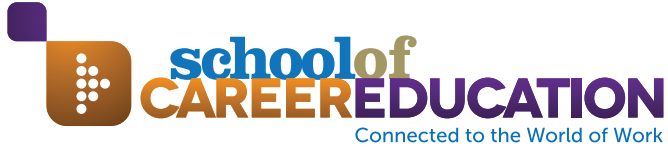




RIVERSIDE COUNTY
OFFICE OF EDUCATION



COURSE SCHEDULE 2023-2024

riversidesce.org



RIVERSIDE COUNTY OFFICE OF EDUCATION



Division of Student Programs and Services School of Career Education **COURSE SCHEDULE** 2023-2024

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)

Edwin Gomez, Ed.D.
Riverside County Superintendent of Schools

Jodi McClay, Ed.D.
Riverside County Assistant Superintendent of Schools
Division of Student Programs and Services

BOARD OF EDUCATION

Barbara Hale, President
Ray “Coach” Curtis, Vice President
Kim Joseph Cousins
Bruce N. Dennis
Jamie Azpeitia-Sachs
Ben Johnson II
Elizabeth F. Romero

Please address inquiries and correspondence to:
Riverside County Office of Education
Division of Student Programs and Services | School of Career Education
2100 East Alessandro Blvd.
Riverside, CA 92508
(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



WELCOME.....

Welcome to School of Career Education. When it comes to charting your career path, you want an experienced partner that you can trust. At 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 School of Career Education!

Sincerely,



Forest DeRenzo, Ed.D.
Executive Director
Career Technical Education

TABLE OF CONTENTS

ADMISSION INFORMATION	6
Admissions Process	
• Orientation and Assessment	
• Registration	
• Payment of Fees	
PROGRAMS	7
Comprehensive	
• Dental Assistant/RDA Eligible	
• Medical Assistant	
• Patient Care Technician	
• Pharmacy Technician	
Continuing Education	
• Dental-Infection Control	
• Dental-Coronal Polishing	
• Dental-Pit & Fissure Sealant	
• Dental-Ultrasonic Scaling	
• Dental-RDA Written Exam Review	
• Dental-Orthodontic Assistant (Permit Eligible)	
• CPR Certification	
• Welding for Skills Upgrade	
FINANCIAL AID INFORMATION	12
Financial Aid Process	
PROGRAM AND HOLIDAY SCHEDULES.....	14
CAMPUS LOCATIONS.....	15

ADMISSION INFORMATION

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

- Attend an Orientation.
- Take an assessment (if applicable).
- Official high school or equivalent transcript(s)*
- Social Security Card (or right-to-work document).
- Valid government-issued photo identification.

**Some programs may require two (2) copies of your official high school or equivalent transcript.*

STEP ONE: ORIENTATION

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 childcare will not be provided.

STEP TWO: REGISTRATION

Once eligibility is confirmed, complete registration documents and financial aid process.

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 an official high school transcript or equivalent, and complete 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 \$3,000. *Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.*

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.

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

\$16,800

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

September 5, 2023 – June 4, 2024 (1,001, 34 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format.

Grindstaff II - Extension Campus, Riverside

September 5, 2023 – June 4, 2024 (1,001, 34 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

This course prepares students to successfully meet the license requirements and pass the Dental Board of California registered dental assistant exam and is recognized by the Dental Board of California as a fully approved Registered Dental Assistant Program. During this course, students will be provided with quality training and instruction by experienced dental professionals who are certified educators in the Health Science and Medical Technology industry. This course is designed to give students real-life clinical experiences while working with patients and dental staff members. During these experiences, students will be guided and supervised as they learn to employ the techniques and skills they learn throughout the course. This course also provides clinical training to enforce students' success. Upon completion of the course, students will have the skills and knowledge to work in the dental industry and have a career as a clinical dental assistant; dental front-office business assistant including financial coordinator, schedule coordinator, treatment coordinator; dental x-ray technician; or dental supplies manufacturer representative. In addition, this course offers AHA BLS Healthcare Provider CPR certification. **This course prepares students to successfully meet the license requirements and pass the Dental Board of California registered dental assistant exam and is recognized by the Dental Board of California as a fully approved Registered Dental Assistant program.**

***Fingerprinting and background check may be required.**

Medical Assistant *Financial Aid available for those who qualify.*

\$12,300

Alessandro - Main Campus, Riverside

August 29, 2023 – January 30, 2024 (630 hours, 21 weeks) and

February 1, 2024 – Friday, June 21, 2024 (630 hours, 21 weeks)

8:00 a.m. – 4:30 p.m. | Tuesday – Friday

Internship portion of the program will take place Monday-Friday. Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format.

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

August 29, 2023 – January 30, 2024 (630 hours, 21 weeks) and

February 1, 2024 – Friday, June 21, 2024 (630 hours, 21 weeks)

8:00 a.m. – 4:30 p.m. | Tuesday – Friday

This course is designed to train and prepare students for entry-level employment as an assistant to the doctor in an office, clinic or healthcare center. Topics include communication skills, ethics, confidentiality, anatomy, vital signs, assisting with patient exams, pharmacology, medical terminology, metrics, EKG, advanced charting and administration of medication to include injections and venipuncture. Students will meet California state requirements for administering injections, drawing blood, and performing capillary blood collection. In addition, this course also offers training and testing to obtain American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider CPR certification. This program prepares students with the skills necessary to successfully pass the National Center for Competency Testing (NCCT) National Certified Medical Assistant (NCMA) exam.

***Fingerprinting and background check may be required.**

PROGRAMS

COMPREHENSIVE PROGRAMS (CONT.)

Patient Care Technician *Financial Aid available for those who qualify.*

\$10,100

Alessandro - Main Campus, Riverside

September 5, 2023 – February 1, 2024 (600 hours, 20 weeks)

OR February 6, 2024 – Friday, June 21, 2024 (600 hours, 20 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Internship portion of the program will take place Monday-Friday, hours will vary (pending approval.) Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

The Patient Care Technician Course is comprised of three components: Nurse Assistant, Acute Care for Nursing and Home Health Aide.

The Patient Care Technician course is a three-phase course that is based on the Health Science and Medical Technology industry sector of the California Career Technical Education Model Curriculum Standards.

PCT 101 This combined lecture/lab course teaches the student the theory and clinical skills needed to work with residents/patients in a skilled nursing facility or rehabilitation facility. It is designed to provide the student with the knowledge and skills necessary to perform basic care services for a patient in an acute care setting or a resident in a long-term care setting. Students who successfully complete the course can sit for the California State Certification as a Nurse Assistant.

PCT 102 This course provides a comprehensive review of nurse assistant skills with emphasis on acute care units, such as medical, surgical, pediatric, obstetric, orthopedic, etc. The various departments of the acute care facility within their scope of practice.

PCT 103 This combined lecture/lab course for home health teaches the student the theory and clinical skills needed to work with clients in the home care setting. Upon successful completion of this portion of the program, the instructor will submit the names of eligible students to the CDPH for the Home Health Aide (CDPH makes the final decision in all certification eligibility).

***Fingerprinting and background check may be required.**

Pharmacy Technician *Financial Aid available for those who qualify.*

\$9,800

Alessandro - Main Campus, Riverside

September 5, 2023 – February 1, 2024 (600 hours, 20 weeks)

OR February 6, 2024 – Friday, June 21, 2024 (600 hours, 20 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

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

September 5, 2023 – February 1, 2024 (600 hours, 20 weeks)

OR February 6, 2024 – Friday, June 21, 2024 (600 hours, 20 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Internship portion of the program will take place Monday-Friday, hours will vary (pending approval.) Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This course is designed to provide students with the skills and understanding of the profession to perform as a pharmacy technician in different practice settings. This course offers certification in American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider CPR. The State Board of Pharmacy requires a minimum of 240 theory hours, which includes the following content: knowledge of practice settings to support the pharmacist with the receipt and dispensing of prescript and non-prescription medications, pharmacy law and ethics, pharmacology, pharmacy and medical terminology and abbreviations, clerical skills, customer service, pharmacy software, pharmacy math, recordkeeping, inventory management, processing prescriptions, and pharmacy operations. In addition to theory, clinical internship hours are required and included. This course includes additional hours to ensure competency and proficiency.

***Must pass a criminal clearance background check.**

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

Grindstaff II - Extension Campus, Riverside

TBD

8:00 a.m. - 12:00 p.m.

Monday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format.

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

Grindstaff II - Extension Campus, Riverside

TBD - 4:00 p.m. (Day 1)

and TBD - 10:00 a.m. (Day 2)

**Future dates TBD. Schedules and fees are subject to change without notice.*

Course schedule is subject to change to a distance learning/hybrid format.

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

Grindstaff II - Extension Campus, Riverside

TBD, 8:00 a.m. - 4:00 p.m. (Day 1)

TBD, 8:00 a.m. - 4:00 p.m. (Day 2)

and TBD, 8:00 a.m. - 4:00 p.m. (Day 3)

**Future dates TBD. Schedules and fees are subject to change without notice.*

Course schedule is subject to change to a distance learning/hybrid format.

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

Pit & Fissure Sealant

\$360

Grindstaff II - Extension Campus, Riverside

TBD, 8:00 a.m. - 4:00 p.m. (Day 1)

and TBD, 8:00 a.m. - 4:00 p.m. (Day 2)

**Future dates TBD. Schedules and fees are subject to change without notice.*

Course schedule is subject to change to a distance learning/hybrid format.

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.**

PROGRAMS

CONTINUING EDUCATION CLASSES (CONT.)

Ultrasonic Scaling

\$250

Grindstaff II - Extension Campus, Riverside

TBD

8:00 a.m. - 12:00 p.m.

Monday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format.

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

\$300

Grindstaff II - Extension Campus, Riverside

TBD

Monday

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format.

This course consists of four (4) hours of didactic instruction relating to the Dental Board of California RDA written exam. Textbook included.

Orthodontic Assistant Permit

\$1,195

Grindstaff II - Extension Campus, Riverside

TBD

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

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format.

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.

CPR Certification

\$25.00 (Student) \$65.00 (non-student)

Alessandro - Main Campus, Riverside

TBD

8:30 a.m. - 12:30 p.m.

Schedules and fees are subject to change without notice.

Course schedule is subject to change to a distance learning/hybrid format.

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).

FINANCIAL AID INFORMATION

Financial Aid Process How to Apply for Financial Aid

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 Free Application for Federal Student Aid (FAFSA) form online. Step-by-step instructions are provided below.

STEP 1: Complete an Orientation and Assessment with the Admission's Office.

To schedule an appointment, contact:

Main and Extension Campuses (Riverside)
(951) 826-4723

Branch Campus (Indio)
(760) 863-3333

STEP 2: Complete a FAFSA form online.

It may take up to five business days for the school to receive your completed FAFSA.

- Go to **www.studentaid.gov**
- Click on Apply for Aid
- Complete the FAFSA form
- Choose the **2023–2024** FAFSA year
- Enter Riverside County Office of Education/School of Career Education's Federal School ID Number: **042084**

OR

If you are a U.S. non-resident and meet the AB540 Residency requirement, you may be eligible for Financial Aid through the California Dream Act Application (CADAA) online.

- Apply at <https://dream.csac.ca.gov/>
- Be sure to include Riverside County Office of Education school code 04208400

**** Please note: If you worked in 2021, your FAFSA cannot be processed without tax information—no exceptions. You must create an FSA ID to submit your FAFSA. If you are a dependent, your parents will need an FSA ID as well.**

STEP 3: Register for the school's Campus Ivy Financial Aid portal.

RCOE/SCE has partnered with an online company to automate the processing of federal financial aid applications using Campus Ivy's financial aid portal. After you have completed a FAFSA application, you must complete the Campus Ivy student portal process to receive your award estimate. Step-by-step instructions are provided below:

- Go to: <https://bit.ly/3v1rJiH> (If using a mobile device: After clicking the link, select "Desktop View" to see the Student Registration page. If you see a Student Locator page, you have not selected "Desktop View".)
- Complete the Student Registration
- Within 24 hours, you will receive an email from Campus Ivy prompting you to login to your account.
IMPORTANT: You must create your account within 72 hours.
- Receive your funding estimate
- Complete verification documents

If the information on the documents you provided is inconsistent with the information you reported on your FAFSA, you may receive a follow-up letter informing you of the steps you will need follow to continue the financial aid award process.

It may be necessary for the school to make corrections and send them to the Federal Processor before the award can be confirmed. The school will notify you of any corrections made.

STEP 4: Complete your Loan Entrance Counseling and Master Promissory Note.

(This step is mandatory if receiving loans.)

Go to www.studentaid.gov under "Loans and Grants" menu to complete both the Loan Entrance Counseling and Master Promissory Note. Please be advised, financial aid will not be processed until both are completed.

STEP 5: Contact our Financial Aid Office to review your financial options.

The Financial Aid Office will be available on a first come, first served basis. Please email your campus to schedule an appointment.

Main and Extension Campuses (Riverside)
(951) 826-4723
scefinancialaid@rcoe.us

Branch Campus (Indio)
(760) 863-3333
scefinancialaid@rcoe.us

FINANCIAL AID INFORMATION

CONTINUING EDUCATION CLASSES

All Continuing Education Classes less than \$3,000 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, 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 follow the financial aid process. (ask student services for financial aid information). Once student has been approved monthly payment will be adjusted accordingly.

School of Career Payment Plan:

All students on payment plans are required to set up payment plan through our payment system. Payments are made monthly on the 15th 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 2023-2024 school year below:

September 4, 2023 » Labor Day

November 10, 2023 » Veteran's Day

November 20-24, 2023 » Thanksgiving Break

December 18-29, 2023 » Winter Break

January 1-2, 2024 » New Year's Day

January 15, 2024 » Martin Luther King Jr. Day

February 19, 2024 » President's Day

April 1-5, 2024 » Spring Break

May 27, 2024 » Memorial Day

June 19, 2024 » Juneteenth



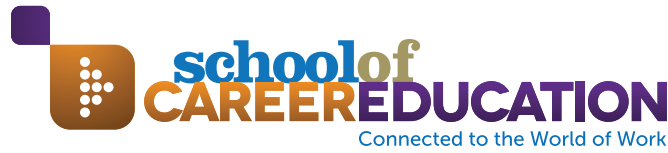
CAMPUS LOCATIONS

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 92503
(951) 826-4SCE (4723)

Riverside County Office of Education
School of Career Education
Norte Vista High School
6585 Crest Avenue
Riverside, CA 92504
(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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@RiversideCountySCE



@Riverside County School of Career Education