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www.mccc.edu/ccs

Spring 2009

Certified Nursing Aide (CNA)
Drug Development & Clinical Research
Gerontology Certificate
Medical Billing and Coding
Personal Training Certification
Pharmacovigilance
Pharmacy Technician
Reiki
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.


Who should attend:
- Nurses
- Licensed clinical social workers
- Psychologists/Counselors
- Nursing Home Administrators
- Clergy
- Personal caregivers

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.

Aging and Society
Explore the issues impacting the individual as they age in contemporary American society. Topics include social roles and age norms, family and social networks, lifestyle choices, employment and retirement, spirituality and bereavement.

1.0 CEU Tuition and fees: $120 tuition; $80, fees: $40
XCP107-079293-B Feb 28-Mar 7
2 sessions Sa 9am-2:30pm

Holistic Approach to Aging
The connection between healthy living and positive aging is well recognized. This course will expand your knowledge regarding lifestyle choices that promote healthy behaviors regarding physical activity, nutrition, and maintaining a healthy mind and spirit.

1.0 CEU Tuition and fees: $120 tuition; $80, fees: $40
XCP112-079294-B Mar 21-Apr 4
2 sessions Sa 9am-2:30pm

Senior Housing Opportunities
Should a loved one continue to live at home? What are the options in the greater Mercer County area for seniors living? Come hear representatives from different housing options share their insights on those choices.

1.0 CEU Tuition and fees: $60 tuition; $40, fees: $20
XCP113-079295-B Apr 18
1 session Sa 9am-2:30pm
Eileen E. Damosus, Executive Director, Mercer County Office on Aging

Introduction to Pharmacovigilance
After the withdrawal of several major products from the market because of safety concerns, the pharmaceutical industry and the regulatory agencies have increased their emphasis on patient safety and the proper conduct of safety surveillance. This affects all levels of health care, ranging from the development of drugs, to proper prescribing and administration, to monitoring and surveillance of populations to assess adverse effects.

This course will provide an introduction and a solid foundation in the key components of clinical and postmarketing drug safety surveillance, also known as Pharmacovigilance. It will cover practical and theoretical aspects of the conduct of Pharmacovigilance, with emphasis on understanding of the concepts, on common themes underlying effective practices, and on the basics of the relevant principles.

Target audience for this course:
- Those who need to know more about safety surveillance for their current work, in the following areas:
  - Clinical research
  - Pharmacovigilance
  - Regulatory affairs
  - Data management
  - Medical information
  - Compliance
  - Risk management, or risk assessment
  - Pharmacoeconomics
  - Literature
  - Quality assurance
- Individuals seeking positions or new hires in the pharmaceutical industry in the above-mentioned fields
- Health care professionals participating in clinical trials
- Health care professionals in HMOs, hospitals, or in other clinical care settings dealing with patient safety across populations, or with surveillance of adverse drug effects
- Public health professionals in areas such as patient safety or drug safety surveillance
- Legal professionals dealing with drug safety litigation or related areas
- Journalists in the healthcare sector, with emphasis on the pharmaceutical business
- Information technology professionals

3.0 CEU Tuition and fees: $960
XAH114-079309-B Mar 11-Apr 18
5 sessions **
W** 6:30-9:30pm
3 sessions **
Sa** 9am-3:30pm

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 healthcare settings as complementary care. All students will practice giving and receiving Reiki. Dress comfortably and bring pillow, blanket, lunch and bottled water. Limited enrollment.

1.8 Nursing CEUs. Tuition and fees: $125
XAH219-078659-B Apr 4-Apr 5
2 sessions Sa, Su 10am-4pm
Maryann Maran, MSW, Reiki Master

Cardio-Pulmonary Resuscitation (CPR) for Health Care Providers
(For New and Renewal)
Tuition and fees: $75 (includes $20 tuition and $55 fees)
XFW348-078718-B
Feb 12
1 session
Th 6:30-10:30pm
XFW348-078718-B
Apr 25
1 session
Sa 9am-1:30pm
1/2 hour for lunch
All participants will receive an American Heart Association card valid for 2 years.

LifeForce, USA, Inc.

- Labeling
- Pharmacoepidemiology
- Compliance
- Medical information
- Data management
- Clinical research
- Those who need to know more about safety surveillance for their current work, in the following areas:
- Clinical research
- Pharmacovigilance
- Regulatory affairs
- Data management
- Medical information
- Compliance
- Risk management, or risk assessment
- Pharmacoeconomics
- Literature
- Quality assurance
- Individuals seeking positions or new hires in the pharmaceutical industry in the above-mentioned fields
- Health care professionals participating in clinical trials
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- Legal professionals dealing with drug safety litigation or related areas
- Journalists in the healthcare sector, with emphasis on the pharmaceutical business
- Information technology professionals

Target audience for this course:

- Emergency medical technicians
- First responders
- Emergency department nurses
- Availability professionals
- Public safety professionals
- Individuals who interact with hospitalized patients
- Nursing assistants
- Social workers
- Volunteers
- Healthcare providers
- Pharmacy staff
- Patients
- Other interested individuals

The Center for Training & Development
For more information contact Elaine Weinberg, Director
E-mail: weinbere@mccc.edu
or call 609.570.3612

A Career Development Seminar
A recognized industry expert provides an overview of the job market including:

- jobs of the future
- globalization
- continuous learning options
- online vs. in-person networking
- job search and resume writing techniques that work
- transitions for people over 50
- personality and career assessment tools
- a comprehensive list of area resources

The Job Market... And You!
Are you confused about career possibilities in the current volatile economy?

A question & answer session will follow Monday, February 2, 2009
6 - 9pm • The Conference Center
Cost $30
XCP167-077919-B
Charlene Wartley, SHRM, HCCA
Princeton, HR Certification Leader

Employers:
Results-driven training will give your company the competitive edge! In volatile economic times, competition is fierce! Let us help you by enhancing your employees’ skills.

609.570.3311 • www.mccc.edu/ccs
E-mail: ComEd@mccc.edu

Are you confused about career possibilities in the current volatile economy?
Advanced Skills for Fitness Professionals

Fitness Coaching for Fitness Professionals

As a Certified Personal Fitness Trainer you wear many hats: trainer, teacher, cheerleader, motivator and COACH. Improve your skills as a fitness coach in this 5-week class with skills used by the most successful coaches including: matching your client’s fitness activities that meet their needs, skills and personal styles, the art of dialogue to help establish and meet clients’ goals, dealing with resistance and facilitating positive change in your clients. After successfully completing this class and final exam you will receive your Certificate of Completion and 15 CEUs.

Textbook required. Available in college bookstore.

Do you know what it takes to get a new drug to market? In this course you will learn the fundamental steps of 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.

Certified Nursing Aide (CNA)

Prerequisites: High school diploma or GED; a clear understanding of written and spoken English; background check; fingerprint printing; and a valid driver’s license.

15 sessions Sa 9am-3:30pm

TBA

Certification 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 interepet 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
• Chemistry
• Biology
• Medical Technology

Other fields of study may be appropriate.

Step to 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 informational session.

Wednesday, January 7, 2009, promptly at 5:30pm

Call 609-570-3311 for further details

609.570.3311 • www.mccc.edu/ecs

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 fundamental steps of 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.

BBA Tuition: $975

TBA
dates TBA

Regulatory and Legal Issues in Drug Development

Prerequisites: 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: $355

XAH144-078962

January 21-28

2 sessions Ws 6:30-9:30pm

9am-3:45pm

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.
Pharmacy Technician

Pharmacy Technician Program

This 24-hour class is directed 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.

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

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. Various healthcare 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 CEU. Tuition fee: $150

XAH150-078930-B  Jan 21-Feb 18
5 sessions  W 6-9pm

Nad Mohamm, Certified Pharmacy Technician

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 CEU. Tuition fee: $240

XAH154-078987-B  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

Please bring the textbook used in Pharmacy Technician class.

2 CEU. Tuition fee: $240

XAH155-078990-B  Mar 21-May 16
8 sessions  Sa 9am-12pm

*Class will not meet Apr 11

Part II:

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

Please bring the textbook used in Pharmacy Technician to class.

2 CEU. Tuition fee: $240

XAH156-TBA-B  Coming in summer
8 sessions  Sa 9am-12pm

*Class will not meet July 4

Certificare 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.

To earn the certificate, participants must successfully complete the following courses. 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.

1.5 CEU. Tuition fee: $150

XAH115-078945-B  Jan 12-Feb 2
6 sessions  M/W 9:30-9:30pm

*Class will not meet Jan 19

Eileen Streight, MCCCC Instructor

Medical Insurance, Law and Ethics

Prerequisite: Medical Terminology: A Short Course, or equivalent experience and computer literate

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 promote an understanding of the legal filing requirement. Textbook required. Available in college bookstore.

5 sessions  Tu 6-9pm

Kim Barca, RHA

Advanced Medical Terminology

Prerequisite: Medical Terminology: A Short Course and Basic Anatomy

This course continues the study of the body’s systems 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 (Exploring Medical Language by Myrna Lafferty Brooks, ISBN 9780323049504). Available in college bookstore.

2 CEU. Tuition fee: $250

XAH115-078946-B  Mar 11-May 20
10 sessions  W 6-9pm

*Class will not meet Apr 8

Eileen Streight, MCCCC Instructor

Textbook

Clinical Phlebotomy

Prerequisite: CPT-4 Level I and computer literate

This 18-hour “hands-on” class helps to prepare you to perform duties using the MedSoft Advanced Medical Billing Software System. Areas of MedSoft that will be covered include: inputting patient information, processing patient transactions, producing various reports, and learning how to print statement and insurance claim forms. Textbook required. Available in college bookstore. 1 CEU. Tuition fee: $125 (tonight $171, last fee 3/3)

XAH218-078958-B  Mar 26-May 7
7 sessions  Th 6-9pm

*Class will not meet Apr 9

Elizabeth A. Calona, CPC

Medical Coding

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 entry, completing medical submissions, billed claim follow-up, the appeal process, itemized statements, and management reporting. Textbook required. Available in college bookstore.

1 CEU. Tuition fee: $180

XAH212-078950-B  Apr 1-May 13
5 sessions  W 6-9pm

*Class will not meet Apr 8

Elizabeth A. Calona, CPC

CPT-4 Medical Coding Level I

Prerequisite: CPT-4 Medical Coding Level I, Medical Terminology: A Short Course, or equivalent experience

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 procedures 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. Returning in Summer 2009!

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E-mail: ComEd@mccc.edu