Indio Area Programs
Spring 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 $600

Medical Office Professional   **$3,200**
Don F. Kenny Regional Learning Center
April 6, 2015 – October 8, 2015
8:30 a.m. – 5:00 p.m.
Monday – Thursday
Summer Break to be determined
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.

Medical Assistant/Administrative   **$2,280**
Don F. Kenny Regional Learning Center
April 6, 2015 – June 29, 2015
8:00a.m. – 12:30p.m.
Monday – Thursday
Schedules and fees are subject to change without notice

This course prepares students for employment as a front-office medical assistant to a physician in a doctor's office and to work in a medical facility. The course covers medical terminology, scheduling appointments, utilizing proper telephone techniques, handling mail, and maintaining financial records. Secretarial skills such as typing correspondence and filing will also be covered.

The School of Career Education is a Subsidiary of the Riverside County Office of Education

Continuing Education Classes:
(*No Orientation or testing required!)*

Home Health Aide $465
Don F. Kenny Regional Learning Center
May 18, 2015 – June 18, 2015
8:00 a.m. – 12:00 p.m.
Monday – Thursday
Schedules and fees are subject to change without notice

This class 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.
Students must have a current California CNA; testing and orientation not required!

Business Accounting Using QuickBooks $595
Don F. Kenny Regional Learning Center
April 21, 2015 – June 25, 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.

ICD-10 Essentials $465
Don F Kenny Regional Learning Center
April 6, 2015 – June 29, 2015   OR   April 7, 2015 – June 25, 2015
6:00 p.m. – 9:00 p.m.   6:00 p.m. – 9:00 p.m.
Monday & Wednesday   Tuesday & Thursday

Schedules and fees are subject to change without notice

This course provides Continuing Education Training on the updated ICD-10 coding system that goes into effect October 1, 2015. The course prepares students for use of ICD-1 software, processes, and procedures in preparation of claims for reimbursement and electronic claim submission for various types of health insurance.

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