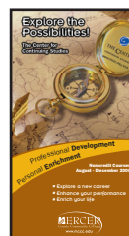




Center for Continuing Studies
P.O. Box B
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609.570.3311

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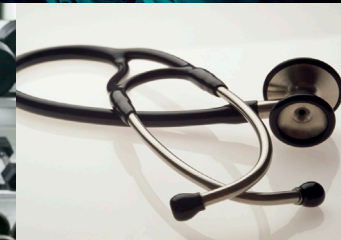


Look for other program
information in our Fall
2008 catalog!
www.mccc.edu/ccs

Health Careers



Health Careers



CNA
Drug Development & Clinical Research
Fitness
Gerontology
Medical Billing and Coding
Medical Office Assistant Certificate
Medical Transcriptionist
Pharmacy Technician Exam Review
Veterinary Assistant Career Certificate

August - December 2008



THE CENTER
CONTINUING STUDIES
AT MERCER

www.mccc.edu/ccs

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, advancement, or independent contracting out-of-your-home office.

For course descriptions, please visit www.mccc.edu/ccs or email ComEd@mccc.edu.

Medical Terminology - 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. Textbook required at first class session. Available in college bookstore.

1.8 CEU. Tuition: \$180
XAH114-076541
6 sessions M,W Sept 8-Sept 24
6:30-9:30pm
Eileen Streight, MCCC Instructor

Advanced Medical Terminology

Prerequisite: Medical Terminology: A Short Course and Basic Anatomy
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. Textbook required at first class session. Available in college bookstore.

2.5 CEU. Tuition and fees: \$250
XAH115-076542
10 sessions W Oct 8-Dec 17*
6:30-9pm
**Class will not meet Nov 26
Eileen Streight, MCCC Instructor*

ICD-9 CM Introduction to Medical Coding

Prerequisite: Medical Terminology: A Short Course
ICD-9-CM coding is required to bill for medical services and procedures in medical practices, emergency rooms, ambulatory surgery centers and many other facilities. ICD-9-CM is a standardized coding system which correlates disease and diagnosis. It is essential to assign the appropriate diagnosis from a legal perspective and from a reimbursement prospective. This course will give the student an introduction to the ICD-9-CM, its content and how to assign appropriate diagnosis. Textbooks required. Available in college bookstore.

3.0 CEU. Tuition: \$300
XAH111-076543
10 sessions M Sept 8-Nov 17*
6-9pm
**Class will not meet Sept 29
Jonathan Marbach, CCS-P, 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: \$240
XAH117-076544
8 sessions W Sept 10-Nov 5*
6-9pm
**Class will not meet Oct 8
Jonathan Marbach, CCS-P, CPC*

CPT-4 Medical Coding Level II

Prerequisite: CPT-4 Medical Coding Level I, Medical Terminology: A Short Course, Anatomy, and Medical Billing
This course will review principles and guidelines from CPT-4 Medical Coding Level I. Additionally, this course will 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, modifiers, and HCPCS. 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. Textbooks required. Available in college bookstore.

2.4 CEU. Tuition and fees: \$240
XAH119-076545
8 sessions Tu Nov 4-Dec 23
6-9pm
Marc Elchiness, CPC

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 and fee: \$180
XAH121-076546
6 sessions Th Oct 2-Nov 6
9am-12pm
Elizabeth A. Calamia, CPC

Basic Anatomy

This is an introductory course covering basic anatomy by developing an understanding of functions and structures of parts of the body. Textbook required. Available in college bookstore.

2.1 CEU. Tuition and fees: \$210
XAH207-076547
7 sessions M Oct 6-Nov 24*
6:30-9:30pm
**Class will not meet Nov 10
Eileen Streight, MCCC Instructor*

Medical Insurance, Law and Ethics

Prerequisite: Medical Terminology: A Short Course, or equivalent experience and computer literacy
This course prepares participants 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 and fee: \$150
XAH188-076548
5 sessions Tu Oct 7-Nov 4
6-9pm
Kim Barca, RHIA

Medisoft

Prerequisite: CPT-4 Level I and computer literacy
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. Textbook required. Available in college bookstore.

1.8 CEU. Tuition: \$256 (tuition \$171; lab fee \$85)
XAH218-076549
6 sessions Th Nov 13-Jan 8*
6-9pm
**Class will not meet Nov 27, Dec 25, Jan 1
Elizabeth A. Calamia, CPC*

Fitness Professionals

Take all three courses in one fitness career weekend to get all your continuing education credits to renew your certification with W.I.T.S.

Flexibility for Performance

(for Fitness Professionals)
Learn to implement the objectives of stretching for your general clients and athletes. Devise stretching regimens for upper and lower body regions. Learn both static and PNF stretches for each major muscle group. 3 CECs.
Tuition and fees: \$55 (includes \$20 tuition and \$35 vendor fees)
XAH220-076552
1 session F Sept 26
6:30-9:30pm
World Instructor Training Schools

Exercise Program Design for Special Populations

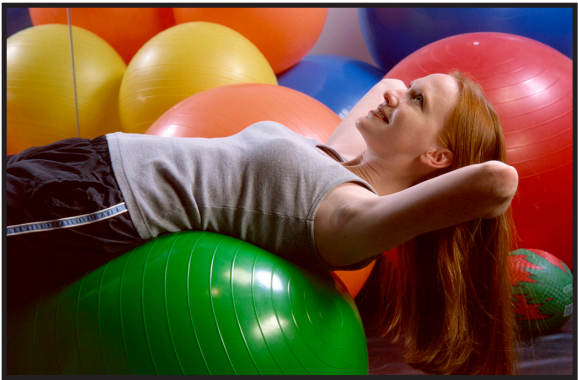
Many personal fitness trainers limit themselves, their business and their income potential by serving only the "young and fit." There are other populations who can benefit from your services and who need your guidance and assistance to improve their health and fitness. In addition, more mature individuals may not only need your expertise, but are also more likely to have the discretionary time and money to hire you. If you expand your business to serve special populations you will not only help more people, but also increase your income and profitability! This 6-hour workshop will take your profession to the next level. 6 W.I.T.S. CECs.

Tuition and fees: \$99 (includes \$29 tuition and \$70 vendor fees)
XAH190-076553
1 session Sa Sept 27
9am-4pm
World Instructor Training Schools

Balls, Tubing and Plyometrics (for Fitness Professionals)

Expand your athletic, rehabilitation and sports-oriented client base with specific exercise regimens for these populations. Better utilize stability balls, free weights and weight-bearing machines for improved functional fitness. Identify single and multi-joint exercises. Explain the benefits and differences between machine, free-weight lifting and learn activity, sports and rehabilitation with specific exercises to increase your ability to serve more clients. 6 CECs.

Tuition and fees: \$99 (includes \$29 tuition and \$70 vendor fees)
XAH227-076554
1 session Su Sept 28
9am-4pm
World Instructor Training Schools



Registration Form - Fall 2008



Please detach and return to:
Mercer County Community College
PO Box B, Trenton, NJ 08690

Payment: _____
☐ Check enclosed \$ _____
☐ Charge to Credit Card _____
VISA/MasterCard _____
American Express _____
CVV2# _____ (3-digit number on back of card)
Expiration Date _____
Signature _____

www.mccc.edu/ccs Phone: 609-570-3311
Fax: 609-570-3883 E-mail: ComEd@mccc.edu

OCE - 3,400 - 7/08

Student ID/Social Security # _____	Date of Birth _____	First Name _____	MI _____
Last Name _____	Address _____	City _____	State _____ Zip _____
Home Phone _____	Business Phone _____	FAX Number _____	
E-mail Address _____	Course Code _____	Cost _____	
Yes, please register me.			
Registration Fee	TOTAL	\$10	

Certified Nursing Assistant (CNA)

If you're interested in entering a career in the healthcare profession, the following courses will prepare you to become a Certified Nursing Assistant (CNA) or Home Health Aide (HHA) in one semester. Offered in conjunction with the Nursing Program, the Center for Continuing Studies at Mercer is pleased to offer the following NJ State-approved courses.

Prerequisites: High school diploma or GED; a clear understanding of written and spoken English; background check; finger printing; proof of the following immunizations: Mantoux, HBV, MMR & Varicella; and 2-step PPD. Costs of the uniform, professional liability insurance, other material fees (approximately \$300) and the state exam fee are additional.

All applicants are required to attend a free information session (XAH253-076699) on, Wednesday, August 13, 6pm. Please e-mail ComEd@mccc.edu or call (609) 570-3311 to reserve a seat.

Certified Nursing Assistants (CNAs) have been identified as one of the largest growing occupations in response to the increasing need for senior care in long-term care facilities, rehabilitation centers, and senior housing. This 90-hour course is approved by the NJ Department of Health and Senior Services. It is designed to meet the challenge by providing 50 hours of classroom and 40 hours of clinical instruction to prepare you for the New Jersey State Certified Nursing Assistant Certification Exam.

As a CNA, you will be eligible for employment in a long-term care facility, assisted living facility, adult medical day care, or some hospitals. 9.0 CEU. Tuition and fees: \$1,195 (tuition: \$720; lab fees: \$475)

RETURNING SPRING 2009!

Online Courses!

Veterinary Assistant Career Certificate Program

In this program, you'll gain the skills necessary to assist veterinary professionals in all aspects of caring for animals including basic care, surgery, and radiology. You'll also learn the administrative tasks required for running a veterinary office.

Tuition: \$588 (includes \$88 tuition & \$500 fees)
(485 contact hours of instruction)

- Enrollment is always open so you can start at anytime
- our textbooks, learning materials, and unlimited instructor support are included in your tuition
- Certificate of Completion awarded upon program completion
- 15 months to complete program

HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA.

Tuition: \$89

- Expert Instructors
- 24-Hour Access
- 6 Weeks of Instruction

To learn more go to www.ed2go.com/mccc.edu or call 609.570.3672

Start Dates: A new section of each course starts monthly: Aug 20, Sept 17, Oct 15, Nov 12, and Dec 10.

Fitness Careers

Personal Training Certification



Come join this fun field and be a part of what ABC NEWS.com states as the 4th hottest job in the U.S. at a national average of \$25 an hour. Whether a career move or for your own personal knowledge, get all the information you need to become a CERTIFIED PERSONAL TRAINER. This challenging course is taught over a five-week period for better retention

and skill competency. The National Exam is held on the sixth week. Fifteen hours of "hands-on" practical training prepares you to actually work with clients one on one. Lectures include: anatomy, exercise physiology, nutrition, health screening. Proof of CPR and a 20-hour internship will prepare you to work successfully in the fitness field. *Call 1-888-330-9487 to order the required textbook for the course. (3 credits toward Lower Division Bachelor degree, 30 CEUs through IACET) Tuition and fees: \$499 (includes \$100 tuition and \$399 fees)

XAH200-076550

6 sessions

Su

Sept 14-Oct 19

10am-5pm

XAH200-076681

6 sessions

Su

Nov 2-Dec 14*

10am-5pm

*Class will not meet Nov 30

World Instructor Training Schools

Safe Return Personal Trainer Program:

A Post-Injury Exercise Model for Personal Trainers

Knees, back and shoulders are the 3 key and most common areas personal trainers will need to assist after physical therapy organizations help acute patients recover from injury or surgery. Clients with orthopedic problems are turning to personal trainers for further help after being discharged according to insurance guidelines. This ADVANCED 4-week course will give personal trainers comprehensive strategies to assess and develop programs. We will give you the needed steps to get clients to the next level of recovery and well-being.

Tuition and fees: \$399

(includes \$100 tuition and \$299 fees)

XAH191-076551

4 sessions

Sa

Oct 4-Oct 25

9am-4pm

World Instructor Training Schools



Certificate in Gerontology

Explore the issues and challenges impacting aging adults. This gerontology program is designed for healthcare practitioners as well as individuals who provide services for the aging. The program may also be beneficial for personal caregivers.

A Certificate in Gerontology will be awarded after completion of six required courses, two electives and a Capstone Project. Courses can be taken on an individual basis. However, if you're pursuing a certificate, the required courses need to be taken before the electives. The required textbook is used for all courses: Social Forces & Aging: An Introduction to Social Gerontology (10th ed) by Robert C. Atchley & Amanda S. Barusch; published by Thomson Wadsworth; ISBN: 0-534-53694-8. Please acquire the text before the class.

Who should attend:

- Nurses
- Clergy
- Licensed clinical social workers
- Nursing Home Administrators
- Personal caregivers
- Psychologists/Counselors

Required courses:

- Introduction - Process of Aging
- Introduction - Aging and Society
- The Adult Lifespan: Maturity to Old Age
- A Holistic Approach to Aging: Nutrition, Exercise, Spirituality & Wellness
- Dealing with Functional Loss and Change
- Cognitive Impairment - Understanding Memory Loss

Electives:

- Addiction and Substance Abuse in the Aged
- Case Management and Navigating the Healthcare System for the Elderly
- Strategies for Counseling and Working with the Elderly
- Pharmacologic Issues and the Elderly
- Senior Housing Options for the Elderly
- Aging and Family Care Giving
- Aging, Public Policy and Societal Impact

Capstone Project:

Put your newly acquired knowledge into action. You will select a project based on your professional work environment and needs. The project will be clearly defined and implemented under the direction of a faculty advisor.

Introduction - Process of Aging

Explore the biological, psychological, and social issues related to aging. Students will review demographics, societal trends, and physical changes that accompany the aging process.

1.0 CEU. Tuition and fees: \$120 (tuition: \$80; fees: \$40)

XCP103-076518

2 sessions

Sa

Sept 27-Oct 4

9am-2:30pm

Kay Eaton & Linda Martin

Dealing with Functional Loss and Change

When Robert Browning wrote, "Come grow old with me the best is yet to be," what did he mean? As we age, we are confronted with functional loss and emotional changes. This session will describe the normal versus abnormal functional changes associated with aging and offer detailed discussion about the changes that occur due to loss, changing roles and care giving.

1.0 CEU. Tuition and fees: \$120 (tuition: \$80; fees: \$40)

XCP104-076519

2 sessions

Sa

Oct 18-Oct 25

9am-2:30pm

Linda Martin, RN, Dean, Science & Health Professions, MCCC

The Adult Lifespan: Maturity to Old Age

This workshop focuses on the adult lifespan from a developmental perspective and explores the psychological and social forces affecting adults in today's American society.

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

XCP106-076521

1 session

Sa

Nov 15

9am-2:30pm

Kay Eaton, Director, College Advancement, MCCC

Cognitive Impairment/Memory Loss

To Worry or Not to Worry About Memory Loss: That IS the Question! The misunderstandings surrounding memory loss can cause misguided assumptions about the aging process. This workshop will offer insight into the amazing world of memory and help explain the difference between normal and abnormal changes in memory. Strategies to help maintain a healthy mind will be shared.

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

XCP105-076520

1 session

Sa

Nov 8

9am-2:30pm

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



Certificate in Drug Development & Clinical Research

In response to the continuing need for trained professionals in the pharmaceutical industry, the Center for Continuing Studies at Mercer offers a certificate program in Drug Development and Clinical Research. All courses 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, you must complete all three courses.

You will learn to:

- Apply principles of Good Clinical Practices in helping to conduct and manage a clinical trial suitable for regulatory (FDA) submission
- Interpret the laws and guidelines necessary to develop an audit plan and interpret the FDA 483 and how to implement corrective actions
- Apply the fundamental concepts to the design of a clinical trial and the development of a study protocol
- Understand the differences and relative merit of efficacy and effectiveness studies
- Understand the steps involved in managing data obtained from clinical trials
- Apply the concepts of quality control to the data review process

Who should attend:

Those with a BA or BS in:

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

To gain a realistic understanding of this program, career opportunities and the transfer agreement with Drexel University College of Medicine, students are strongly encouraged to attend a free information session: Monday, September 8, 2008, 5:30pm
Call 609.570.3311 for further details.

Regulatory and Legal Issues in Drug Development

Prerequisite: Foundations of Clinical Research and Study Design

Examine historical and legal cases as part of the evolution of new pharmaceutical compound development and investigate specific ethical principles and issues surrounding clinical research operations and the management of clinical trials. Included will be exercises for practical understanding of regulatory interactions concerning drug development, such as advisory committee meetings and regulatory inspections.

3.6 CEU. Tuition: \$895

XAH145-076523

6 sessions

Tu*

Sept 9-Oct 25

6:30-9:30pm

3 sessions

Sa**

9am-3:30pm

*Class will not meet Sept 30

**Sat. classes: Sept 27, Oct 11 & Oct 25

Lourdes Frau

Data Management

Prerequisite: Foundations of Clinical Research and Study Design
The objective of this course is to provide a general overview of the steps involved in managing data in clinical trials. Traditional aspects of data management will be discussed including the development of a trial protocol and the design and completion of case report forms. In addition, the course will cover: trial planning and resource assessment, eligibility checking and patient registration, data collection and data entry, and quality control systems and interaction with statistics. The course is intended for any healthcare professional involved in a clinical trial.

4.0 CEU Tuition: \$975
XAH147-076525 **Sept 11-Nov 13**
9 sessions Th* 6-9:15pm
2 sessions Sa** 9am-4pm
**Class will not meet Oct 9*
***Sat. dates: Oct 4 & Nov 1*
Denise Tsilonis

Foundations of Clinical Research and Study Design

Do you know what it takes to get a new drug to market? In this course you will learn the fundamentals of new pharmaceutical research and clinical trial methodology. Students will learn to design a clinical trial, develop a study protocol, understand the assessment and reporting of adverse events, and establish guidelines for reporting study results. Textbooks are included and may be collected at the registration desk in the Conference Center.
4.4 CEU. Tuition and fees: \$1,050
XAH144-076526 **Sept 17-Nov 19**
6 sessions W 6:30-9:30pm
1 session Tu* 6:30-9:30pm
4 sessions Sa** 9am-3:45pm
**Tues. class: Oct 7*
***Sat. classes: Sept 27, Oct 11, Oct 25 & Nov 15*
Barbara Novak

Reiki Level I

The Japanese word “Reiki” means universal life force energy and also refers to the technique of hands-on healing that uses this energy to restore physical, mental and emotional balance. Reiki can be used on yourself, on others, and even your pets. Reiki promotes healing, boosts the immune system and restores your body’s natural ability to heal itself. This gentle, non-invasive system of natural healing is frequently used in the healthcare setting as complementary care. All students will practice giving and receiving Reiki. Dress comfortably and bring a pillow, blanket, lunch and bottled water. Limited enrollment.
11.8 Nursing CEUs. Tuition and fees: \$125
XAH219-076338 **Oct 4-Oct 5**
2 sessions Sa, Su 10am-4pm
Maryann Marian, MSW, Reiki Master

Medical Office Assistant Certificate Program

An Online Comprehensive Career Certificate Program

Prepare for one of today’s fastest-growing careers. Program Objective

The objective of the Medical Office Assistant program is to prepare you for an entry-level position as a medical office assistant.

Exam Preparation

Students will be eligible to sit for the Registered Medical Assistant (RMA) exam after one year of work experience. They will not be eligible for the Certified Medical Assistant (CMA).

Certification and/or Licensure

While there is no legally required certification for medical office assistants, certification is becoming an industry standard. Graduates are eligible, with one year of work experience, to sit for the Registered Medical Assistant (RMA) certification exam offered by the American Medical Technologists (AMT). Upon passing the examination, they may use the designation RMA.

Two programs to choose from:

Comprehensive (620 contact hours) – For students with no previous experience. Cost: \$798 (includes \$118 tuition & \$680 fees)
Accelerated (346 contact hours) – For students with some experience in this field. Cost: \$698 (includes \$98 tuition & \$600 fees)



Pharmacy Technician

Pharmacy Technician 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. To earn the Certificate, you must complete the following Core Courses:

Core Courses:

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

Pharmacy Law & Ethics

This course will introduce the student to medical practices, professionalism, and communication. The history of healthcare will also be discussed, including the derivation of pharmacy practices from Greek & Latin origins. Pharmacy-related government agencies, such as the FDA, DEA, and OSHA will also be discussed. Waste management, infectious-agent control, and proper sanitation management are also included in this course.
1.5 CEU. Tuition and fees: \$150
XAH150-076529 **Sept 8-Sept 16**
5 sessions M,Tu,W 9am-12pm
XAH150-076530 **Sept 13-Oct 11**
5 sessions Sa 9am-12pm
Jonathan Marbach, CPhT, CPC, CCS-P

Pharmacy Billing & Insurance Practices

This lecture class is focused on the billing aspect of pharmacy practice. Students will be exposed to various examples of prescription insurance cards as well as diverse benefits offered by state and federal insurance plans, such as Medicare and Medicaid. Paper insurance claim forms will be reviewed to learn about accurate billing of various conditions with respect to the various insurance plans. Emphasis will be placed on the various plans between neighboring states.
1.5 CEU. Tuition and fees: \$150
XAH151-076531 **Sept 17-Sept 29**
5 sessions M,Tu,W 9am-12pm
XAH151-076537 **Oct 18-Nov 15**
5 sessions Sa 9am-12pm
Jonathan Marbach, CPhT, CPC, CCS-P

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
XAH153-076532 **Oct 1-Oct 14**
6 sessions M,Tu,W 9am-12pm
XAH153-076538 **Nov 22-Jan 10***
6 sessions Sa 9am-12pm
**Class will not meet Nov 29 & Dec 27*
Jonathan Marbach, CPhT, CPC, CCS-P



Pharmacy Technician Dosages & 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
XAH154-076533 **Oct 15-Nov 3**
8 sessions M,Tu,W 9am-12pm
XAH154-TBA **Jan 24-Mar 14**
8 sessions Sa 9am-12pm

Therapeutic Response to Medication Parts I & 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 & 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:

Prerequisite: Terminology
2.4 CEU. Tuition and fees: \$240
XAH155-076534 **Nov 4-Nov 19**
8 sessions M,Tu,W 9am-12pm
XAH155-TBA **Mar 21-May 16***
8 sessions Sa 9am-12pm
**Class will not meet Apr. 11*
Jonathan Marbach, CPhT, CPC, CCS-P

Part II:

Prerequisite: Terminology; A & P I
2.4 CEU. Tuition and fees: \$240
XAH156-076535 **Nov 24-Dec 9**
8 sessions M,Tu,W 9am-12pm
XAH156-TBA **May 30-July 25***
8 sessions Sa 9am-12pm
**Class will not meet July 4*
Jonathan Marbach, CPhT, CPC, CCS-P

Retail & Hospital Practices

Prerequisite: Dosages & Calculations; Terminology; Law & Ethics

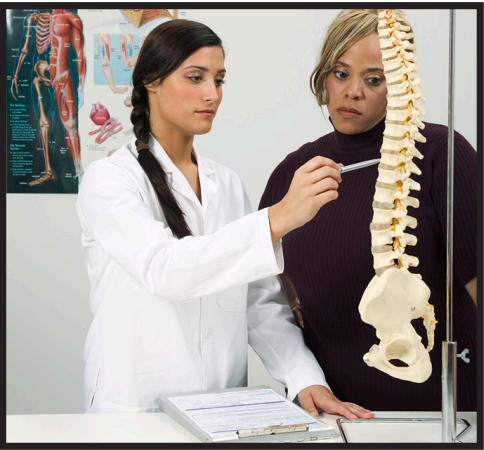
This class, which shall be a split between both retail and hospital pharmacy technician responsibilities, will focus on two of the major aspects of the profession. The first half of the class will be directed towards a retail perspective, including prescription intake, renewals, and transfers as well as common retail prescription drugs. Inventory control, labeling and packaging of medications, along with compounding of creams and ointments shall also be discussed.

The second portion of the class will focus primarily on the student’s ability to comprehend the role of a pharmacy technician in a hospital facility. Various pharmacy equipment will be introduced as well as the creation of suspensions, elixirs, and IV medications.

1.8 CEU. Tuition and fees: \$180
XAH157-076536 **Dec 10-Jan 6***
6 sessions M,Tu,W 9am-12pm
**Class will not meet Dec 22, 23, 24, 29, 30, 31*
XAH157-TBA **Aug 1-Sept 5**
6 sessions Sa 9am-12pm
Jonathan Marbach, CPhT, CPC, CCS-P

Fundamentals of MRI

This is a continuing professional development activity. Only those with ARRT or NMTCB certification in radiography, nuclear medicine or radiation therapy technology should register for this course. This ten-week lecture course will cover the basics of magnetic resonance imaging physics and applications and is ideal for practicing MR technologists who have not benefited from formal education in this specialization. This course can also be used as partial preparation for the ARRT examination in MRI. Imaging and therapeutic radiologic technologists with no clinical experience in MRI may benefit from this learning experience, but are strongly encouraged to pursue cross-train opportunities while taking the lecture course. This course has been approved for 20 Category-A CE credits by the American Society of Radiologic Technologists.
Please procure the following textbook prior to the class: MRI in Practice, Third Edition, Catherine Westbrook, et al; ISBN 1-4051-2787-2; Blackwell Publishing, 350 Main Street, Malden, MA 02148-5020 (<http://www.blackwellpublishing.com/subjects/YK/>).
2.0 CEU. Tuition and fees: \$345
XAH162-076539 **Sept 11-Nov 13**
10 sessions Th 6:30-8:30pm
William Petrosky, M.P.A., R.T. (R) (CT) (MR) (QM), MCCC Faculty



Medical Transcriptionist Certificate Program

Prerequisite: Must have a high school diploma or GED

Two programs to choose from:

Comprehensive (450 contact hours of instruction) – For those with no previous experience.
Cost: \$998 (includes \$148 tuition & \$850 fees)
Accelerated (285 contact hours of instruction) – For those who are already working in health care and just want to upgrade their skills.
Cost: \$898 (includes \$128 tuition & \$770 fees)

- Enrollment is always open so you can start at any time
- Your textbooks, learning materials, and unlimited instructor support are included in your tuition
- Certificate of Completion awarded upon program completion
- 15 months to complete program

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