

## Indio Area Programs Spring 2016 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 Street  
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 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 proof of a high school diploma or GED certificate, and pass basic-skills assessment. 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 \$700.

<b>Business Accounting Using QuickBooks</b>	<b>**JUST ADDED**</b>	<b>\$595</b>
Don F. Kenny Regional Learning Center April 11, 2016 – April 29, 2016 8:30 a.m. – 3:30 p.m. Monday – Friday		
<i>Schedules and fees are subject to change without notice.</i>		

This course prepares students with the knowledge of essential elements of 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.

<b>Home Health Aide</b>	<b>\$600</b>
Don F. Kenny Regional Learning Center May 9, 2016 – June 8, 2016 8:00 a.m. – 5:00 p.m. and 9:00 a.m. – 4:00 p.m. Monday, Tuesday, & Thursday Wednesday	
<i>Schedules and fees are subject to change without notice.</i>	

This course prepares students for employment in the home or hospice care setting as a Certified Home Health Aid (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.

**For more information, please call or visit our website!  
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