



Indio Area Programs Fall 2015 Course Offerings

For additional program and enrollment information, contact our Admissions Office

School of Career Education Branch Campus
 Don F. Kenny Regional Learning Center
 47-336 Oasis St
 Indio, CA 92201
 760.863.3333

**Orientation and Testing are free
 with no obligation to enroll!
 Call today for an appointment
 760.863.3333**

www.connected2worldofwork.org

Riverside County Office of Education's School of Career Education (SCE) post-secondary programs are offered on a first-come, first-served basis. To be eligible to enroll, adults are required to provide proof of a high school diploma or GED certificate, and pass basic-skills assessment (unless otherwise noted). Adults must also attend an orientation session with the Admissions Technician prior to enrolling in a class. Please contact the Admissions Office for an appointment.

Flexible payment arrangements are available for the programs that exceed \$700

Dental Assistant, RDA Eligible *Federal Financial Aide available for those who qualify for a Pell Grant* **\$8,875**

August 26, 2015 – June 9, 2016
 7:30 a.m. – 4:00 p.m.
 Monday - Thursday

Schedules and fees are subject to change without notice

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

Medical Clinical Administrative Professional **\$5,625**

August 26, 2015 – March 8, 2016
 8:30 a.m. – 3:30 p.m.
 Monday - Friday

Schedules and fees are subject to change without notice

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

Nursing Services & Support Occupations

\$4,685

August 26, 2015 – January 26, 2016
 8:00 a.m. – 5:00 p.m. And 9:00 a.m. – 4:00 p.m.
 Monday, Tuesday & Thurs Wednesday

Schedules and fees are subject to change without notice

Nursing Services and Support Occupations includes Nurse Assisting, Acute Care for Nursing and Home Health Aide. These students will be enrolled in all three courses; students must successfully pass Nurse Assisting to continue.

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

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

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

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

Medical Office Professional

\$4,495

October 28, 2015 – May 13, 2016
 8:30 a.m. – 3:30 p.m.
 Monday - Friday

Schedules and fees are subject to change without notice

This course combines training in administrative medical assisting skill and in billing and coding essentials designed to prepare students to assist an individual doctor's office or medical clinic with all its front office operations. The course covers medical terminology, human anatomy, preparation of claims for reimbursement, electronic and manual claim submission for various types of health insurance. The student will learn scheduling of appointments, telephone techniques, billing of patients, insurance, handling mail and maintaining financial records.

Administrative Office Professional **\$4,220**

August 26, 2015 – June 14, 2016
 8:00 a.m. – 1:00 p.m. And 8:00 a.m. – 12:30 p.m.
 Monday – Wednesday Thursday

Schedules and fees are subject to change without notice

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

Business Accounting using QuickBooks **\$595**

September 1, 2015 – November 6, 2015
 6:00 p.m. – 9:00 p.m.
 Tuesday - Thursday

Schedules and fees are subject to change without notice

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

For more information please call or visit our website!
(760) 863-3333



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