

# Health Careers

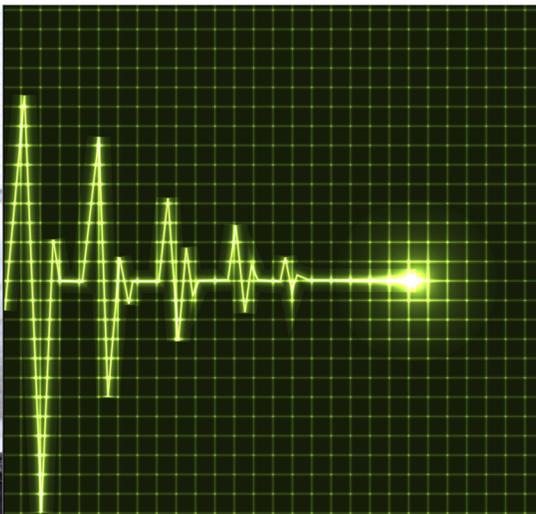
## Summer 2013



**THE CENTER**  
CONTINUING STUDIES

Please visit [www.mccc.edu/ccs/healthcareers](http://www.mccc.edu/ccs/healthcareers)

- + Animal Control Officer/Animal Cruelty Investigator
- + Certificate in Clinical Development and Regulatory Affairs
- + Certified Nurse Aide (CNA)
- + Certified Homemaker Home Health Aide (CHHHA)
- + ServSafe® Food Safety Certification
- + Dental Radiologic Technician
- + EKG Technician Certificate
- + Gerontology Certificate
- + Medical Billing and Coding Certificate
- + Pharmacy Technician Certificate
- + Phlebotomy Technician Certificate
- + Privacy and Data Protection for Healthcare & Pharma
- + Veterinary Assistant Certificate



Mercer County Community College

## Certificate in Gerontology

Are you responsible for the care of an elderly person? Are you a practitioner in the area of eldercare? Mercer has a program to meet your educational needs for either your personal or professional life. Today, the need for increased knowledge and understanding of America's older adults is a necessity. Our Gerontology Certificate program is specially designed to address the specific caregiver issues you face by offering two tracks of study - one for personal caregivers and the other for practitioners. You select the concentration of study that best fits your needs.

### Capstone Project: \$95

A Certificate in Gerontology is awarded after completion of required coursework and a **capstone project that provides an opportunity for you to explore an issue or idea more fully.**

The required textbook is used for all courses: ***Social Gerontology; A Multidisciplinary Perspective, (Ninth Edition)*** by Nancy R. Hooyman and H. Asuman Kiyak; ISBN 13: 978-0-205-76313-9; published by Pearson Publishing. Textbook available in the college bookstore.

### Who should attend:

- Nurses
- Licensed clinical social workers
- Psychologists/counselors
- Nursing home administrators
- Clergy
- Personal caregivers

### Core courses (required for both Tracks):

- Introduction to Gerontology (Fall 2013)
- Cognitive and Functional Changes (Fall 2013)
- Holistic Approach to Aging (Fall 2013)

### Required courses for Personal Caregiver Track:

- Aging and Personal Caregiving

### Required courses for Practitioner Track:

- Case Management and Counseling: Key Tools in Navigating the Healthcare System
- Pharmacologic Issues in the Elderly - Practitioner Track
- Senior Housing Options for Older Adults - Practitioner Track
- Aging, Society, and Public Policy

**Note: Courses can be taken on an individual basis.**

If you are interested in the Personal Caregiver Track, please email Carol Clark at [clarkc@mccc.edu](mailto:clarkc@mccc.edu).



### Senior Housing Options for Older Adults - Practitioner Track

Should a loved one continue to live at home? What are the options in the greater Mercer County area for senior living? Come hear representatives from different housing options share their insights on housing choices. An opportunity to discuss the information follows the presentations. Please bring a lunch-cafeteria closed.

0.5 CEU. Tuition and fees: \$60 (tuition: \$40; fees: \$20)

**XCP113-109372**

**May 18**

1 session                      Sa                      9am-2:30pm\*

\*Includes 1/2 hour break

*Eileen E. Doremus, Executive Director, Mercer County Office on Aging*

## FREE INFORMATION SESSIONS

Visit [www.mccc.edu/ccs](http://www.mccc.edu/ccs) for location

- **Back to School Night for Adults**  
Tuesday, September 10, at 5:30pm
- **Certified Nurse Aide (CNA)**  
Tuesday, July 9, promptly at 5:30pm
- **New Pathways to Teaching in NJ (Alternate Route to Teaching)**  
Thursday, September 12, promptly at 5:30pm
- **Phlebotomy Technician**  
Monday, January 14, promptly at 5:30pm
- **Veterinary Assistant**  
Thursday, September 12, promptly at 5:30pm



**THE CENTER**

CONTINUING STUDIES

AT MERCER

## Certificate in Clinical Development and Regulatory Affairs

In response to the continuing need for trained professionals in the biopharmaceutical, medical device and pharmaceutical industries, the Center for Continuing Studies at Mercer offers a certificate program in Clinical Development and Regulatory Affairs. All courses in the certificate program are taught by instructors who are highly experienced in their field, as well as guest speakers who bring special expertise to the program. To earn a certificate in Clinical Development and Regulatory Affairs, participants must successfully complete three (3) of the following six (6) courses. Participants may choose their track of study by completing one Regulatory Affairs course (Regulatory Affairs: Biologics, Pharmaceuticals and Vaccines (OR) Regulatory Affairs: Medical Devices), Foundations of Clinical Development and one of the remaining three courses (Clinical Quality Assurance, Clinical Data Management or Clinical Coordination and Monitoring.) Successful completion of three (3) courses as outlined above is required to qualify for a certificate. Participants may take individual courses to gain industry knowledge but they must have a related background and they will not earn the certificate unless they complete the program as outlined above.

For more information, email Carol Clark at [clarkc@mccc.edu](mailto:clarkc@mccc.edu).

### Upon completion of the certificate program, participants will be able to:

- Define the roles and responsibilities of sponsor, monitor, and investigators as they relate to the conduct of global clinical trials.
- Recognize clinical trial documentation differences for biologics, medical devices and pharmaceuticals.
- Describe the differences between regulatory submission requirements of new biologics, medical devices and pharmaceuticals.
- Discuss the impact of FDA regulations and guidance documents, EU directives, EMEA regulations and ICH GCP on clinical development.
- Describe the elements of a clinical protocol, an informed consent, monitoring visit reports and a corrective and preventative action plan.

### Who should attend:

Those with a BA or BS in:

- Nursing
- Pharmacy
- Chemistry
- Biology
- Medical Technology
- Other fields of study may be appropriate

### To Earn a Certificate:

#### Required Courses

- Foundations of Clinical Development
- Regulatory Affairs: Biologics, Pharmaceuticals and Vaccines (OR) Regulatory Affairs: Medical Devices

#### Elective Courses (Choose one)

- Clinical Coordination and Monitoring
- Clinical Data Management
- Clinical Quality Assurance

#### Earn Graduate Credits

MCCC has a new articulation agreement with Drexel University College of Medicine.

Participants who successfully complete the Certificate in Clinical Development and Regulatory Affairs earn 9 graduate credits when they apply and gain acceptance to Drexel University's Master Degree in Clinical Research Organization and Management. In addition, participants who successfully complete our Clinical Coordination and Monitoring course and apply to Drexel University will be awarded an additional 3 graduate credits toward the same Masters degree.

To gain a realistic understanding of this program, career opportunities and the transfer agreement with Drexel University College of Medicine, participants are strongly encouraged to attend our Back to School Night for Adults information session on:

**Tuesday, September 10, promptly at 5:30pm.**

Call 609.570.3311 for further details

## Foundations of Clinical Development (Classroom)

*This course is a prerequisite course for the Certificate in Clinical Development and Regulatory Affairs.*

Do you know what it takes to get a new medicine or new medical device to market? Upon completion of this course, participants will be able to describe the new medicine and new medical device development process, the principles of good clinical practices and the elements of informed consent. Participants will also have gained an understanding of past and current economic, scientific and business trends in the research and development of new biologics, medical devices and pharmaceuticals. **Textbooks are included. (Note: Please bring a lunch — cafeteria closed on Saturday.)**

3.6 CEU. Tuition and fees: \$1,052 (tuition \$972; material fees \$80)

**XAH152-109403**

**July 22-Aug 26**

6 sessions M\* 6-9pm

3 sessions Sa\*\* 9am-4pm

\*Mon classes: July 22, 29, Aug 5, 12, 19, 26

\*\*Sat. classes: July 27, Aug 10, 24 (includes 1 hour break)

Michael Falkow, MCCC Instructor

Returning  
FALL  
2013

## Foundations of Clinical Development (Online Course)

*This course is recommended for the Certificate in Clinical Development and Regulatory Affairs. Students need access to a computer, Microsoft Word-compatible software, a web browser such as Internet Explorer or Mozilla Firefox, and reliable access to the Internet.*

## Clinical Data Management

This course will provide participants with a general overview of the steps involved in managing clinical data in global clinical trials. Traditional aspects of clinical data management will be discussed including the role of the clinical data manager in the development of a clinical trial protocol, the design and completion of case report forms, and the design of the clinical database. In addition, the course will cover methods of data collection and data entry, data validation, data query and resolution, the use of current industry standards in clinical data management, the use of quality control procedures, and interaction with both clinical research and biostatistics personnel. **No textbooks required.**

**(Note: Please bring a lunch — cafeteria closed on Saturday.)**

3.6 CEU. Tuition and fees: \$987 (tuition \$972; material fees \$15)

Email [ComEd@mccc.edu](mailto:ComEd@mccc.edu) for schedule

## Regulatory Affairs: Biologics, Pharmaceuticals and Vaccines

Upon completion of this course, participants will be able to describe the differences between an Investigational New Drug Application (IND), a Biologic License Application (BLA), and a New Drug Application (NDA). Attendees will also gain an understanding of FDA and ICH regulations and guidelines, the FDA Bioresearch Monitoring program, the Prescription Drug User Fee Act (PDUFA) and the impact of regulations in new medicine development.

**(Note: Please bring a lunch — cafeteria closed on Saturday.)**

3.6 CEU. Tuition and fees: \$987 (tuition \$972; material fees \$15)

Fall 2013

## Regulatory Affairs: Medical Devices

This course is designed for professionals who are new to the medical device industry. Participants will gain an understanding of the regulatory requirements for Class I, II and III medical devices. Upon completion of the course, participants will also understand the basic regulatory requirements that manufacturers of medical devices distributed in the U.S. must comply with: Establishment registration, Medical Device Listing, Premarket Notification 510(k), Premarket Approval (PMA), Investigational Device Exemption (IDE), Quality System (QS), Labeling and Medical Device Reporting (MDR).

3.6 CEU.

XAH195-1

Fall 2013

Michael Falkow, MCCC Instructor

## Clinical Coordination and Monitoring

This course is designed to provide professionals with an overview of coordinating and monitoring clinical trials activities, understanding the study protocol, collection and review of regulatory documents, the IRB role in clinical research, elements of informed consent, handling of subject (patient) data, data cleaning/queries, and compliance with good clinical practices. You will also learn the importance of pre-study, initiation, interim monitoring and close-out visits. **A suggested list of books will be distributed to all students.**

3.6 CEU.

XAH194-1

Spring 2014

Jill Johnston, MCCC Instructor

## Clinical Quality Assurance

This course is designed to provide participants with a thorough understanding of current Good Clinical Practices (GCPs) requirements and Clinical Quality Assurance (CQA) in detecting study misconduct and fraud in global clinical trials. Additionally, participants will learn how to develop an audit plan and conduct site and vendor audits. Included in the course work will be the development of Corrective and Preventative Action Plans.

3.6 CEU.

XAH196-1

Fall 2013

Latifa Benmassaoud, MS, MCCC Instructor

## Phlebotomy Technician Certificate Program

Returning  
FALL  
2013

### Phlebotomy I (Lecture/Classroom)

This 90-hour lecture course is the first step to prepare you to become a Certified Phlebotomy Technician (CPT). This certificate program begins with this course which teaches the health care delivery system, collection of materials and equipment, venipuncture and capillary techniques, medical, legal and ethical implications of blood collection. At successful completion of Phlebotomy I, students will be recommended to start our Phlebotomy II Externship Program at a local healthcare facility. Students who complete the entire certificate program (Phlebotomy I & II) will be fully prepared to take the National Certification Exam given by NHA for Certified Phlebotomy Technician. **The Certification test cost is the student's responsibility. Textbook required. Available in college bookstore. Information session will be held Monday, January 14, promptly at 5:30pm at The Conference Center. Please bring a lunch-cafeteria closed on Saturdays.**

9.0 CEU. Tuition and fees: \$1380 (tuition: \$775; lab fees: \$380; materials \$125; non-refundable registration fee \$100)

XAH528-1

22 sessions

Cheryl Peebles, BS, MT (ASCP)

### Phlebotomy II Externship (60 hours)

**Recommendation is required for Phlebotomy II.** After completion of Phlebotomy I, you may register for your externship. Students will complete Phlebotomy II with 60 hours of duties, such as collecting samples. This externship is at a local hospital under close supervision. Schedules will vary and will be assigned by the externship coordinator. Students may be scheduled in the morning and/or afternoon. Students must adhere to their schedule and complete the hours, and samples will be documented for certification. The externship will take place over the month of June.

Tuition and fees: \$695

XAH301-1

January 2014

**Please visit [www.mccc.edu/ccs/healthcareers](http://www.mccc.edu/ccs/healthcareers) for a student handbook and the instructions to start to prepare for this intensive program. Questions? Carol Clark at [clarkc@mccc.edu](mailto:clarkc@mccc.edu)**



## Certificate in Medical Billing/Coding Specialist

Accurate medical billing/coding is necessary to secure maximum reimbursement for the healthcare provider and to ensure legal compliance on claims. The Certificate in Medical Billing/Coding is designed to prepare participants for an entry level position in one of the fastest growing industries. This administrative position assists medical research and reimbursement in a medical office, hospital, or other health care settings. This program prepares you for a career change or advancement.

To earn the certificate, participants must successfully complete the following twelve (12) core courses. **Medical Terminology: A Short Course is the prerequisite for all other courses and must be taken first.** Upon completion of the requirements, notify our office at ComEd@mccc.edu for a certificate. **Individual courses may be taken on a non-certificate basis.**

### Core Courses

- Medical Terminology: A Short Course
- Billers and Coders Medical Terminology
- Advanced Medical Terminology
- Basic Anatomy
- CPT-4 Medical Coding I
- CPT-4 Medical Coding II
- SpringCharts Electronic Health Records
- ICD-9 Coding
- ICD-9 to 10 Mapping
- Medical Billing
- Medisoft
- Medical Insurance, Law and Ethics

### Medical Terminology: A Short Course

This is a basic introductory "jump-start" course that covers everyday terminology used in all medical areas: physicians' offices, hospitals, clinics, insurance and pharmaceutical firms. Includes word analysis, word structure, pronunciation of terms, and case studies. A medical or scientific background is not necessary. Self-evaluation quizzes will be used. **Textbooks required at first class session (Medical Terminology the Basics by Corinne Linton and Medical Terminology: A Short Course by Davi Ellen Chabner). Available in college bookstore.**

1.8 CEU. Tuition: \$198

**XAH114-109167**      **May 8-May 29\***  
6 sessions      M,W      6-9pm

\*Class will not meet May 27

Fern Harhay, M.S., M.T. (ASCP)

### Advanced Medical Terminology\*

**Prerequisite: Medical Terminology: A Short Course Note: Must take Basic Anatomy either prior to or concurrently with Advanced Medical Terminology**

This advanced course uses a body system approach to medical terminology. Terms relating to diseases, disorders, diagnostic and surgical procedures of the organ systems of the body will be presented. Medical terms built from word parts and other sources are included. Ongoing self-evaluation quizzes will be used.

\*Note: Next session will be offered in September

### Billers and Coders Medical Terminology

A simple body systems approach is used to learn medical language and its applications for the medical biller. Word parts are used to build, analyze, define and spell essential medical terms. Basic structural anatomy is taught along with directional, disease and disorder, surgical and diagnostic terms. Standard medical abbreviations and pronunciation are also included. **This course requires the same book as used in ICD-9 to 10 Mapping. Available in college bookstore.**

0.6 CEU. Tuition: \$145

**XAH100-109297**      **May 31-June 7**  
2 sessions      F      6-9pm

Carla Johnson, MCCC Instructor

### Basic Anatomy

#### No Prerequisite

This is an introductory course covering basic anatomy by developing an understanding of functions and structures of parts of the body. **Textbook required (Introduction to Human Anatomy and Physiology by Eldra Pearl Solomon). Available in college bookstore.**

2.1 CEU. Tuition: \$231

**XAH207-109168**      **May 9-June 27\***  
7 sessions      Th      6-9pm

\*Class will not meet May 23

Fern Harhay, M.S., M.T. (ASCP)

### Medical Billing

**Prerequisite: Medical Terminology: A Short Course, or equivalent experience**

This is an overview of medical billing procedures for the claim cycles of many types of insurance coverage. Included topics: daily transaction entries, completing medical submissions, billed claim follow-up, the appeal process, itemized statements, and management reporting.

**Textbook required. Available in college bookstore.**

1.8 CEU. Tuition: \$198

**XAH121-109169**      **June 4-July 9**  
6 sessions      Tu      6-9pm

Elizabeth A. Calamia, CPC

### CPT-4 Introduction to Medical Coding Level I

**Prerequisite: Medical Terminology: A Short Course**

CPT-4 coding is required to bill for medical services and procedures in medical practices, emergency rooms, ambulatory surgery centers and many other facilities. Coding has a language of its own. This course will give the student an introduction to the language and how to use the CPT-4 book to assign the appropriate codes. **Textbook required. Available in college bookstore.**

2.4 CEU. Tuition: \$264

**XAH117-109170**      **June 1-July 6**  
2 sessions      W\*      6-9pm  
6 sessions      Sa\*\*      12:30-3:30pm

\*Wednesday classes: June 19, 26

\*\*Saturday classes: June 1, 8, 15, 22, 29, July 6

Felicia Bethune, CBCS

### CPT-4 Medical Coding Level II

**Prerequisite: CPT-4 Medical Coding Level I, Medical Terminology: A Short Course, and Basic Anatomy**

We will review principles and guidelines from CPT-4 Medical Coding Level I and go into greater depth and detail to offer a more comprehensive understanding of CPT strategy and proficiency, focusing on medical and surgical coding, E&M coding and modifiers. Examples of HCPCS will be given and reviewed in class. Those students who are active in the field may be asked to research and provide actual coding issues. The instructor and students together will research and resolve the various coding and compliance issues.

**This course requires the same book as used in CPT-4 Introduction to Medical Coding Level I. Available in college bookstore.**

2.4 CEU. Tuition: \$264

**XAH119-109327**      **July 20-Aug 17**  
3 sessions      W\*      6-9pm  
5 sessions      Sa\*\*      12:30-3:30pm

\*Wednesday classes: July 31, Aug 7, 14

\*\*Saturday classes: July 20, 27, Aug 3, 10, 17

Jessica Pursell Schutte, CPC



## ICD-9 CM Introduction to Medical Coding

**Prerequisite:** *Medical Terminology: A Short Course*

**Please note:** Students wishing to earn their certificate and/or sit for the CPC exam should take ICD-9.

ICD-9-CM is a standardized coding system which correlates disease and diagnosis. ICD-9-CM coding is required to bill for medical services and procedures in hospitals, medical practices, emergency rooms, ambulatory surgery centers and many other healthcare facilities. It is essential to assign the appropriate diagnosis from a legal perspective and from a reimbursement prospective. This medical coding course will provide instruction for the beginner coder to learn and understand the concept of coding a diagnostic statement according to the rules and guidelines in the ICD-9-CM coding manual. **Textbook required. Available in college bookstore.**

3.3 CEU. Tuition: \$338

**XAH111-109298**      **June 3-Aug 12**  
11 sessions      M      6-9pm  
Kim Barca, RHIA

## ICD-9 to 10 Mapping

**Prerequisite:** *ICD-9 CM Introduction to Medical Coding*

This course creates a roadmap through the entire ICD-9-CM, ICD-10-CM, and ICD-10-PCS coding systems. It not only presents students with the basics of how to select codes and follow coding guidelines, but also provides a more in-depth look at medical terms for conditions and procedures that are classified throughout the coding systems. By becoming more familiar with all of the medical terms, conditions and procedures that are classified within each section, the coding student not only enhances their knowledge of medical terminology and pathophysiology, but also develops a greater level of understanding of how each section is classified. This is a balanced approach to medical coding from both AAPC and AHIMA certifications. **This course requires the same book as used in Billers and Coders Medical Terminology. Available in college bookstore.**

1.75 CEU. Tuition: \$184

**XAH107-105808**      **May 1-May 29**  
5 sessions      W      6-9:30pm  
**XAH107-109329**      **Aug 7-Sept 11\***  
5 sessions      W      6-9:30pm

\*Class will not meet Sept 4

Carla Johnson, MCCC Instructor

## Medical Insurance, Law and Ethics

**Prerequisite:** *Medical Terminology: A Short Course and computer literacy*

Learn to understand complex medical insurance concepts, legal requirements, and the consequences associated with improper claims filing. Students will be able to identify and understand the basic medical insurance programs and their features; handle patient authorization for the release of medical records; understand disclosure and confidentiality issues associated with maintaining, sending and transmitting patient records; identify fraud and abuse issues, and handle insurance claim forms to prevent questionable or illegal filing. **Textbook required. Available in college bookstore.**

1.5 CEU. Tuition: \$165

**XAH188-109299**      **July 18-Aug 15**  
5 sessions      Th      6-9pm  
Kim Barca, RHIA

## SpringCharts Electronic Health Records

**Prerequisite:** *Medical Terminology: A Short Course or industry experience*  
**Students are encouraged to bring their own flash drive to class to save their work.**

This hands-on class prepares you to perform duties using the SpringCharts EHR software. It is used by physicians in a variety of medical specialties, both nationally and internationally, and records appointments, patient tracking, reports, coding tools, chart evaluation, template management and certified billing links. **Textbook required. Available in college bookstore.**

2.4 CEU. Tuition: \$325 (tuition \$240; lab fee \$85)

**XAH204-109300**      **July 12-Sept 6\***  
8 sessions      F      6-9pm

\*Class will not meet Aug 30

Carla Johnson, MCCC Instructor

## Medisoft\*

**Prerequisite:** *Medical Terminology: A Short Course and computer literacy*  
**Note:** Students may enroll for this course while completing the prerequisite.

This 18-hour "hands-on" class helps to prepare you to perform duties using the Medisoft Advanced Medical Billing Software System. Areas of Medisoft that will be covered include: inputting patient information, processing patient transactions, producing various reports, and learning how to print statement and insurance forms, as well as processing claims.

\*Note: Next session will be offered in September

## Medical Billing and Coding National Certification Test Prep

**Prerequisite:** *At least five courses in our program or industry experience*

Prepare for two National Certification tests: the American Academy of Professional Coders (AAPC) which will award a Certified Professional Coder (CPC) certification and the American Health Information Management Association (AHIMA) which will award a CCA (Certified Coding Associate) certification. Credentials from these organizations will enhance your career potential. Learn to review the material and tips to enhance your test taking ability.

0.3 CEU. Tuition and fees: \$40

**XAH104-109171**      **Aug 6**  
1 session      Tu      6-9pm  
Jonathan Marbach, CPhT, CPC, CCS-P

## Medical Billing: Fraud and Audits

**This course is open to students at any level in our Medical Billing and Coding Program and Industry Professionals.**

Medical Billing professionals need to protect themselves and their employers by being informed of state and federal laws pertaining to record retention, fraud, documentation standards and more. Learn to bill in accordance with current legislation, proper documentation, how to respond to an audit inquiry and self-auditing tips to help prevent fraud and protect yourself and your employer. Karen Weintraub is an Accredited Healthcare Fraud Investigator.

0.9 CEU. Tuition and fees: \$135

**XAH193-109302**      **July 3-July 17**  
3 sessions      W      6-9pm  
Karen Weintraub, CPC-P, AHFI

## Health Career Clinic

**Recommended Course!**

If you are looking for a job in healthcare, or are a seasoned professional wishing to expand your horizons – this seminar is for you. Learn to identify career preferences and patterns using key medical terms and technologies. Recognize the skills and experience that you already possess and identify, develop and market new skills. You will explore career options utilizing internet resources, learn to network effectively and forecast the importance of new trends in Health Information Technology including: Billing and Coding, Electronic Health Records, Trans Telephonic (over the telephone) opportunities, Administrative and Clinical Allied Health Care, Pharmacy and EKG Technicians and more.

0.9 CEU. Tuition: \$99 (tuition \$89; fees \$10)

**XAH201-109301**      **Aug 3-Aug 17**  
3 sessions      Sa      9am-12pm  
Carla Johnson, MCCC Instructor

## Pharmacy Technician Certification Program

This program is dedicated to the student interested in becoming a Certified Pharmacy Technician, ultimately acquiring the skills to be able to sit for the National Exam. The student is offered seven classes in the field of pharmacy practice to help them master the skills of both retail and hospital settings. **Textbook available in college bookstore and are used for all courses in this program.**

To earn the Certificate, you must complete the following core courses:

### Core Courses:

- Pharmacy Law and Ethics
- Pharmacy Billing and Insurance Practices
- Terminology for Pharmacy Technicians
- Pharmacy Technician Dosages and Calculations
- Therapeutic Response to Medication I
- Therapeutic Response to Medication II
- Retail and Hospital Practices

### Terminology for Pharmacy Technicians

This course will provide an introduction to pharmaceutical terminology including: common prescription drugs, therapeutic indications, drug classifications, medical abbreviations, and symbols. The students will also learn about and decipher the various parts of a prescription and hospital medical chart.

1.8 CEU. Tuition and fees: \$180

**XAH153-109172** **May 8-June 12**

6 sessions W 6-9pm

Neil Mohamed, MCCC Instructor

### Pharmacy Technician Dosages and Calculations

Introduction to this course includes simple mathematical operations, systems of measurement, basic conversions, and calculating drug dosages. As the course progresses, more intricate calculations will be required, including IV flow rates, infusion times, and pediatric dosing. The student should be proficient using the basic functions of a calculator before registering for this course.

2.4 CEU. Tuition and fees: \$240

**XAH154-109174** **June 1-July 27\***

8 sessions Sa 9am-12pm

\*Class will not meet July 6

Jonathan Marbach, CPhT, CPC, CCS-P

In New Jersey, pharmacy technicians must be at least 18 years old and be proficient in English. They must have a high school diploma or its equivalent.



### Therapeutic Response to Medication Parts I and II

These two courses are directed to helping the students understand how various medical disorders affect the human body. Numerous common diseases will be introduced according to their respective body systems by their description, causative agents, signs and symptoms, diagnostic procedures, treatment, and prognosis. Each of the two courses will focus on separate body systems, including: respiratory system, cardiovascular system, endocrine system, etc.

#### Part I: (Returning in Fall 2013)

#### Part II:

**Prerequisite: Terminology for Pharmacy Technicians; Therapeutic Response to Medication Part I**

**Please bring the text used in Terminology for Pharmacy Technicians to class.**

2.4 CEU. Tuition and fees: \$240

**XAH156-109173** **June 19-Aug 14\***

8 sessions W 6-9pm

\*Class will not meet July 3

Michelle Miller, MS, CPhT

### Retail and Hospital Practices

**Prerequisite: Terminology for Pharmacy Technicians; Dosages and Calculations**

Learn the difference between retail and hospital pharmacy technician responsibilities. The retail perspective includes: prescription intake, renewals and transfers, inventory control, labeling and packaging medications, compounding of creams and ointments and common retail prescription drugs. The hospital segment covers the creation of suspensions, elixirs and IV medications. An overview of pharmacy equipment will be included. **Please bring the textbook used in Terminology for Pharmacy Technicians to class.**

1.8 CEU. Tuition and fees: \$180

**XAH157-109303** **Aug 3-Sept 28**

1 session Th\* 6-9pm

5 sessions Sa\*\* 9am-12pm

\*Thursday class: Aug 8

\*\*Saturday classes: Aug 3, 24, Sept 7, 21, 28

Jonathan Marbach, CPhT, CPC, CCS-P

### Pharmacy Technician Certification Board Exam Preparation

**Prerequisite: Five courses in our Pharmacy Technician Program or industry experience**

Pharmacy technicians and students will soon be expected to pass the National Pharmacy Technician Certification Board Exam. This credential will enhance a student's resume and add value to a current pharmacy technician's credentials. This 9-hour review course will prepare you to take the exam. **Textbook is optional: The Pharmacy Technician Workbook Certification Review, Fourth Edition.**

0.9 CEU. Tuition and fees: \$90

**XAH105-109175** **July 18-Aug 1**

3 sessions Th 6-9pm

Jonathan Marbach, CPhT, CPC, CCS-P

## Certified Nurse Aide (CNA)

**Application:** All students must complete a background check and application process before registering for this course. You may download an application form at [www.mccc.edu/ccs/healthcareers](http://www.mccc.edu/ccs/healthcareers). Please allow at least 3 weeks for the application process. **Class size is limited! Attendance at all sessions is mandatory!**

**Prerequisites:** High school diploma or GED; a clear understanding of written and spoken English; medical examination and inoculations. **All students must carry personal health insurance.** Costs of the uniform, student liability insurance, and state examination fees are additional (approximately \$300).

**Information Session:** All applicants are strongly encouraged to attend a free information session at The Conference Center. Information session dates will be posted on our website at [www.mccc.edu/ccs/healthcareers](http://www.mccc.edu/ccs/healthcareers). Registration required, please email [ComEd@mccc.edu](mailto:ComEd@mccc.edu) or call 609.570.3311 to reserve a seat.

The high demand occupation of CNA (Certified Nurse Aides) involves caring for patients in long-term care facilities, assisted living, rehabilitation centers, pediatric care and some hospitals. This 90-hour course is approved by the NJ Department of Health and Senior Services and consists of 50 classroom hours and 40 hours of clinical instruction. You will be prepared to take the NJ State Certified Nursing Assistant Exam. After completing this course, you are eligible to take an additional 10-hour course to become a Certified Homemaker-Home Health Aide (CHHHA). **For information, please contact [ComEd@mccc.edu](mailto:ComEd@mccc.edu).**

Upon successful completion of the program, students are eligible to receive academic credit toward an Associate in Applied Science (AAS) degree at Mercer County Community College.

**Textbook required. Available in college bookstore. Please bring a lunch-cafeteria closed on Saturdays.**

### West Windsor Campus:

9.0 CEU. Tuition and fees: \$1,290 (tuition \$775; lab fees \$380; materials \$35; non-refundable registration fee \$100)

**Students must register with both numbers.**

Email [ComEd@mccc.edu](mailto:ComEd@mccc.edu) for next session dates.

### Trenton Campus:

9.0 CEU. Tuition and fees: \$1,290 (tuition \$775; lab fees \$380; materials \$35; non-refundable registration fee \$100)

For schedule information and an application packet, please call 609.570.3311 or email [ComEd@mccc.edu](mailto:ComEd@mccc.edu)

Note: Tuition support may be available for the unemployed. Call One-Stop at 609.989.6824 for more information.

## Certified Homemaker-Home Health Aide for CNA's (CHHHA)

**Prerequisite:** Students **MUST** be currently certified by the NJ Department of Health and Senior Services as a Certified Nurse Aide. Proof must be provided at time of enrollment.

This 10-hour program is designed for the CNA who wants to become a Certified Homemaker-Home Health Aide (CHHHA). Upon successful completion of this program, you will be eligible to apply for certification as a CHHA. **There will be an additional licensing fee payable to the NJ Board of Nursing (amount of fee to be announced).** (Note: Please bring a lunch-cafeteria closed).

1.0 CEU. Cost: \$148 (tuition: \$128; materials fee: \$20)

XAH256-109328

June 15-June 22

2 sessions

Sa

9am-2:30pm\*

\*1/2 hour for lunch  
Marilyn Wargo, BSN



## Introduction to Natural Health and Healing

### An Online Course

Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover that true health means wholeness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We'll also explore naturopathy, which seeks ways for the body to heal itself. You'll find out about proper breathing techniques that enhance health, and you'll learn the value of hydrotherapy, diet, biorhythms, and fasting. We'll also examine using the power of the mind for healing the body--discussing brain function tests, visualization, and relaxation therapies. You'll see the great power of belief. Then we'll delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. After our talk, you'll be able to develop menus that improve health. We'll also look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more. By the end of this course, you'll have begun taking charge of your own health and healing!

Tuition: \$103 (24 contact hours)

Expert instructors / 24-hour access / 6 weeks of instruction

**A new section starts monthly. To learn more, or to enroll, go to [www.ed2go.com/mccc.edu](http://www.ed2go.com/mccc.edu)**

## Preparation Course for Dental Radiologic Technologists

**BEGINNING WITH THE FALL 2013 OFFERING, STUDENTS APPLYING FOR ADMISSION INTO THE PROGRAM MUST BE EMPLOYED AT A DENTAL OFFICE WHICH AGREES IN WRITING TO SPONSOR THEIR CLINICAL EXPERIENCE.**

In New Jersey, it is mandatory to acquire a Dental Radiologic Technician license to take x-rays in a dental office. Advance your dental career with this course which prepares you to take the state examination. In this 73-hour course, students will experience 25.5 hours of lecture, 17.5 hours of laboratory practice and a minimum of 30 hours in an approved clinical site. Please go to [www.mccc.edu/ccs/healthcareers](http://www.mccc.edu/ccs/healthcareers) for an application which is required prior to registration.

### Course requirements:

- General knowledge of dentistry, teeth, and infection control protocols as stipulated by OSHA
- Attendance is mandatory – students are responsible for all work and assignments
- Employment in a clinical dental setting is recommended
- Students must show evidence of good moral character
- A high school diploma or equivalency is required and must be submitted at time of application
- Students who are homeschooled or possess online diplomas also need a GED diploma
- Foreign diplomas must be translated and evaluated for US equivalency prior to registration

**Returning  
FALL  
2013**

**Upon successful completion of the program, students are eligible to receive academic credit toward an Associate in Applied Science (AAS) degree at Mercer County Community College.**

This course is approved by the New Jersey Radiologic Technology Board of Examiners.

## Certificate in Complementary and Alternative Medicine

### An Online Certificate Course

In the United States, the aging population, an increasing public awareness of major risk factors contributing to chronic illness, and the public's growing desire for alternative health care options are just a few of the factors behind the expanding interest in complementary and alternative medicine (CAM). Rapidly gaining in popularity, CAM is used by more than 40% of the U.S. population. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, resulting in the development of new jobs and the creation of new services. To gain a broad understanding of these therapies and to stay current with emerging trends, health professionals who work with diverse populations will need continuing professional education. The ability to understand the many types of therapies available is essential to providing safe, effective care in any setting.

Tuition: \$209 (22 contact hours)

Expert instructors / 24-hour access / 6 weeks of instruction

**A new section starts monthly. To learn more, or to enroll, go to [www.ed2go.com/mccc.edu](http://www.ed2go.com/mccc.edu)**

### Basic Dental Office Skills

Would you like to apply for an entry level position in a dental office? We offer an introduction to dental terminology, anatomy and procedures. This course is recommended for students **without previous dental office experience** who may also wish to apply for our Dental Radiologic Technician course.

0.8 CEU. Tuition and fees: \$160 (tuition: \$75; lab fees: \$85)

**XAH112-109133**

**July 31-Aug 14\***

3 sessions

W

6-9pm\*

\*Aug 14 class - 6-8pm

Ethan Glickman, D.D.S.

## Veterinary Assistant Certificate Program

This program is designed for the student interested in pursuing an entry-level career in the field of veterinary medicine. Veterinary assistants serve as integral members of the veterinary team under direct supervision of the veterinarian or veterinary technician. Trained veterinary assistants offer added value to a veterinary practice and a certificate in veterinary assisting will enhance your resumé.

To earn the certificate, the student must successfully complete all four (4) modules in sequential order.

**Cohort I, Modules 1-4, begins in September 2013 and ends in June 2014. Cohort II began in March 2013 and ends Fall 2013.**

**Prerequisites: High school diploma or GED; a clear understanding of written and spoken English; proof of personal health insurance (before registering for Module 4).**

**Required textbook. Available in the college bookstore.**

Instructors: Andrea Pace, AS, BA, MBE, JD, CVT, Wendi J. Martin, CVT, Leslie Sheppard Bird, CVT, LATg, Tina DeVictoria, BS, CVT

### Module 1: Introduction to the Veterinary Profession

### Module 2: Nursing Skills

### Module 3: Laboratory Skills and Imaging

### Module 4: Clinical Externship

**Program  
resumes with  
Cohort I,  
Modules 1 and 2  
in Fall 2013**

#### Module 3: Laboratory Skills and Imaging

**Prerequisite: Modules 1 and 2**

This session will give an introduction to the diagnostic tools used in veterinary practice and you will be taught skills appropriate to assist the veterinary team. Some common veterinary laboratory diagnostics will be covered as well as lab record keeping. This course will also provide you with a chance to review and prepare for the clinical externship.

3.0 CEU. Tuition and fees: \$465

**XCP432-109304**

**July 9-Aug 8**

10 sessions

Tu,Th

6-9pm

#### Module 4: Clinical Externship

**Prerequisite: Modules 1, 2 and 3**

All students will be required to complete the clinical externship at a pre-approved veterinary setting to earn the Veterinary Assistant Certificate. Students will be required to purchase a uniform for this module and must have proof of personal health insurance. **This 75-hour externship will be arranged for each student with the veterinary site.**

7.5 CEU. Tuition and fees: \$637

**XCP433**

**Fall 2013**

**NAVTA  
APPROVED!**



**Attend the Information Session  
Thursday, September 12, promptly at 5:30pm  
at the Conference Center.**

## Food Service Programs

### ServSafe® Certification Food Safety Manager Exam Prep and Exam

Our ServSafe® training course provides professional food protection managers with the tools needed to identify and prevent foodborne illnesses. **It is now mandatory in NJ for at least one person in Risk Type 3 food establishments to have this credential.** Our 8-hour training course provides you with the training and the exam. **Please obtain and review the textbook before beginning class and bring 2 forms of ID (one photo) to class to take the exam. Textbook required: ServSafe® 5th Edition with answer sheet. Available in college bookstore.** The exam will be given at the end of the second class.

Tuition and fees: \$99 (tuition \$94; fees \$5)

**XCU607-109311** **May 14-May 21\***

2 sessions Tu 5:30-9:30pm

*\*Additional sections may be added. Please check our website at [www.mccc.edu/ccs](http://www.mccc.edu/ccs).*

*Douglas E. Fee, CHE, MCCC Instructor*



### ServSafe® Re-Certification

It is recommended that ServSafe® certified restaurant personnel in New Jersey obtain re-certification every three years and are required to do so every five years. In this refresher course, you will review and update your information and be able to take the re-certification exam at the end of the day. **Please be sure to bring photo ID and familiarize yourself with the ServSafe® Essentials book with the test answer sheet. Available in college bookstore.**

Tuition and fees: \$59 (tuition \$54; fees \$5)

**XCU608-109312** **May 21\***

1 session Tu 5:30-9:30pm

*\*Additional sections may be added. Please check our website at [www.mccc.edu/ccs](http://www.mccc.edu/ccs).*

*Douglas E. Fee, CHE, MCCC Instructor*

### SERVSAFE® CURSO EN ESPAÑOL!

#### Servsafe® Curso de entrenamiento, examen y Certificación para la seguridad de los alimentos

Nuestro curso de Certificación de Servsafe® provee a los managers y profesionales de los restaurantes las herramientas necesarias para identificar y prevenir una enfermedad causada por alimentos. En el 2010, sera mandatorio en New Jersey que por lo menos una persona encargada de un restaurante Riesgo tipo 3 obtenga esta certificación. Nuestro curso de 16 horas le proveerá con este entrenamiento y examen.

Por favor obtenga y estudie el libro antes de empezar las clases y presente 2 formas de identificación (una con foto) para tomar el examen. El libro requerido se titula Servsafe® 5ta edición con hoja de respuesta y está disponible en la librería del college. El examen será administrado al final de la 4ta clase.

Costos y cargos: \$150 (costos \$140; cargos \$10)

**Si está interesado (a) en inscribirse para este curso, por favor envíe un correo electrónico a: [ComEd@mccc.edu](mailto:ComEd@mccc.edu), o llame al 609.570.3311.**

Our ServSafe® Certification meets the mandatory requirement in New Jersey for food establishments.

**More Culinary Courses  
Are Available!**

*Check for them here:  
[www.mccc.edu/ccs](http://www.mccc.edu/ccs)*



## THE CENTER

CONTINUING STUDIES

### Center for Continuing Studies

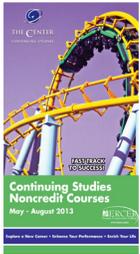
1200 Old Trenton Road  
West Windsor, NJ 08550  
609.570.3311

### Join Us On



### Register Now!

call: **609.570.3311**  
email: **ComEd@mccc.edu**



Please visit [www.mccc.edu/ccs](http://www.mccc.edu/ccs) for complete program information.



# Health Careers Summer 2013