 hours, 13 weeks)

8:00 a.m. – 4:00 p.m.

Tuesday – Friday

This course prepares students for 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, completion of clinical internship is 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).

*Phlebotomy

\$2,780

Alessandro - Main Campus, Riverside

September 3, 2019 - November 22, 2019 (312 hours, 11 weeks)

8:00 a.m. - 4:00 p.m., Tuesday - Friday

OR

December 3, 2019 - March 5, 2020 (312 hours, 11 weeks)

8:00 a.m. - 4:00 p.m., Tuesday - Friday

OR

March 17, 2020 - June 4, 2020 (312 hours, 11 weeks)

8:00 a.m. - 4:00 p.m., Tuesday - Friday

Don F. Kenny Regional Learning Center - Branch Campus, Indio

March 17, 2020 - June 10, 2020 (312 hours, 11 weeks)

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

Tuesday - Friday

This course prepares students for entry-level positions 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 externship will be included as part of the required training.

***Varied externship hours pending on clinical site.**

***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 21, 2019 - October 17, 2019 (54 hours, 9 weeks)

6:00 p.m. - 9:00 p.m.

Wednesday & Thursday

Moreno Valley High School - Extension Campus, Moreno Valley

October 23, 2019 - January 16, 2020 (54 hours, 9 weeks)

6:00 p.m. - 9:00 p.m.

Wednesday & Thursday

Moreno Valley High School - Extension Campus, Moreno Valley

January 22, 2020 - March 19, 2020 (54 hours, 9 weeks)

6:00 p.m. - 9:00 p.m.

Wednesday & Thursday

Moreno Valley High School - Extension Campus, Moreno Valley

April 8, 2020 - June 4, 2020 (54 hours, 9 weeks)

6:00 p.m. - 9:00 p.m.

Wednesday & Thursday

Moreno Valley High School - Extension Campus, Moreno Valley

August 19, 2019 - October 21, 2019 (54 hours, 9 weeks)

6:00 p.m. - 9:00 p.m.

Monday & Tuesday

Moreno Valley High School - Extension Campus, Moreno Valley

October 22, 2019 - January 27, 2020 (54 hours, 9 weeks)

6:00 p.m. - 9:00 p.m.

Monday & Tuesday

Moreno Valley High School - Extension Campus, Moreno Valley

January 28, 2020 - April 14, 2020 (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 20, 2020 - June 15, 2020 (54 hours, 9 weeks)

6:00 p.m. - 9:00 p.m.

Monday & Tuesday (class in session Mon. - Thurs. the week of June 8th)

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. Students must be at least 18 years of age. Proof of high school or equivalent transcript 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

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

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

\$75

Don F. Kenny Regional Learning Center - Branch Campus, Indio
November 4, 2019, or March 2, 2020
8:00 a.m. – 12:00 p.m.
Monday

Grindstaff II - Extension Campus, Riverside
November 4, 2019, or March 2, 2020
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.

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

\$295

Don F. Kenny Regional Learning Center - Branch Campus, Indio
September 16, 2019 & September 23, 2019
Day 1: 8:00 a.m. – 4:00 p.m., Day 2: 8:00 a.m. – 10:00 a.m.
Monday
OR
January 13, 2020 & January 27, 2020
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 16, 2019 & September 23, 2019
Day 1: 8:00 a.m. – 4:00 p.m., Day 2: 8:00 a.m. – 10:00 a.m.
Monday
OR
January 13, 2020 & January 27, 2020
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 eight-hour infection control combination lecture and clinic practice course.

Coronal Polishing

\$360

Don F. Kenny Regional Learning Center - Branch Campus, Indio
October 7, 14, & 21, 2019
OR
February 3, 10, & 24 2020
8:00 a.m. – 4:00 p.m.
Monday

Grindstaff II - Extension Campus, Riverside
October 7, 14, & 21, 2019
OR
February 3, 10, & 24 2020
8:00 a.m. – 4:00 p.m.
Monday

Schedules and fees are subject to change without notice.

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

PROGRAMS

CONTINUING EDUCATION CLASSES (CONT.)

Pit & Fissure Sealant

\$360

Don F. Kenny Regional Learning Center - Branch Campus, Indio
December 9 & 16, 2019 (Mondays)
8:00 a.m. – 4:00 p.m.

OR

May 4 & 7, 2020 (Monday & Thursday)
8:00 a.m. – 4:00 p.m.

Schedules and fees are subject to change without notice.

Grindstaff II - Extension Campus, Riverside
December 9 & 16, 2019 (Mondays)
8:00 a.m. – 4:00 p.m.

OR

May 4 & 7, 2020 (Monday & Thursday)
8:00 a.m. – 4:00 p.m.

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 - Branch Campus, Indio
December 2, 2019 or March 16, 2020
8:00 a.m. – 12:00 p.m.
Monday

Schedules and fees are subject to change without notice.

Grindstaff II - Extension Campus, Riverside
December 2, 2019 or March 16, 2020
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)

\$300

Don F. Kenny Regional Learning Center - Branch Campus, Indio
October 7, 2019 or May 18, 2020
8:00 a.m. – 4:00 p.m.
Monday

Schedules and fees are subject to change without notice.

Grindstaff II - Extension Campus, Riverside
October 7, 2019 or May 18, 2020
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 23, 25, 2020, April 6, 8, 22, 27, 29, 2020
8:00 a.m. – 4:00 p.m.
Monday & Wednesday (*April 29 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 California 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

Alessandro - Main Campus, Riverside

TBD

8:00 a.m. – 5:00 p.m.

Friday

Schedules and fees are subject to change without notice.

Don F. Kenny Regional Learning Center - Branch Campus, Indio

TBD

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

Alessandro - Main Campus, Riverside

TBD

8:00 a.m. – 5:00 p.m.

Saturday

Schedules and fees are subject to change without notice.

Don F. Kenny Regional Learning Center - Branch Campus, Indio

TBD

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 - Main Campus, Riverside

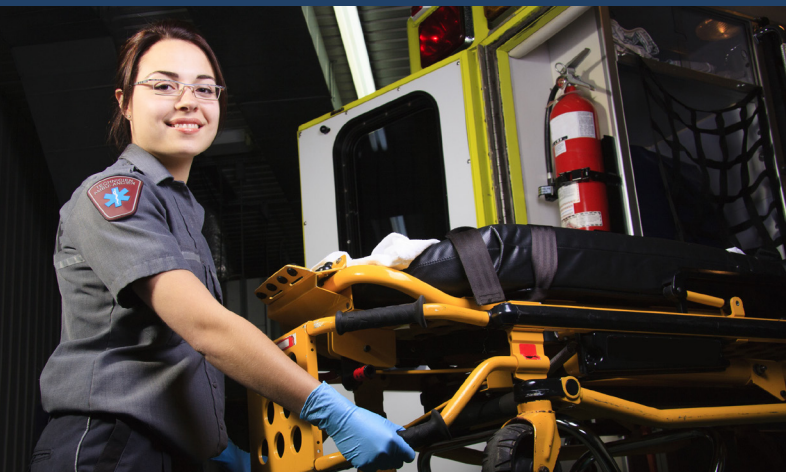
TBD

8:30 a.m. – 5:30 p.m.

Friday, Saturday, and Friday

Schedules and fees are subject to change without notice.

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



FINANCIAL AID INFORMATION

FINANCIAL AID PROCESS

STEP 1: COMPLETE A FAFSA ONLINE

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

Go to www.FAFSA.ed.gov:

Choose the 2019-2020 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 2017 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 2019-2020 FAFSA year.

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

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

OFFICE INFORMATION

Riverside County Office of Education – School of Career Education

Alessandro – Main Campus

2100 Alessandro Boulevard, Riverside, CA 92508

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

Riverside County Office of Education – School of Career Education

Don F. Kenny Regional Learning Center – Branch Campus

47-336 Oasis Street, Indio, CA 92201

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

FINANCIAL AID INFORMATION

2019 - 2020 PAYMENT PLAN COMPREHENSIVE PROGRAMS

Administrative Office Professional

Indio Campus

Tuition: \$6175.00

***Payment Plan Fee:**

\$100.00 (included in down payment)

Down Payment: \$2000.00

Due: At time of registration

2nd Payment: \$855.00

3rd Payment: \$855.00

4th Payment: \$855.00

5th Payment: \$855.00

6th & Final Payment: \$855.00

(Estimated Pell Grant: Up to \$4683.00)

(Apply for Sallie Mae Loan at

<http://riversidesce.org/private-loan-option/>)

Dental Assistant/RDA Eligible

Indio & Grindstaff II Extension Campus

Tuition: \$10,600.00

***Payment Plan Fee:**

\$100.00 (included in down payment)

Down Payment: \$2600.00

Due: At time of registration

2nd Payment: \$1012.50

3rd Payment: \$1012.50

4th Payment: \$1012.50

5th Payment: \$1012.50

6th Payment: \$1012.50

7th Payment: \$1012.50

8th Payment: \$1012.50

9th & Final Payment: \$1012.50

(Estimated Pell Grant: Up to \$6195.00)

(Apply for Sallie Mae Loan at

<http://riversidesce.org/private-loan-option/>)

Administrative Office Professional

(Part-Time)

Alessandro Campus

Tuition: \$6175.00

***Payment Plan Fee:**

\$100.00 (included in down payment)

Down Payment: \$2000.00

Due: At time of registration

2nd Payment: \$534.38

3rd Payment: \$534.38

4th Payment: \$534.38

5th Payment: \$534.38

6th Payment: \$534.38

7th Payment: \$534.38

8th Payment: \$534.38

9th & Final Payment: \$534.34

(Estimated Pell Grant: Up to \$4683.00)

(Apply for Sallie Mae Loan at

<http://riversidesce.org/private-loan-option/>)

Nursing Services & Support Occupations

Indio & Alessandro Campus

Tuition: \$5800

***Payment Plan Fee:**

\$100.00 (included in down payment)

Down Payment: \$1500.000

Due: At time of registration

2nd Payment: \$1100.00

3rd Payment: \$1100.00

4th Payment: \$1100.00

5th & Final Payment: \$1100.00

(Estimated Pell Grant: Up to \$4132.00)

(Apply for Sallie Mae Loan at

<http://riversidesce.org/private-loan-option/>)

FINANCIAL AID INFORMATION

2019 - 2020 PAYMENT PLAN COMPREHENSIVE PROGRAMS (CONT.)

Medical Clinical Administrative Professional Indio & Alessandro Campus

Tuition: \$6770.00

***Payment Plan Fee:**

\$100.00 (included in down payment)

Down Payment: \$1700.00

Due: At time of registration

2nd Payment: \$1034.00

3rd Payment: \$1034.00

4th Payment: \$1034.00

5th Payment: \$1034.00

6th & Final Payment: \$1034.00

(Estimated Pell Grant: Up to \$4956.00)

(Apply for Sallie Mae Loan at

<http://riversidesce.org/private-loan-option/>)

Pharmacy Technician

Indio & Alessandro Campus

Tuition: \$6450.00

***Payment Plan Fee:**

\$100.00 (included in down payment)

Down Payment: \$1600.00

Due: At time of registration

2nd Payment: \$990.00

3rd Payment: \$990.00

4th Payment: \$990.00

5th Payment: \$990.00

6th & Final Payment: \$990.00

(Estimated Pell Grant: Up to \$4336.00)

(Apply for Sallie Mae Loan at

<http://riversidesce.org/private-loan-option/>)

2019 - 2020 PAYMENT PLAN SHORT-TERM ENTRY LEVEL CLASSES

Emergency Medical Technician Alessandro Campus

Tuition: \$3040.00

***Payment Plan Fee:**

\$100.00 (included in down payment)

Down Payment: \$1200.00

Due: At time of registration

2nd Payment: \$485.00

3rd Payment: \$485.00

4th Payment: \$485.00

5th & Final Payment: \$485.00

(Apply for Sallie Mae Loan at

<http://riversidesce.org/private-loan-option/>)

Medical Assistant Bootcamp Alessandro Campus

Tuition: \$3840.00

***Payment Plan Fee:**

\$100.00 (included in down payment)

Down Payment: \$1300.00

Due: At time of registration

2nd Payment: \$1320.00

3rd & Final Payment: \$1320.00

(Apply for Sallie Mae Loan at

<http://riversidesce.org/private-loan-option/>)

Pharmacy Technician Bootcamp Indio & Alessandro Campus

Tuition: \$4040.00

***Payment Plan Fee:**

\$100.00 (included in down payment)

Down Payment: \$2000.00

Due: At time of registration

2nd Payment: \$1070.00

3rd & Final Payment: \$1070.00

(Apply for Sallie Mae Loan at

<http://riversidesce.org/private-loan-option/>)

FINANCIAL AID INFORMATION

2019 - 2020 PAYMENT PLAN SHORT-TERM ENTRY LEVEL CLASSES (CONT.)

Phlebotomy Indio Campus

Tuition: \$2780.00

***Payment Plan Fee:**

\$100.00 (included in down payment)

Down Payment: \$1200.00

Due: At time of registration

2nd Payment: \$840.00

3rd & Final Payment: \$840.00

(Apply for Sallie Mae Loan at

<http://riversidesce.org/private-loan-option/>)

Phlebotomy Alessandro Campus

Tuition: \$2780.00

***Payment Plan Fee:**

\$100.00 (included in down payment)

Down Payment: \$1200.00

Due: At time of registration

2nd Payment: \$560.00

3rd Payment: \$560.00

4th & Final Payment: \$560.00

(Apply for Sallie Mae Loan at

<http://riversidesce.org/private-loan-option/>)

JOB UPGRADE & CONTINUING EDUCATION CLASSES

All Job Upgrade and Continuing Education Classes less than \$1200 must be paid in full at time of registration.

Tuition includes a non-refundable registration fee of \$100.00.

Payment methods accepted: MasterCard, Visa, AMEX, Discover, Debit Card, and Money Order Voucher and Cashier's Check.

Sallie Mae: All students are encouraged to apply for private education loan. Students may be required to pay \$25.00 per month while attending school. Students are able to pay off loan at any time, no penalty will be incurred.

Title IV Eligible Programs: Student must fill out FAFSA application and VFAO (ask student services for financial aid information). Once student has been approved monthly payment will be adjusted accordingly.

Payment plan will not be adjusted until student has been approved for Pell Grant. No exceptions.

School of Career Payment Plan:

All students on payment plans are required to set up payment plan through our Aeries Student Information System. Payments are made monthly on the 5th or 20th of each month. You will receive an email with instructions on how to set up your account. Students have **three** days to set up their automatic payment plan. **No exceptions.**

****All payment plans include a \$100.00 non-refundable administrative fee.***

Scholarships and Vouchers: School of Career Education welcomes all scholarships, Vouchers, Workman's' Compensation and Agency funding. We will gladly work with your agency on payment.

School of Career Education will only accommodate payment plan after all other resources have been exhausted.

PROGRAM AND HOLIDAY SCHEDULES

PROGRAM SCHEDULES

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

HOLIDAY SCHEDULES

School of Career Education will not offer instruction or student services on major state federal holidays. Winter and spring break schedules vary by classroom location. Please note the holiday schedule for the 2019-2020 school year below:

September 2, 2019

November 11, 2019

November 25 – 29, 2019

December 23, 2019 – January 3, 2020

January 20, 2020

February 17, 2020

April 13-17, 2020

May 25, 2020



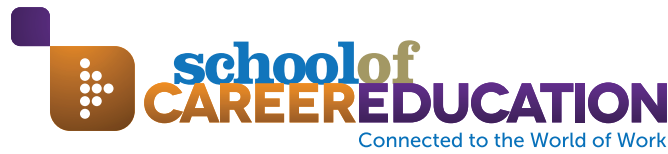
CAMPUS LOCATIONS

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

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

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

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



For more information, please call

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

Or visit our website!
www.riversidesce.org

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



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