

Indio Area Programs Spring 2017 Course Offerings

For additional program and enrollment information, contact our Admissions Office.

School of Career Education
Don F. Kenny Regional Learning Center
Main Campus
47-336 Oasis St.
Indio, CA 92201
(760) 863-3333



**Orientation and testing will be held
free with no obligation to enroll!
Call today for an appointment
(760) 863-3333**

www.riversidesce.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.

Medical Clerical Bootcamp	\$2,580
<i>Scholarship opportunity available, inquire with student services team.</i>	
Don F. Kenny Regional Learning Center Main Campus, Indio Mar 28, 2017 – June 13, 2017 (10 weeks) 8:00 a.m. – 4:30 p.m. Tuesday – Friday	
<i>Schedules and fees are subject to change without notice.</i>	

This course prepares students for employment as 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 tasks such as typing correspondence and filing will also be covered.

Nursing Services and Support Occupations**	\$4,685
<i>Scholarship opportunity available, inquire with student services team.</i>	
Don F. Kenny Regional Learning Center Main Campus, Indio Feb 21, 2017- July 20, 2017 (21 weeks) 8:00 a.m. – 4:30 p.m. Tuesday – Thursday	
<i>Schedules and fees are subject to change without notice.</i>	

Nurse Assistant program prepares the students to take the California competency exam for Certified Nurse Assistant (CAN). This state certification is a legal requirement for employment as a CNA. Students are prepared for employment in long-term care settings or skilled nursing facility. Students learn to observe and record patient’s condition, measure and record food and liquid intake and output, take vital signs, and provide patients with personal care such as feeding, bathing, dressing, and grooming. Students also learn isolation procedures, and to provide patients with help walking, exercising, and moving in and out of bed.



Acute Care for Nursing training allows students to perform CAN 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.

****Must pass Nurse Assistant to continue with Program. **Social Security card required; must pass a criminal clearance background check.**

Spring 2017 Job Skills Upgrade Classes

Business Accounting Using QuickBooks

\$695

Don F. Kenny Regional Learning Center Main Campus, Indio

Jan 3, 2017 – Jan 24, 2017 (3 weeks) OR May 23, 2017 – June 13, 2017 (3 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Schedules and fees are subject to change without notice.

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.

Phlebotomy*

\$1,845

Don F. Kenny Regional Learning Center Main Campus, Indio

Mar 28, 2017 – June 15, 2017 (11 weeks)

8:00 a.m. – 4:30 p.m.

Tuesday – Friday

Schedules and fees are subject to change without notice.

This course prepares students for entry level competencies as phlebotomists in hospitals, clinics, blood banks and other healthcare settings. Students will develop skills in performing phlebotomy procedures during on-campus training followed by externships. Some of the topics covered in this program include phlebotomy in relation to the healthcare setting, anatomy and physiology in relation to phlebotomy, venipuncture techniques, specimen processing, non-blood specimens, injection control and proper handling techniques. Assigned designated clinical internship will be included as part of the required training.

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

Microsoft 2010 – Open Enrollment 4 classes:

**\$595 each class
and level**

Word Level I, or Word Level II, or Excel Level I, or Excel Level II

Don F. Kenny Regional Learning Center Main Campus, Indio

Mar 16, 2017 – May 19, 2017 (54 hours each course level)

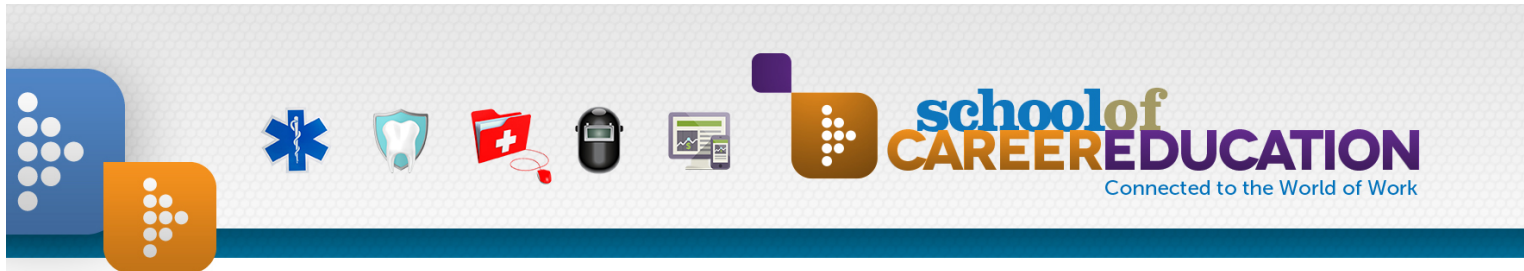
Students may attend 54 hours during the following class hour options:

Tuesday, or Thursday 8:00 a.m. – 4:30 p.m.

Wednesday or Friday 9:00 a.m. – 1:00 p.m. and/or 5:00 p.m. – 9:00 p.m.

Schedules and fees are subject to change without notice.





Microsoft Word Level I – prepares students for entry-level careers such as secretarial, receptionist, administrative assistants, data entry operators, and much more. The program equips the student with a variety of skills from keyboarding, formatting, communications, word processing and other applicable operations. Students utilize hands-on practice in word processing, and foundational knowledge and skills to prepare effective written communications. The course includes a general introduction to Microsoft Windows application software (Office 2010).

Microsoft Word Level II – students expand their skills for advanced Microsoft Word operations such as mail merge.

Microsoft Excel Level I – this course provides students essential elements of Microsoft Excel operations for careers using the popular spreadsheet software to complete simple data entry tasks to complex problem solving. Excel students learn formulas and functions for spreadsheet creation and manipulation, conditional formatting, cell styles, chart tools, and data entry.

Microsoft Excel Level II – students expand their skills for advanced Microsoft Excel operations to support careers in management, business intelligence analysis, marketing, accounting, and financial industries as most spreadsheet data involve financial documents.

Spring 2017 Continuing Education Classes

CPR Certification

\$50

Don F. Kenny Regional Learning Center Main Campus, Indio

April 11, 2017 (1 day)

Please call to arrange for a customized training schedule for your business.

8:00 a.m. – 4:30 p.m.

Tuesday

Schedules and fees are subject to change without notice.

This course is for anyone with limited or no medical training who needs a course completion card for CPR and AED to meet job, regulatory, or other requirements. Upon successful completion, the student will receive the American Heart Association Heartsaver CPR AED card which is valid for two years. American Heart Association Heartsaver teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn to perform adult, pediatric and infant CPR using an AED, relief of foreign-body airway obstruction (choking).

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

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