Vision
The Inland Career Education Center contributes to the community’s economic growth and empowers individuals to succeed.

Mission Statement
The Inland Career Education Center provides a bridge to post secondary education and the labor market through the delivery of quality education.

Value Proposition
We are consultative in meeting our customers’ needs through our focus on labor market needs and ensuring our students are ready and prepared to be more effective in the workplace; and by providing resources to support skill development for future and current workers.

ENROLLMENT
Adults must be 18 and older to enroll in adult education courses.

REGISTRATION
Registration is on a first come basis and continues until classes are filled. The Education Center reserves the right to cancel a class if student enrollment or average attendance falls below the minimum limits.

IDENTIFICATION CARD
Currently enrolled students will receive a school ID at no charge. Duplicate school ID’s may be purchased from the Main Office for a fee of $5.

PARKING
On campus parking is available. Students park at their own risk.

SCHOOL CALENDAR
Classes may be scheduled as a semester or trimester class.

Semester Calendar
Fall Semester classes start .......... Monday, August 14, 2017
Fall Semester classes end .......... Friday, December 15, 2017

Trimester Calendar
First Trimester classes start .......... Monday, August 14, 2017
First Trimester classes end .......... Friday, November 3, 2017
Second Trimester classes start .......... Monday, November 6, 2017
Second Trimester classes end .......... Friday, February 23, 2018

School Holidays
Labor Day .......... Monday, September 4, 2017
Non-Teacher/Non-Student Day .......... Monday, October 9, 2017
Veteran’s Day .......... Friday, November 10, 2017
Thanksgiving Recess .......... November 20-24, 2017
Winter Recess .......... Dec. 18, 2017 – Jan. 1, 2018
Dr. Martin Luther King Jr Day .......... Monday, January 15, 2018
Abraham Lincoln’s Birthday .......... Monday, February 12, 2018
George Washington’s Birthday .......... Monday, February 19, 2018
Spring Recess .......... March 26 - 30, 2018

FEES
Class fees are due at the time of registration. We accept cash, Visa, MasterCard, cashier’s check, money order, or a voucher. Students must have agency vouchers in hand at the time of enrollment. Money orders and cashier’s checks should be made payable to “Inland Career Education Center”. Personal checks are not accepted. All fees must be paid prior to attending class. Fees for text books are approximate. Textbooks are purchased and class fees are paid in the Main Office.

REFUND POLICY
Canceled Classes: If classes are canceled by Inland Career Education Center, 100% of the registration and fees collected will be refunded.
Missed Classes: No refunds will be given for missed classes. The refund policy is available on our website and posted in the Main Office.
## ORIENTATION, ASSESSMENT, AND PRE-REGISTRATION DAYS

Students must complete an assessment & orientation for placement into the appropriate instructional level.

### PROGRAM: BUSINESS OFFICE & COMPUTER EDUCATION & CUSTOMER SERVICE

<table>
<thead>
<tr>
<th>Date</th>
<th>Students</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10 - 20</td>
<td>Continuing students</td>
<td>Main Office</td>
<td>8:00 am - 3:00 pm</td>
</tr>
<tr>
<td>July 27</td>
<td>New students</td>
<td>Green Room</td>
<td>11:30 am or 4:00 pm</td>
</tr>
<tr>
<td>August 8</td>
<td>New students</td>
<td>Green Room</td>
<td>11:00 am</td>
</tr>
<tr>
<td>September 21</td>
<td>New students</td>
<td>Green Room</td>
<td>4:00 pm</td>
</tr>
<tr>
<td>December 7</td>
<td>New students</td>
<td>Green Room</td>
<td>11:30 am</td>
</tr>
</tbody>
</table>

### PROGRAM: CBET (Community Based English Tutoring)

Registration is ongoing at CBET sites during the scheduled days/times.

### PROGRAM: ESL (English as a Second Language)

<table>
<thead>
<tr>
<th>Date</th>
<th>Students</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 28</td>
<td>Continuing Day ESL Students</td>
<td>Main Office</td>
<td>8:00 am - 3:00 pm</td>
</tr>
<tr>
<td>August 1</td>
<td>Continuing Evening ESL Students</td>
<td>Main Office</td>
<td>8:00 am - 7:00 pm</td>
</tr>
<tr>
<td>August 2</td>
<td>New Day ESL Students</td>
<td>Green Room</td>
<td>8:00 am</td>
</tr>
<tr>
<td>August 3</td>
<td>New Evening ESL Students</td>
<td>Green Room</td>
<td>4:00 pm</td>
</tr>
</tbody>
</table>

### PROGRAM: HIGH SCHOOL DIPLOMA/PRE-GED/GED

Enrollment is First Come First Served.

<table>
<thead>
<tr>
<th>Date</th>
<th>Students</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10-13</td>
<td>Continuing Academic Students</td>
<td>Green Room</td>
<td></td>
</tr>
<tr>
<td>July 18, 19</td>
<td>New students</td>
<td>Green Room</td>
<td>8:00 am</td>
</tr>
<tr>
<td>July 20</td>
<td>New students</td>
<td>Green Room</td>
<td>11:00 am</td>
</tr>
<tr>
<td>August 30</td>
<td>New students</td>
<td>Green Room</td>
<td>8:00 am</td>
</tr>
<tr>
<td>September 6, 13, 20, 27</td>
<td>New students</td>
<td>Green Room</td>
<td>8:00 am</td>
</tr>
</tbody>
</table>

### PROGRAM: INDUSTRIAL & BARBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Students</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18 - 29</td>
<td>New Barber student applications accepted</td>
<td>Main Office &amp; September 22</td>
<td>Due Date: September 29, 2:30 pm</td>
</tr>
<tr>
<td>October 3</td>
<td>Barber Pre-Apprentice Orientation</td>
<td>Green Room</td>
<td>11:30 am</td>
</tr>
<tr>
<td>July 13</td>
<td>Vehicle Maintenance and Light Repair Registration &amp; Assessment</td>
<td>Green Room</td>
<td>9:00 am</td>
</tr>
<tr>
<td>July 17</td>
<td>Vehicle Maintenance and Light Repair Registration &amp; Assessment</td>
<td>Green Room</td>
<td>9:00 am</td>
</tr>
<tr>
<td>September 26</td>
<td>Vehicle Maintenance and Light Repair Registration &amp; Assessment</td>
<td>Green Room</td>
<td>11:00 am</td>
</tr>
<tr>
<td>October 16</td>
<td>Vehicle Maintenance and Light Repair Registration &amp; Assessment</td>
<td>Green Room</td>
<td>9:00 am</td>
</tr>
</tbody>
</table>

### PROGRAM: MEDICAL EDUCATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Students</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5 - August 4</td>
<td>Vocational Nurse student applications accepted. Applications found online.</td>
<td>Medical Education Office</td>
<td>Due Date: August 4, 2:30 pm</td>
</tr>
<tr>
<td>June 20</td>
<td>New Medical Assistant student Orientation</td>
<td>Green Room</td>
<td>11:00 am</td>
</tr>
<tr>
<td>July 17</td>
<td>CNA Orientation &amp; Assessment Only Must bring picture ID. Classes begin August 14, 2017.</td>
<td>Green Room</td>
<td>11:00 am</td>
</tr>
<tr>
<td>July 24</td>
<td>Medical Math &amp; Medical Terminology Orientation &amp; Assessment Only</td>
<td>Green Room</td>
<td>11:00 am</td>
</tr>
<tr>
<td>October 16</td>
<td>CNA Orientation &amp; Assessment Only Must bring picture ID. Second Trimester classes.</td>
<td>Green Room</td>
<td>11:30 am</td>
</tr>
<tr>
<td>October 17</td>
<td>Medical Math &amp; Medical Terminology Orientation &amp; Assessment Only</td>
<td>Green Room</td>
<td>11:30 am</td>
</tr>
</tbody>
</table>

### PROGRAM: PARENTING CENTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Students</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 4</td>
<td>Continuing students</td>
<td>Main Office</td>
</tr>
<tr>
<td>August 7</td>
<td>New students</td>
<td>Main Office</td>
</tr>
</tbody>
</table>
**GENERAL INFORMATION**

(909) 388-6000
sbcusd.com/ICEC

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**BUILDING A BRIDGE FOR STUDENTS AND BUSINESSES...**

### MAIN OFFICE

**Hours of Operation:**
- Monday: 7:45 am - 12:30 pm
- Tuesday-Thursday: 7:45 am - 7:00 pm
- Friday: 7:45 am - 3:30 pm

**Phone:** (909) 388-6000 • **Fax:** (909) 381-2887

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**COUNSELING OFFICE**

**Counselors:**
- Raul Pedraza
- Coleen Hinkle
- Ernesto Gallardo
- Mike Yu, Academic Advisor

**Hours of Operation:**
- Monday: 8:00 am - 12:00 pm
- Tuesday/Thursday: 8:00 am - 8:00 pm
- Wednesday: 8:00 am - 3:00 pm

Counselors assist students with:
- Academic Planning
- Career Planning
- Understanding AB 540
- Researching Financial Aid

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**SAGES CAFÉ**

**Hours of Operation:**
- Monday - Friday: 7:30 am - 1:00 pm
- Closed: 11:00 - 11:30 am
- Monday - Thursday: 6:45 - 7:30 pm

Cash only. Daily specials are posted. A salad bar and hot foods are available.

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**STUDENT TRANSITION CENTER**

**Hours of Operation:**
- Monday: 8:00 am - 12:30 pm
- Tuesday - Friday: 8:00 am - 3:45 pm

**Phone:** (909) 388-6005 • **Room 108**

Computers with internet access, employment sources, resume preparation and telephone/fax access available. Job openings are posted weekly. Other services available:
- Career assessments
- Interview preparation
- Career planning assistance
- Job application completion
- Job search
- Scholarship & Financial Aid applications
- Employment workshops
- Resume preparation
- College and vocational program applications

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**CHILD CARE**

**Parenting Center:** (909) 388-6022

Students who are enrolled at the Inland Career Education Center with children 2½ - 5 years of age and potty trained.

**Preschool / Kindergarten Readiness**

**Hours of Operation:**
- Monday: 7:45 am - 12:30 pm
- Tuesday, Wednesday, Thursday, Friday: 7:45 am - 3:15 pm

Parents must be a full-time (12 hours per week) Inland Career Education Center student, work in child's class one 6-hour day per week and pay a $25 registration fee per trimester (payable with cash or credit card only).

**To Register:** Call the Parenting Center starting August 1, 2017 and make an appointment to bring the following documents:
- Child’s birth certificate
- Child’s current immunization record including TB clearance
- Copy of parent’s class schedule
- Parent’s TB clearance taken within the last 12 months.

*Some restrictions apply.*

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Please see our web page for helpful information and links! www.sbcusd.com/ICEC
HIGH SCHOOL DIPLOMA AND GED PREPARATION PROGRAM

Adults 18 years and older may attend the Inland Career Education Center after completing these steps.

REGISTRATION PROCESS

**STEP 1**
Register
- Receive an Assessment Appointment.
- New student registration will be July 18, 19, 20, Aug. 30, Sept. 6, 13, 20 & 27.
- On-going student registration will be scheduled based on space availability.

**STEP 2**
Take Assessment
- Allow 2 hours for the assessment.
- No children permitted in the Assessment Center.
- Your test scores will determine your placement level.
- Receive your one-day 8 am to 1 pm Orientation Class Schedule upon registration.

**STEP 3**
Attend Orientation
- Students meet with a member of the counseling team during orientation.
- If students want to study for their High School Diploma, they must bring an official transcript from each district attended.
- Students preparing for the GED Exam do not need their transcripts.
HIGH SCHOOL DIPLOMA PROGRAM & GED TEST PREPARATION CLASS SCHEDULE

HIGH SCHOOL DIPLOMA
The Inland Career Education Center is WASC accredited and issues a high school diploma on completion of the required classes. Students will be placed in HS Diploma/Adult Basic Education classes according to assessment test scores.

GRADUATION REQUIREMENTS: An Inland Career Education Center high school graduate must earn 180 credits. All students working towards a high school diploma should see a counselor each semester for subject and credit re-evaluation.

Two sources of credit may be applied toward a high school diploma at the Inland Career Education Center:
1. Credits earned in other accredited high schools, adult schools, colleges, and vocational/technical schools (except for physical education classes).
2. Work experience credit.

The following credits in each subject are required for a high school diploma:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40</td>
</tr>
<tr>
<td>Science</td>
<td>30</td>
</tr>
<tr>
<td>Fine Arts or Language Other than English</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
<tr>
<td>World History</td>
<td>10</td>
</tr>
<tr>
<td>U.S. History</td>
<td>10</td>
</tr>
<tr>
<td>American Government</td>
<td>5</td>
</tr>
<tr>
<td>Economics</td>
<td>5</td>
</tr>
<tr>
<td>Math (including 1 year of Algebra or above)</td>
<td>30</td>
</tr>
<tr>
<td>Career Development</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED</strong></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

BOOK RENTAL FEE: $30 (All diploma students must have a required textbook for classes.)

GED PROGRAM
Test Preparation Program for the GED® Test
The GED® Test is used in California to award high school equivalency certificates. Students are placed in either Pre GED® Test or GED® Test preparation classes according to the Assessment Test scores.
- Pre GED® Test classes focus on English Language Arts and Math.
- Inland Career Education Center’s test preparation program for the GED® Test focuses on preparing students for the four parts of the GED® Test.

Book Rental Fee: $30 (All GED students must have a required textbook for classes.)

Inland Career Education Center is an Official Pearson VUE GED Testing Center™

To register and schedule for the GED® Test, test-takers must register online by visiting www.GED.com or by calling the Pearson VUE call center at 1-877-EXAM-GED (392-6433).
ATTENTION ALL STUDENTS!
Begin your Educational Pathway here!

Introduction to Education & Career Planning

This course is designed to assist ALL students on the educational pathway toward completing the GED, High School Diploma or employment. Learn industry specific computer skills and basic keyboarding in addition to developing resumes and practicing interviewing techniques. Create a portfolio, explore transition opportunities for continuing education at a local community college, and research career pathways. Students will receive an overview of the Transition Center, Placement Center, and Counseling.

Topics include: communication, collaboration, critical thinking, adaptability, accountability, time management, test taking, leadership, and prioritization. Students will be introduced to the National Retail Federation Customer Service curriculum and take the assessment for industry recognized certification.

According to industry advisors, those seeking employment need additional career readiness training. Let ICEC support services guide you toward success!

Recommended prior to Introduction to Computer and other Business and Computer Education courses as well as other Career Technical Education courses. Prerequisite for the Vocational Nursing Program.

Fee: Free! (Does not include text.)

060812  08/14/17-10/6/17  MWF  8:00 am - 10:00 am  ICEC B116 Christie/Staff
060822  10/23/17-12/15/17  MWF  8:00 am - 10:00 am  ICEC B116 Christie/Staff

COLLEGE PREP - GETTING READY FOR COLLEGE

THIS IS AN ONLINE/HYBRID CLASS
STUDENTS MUST COMPLETE ONLINE ASSIGNMENTS AS WELL AS COME TO CLASS ON ASSIGNED DATES

- The class includes business/industry and campus tours at San Bernardino Valley College and information on how to access support services, including academic and career counseling/advice and support.
- Improve skills needed to enter college and post-secondary programs
- Prepare for college entrance exams
- Acquire technological skills needed in order to be successful in post-secondary and online classes
- Learn proper note taking, study skills as well as test taking strategies
- Receive academic/career advice and financial aid advice

Criteria for Entrance

- CASAS Reading Score of 240+
- GED Students: Have passed at least two portions of the GED® Test or by the recommendation of a counselor
- H.S. Students: Have completed most of requirements for graduation (In need of 5-15 credits to graduate)

CLASS STARTS September 22, 2017.
- Fridays  Room 210  1:00 pm - 3:00 pm

CONTACT: ROSA L BLANCO  Rosa.LeonBlanco@sbcusd.k12.ca.us
See page 20 for courses offered at ICEC for College credit. See Articulated classes in Business and Medical Sections.
ENGLISH AS A SECOND LANGUAGE (ESL)

**English as a Second Language (ESL):**
These classes are for students who want to learn English language skills: listening, speaking, reading and writing. ESL classes offer different language levels according to students’ needs.

**Program Placement Testing:** ESL testing is at the Inland Career Education Center.

*Please do not bring children to the testing.*

**ENROLLMENT INFORMATION:**
There is a textbook for each class that may be purchased in the Main Office.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>ESL (English as a Second Language)</th>
<th>Main Office</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 28</td>
<td>Continuing Day ESL Students</td>
<td>Main Office</td>
<td>8:00 am - 3:00 pm</td>
</tr>
<tr>
<td>August 1</td>
<td>Continuing Evening ESL Students</td>
<td>Main Office</td>
<td>8:00 am - 7:00 pm</td>
</tr>
<tr>
<td>August 2</td>
<td>New Day ESL Students Orientation &amp; Assessment</td>
<td>Green Room</td>
<td>8:00 am</td>
</tr>
<tr>
<td>August 3</td>
<td>New Evening ESL Students</td>
<td>Green Room</td>
<td>4:00 pm</td>
</tr>
</tbody>
</table>

**ESL Daytime Classes: Trimester Calendar**
- **First Trimester:** August 14, 2017 - November 3, 2017
- **Second Trimester:** November 6, 2017 - February 23, 2018

**Evening Classes: Semester Calendar**
- **Fall Semester:** August 14, 2017 - December 15, 2017
NEW THIS FALL!

Monday & Wednesday Evening Classes
5:45 pm – 9:00 pm
will be offered for ESL and Academic Programs
Registration Dates and Times on page 3.

ESL Beginning 1 / Principiante 1
Students communicate only through gestures and a few isolated words. Students ask and respond to basic learned phrases. They function in a very limited way in situations related to immediate needs.
Solamente se comunican a través de señas y palabras simples. Pregunta y responde a frases muy simples. Lo hace en forma muy limitada y en situaciones de necesidad inmediata.

*All Monday day classes will meet from 8:00 am - 12:20 pm.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start/End Date</th>
<th>Schedule</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>031211</td>
<td>08/14/17-11/03/17</td>
<td>MTWF 8:00 - 11:20 am</td>
<td>ICEC</td>
</tr>
<tr>
<td>031211</td>
<td>11/06/17-02/23/18</td>
<td>MTWF 8:00 - 11:20 am</td>
<td>ICEC</td>
</tr>
<tr>
<td>031213</td>
<td>08/15/17-11/05/17</td>
<td>TWThF 12:00 - 3:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031213</td>
<td>11/07/17-02/23/18</td>
<td>TWThF 12:00 - 3:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031235</td>
<td>08/14/17-12/13/17</td>
<td>MW 5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031215</td>
<td>08/15/17-12/14/17</td>
<td>Th 5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031225</td>
<td>08/15/17-12/14/17</td>
<td>Th 5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
</tbody>
</table>

ESL Beginning 2 / Principiante 2
Students may have some simple oral communication abilities using basic learned phrases and sentences. They can read and write letters and numbers and a limited number of basic sight words.
Puede tener habilidad de comunicarse oralmente usando frases y oraciones básicas. Lee y escribe números y letras y un número limitado de palabras básicas.

*All Monday day classes will meet from 8:00 am - 12:20 pm.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start/End Date</th>
<th>Schedule</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>031221</td>
<td>08/14/17-11/03/17</td>
<td>MTWF 8:00 - 11:20 am</td>
<td>ICEC</td>
</tr>
<tr>
<td>031221</td>
<td>11/06/17-02/23/18</td>
<td>MTWF 8:00 - 11:20 am</td>
<td>ICEC</td>
</tr>
<tr>
<td>031223</td>
<td>08/15/17-11/03/17</td>
<td>TWThF 12:00 - 3:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031223</td>
<td>11/07/17-02/23/18</td>
<td>TWThF 12:00 - 3:00 pm</td>
<td>ICEC</td>
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<tr>
<td>031265</td>
<td>08/14/17-12/13/17</td>
<td>MW 5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031245</td>
<td>08/15/17-12/14/17</td>
<td>Th 5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031255</td>
<td>08/15/17-12/14/17</td>
<td>Th 5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
</tbody>
</table>

Distinguished guests at ICEC’s ESL Graduation. (L-R): Mrs. Gwendolyn Rodgers, Board Member, Judy Judilla, ESL Department Chairperson, Dr. Margaret Hill, Board President, Mr. Benito Barrios, Councilman, Dr. Karen Bautista, Principal and Mr. Jesus Galdamez, Vice Principal
**ESL Intermediate 1 / Intermedio 1**

Students understand learned phrases easily with familiar vocabulary. They can read and interpret simple directions, schedules, signs, maps, and menus.

*All Monday day classes will meet from 8:00 am - 12:20 pm.*

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>031311</td>
<td>08/14/17-11/03/17</td>
<td>MTWThF</td>
<td>8:00 - 11:20 am</td>
<td>ICEC</td>
</tr>
<tr>
<td>031311</td>
<td>11/06/17-02/23/18</td>
<td>MTWThF</td>
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<tr>
<td>031321</td>
<td>08/14/17-11/03/17</td>
<td>MTWThF</td>
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<td>MTWThF</td>
<td>8:00 - 11:20 am</td>
<td>ICEC</td>
</tr>
<tr>
<td>031335</td>
<td>08/14/17-12/13/17</td>
<td>MW</td>
<td>5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031313</td>
<td>08/15/17-11/03/17</td>
<td>TWThF</td>
<td>12:00 - 3:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031315</td>
<td>08/15/17-12/14/17</td>
<td>TTh</td>
<td>5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031325</td>
<td>08/15/17-12/14/17</td>
<td>TTh</td>
<td>5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
</tbody>
</table>

**ESL Intermediate 2 / Intermedio 2**

Students can follow oral directions in familiar contexts. They have limited ability to understand a conversation on the telephone. They understand learned phrases easily and new phrases containing familiar vocabulary.

*All Monday day classes will meet from 8:00 am - 12:20 pm.*

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>031331</td>
<td>08/14/17-11/03/17</td>
<td>MTWThF</td>
<td>8:00 - 11:20 am</td>
<td>ICEC</td>
</tr>
<tr>
<td>031331</td>
<td>11/06/17-02/23/18</td>
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<td>8:00 - 11:20 am</td>
<td>ICEC</td>
</tr>
<tr>
<td>031341</td>
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<td>MTWThF</td>
<td>8:00 - 11:20 am</td>
<td>ICEC</td>
</tr>
<tr>
<td>031341</td>
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<td>MTWThF</td>
<td>8:00 - 11:20 am</td>
<td>ICEC</td>
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<tr>
<td>031365</td>
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<td>ICEC</td>
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<tr>
<td>031323</td>
<td>08/15/17-11/03/17</td>
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<td>12:00 - 3:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031345</td>
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<td>ICEC</td>
</tr>
<tr>
<td>031355</td>
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<td>TTh</td>
<td>5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
</tbody>
</table>

**ESL Advanced / Avanzado**

Students can participate in conversations on a variety of topics. They can write short personal notes, letters, and paragraphs on familiar topics.

*All Monday day classes will meet from 8:00 am - 12:20 pm.*

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
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</tr>
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<tbody>
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<td>ICEC</td>
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<tr>
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<td>MTWThF</td>
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<td>ICEC</td>
</tr>
<tr>
<td>031435</td>
<td>08/14/17-12/13/17</td>
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<td>ICEC</td>
</tr>
<tr>
<td>031415</td>
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<td>TTh</td>
<td>5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031425</td>
<td>08/15/17-12/14/17</td>
<td>TTh</td>
<td>5:45 - 9:00 pm</td>
<td>ICEC</td>
</tr>
</tbody>
</table>

**Hybrid Online ESL Course Intermediate High-Advanced**

This course is designed for Intermediate - Advanced students who would like to study English in class and away from class!

Students will have access to various ESL Learning resources, both at home and at school. Basic Computer knowledge is recommended.

Registered students will attend classes at the Inland Career Education Center on Tuesdays and Thursday and on Wednesdays and Fridays, students can log into the online class at their convenience.

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>031413</td>
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<td>12:00 - 3:00 pm</td>
<td>ICEC</td>
</tr>
<tr>
<td>031413</td>
<td>11/07/17-02/23/18</td>
<td>TTh</td>
<td>12:00 - 3:00 pm</td>
<td>ICEC</td>
</tr>
</tbody>
</table>
ESL Conversation Intermediate-Advanced / Conversación intermedio-avanzado

Students understand learned phrases easily with familiar vocabulary. They can discuss a variety of topics related to everyday life, culture, and life skills.

Comprende frases sencillas y puede usarlas en conjunto con nuevas frases que tengan vocabulario conocido. Pueden discutir en una variedad de tópicos relacionados a la vida diaria, cultura y destrezas de vida.

032413 08/15/17-11/03/17 TThF 12:00 - 3:00 pm ICEC
032413 11/07/17-02/23/18 TThF 12:00 - 3:00 pm ICEC

ESL Writing/Grammar Class

This course is for students in Intermediate High and above who would like to better their writing skills. This class will help prepare students that are going into our ESL GED program.

Prerequisite: CASAS scores of 211-235.

032813 08/15/17-11/03/17 TThF 1:00 - 3:00 pm ICEC
032813 11/07/17-02/23/18 TThF 1:00 - 3:00 pm ICEC

ABE (Adult Basic Education) / ESL - Language Arts

Emphasis is on beginning and intermediate low reading and writing skills. This class covers academic content areas to prepare ESL students for the GED class.

015711 08/14/17-11/03/17 MTWThF 8:00 - 10:00 am ICEC
015711 11/06/17-02/23/18 MTWThF 8:00 - 10:00 am ICEC
015712 08/14/17-11/03/17 MTWThF 10:20 am - 12:20 pm ICEC
015712 11/06/17-02/23/18 MTWThF 10:20 am - 12:20 pm ICEC

ABE (Adult Basic Education) / ESL - Math

Emphasis is on beginning and intermediate low math skills. This class covers academic content areas to prepare ESL students for the GED class.

015721 08/14/17-11/03/17 MTWThF 8:00 - 10:00 am ICEC
015721 11/06/17-02/23/18 MTWThF 8:00 - 10:00 am ICEC
015722 08/14/17-11/03/17 MTWThF 10:20 am - 12:20 pm ICEC
015722 11/06/17-02/23/18 MTWThF 10:20 am - 12:20 pm ICEC

GED Language Arts / ESL

Emphasis is on intermediate high and advanced reading and writing. This class covers academic content areas to prepare ESL students for the GED Test.

029311 08/14/17-11/03/17 MTWThF 8:00 - 10:00 am ICEC
029311 11/06/17-02/23/18 MTWThF 8:00 - 10:00 am ICEC
029312 08/14/17-11/03/17 MTWThF 10:20 am - 12:20 pm ICEC
029312 11/06/17-02/23/18 MTWThF 10:20 am - 12:20 pm ICEC

GED Math / ESL

Emphasis is on intermediate high and advanced math. This class covers academic content areas to prepare ESL students for the GED Test.

029321 08/14/17-11/03/17 MTWThF 8:00 - 10:00 am ICEC
029321 11/06/17-02/23/18 MTWThF 8:00 - 10:00 am ICEC
029322 08/14/17-11/03/17 MTWThF 10:20 am - 12:20 pm ICEC
029322 11/06/17-02/23/18 MTWThF 10:20 am - 12:20 pm ICEC
CBET (COMMUNITY-BASED ENGLISH TUTORING)

CBET students must complete an assessment for placement into the appropriate instructional level and to enroll in class. Continuing and new CBET students may register at the CBET location on the first day of class.

CBET (Community-Based English Tutoring)

An English language program for adults with the goal of raising the English level of the entire community. Learn how to help your child with reading, writing, listening, speaking, study skills, and homework using effective parenting techniques.

<table>
<thead>
<tr>
<th>Section#</th>
<th>Site</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>033022</td>
<td>Barton Elem School</td>
<td>08/22/17</td>
<td>05/10/18</td>
<td>TTh</td>
<td>9:00 am-12:00 pm</td>
</tr>
<tr>
<td>033044</td>
<td>Belvedere Elem School</td>
<td>08/24/17</td>
<td>05/10/18</td>
<td>TTh</td>
<td>9:00 am-11:00 am</td>
</tr>
<tr>
<td>033011</td>
<td>Bradley Elem School</td>
<td>09/19/17</td>
<td>05/10/18</td>
<td>TTh</td>
<td>9:00 am-11:00 am</td>
</tr>
<tr>
<td>033005</td>
<td>Cajon High School</td>
<td>08/16/17</td>
<td>05/09/18</td>
<td>MW</td>
<td>9:00 am-11:30 am</td>
</tr>
<tr>
<td>033004</td>
<td>Cypress Elem @Racadio Library</td>
<td>08/21/17</td>
<td>05/09/18</td>
<td>MW</td>
<td>12:30 pm-2:30 pm</td>
</tr>
<tr>
<td>033023</td>
<td>Del Rosa Elem School</td>
<td>08/21/17</td>
<td>05/09/18</td>
<td>MW</td>
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<tr>
<td>033035</td>
<td>E. Neal Roberts Elem School</td>
<td>09/13/17</td>
<td>05/09/18</td>
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<tr>
<td>033031</td>
<td>Gomez Elem School</td>
<td>08/23/17</td>
<td>03/08/18</td>
<td>MW</td>
<td>9:00 am-11:30 am</td>
</tr>
<tr>
<td>033034</td>
<td>Henry Elem School</td>
<td>08/31/17</td>
<td>05/10/18</td>
<td>TTh</td>
<td>9:00 am-12:00 pm</td>
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<tr>
<td>033029</td>
<td>Indian Springs High School</td>
<td>09/26/17</td>
<td>05/10/18</td>
<td>TTh</td>
<td>4:30 pm-6:30 pm</td>
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<tr>
<td>033033</td>
<td>King Middle School</td>
<td>08/29/17</td>
<td>05/10/18</td>
<td>TTh</td>
<td>9:00 am-11:30 am</td>
</tr>
<tr>
<td>033039</td>
<td>Lankershim Elem School</td>
<td>09/07/17</td>
<td>05/10/18</td>
<td>TTh</td>
<td>9:30 am-11:30 am</td>
</tr>
<tr>
<td>033040</td>
<td>Mt. Vernon Elem School</td>
<td>08/29/17</td>
<td>05/10/18</td>
<td>TTh</td>
<td>12:00 pm-2:00 pm</td>
</tr>
<tr>
<td>033042</td>
<td>Muscoy Elem School</td>
<td>09/21/17</td>
<td>05/10/18</td>
<td>TTh</td>
<td>9:00 am-11:00 am</td>
</tr>
<tr>
<td>033030</td>
<td>San Bernardino High School</td>
<td>08/23/17</td>
<td>05/09/18</td>
<td>MW</td>
<td>5:00 pm-7:00 pm</td>
</tr>
<tr>
<td>033045</td>
<td>San Gorgonio High School</td>
<td>09/25/17</td>
<td>05/09/18</td>
<td>MW</td>
<td>4:00 pm-6:00 pm</td>
</tr>
<tr>
<td>033006</td>
<td>Vermont Elem School</td>
<td>08/17/17</td>
<td>05/10/18</td>
<td>TTh</td>
<td>9:00 am-11:00 am</td>
</tr>
</tbody>
</table>
FREE!

CITIZENSHIP CLASSES

Inland Career Education Center in partnership with Catholic Charities

This course is for students who want to become U.S. Citizens and need increased language skills and specifics about the U.S. Citizenship process. Class covers the interview process/preparation, application process and possible Fee Waiver for those who qualify. Students must meet all required qualifications to enroll:
- Have an ID
- Have a Permanent Resident Card
- Score at the High Beginning or higher range of the CASAS assessment

REGISTRATION DATES FOR CLASSES HELD AT ICEC:

<table>
<thead>
<tr>
<th>PROGRAM:</th>
<th>ESL (English as a Second Language)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2</td>
<td>New Day Citizenship Students</td>
</tr>
<tr>
<td>August 3</td>
<td>New Evening Citizenship Students</td>
</tr>
</tbody>
</table>

ON THE DAY OF REGISTRATION YOU WILL NEED TO BRING: Your ID and Your Permanent Resident Card. PLEASE BE ON TIME AND PLEASE DO NOT BRING CHILDREN!

*All Monday classes will meet from 8:00 am - 12:20 pm.

| 031713  | 08/14/17-11/03/17 MTWThF 8:00 am - 11:20 am ICEC |
| 031715  | 08/15/17-12/14/17 TTh 5:45 pm - 8:00 pm ICEC |

NOW AVAILABLE! CITIZENSHIP CLASSES IN RIVERSIDE:

3020 Madison Street, Riverside, CA 92504

030712 Tuesday and Thursday 1:00 pm - 3:00 pm

For registration dates, please call the Inland Career Education Center at (909) 388-6000.

Questions? / ¿Preguntas?:
Jesse Galdamez, Inland Career Education Center (909) 388-6000 • jesus.galdamez@sbcusd.com
My-Hanh Luu, Catholic Charities, Immigration/Citizenship (909) 388-1239 • mluu@ccsbriv.org
OFFICE TECHNOLOGY
PACKAGE ONLY
$125.00 for all five classes!

8 week sessions. Orientations: July 27, 2017 or September 21, 2017

Upon successful completion:
- Receive a Certificate of Completion for Office Technology
- Earn NRF Customer Service Certification!
1. Keyboading M/W/F 8:00 - 10:00 am
2. Office Skills & Technology M/W/F 10:00 am - 12:00 pm
3. Customer Service W/F 1:00 - 3:00 pm
4. Business English/Math T/TH 8:00 - 10:00 am with lab 10:00 - 11:00 am
5. Office Suite T/TH 12:00 - 3:00 pm

Does not meet articulation for college credit.

“‘Luck is when preparation meets opportunity.’ This school excels in student education to prepare you for when that opportunity comes, but what is most important is that we don’t rely on luck, we make our own. What does this mean? It means this school guides us to make our own luck, prepare ourselves, and create our own opportunities.”
Eric Espinoza
EARN COLLEGE CREDIT!
No residency requirement for articulated courses with Valley College for semester classes. Business and Computer Education courses assist students with acquiring the skills necessary for a career in today’s office and give you a competitive edge in the job market. Students receive a certificate of completion for each course they receive a C or higher grade.

Business and Computer Education Assessment Process
All students are required to attend an orientation and pass a basic skills test in reading to enroll in Business and Computer Education class(es). Students enrolling in Quickbooks, or Excel are required to pass a basic skills test in BOTH math and reading.

LOCATION: ICEC Green Room
07/27/17 Orientation, Assessment & Registration for computer applications students: 11:30 am or 4:00 pm

ATTENTION ALL STUDENTS!
Begin your Educational Pathway here!

Introduction to Education & Career Planning
This course is designed to assist ALL students on the educational pathway toward completing the GED, High School Diploma or employment. Learn industry specific computer skills and basic keyboarding in addition to developing resumes and practicing interviewing techniques. Create a portfolio, explore transition opportunities for continuing education at a local community college, and research career pathways. Students will receive an overview of the Transition Center, Placement Center, and Counseling.

Topics include: communication, collaboration, critical thinking, adaptability, accountability, time management, test taking, leadership, and prioritization. Students will be introduced to the National Retail Federation Customer Service curriculum and take the assessment for industry recognized certification.

According to industry advisors, those seeking employment need additional career readiness training. Let ICEC support services guide you toward success!

Recommended prior to Introduction to Computer and other Business and Computer Education courses as well as other Career Technical Education courses. Prerequisite for the Vocational Nursing Program.

Fee: Free! (Does not include text.)

060812 08/14/17-10/06/17 MWF 8:00 am - 10:00 am ICEC B116 Christie/Staff
060822 10/23/17-12/15/17 MWF 8:00 am - 10:00 am ICEC B116 Christie/Staff

Office Skills and Technology
Transferable Skills for the 21st Century. This course is designed to assist today’s job seekers in developing the skills needed to obtain and maintain employment in the workplace. Students will learn general office procedures. Topics include: communication, collaboration, critical thinking, adaptability, accountability, time management, test taking, leadership, and prioritization. According to industry advisors, those seeking employment need additional career readiness training. Must have basic computer skills. Requires a flash drive. SUPPLY FEE: $49.

060813 08/14/17-10/06/17 MWF 10:20 am - 12:20 pm ICEC B116 Christie
060823 10/23/17-12/15/17 MWF 10:20 am - 12:20 pm ICEC B116 Christie
BUSINESS AND COMPUTER EDUCATION

8 week sessions do not meet requirements to earn college credit with Valley College.

Microsoft Office Suite 2013 (Comprehensive)

*Articulated Course with San Bernardino Valley College!

College course ID CIT 100.

This course introduces students to basic computer concepts through the applications of MS Office Suite: Word, Excel, Access, PowerPoint, and to the Internet. Students also learn to use MS Outlook for electronic communications. Students must have a basic knowledge of the Windows Operating System prior to taking this course including; opening and saving files, keyboard/mouse skills, using the task bar, using the Internet and sending and receiving email with attachments. **SUPPLY FEE:** $49, does not include textbooks. **Requirement:** Flash Drive.

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Excel 2013</td>
<td>08/15/17-12/14/17</td>
<td>TTh</td>
<td>12:00 pm - 3:00 pm</td>
<td>ICEC B114</td>
<td>Christie</td>
<td></td>
</tr>
<tr>
<td>Microsoft Word 2013</td>
<td>08/15/17-12/14/17</td>
<td>TTh</td>
<td>12:00 pm - 3:00 pm</td>
<td>ICEC B114</td>
<td>Christie</td>
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</tbody>
</table>

Microsoft Excel 2013 & Microsoft Word 2013

*Articulated Course with San Bernardino Valley College!

College course ID Word: CIT 020   Excel: CIT 114.

Students will create spreadsheets, enter/edit data in cells, create charts, pivot tables, and formulate logical mathematic formulas to make automatic calculations. Students will work toward acquiring the skills to take the MOS Certification for Excel & Word. **SUPPLY FEE:** $49, does not include textbooks. **Requirement:** Flash Drive.

**Prerequisite:** MS Office Suite 2010/2013.

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel</td>
<td>08/15/17-12/14/17</td>
<td>TTh</td>
<td>12:00 pm - 3:00 pm</td>
<td>ICEC B114</td>
<td>Loftis</td>
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<tr>
<td>Word</td>
<td>08/15/17-12/14/17</td>
<td>TTh</td>
<td>12:00 pm - 3:00 pm</td>
<td>ICEC B114</td>
<td>Loftis</td>
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Quickbooks 2015 (Level 1, Level 2)

College course ID ACCT 047.

Class covers basic accounting through Quickbooks software and includes banking and finance needs, inventory accounting, accounts receivable and payable, tax records, payroll and business reports. **SUPPLY FEE:** Level 1 - $35   Level 2 - $49, does not include textbooks. **Requirement:** 4 GB Flash Drive minimum. **Prerequisite:** MS Office Suite 2010/2013 Comprehensive.

<table>
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<tr>
<th>Course</th>
<th>Start Date</th>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Level 1</td>
<td>08/15/17-12/14/17</td>
<td>TTh</td>
<td>8:00 am - 11:20 am</td>
<td>ICEC B114</td>
<td>Loftis</td>
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</tr>
<tr>
<td>Level 2</td>
<td>08/15/17-12/14/17</td>
<td>TTh</td>
<td>4:30 pm - 7:30 pm</td>
<td>ICEC B114</td>
<td>Cardenas</td>
<td></td>
</tr>
</tbody>
</table>

The following courses do not require assessment.


Non-native English speakers must have an intermediate English proficiency to enroll.

Keyboarding (Typing)

*Articulated Course with San Bernardino Valley College!

College course ID CIT 010.*  **8 week sessions do not articulate.**

This class offers students of all typing levels the opportunity to increase their keyboarding speed and accuracy. Beginning students learn basic keyboarding and language skills, while more experienced keyboarders will continue to develop speed and accuracy through repetitive lessons and testing. **SUPPLY FEE:** $25. No assessment required. **Open Enrollment.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/14/17-10/06/17</td>
<td>MWF</td>
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<td>ICEC B114</td>
<td>Loftis</td>
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<tr>
<td>10/23/17-12/15/17</td>
<td>MWF</td>
<td>8:00 am - 10:00 am</td>
<td>ICEC B114</td>
<td>Loftis</td>
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<tr>
<td>08/15/17-12/14/17</td>
<td>TTh</td>
<td>4:30 pm - 7:30 pm</td>
<td>ICEC B114</td>
<td>Cardenas</td>
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</tbody>
</table>

Flash drives are required for all classes except Keyboarding. Students may bring their own or choose to purchase one in our bookstore.
Certified Typing Test (Advanced registration required!)
SUPPLY FEE: $25 per typing test.
061001  08/16/17-12/13/17  W  4:00 pm  ICEC  B114  Cardenas

Introduction to Computers
The purpose of this class is to provide students with an introduction to computers which includes familiarization with computer systems and application of software programs. Students will learn how a computer can be used to produce documents and complete projects. Students will learn file management skills such as how to locate, open and save files, keyboard/mouse skills, use the task bar, use the Internet, send and receive emails with attachments, as well as develop a knowledge of basic computer vocabulary. SUPPLY FEE: $49, does not include textbook. **Requirement:** Flash Drive. Requires Orientation on July 27, 2017 and assessment.
060013  08/16/17-12/15/17  WF  1:00 pm - 3:00 pm  ICEC  B116  Christie

ESL Bridge to Computers
An introductory computer class designed for ESL students who want to learn basic computer skills as well as improve their vocabulary for the workplace. Students will learn computer vocabulary, use the computer keyboard/mouse search the Internet, send and receive emails, open and save files. SUPPLY FEE: $50, includes book.
068111  08/15/17-11/02/17  TWTh 12:00 pm - 2:00 pm  ICEC  B115  Zapata

Customer Service
Students will be introduced to the National Retail Federation Customer Service curriculum and take the industry recognized certification. **EXAM FEE:** Free, does not include text.
067713  08/16/17-10/06/17  WF  1:00 pm - 3:00 pm  ICEC  B114  Loftis
067723  10/25/17-12/15/17  WF  1:00 pm - 3:00 pm  ICEC  B114  Loftis
067714  08/15/17-10/04/17  TW  3:15 pm - 5:15 pm  ICEC  B115  Felix
067724  10/24/17-12/13/17  TW  3:15 pm - 5:15 pm  ICEC  B115  Felix

Business English / Business Math
**Business English:** This course introduces/remediates students in the appropriate use of English grammar in both written and verbal communication as may be used in the workplace. The correct usage of spelling, punctuation, sentence structure, development of business letters, memos, and emails will be addressed. Students will be instructed in the process of proof-reading for errors in their own work as well as others. Students will also be expected to give verbal demonstrations of these skills.
**Business Math:** This course introduces/remediates students in the four basic mathematical functions as they may be used in an office or retail environment; addition, subtraction, multiplication, and division. Students will explore various workplace uses for mathematical skills including: cashier and money reconciliation, percentages for taxes or discounts, addition of work hours and hourly wages, and more. **FEE:** $49.
067811  08/15/17-10/05/17  TTh  8:00 am - 10:00 am  ICEC  B117  Felix
067911  10/24/17-12/14/17  TTh  8:00 am - 10:00 am  ICEC  B117  Felix
Includes lab from 10:00 am - 11:00 am

COMING SOON!

In partnership with Southwestern Vocational College Security and Protective Services
130 hour program for employment in Public Safety Security Officer, School/Campus Security Officer, Investigations, and Loss Prevention Agent. Includes classroom instruction, interactive scenario training, one-on-one and hands-on instruction, and visual aids. Learn about firearms and firearm safety with live fire training. High job placement. Call for more information (909) 972-4957 or ICEC at (909) 388-6000.
Mandatory Orientation and Assessment for Certified Nurse Assistant
July 17 11:00 am Green Room
Includes Mandatory Assessment.
October 16 11:30 am Green Room
Includes Mandatory Assessment.

Certified Nurse Assistant (CNA): This class covers patient care skills and procedures in long term care facilities. Students are prepared for state certification testing as Certified Nursing Assistants. **SUPPLY FEE: $600** includes textbooks, fingerprinting and C.P.R. **Additional Cost:** Students provide their own uniforms, physical, and labs. Fingerprints will be taken on the first day of the program. Must have a Social Security card.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>061311</td>
<td>08/14/17-11/01/17</td>
<td>MTW</td>
<td>7:00 am - 4:00 pm</td>
<td>ICEC C6</td>
<td>Chavarria</td>
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<tr>
<td>061321</td>
<td>11/06/17-02/21/18</td>
<td>MTW</td>
<td>7:00 am - 4:00 pm</td>
<td>ICEC C6</td>
<td>Chavarria</td>
</tr>
<tr>
<td>061331</td>
<td>11/08/17-02/23/18</td>
<td>WThF</td>
<td>7:00 am - 4:00 pm</td>
<td>ICEC C7</td>
<td>Ramer</td>
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</tbody>
</table>
“Being a student here has been the most rewarding aspect of my life. Here, I have learned to have courage, to work together in unity, and to never give up on a dream. The staff here is very supportive and genuinely care about us.”
Christina Cook SVN Class of 2017

MEDICAL MATH ASSESSMENT

Students interested in Medical Math or Medical Terminology must pass a math basic skills test prior to enrolling. The first 60 students will be accepted into each assessment session. Doors will close promptly at 11:00 am on 7/24/17 and at 11:30 am on 10/17/17 or as soon as the session is full.

Mandatory Orientation and Assessment for Medical Math and Medical Terminology

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>July 24</td>
<td>11:00 am</td>
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<td>Includes Mandatory Assessment.</td>
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<td>October 17</td>
<td>11:30 am</td>
<td>Green Room</td>
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<td>Includes Mandatory Assessment.</td>
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</table>

Medical Math

This class reviews basic math problems and techniques, including conversions and ratios that are required of healthcare professionals and is a Prerequisite for the VN program.

SUPPLY FEE: $50 includes textbook.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Room</th>
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<td>Building D</td>
<td>Allen</td>
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<tr>
<td>066523</td>
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<td>MT</td>
<td>1:00 pm - 3:00 pm</td>
<td>ICEC</td>
<td>Building D</td>
<td>Allen</td>
</tr>
<tr>
<td>066512</td>
<td>08/17/17-11/02/17</td>
<td>Th</td>
<td>10:20 am - 3:00 pm</td>
<td>ICEC</td>
<td>214</td>
<td>Felix</td>
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<tr>
<td>066522</td>
<td>11/09/17-02/22/18</td>
<td>Th</td>
<td>10:20 am - 3:00 pm</td>
<td>ICEC</td>
<td>214</td>
<td>Felix</td>
</tr>
</tbody>
</table>
MEDICAL ASSISTANT PROCEDURES
Articulated Course with San Bernardino Valley College!

College course ID CIT 048/144

Students interested in our Medical Assistant Program must submit an official copy of high school transcripts verifying graduation or a certified copy of official GED test results. Must have a valid government issued picture ID and Social Security Card.

Orientation and assessment on June 20, 2017 at 11:00 am. Twenty (20) students with the highest passing test scores will be invited to enroll. Registration fees will be due at the time of enrollment.

Medical Assistant

The Medical Assistant program provides entry-level training needed to work in a doctor’s office or clinic. This comprehensive Medical Assistant program prepares the student to work in the Administrative (front) office or Clinical (back) office. A uniform, physical and labs will be required. Prerequisites: High School Diploma or GED and Pass Entrance Exam.

Externship is an additional 160 hours: ONLY QUALIFIED CANDIDATES will spend time in local medical offices or clinics applying the skills and knowledge learned in the Medical Assistant program.

SUPPLY FEE: $3,000 includes textbook. Background check and drug screening will be done at the beginning of the program.

| 061611 | 08/15/17-12/15/17 | TThF 8:30 am - 3:30 pm | ICEC | B3 | Staff |

MEDICAL TERMINOLOGY ASSESSMENT

Students interested in Medical Math or Medical Terminology must pass a math basic skills test prior to enrolling. The first 75 students will be accepted into each assessment session. Doors will close promptly at 11:00 am on 7/24/17 and at 11:30 am on 10/17/17 or as soon as the session is full.

Mandatory Orientation and Assessment for Medical Math and Medical Terminology

| July 24 | 11:00 am | Green Room |
| Oct 17 | 11:30 am | Green Room |

Mandatory Assessment for classes starting August 14 & 15, 2017
October 17 11:30 am Green Room Mandatory Assessment for classes starting November 6 & 7, 2017

Medical Terminology

Articulated Course with San Bernardino Valley College!

College course ID CIT 144.

Acquire the ability to read, write, and understand medical terms and their relationship to body systems, diseases, and diagnoses. This course is a Prerequisite for the VN program.

SUPPLY FEE: $75 includes textbook.

| 061511 | 08/14/17-10/31/17 | MT 8:00 am - 12:20 pm | ICEC | Building D | Allen |
| 061521 | 11/06/17-02/20/18 | MT 8:00 am - 12:20 pm | ICEC | Building D | Allen |
| 061512 | 08/15/17-11/01/17 | TW 10:20 am - 3:00 pm | ICEC | 214 | Felix |
| 061522 | 11/07/17-02/22/18 | TW 10:20 am - 3:00 pm | ICEC | 214 | Felix |

“You won’t find a school with teachers that care about you and want you to succeed more than at Inland Career Education Center.” Jasmine Sparks, Senior VN Student

“My instructors are amazing and helping me to achieve my dream of becoming a nurse.” Shelley Turner, Senior VN Student
Vocational Nursing Program Training (VN)

This year-round program prepares students for the State of California NCLEX-PN exam through classroom academics and clinical practice at local hospitals.

Applications will be available June 5 - August 4, 2017 for the class that begins in January 2018.

Prerequisites for the program:
- 18 years of age
- High School Diploma or GED
- Social security card
- Driver’s license or state issued ID card
- No felony, misdemeanor, or DUI convictions
- Must be a State Certified CNA, Medical Assistant or EMT
- Medical Math and Medical Terminology course in the last 5 years.
- Introduction to Education and Career Planning or Customer Service

PROGRAM FEES: $65 non-refundable T.E.A.S. Level 6 placement testing fee + $6,000 estimated total program cost includes textbooks, uniforms, State Board Fee and NCLEX Fee. ($3,900 Registration Fee) ADDITIONAL COSTS: Students provide their own physical and lab work.

Check our website for the most current application information.
Visit www.sbcusd.com/ICEC for additional dates.

See Introduction to Education and Career Planning prerequisite.
Applications for July 2018 class will be available January 8, 2018. Go online for timeline beginning September 1, 2017.
PARENT EDUCATION

PARENT EDUCATION CHILDCARE
The Parent Education Childcare Program is offered to enable parents with childcare barriers the opportunity to complete their academic or vocational education while enhancing their parenting skills and preparing their children for kindergarten.

Parents who want to enroll in these classes must first enroll in academic or vocational classes and then call (909) 388-6022 to make an appointment to bring the following documents:
- Child’s birth certificate
- Child’s current immunization record including TB clearance
- Copy of parent’s class schedule
- Parent’s TB clearance taken within the last 12 months

Parent Education – Preschool (2.5 – 5 Years Old)
Parents attend their own classes three or four days a week and join their child one day a week to improve their parenting skills and help prepare their child for kindergarten. Children may attend preschool every day their parents are attending class. Some restrictions apply.

SUPPLY FEE: $25.

<table>
<thead>
<tr>
<th>Code</th>
<th>Start</th>
<th>End</th>
<th>Days</th>
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<tbody>
<tr>
<td>072011</td>
<td>08/14/17-11/03/17</td>
<td>M T W Th F</td>
<td>8:00 am - 12:30 pm &amp; 8:00 am - 3:00 pm</td>
<td>ICEC A8 Anderson</td>
<td></td>
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<tr>
<td>072031</td>
<td>11/06/17-02/23/18</td>
<td>M T W Th F</td>
<td>8:00 am - 12:30 pm &amp; 8:00 am - 3:00 pm</td>
<td>ICEC A8 Anderson</td>
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<tr>
<td>072021</td>
<td>08/14/17-11/03/17</td>
<td>M T W Th F</td>
<td>8:00 am - 12:30 pm &amp; 8:00 am - 3:00 pm</td>
<td>ICEC A9 Castaneda</td>
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<td>072041</td>
<td>11/06/17-02/23/18</td>
<td>M T W Th F</td>
<td>8:00 am - 12:30 pm &amp; 8:00 am - 3:00 pm</td>
<td>ICEC A9 Castaneda</td>
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APPRENTICE

APPRENTICE BARBER APPLICATION PROCEDURES

Applications are available beginning September 18, 2017
All applications are due by 2:30 pm on September 29, 2017.
Barber Apprentice Assessment (English/Reading) must be taken on either September 22, 2017 @ 9:00 am or September 29, 2017 @ 1:00 pm
Orientation: October 3, 2017 at 11:30 am in the Green Room
Pre Apprentice Class: October 5 - 13, 2017 from 8:00 am - 4:30 pm in the Green Room (No class October 9, 2017)

- Application packets will be available for pick up from September 18, 2017.
- Applications can also be downloaded at www.sbcusd.com/ICEC
- All applicants must have a sponsor and have the Establishment Owner’s license number and signature on the application to be considered for the program.
- All applicants must have a valid U.S. government issued picture ID and a social security card or tax ID number card, both must be presented when submitting applications.
- Completed applications must be turned in to the Inland Career Education Center, 1200 North E Street, San Bernardino, 92405 by 2:30 pm on September 29, 2017.
- Those with top scores will be invited to attend a mandatory orientation with the establishment owner.
- If necessary a waiting list will be started. Waiting list applicants will be called as space becomes available in the program.
- Incomplete and late applications will not be accepted.
- PRE-APPRENTICE SUPPLY FEES: $400. APPRENTICE CLASS FEES: $425. (Payable to SCBAC) + $25. (Payable to Board of Barbering)
- All class fees are due on the Orientation Day, October 3, 2017 in the Green Room. Information will be provided.
- VA Benefits now accepted. Call for information.

Barber/Pre-Apprentice

This class covers the laws and regulations of the Board of Barbering and Cosmetology, basic patron protection, sanitation and disinfection procedures. Students spend part of their time in hands-on activities learning barbering. This class is primarily designed to meet the requirements for entrance into the two-year California Barber Apprentice Program (on-the-job training).

SUPPLY FEE: $400 includes textbook.

065311  10/05/17-10/13/17    M-F    8:00 am - 4:30 pm    ICEC    Green Room    Olivas
Vehicle Maintenance & Light Repair

**Mandatory Orientation and Assessment Dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 13</td>
<td>9:00 am</td>
<td>Green Room</td>
</tr>
<tr>
<td>July 17</td>
<td>9:00 am</td>
<td>Green Room</td>
</tr>
<tr>
<td>September 26</td>
<td>11:00 am</td>
<td>Green Room</td>
</tr>
<tr>
<td>October 16</td>
<td>9:00 am</td>
<td>Green Room</td>
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</table>

Mandatory Assessment for classes.

140 hours - ASE approved. Includes Sp2 Certification, hazardous material & safety, customer service certification training (National Retail Federation) and safety awareness.

Curriculum provides what students in mechanical area of study need to know about the hazards of the shop environment before they enter the workplace. Students will gain additional employability skills to help them find and retain successful careers in the automotive industry. **Students must have transportation. Classroom instruction in the mornings at ICEC and Shop work in the afternoon at Fleet Services Management, 3rd & Lena Road in San Bernardino.**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>069811</td>
<td>08/21/17-09/28/17</td>
<td>MTW</td>
<td>9:00 am - 5:00 pm</td>
<td>ICEC</td>
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<td>069821</td>
<td>10/30/17-12/14/17</td>
<td>MTW</td>
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<td>069831</td>
<td>01/16/18-02/23/18</td>
<td>MTW</td>
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This is a partnership between Career Institute, San Bernardino County Fleet Services and ICEC.
The ADULTS WITH SPECIAL NEEDS PROGRAM offers a variety of free classes for adults with special needs. Students register in class. Class locations are listed below.

- Inland Career Education Center Annex - Olive Street (A5) - 455 E. Olive, S.B. (909) 888-8912
- Valley Lighthouse for the Blind - 359 E. Parkcenter Circle, S.B. (909) 884-3121

Creative Handcrafts
Macrame, basket weaving and ceramics. Students learn macrame, basket weaving and ceramics techniques as they complete simple projects. Beginners welcome, work at your own pace.
052011 08/14/17-12/15/17 TTh 9:30 am - 2:00 pm Lighthouse

Life Skills and Functional Academics
An Independent Living Skills program for developmentally delayed adults. Students receive instruction in basic math and literacy, socialization, physical fitness, personal health, safety, and computers. *No classes scheduled on Mondays after 12:00 pm.
053013 08/14/17-12/15/17 MTWThF 8:00 am - 3:00 pm ICEC Annex - Olive St. A5

WE ARE ON FACEBOOK!
The new Inland Career Education Center Facebook page is now up! Please find our page, check in, like & follow us! www.facebook.com/inlandcareereducationcenter
General Information

San Bernardino City Unified School District

District Policies

San Bernardino City Unified School District Policy Statement for Title VI, Title VII, Title IX, and Section 504: The San Bernardino City Unified School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin); Title IX of the Education Amendments of 1972 (pertaining to sex); Section 504 of the Rehabilitation Act of 1973 (pertaining to age).

The Nondiscriminatory Harassment BP 4030, Sexual Harassment Policy BP 4319.11 and Uniform Complaint Procedures BP 1312.3: are available for reading in the Education Center’s main office. Any person who believes that the District’s nondiscrimination and/or sexual harassment policy has been violated may file a complaint with the Affirmative Action Office under the Uniform Complaint Procedures. Mike Medina, Affirmative Action Officer, (909) 381-1122.

Student Records: Pursuant to the Family Education Rights and Privacy Act of 1974, the Education Center is required to inform you of your rights regarding school records, and data related to you.

Firearms, Weapons, Alcohol, & Drugs are strictly prohibited. Firearms are not permitted on campus, even with a permit, unless you are a duly sworn peace officer or have written permission of the principal.

School’s Right to Know Student & Visitor Identity Policy: (For Protection of Students, Staff, Visitors, and their Personal Property). Students and Visitors are required to give their name and reason for being on campus to an identified Education Center staff member or Campus Security Officer.

Smoking Is Prohibited: As of July 1, 1995, State Law and District Policy prohibits smoking in any place on campus or in vehicles on campus for faculty, staff, and students.

Visitor/Student Conduct & Responsibilities: All visitors and Education Center students are expected to conduct themselves in such a manner as to contribute to a productive educational environment.

Plan Your Future!

Inland Career Education Center has a new Career Pathways website, available for use in planning your future!

Visit us to find out more about leading occupations in the Inland Empire.

www.sbcusd-career-pathways.com
1. Arrowhead Regional Medical Center
   400 N. Pepper Avenue, Colton
2. Barton Elementary
   2214 Pumalo Street, SB
3. Belvedere Elementary
   2501 Marshall Boulevard, SB
4. Bradley Elementary School
   1300 Valencia Avenue, SB
5. Cajon High School
   1200 W. Hill Drive, SB
6. Community Care
   4768 Palm Avenue, Riverside
7. Community Care and Rehab
   4070 Jurupa Avenue, Riverside
8. Community Hospital of San Bernardino
   1805 Medical Center Drive, SB
9. Cypress Elementary
   @ Highland Sam J. Racadio Library
   & Environmental Learning Center
   7863 Central Avenue, Highland
10. Del Rosa Elementary
    3395 N. Mountain Avenue, SB
11. E. Neal Roberts Elementary
    494 E. 9th Street, SB
12. Gomez Elementary
    1480 W. 11th Street, SB
13. Henry Elementary
    1250 W. 14th Street, SB
14. Indian Springs High School
    1472 E. 6th Street, SB
15. King Middle School
    1250 Medical Center Drive, SB
16. Lankershim Elementary
    7499 Lankershim Avenue, SB
17. Lytle Creek Elementary
    275 S. K Street, SB
18. Muscoy Elementary
    2119 Blake Street, SB
19. Pacific High School
    1020 Pacific Street, SB
20. San Gorgonio High School
    2299 Pacific Street, SB
21. Inland Career Education Center
    1200 N. E Street, SB
22. Inland Career Education Center
    Annex (Olive Street)
    455 E. Olive Street, SB
23. San Bernardino High School
    1850 N. E. Street, SB
24. Totally Kids
    1720 Mountain View Ave., Loma Linda
25. VA Hospital
    11201 Benton, Loma Linda
26. Valley Lighthouse for the Blind
    359 E. Parkcenter Circle, SB
27. Vermont Elementary
    3695 Vermont Street, SB
All your educational needs under one roof!

High School Diploma Program
GED Program
English as a Second Language
Business Office & Computer Classes
Medical Education Program
Parent Education/Childcare
Apprentice (Barbering)
Industrial Program (Vehicle Maintenance and Repair)
Program for Adults with Special Needs