

## 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 – February 9, 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 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.



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**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.

**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  
 6:00 p.m. – 9:00 p.m.  
 Monday & Wednesday

OR

April 7, 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 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.