



## 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](http://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***

**Dental Assistant, RDA Eligible\*** *Federal Financial Aid available for those who qualify for a Pell Grant* **\$6,000**  
 Don F. Kenny Regional Learning Center  
 April 27, 2015 – January 28, 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 Assisting Clinical** **\$3,570**  
 Don F. Kenny Regional Learning Center  
 February 2, 2015 – June 18, 2015  
 8:00 a.m. – 5:00 p.m.  
 Monday - Thursday  
*Schedules and fees are subject to change without notice*

Students successfully completing this course will be prepared for employment as a medical assistant to assist the doctor in an office, clinic, or health care center. Topics include communication skills, ethics and confidentiality, anatomy, vital signs, assisting with exams, pharmacology and administration of medications including injections, venipuncture, medical terminology, metrics, EKG, and advanced charting.



### 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.

### Nurse Assistant

\$2,280

Don F. Kenny Regional Learning Center  
 February 2, 2015 – June 18, 2015  
 1:00 p.m. – 5:00 p.m.  
 Monday – Thursday

*Schedules and fees are subject to change without notice*

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

### Acute Care for Nursing

\$900

Don F. Kenny Regional Learning Center  
 February 2, 2015 – May 15, 2015  
 8:00 a.m. – 12:00 p.m.  
 Monday – Thursday

*Schedules and fees are subject to change without notice*

This class allows students to perform CNA skills and duties in the acute care (hospital) setting. The course includes instruction in communication skills, patient observation and reporting, and reinforcement of Certified Nurse Assisting procedures. The course includes an additional emphasis on the specialized acute care areas of medical/surgical, pediatrics, labor and delivery, nursery, mother/baby care, rehabilitation orthopedics, and cardiac/telemetry. **Students must have a current California CNA; testing and orientation not 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

February 3, 2015 – April 8, 2015 OR 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.

## **Professional Development/Continuing Education Classes**

### **EKG**

**\$595**

Don F. Kenny Regional Learning Center

February 2, 2015 – June 18, 2015

6:00 p.m. – 9:00 p.m.

Tuesday & Thursday

*Schedules and fees are subject to change without notice*

This course is designed to train students to set up and run a 12 lead EKG and attach a 24hr Holter monitor. Instruction is provided in the anatomy and physiology of the heart and terminology common to the cardiovascular system. Interpretation of EKGs includes heart rate, basic rhythm strips, and the identification of rhythm abnormalities. Students are trained to recognize changes in EKGs, heart blocks, hypertrophy, infarction, and emergency situations and that require immediate action. Hands on training is an integral part of this training.

*Prerequisite – concurrent enrollment in a health related School of Career Education class or employment in a health related field.*

**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.*

