



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

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.

Administrative Office Professional

Don F. Kenny Regional Learning Center
January 4, 2016 – June 14, 2016
8:30 a.m. – 3:30 p.m.
Monday – Friday

\$4,220

**Discounted
Rate
\$422**

Schedules and fees are subject to change without notice.

This course is designed for individuals 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.

Nurse Assistant

Don F. Kenny Regional Learning Center
February 16, 2016 – May 5, 2016
8:00 a.m. – 5:00 p.m. and 9:00 a.m. – 4:00 p.m.
Monday, Tuesday, & Thursday Wednesday

\$3,000

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. For this portion of the program students are required to train a skilled nursing facility (nursing home).

***Social Security card required; must pass a criminal clearance background check, and must meet physical agility – lift 60lbs. up to 30 times in an 8 hour work shift.**





Medical Office Professional

Don F. Kenny Regional Learning Center
November 30, 2015 – June 9, 2016
8:30 a.m. – 3:30 p.m.
Monday – Friday

~~\$4,495~~
**Discounted
Rate
\$449.50**

Schedules and fees are subject to change without notice.

This course combines training in administrative medical assisting skills and in billing and coding essentials to prepare students to assist in front office operations for doctor's offices or medical clinics. 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 Clinical Administrative Professional

Don F. Kenny Regional Learning Center
March 14, 2016 – October 20, 2016
8:30 a.m. – 3:30 p.m.
Monday – Friday *Summer Break to be determined*

\$5,625

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 includes 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.

Home Health Aide

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

\$600

Schedules and fees are subject to change without notice.

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

