

Pharmacy Technician Career Seminars:
Saturday, Aug. 29, 10:00 a.m.-11:30 a.m. and
Wednesday, Sept. 2, 6:30 p.m.-8:00 p.m.
at CUNY on the Concourse,
2501 Grand Concourse, 3rd Floor.



PHARMACY TECHNICIAN

PTP 100/\$900 (includes textbooks, registration fee, certificate fee and materials)

Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings--working under the supervision of a registered pharmacist. This comprehensive 70-hour course prepares students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Course includes: medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

CC Tues./Thurs., 6:00 p.m.-9:30 p.m., Oct 13-Dec. 22 (no class Nov. 26) (20 sessions)

Pharmacy Technician applicants must attend a career seminar and math assessment: Saturday, Aug. 29, 10:00 a.m.- 12:00 p.m. or Wednesday, Sept. 2, 6:30 p.m.-8:00 p.m. at CUNY on the Concourse. Students who do not meet minimum math proficiency may be advised to enroll in an optional math preparation course prior to enrolling in the program. Applicants must present proof of high school/GED completion.



Physician Medical Office Administration Career Seminar:

Sat., Aug. 29, 10:00 a.m.-11:30 a.m.
at CUNY on the Concourse
2501 Grand Concourse, 3rd Floor.

PHYSICIAN MEDICAL OFFICE ADMINISTRATION

MOA 100/\$1999 (includes textbooks, registration fee, certificate fee and materials)

Today's complex administrative and third party reimbursement environment requires that health care administrators have a detailed understanding of multiple industry business issues. This 120-hour Physician Medical Office Administration program combines the necessary skills of a medical billing and coding professional with the unique operational and customer service requirements of a Medical Assistant Administration professional. Program includes: medical records, greeting patients, billing and clerical; scheduling appointments; documenting vital signs (e.g., blood pressures, pulse, respiration, and temperature); performing simple lab tests; preparing patients for examination; as well as other duties. Additionally, this program covers: reviewing hospital records; calculating charges for a patient's hospital stay; collecting physician charges and patient data to ensure that claims are submitted to insurance carriers accurately; determining codes for physician's procedures and diagnoses - using ICD-9 and CPT-4 coding protocols for third party billing purposes; and other skills. *After obtaining the suggested practical work experience (6 months to 2 years) through this program, students could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Class meets Mon., Wed. and some Saturdays.*

CC Mon./Wed. 6:00 p.m.-9:30 p.m., Oct. 14-Jan. 13, 2010 and Sat., 9:00 a.m.-3:30 p.m., Oct. 24, Nov. 21, Dec. 5, Dec. 19 and Jan. 9, 2010 (no classes Nov. 25, Dec. 28, 30) (30 sessions)



Ophthalmic Assistant and Dental Assistant Career Seminar:

Wed., Sept. 16, 10:00 a.m.-11:30 a.m.
at CUNY on the Concourse
2501 Grand Concourse, 3rd Floor.



OPHTHALMIC ASSISTANT

OPA 100/\$900 (includes textbooks, registration fee, certificate fee and materials)

The 70-hour Ophthalmic Assistant program prepares students for entry-level positions in Ophthalmology. Through classroom lecture, this program includes: anatomy and physiology of the eye; general principles of pharmacology; prescriptions written for the eye; visual acuity; and tonometry (basic) and glaucoma. Also includes a review of ocular dressing procedures; maintenance of equipment and instruments and other areas. *Note:* Although this program does not include a clinical rotation or national or state certification as part of its overall objectives, it meets the requirements of the American Academy of Ophthalmology (AAO), and the AAO's Ophthalmic Medical Assisting Exam - which students may take after meeting certain work experience requirements.

CC Mon./Wed., 6:00 p.m.-9:30 p.m., Oct. 14-Dec. 23 (no class Nov. 25) (20 sessions)

DENTAL ASSISTANT

DEA 100/\$1199 (includes textbooks, registration fee, certificate fee and materials)

The 80-hour Dental Assistant program prepares students for entry-level positions in Dental Assisting. The course familiarizes students with all areas of pre-clinical dental assisting and provides training in the professional skills required to function as an assistant in dental practice. The course covers the following key areas/topics: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines as well as an introduction to oral anatomy; dental operator; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

CC Tues./Thurs., 6:00 p.m.-9:30 p.m. Oct. 20-Jan. 19, 2010 (no classes Nov. 26, Dec. 29, 31) (23 sessions)



ORIENTATION AND ASSESSMENT

Pre-Nursing Assessment and Practice Test Prep

Saturday, Sept. 12,
10:00 a.m.- 12 noon

at CUNY on the Concourse,
3rd Floor

(See map page 48).

For more information,
call (718) 960-8512

Pre-Nursing Assessment and Practice Test Prep (C-NET)

NUR 102/\$310 (materials and texts not included)

This course is designed to measure the competencies required for success in a program leading to licensure as a practical/vocational nurse (LPN/LVN). Based upon standards set forth by the Center for Nursing Education and Testing, Inc. (C-NET), the course is divided into three basic areas: *Section 1* helps students learn test-taking techniques and master reading; *Section 2* covers mathematics and *Section 3* reviews language including vocabulary, spelling and grammar. Students take diagnostic practice tests throughout the course to chart their progress and receive guidance on the variety of educational programs open to them once they pass the C-NET exam. (Prerequisite: High school diploma or GED.) **Students must attend an orientation and assessment on Saturday, Sept. 12, 10:00 a.m. at CUNY on the Concourse.**

CC Sat., 9:00 a.m.-12:00 p.m., Sept. 26-Dec. 12 (no class Nov. 28) (11 sessions) Andrea Johnson, M.D.

CERTIFIED NURSING ASSISTANT

The health care industry is a growth area for those seeking a professional career. Certified Nursing Assistants work directly with patients and their families providing quality patient care. Duties include: helping with getting dressed, bathing, feeding, toileting, taking vital signs, catheter care, assisting with ambulation, range of motion exercises, and moving patients to bed and from bed to wheelchair. The Certified Nursing Assistant (CNA) program provides New York State-approved training for those seeking employment as CNAs in hospitals, nursing homes, hospices and home health agencies.

Admission Policy: Applicants must have a reading level of 8th grade or higher and must attend an orientation and assessment: Wednesday, Sept. 9, 6:30 p.m. or Friday, Sept. 11, 10:00 a.m. at CUNY on the Concourse, 2501 Grand Concourse, 3rd floor.

Required Courses:

Anatomy and Physiology

Students study the body systems and their function in health and in illness. This course provides an understanding of how the body systems work together and depend on one another to maintain homeostasis. It is designed to provide beginning students with the background knowledge to allow them to function effectively as a member of the health care team and to advance to other levels in the health care field. (50 hours)

Fundamentals of Patient Care

Students are taught to recognize the needs of individualized patient care and to identify and select the appropriate skills and perform them in a safe and timely manner. Students receive instructor-demonstrated skills and exhibit learning by return demonstration and supervised practice. (50 hours)

Internship

This internship is designed to allow the student to apply the skills learned in the classroom to an actual clinical setting. Students demonstrate an understanding of nursing principles that ensure safe, knowledgeable, skilled care and, under the supervision of the instructor, provide this care to assigned clients. (30 hours - schedule to be determined by the coordinator).

Certified Nursing Assistant

CNA 100/\$995 (materials and texts not included)

CC Sec. 1: Mon.-Thurs., 6:00 p.m.-9:00 p.m., Sept. 21-Nov. 18 (no classes Sept. 28, Oct. 12) (33 sessions)

CC Sec. 2: Mon.-Thurs., 9:00 a.m.-2:00 p.m., Oct. 26-Nov. 30 (no class Nov.26) (20 sessions)



NURSE TECHNICIAN (PATIENT CARE TECHNICIAN/ ASSOCIATE) PCT/PCA

In the growing field of health care more and more trained professionals are required to meet the needs of hospitals, nursing homes and medical centers. The Nurse Technician (Patient Care Technician/Associate) Program trains students for positions as advanced nursing assistants. Upon completion, students are eligible to take the National Certification exam.

Prerequisites: Students must have a high school diploma or GED and must be able to speak and read English.

Admission Policy: Applicants must attend an orientation and assessment prior to admission: Wednesday, Sept. 9, 6:30 p.m. or Friday, Sept. 11, 10:00 a.m. at CUNY on the Concourse, 2501 Grand Concourse, 3rd floor.

NURSE TECHNICIAN NTE 100

Required Courses

CNA 100 Certified Nursing Assistant
CPR 100 CPR for Health Care Providers
(see page 16)
EKG 100 Electrocardiography
(see page 16)
PLB 100 Phlebotomy (see page 16)
Total hours: 184 hours

ORIENTATIONS AND ASSESSMENTS

**Certified Nursing Assistant
Nurse Technician
EKG Technician
Phlebotomy Technician**

**Wednesday, Sept. 9,
6:30 p.m. - 8:30 p.m.
and**

**Friday, Sept. 11,
10:00 a.m.- 12 noon**

**at CUNY on the Concourse,
3rd Floor**

(See map page 48).

For more information,
call (718) 960-8512

ELECTROCARDIOGRAPHY TECHNICIAN

Electrocardiogram (ECG/EKG) technicians prepare patients for testing on ECG machines and Holter monitors and also assist physicians with ECG stress testing. They take patient histories and administer actual ECGs for physicians to interpret. ECG technicians work in a variety of medical settings including hospitals, nursing homes, physicians' offices and clinics.

Students may register for individual courses or complete the certificate program. Prerequisite: Current NYS Certified Nursing Assistant (CNA) or LPN.

Students must attend an orientation: Wednesday, Sept. 9, 6:30 p.m. or Friday, Sept. 11, 10:00 a.m. at CUNY on the Concourse, 2501 Grand Concourse, 3rd floor.

Note: Coordinator's permission is required for students that are not current NYS CNA or LPN. **Both EKG 100 and CPR 100 must be completed in order to receive certification.**

Required Courses

EKG 100 Electrocardiography
CPR 100 CPR for Health Care Providers

Electrocardiography

EKG 100/\$330 (*materials and texts not included*)

This course introduces students to the techniques necessary to perform a twelve-lead resting electrocardiogram (ECG/EKG). They learn about normal rhythm and arrhythmia, basic cardiac physiology, electrophysiology, and how to troubleshoot technical problems. Upon completion, the student will be eligible to take the National Certification Exam. 2.9 CEU

CC Sec. 1: Mon./Wed., 10:00 a.m.-3:30 p.m. (includes 30 minute break), Sept. 21-Oct. 7 (no class Sept. 28) (5 sessions)

CC Sec. 2: Mon./Wed., 6:00 p.m.-9:00 p.m., Oct. 26-Nov. 18 (8 sessions)

PHLEBOTOMY TECHNICIAN

Phlebotomy technicians collect blood specimens for the diagnosis and treatment of patients using venipuncture. They work in a variety of medical settings including hospitals, nursing homes, blood banks, physicians' offices and clinics.

Students may register for individual courses or complete the certificate program. Prerequisite: Current NYS Certified Nursing Assistant (CNA) or LPN.

Students must attend an orientation: Wednesday, Sept. 9, 6:30 p.m. or Friday, Sept. 11, 10:00 a.m. at CUNY on the Concourse, 2501 Grand Concourse, 3rd floor.

Note: Coordinator's permission is required for students that are not current NYS CNA or LPN. **Both EKG 100 and CPR 100 must be completed in order to receive certification.**

Required Courses

PLB 100 Phlebotomy
CPR 100 CPR for Health Care Providers

Phlebotomy

PLB 100/\$330 (*materials and texts not included*)

An introduction for LPNs, CNAs and other patient-care professionals to the basic procedures used for obtaining blood from veins and capillaries. The course also provides skills improvement for those already employed in the profession. Students learn the appropriate way to use the equipment and the different types of blood tubes and draws. Upon completion, the students are eligible to take the National Certification Exam. 2.9 CEU

CC Sec. 1: Tues./Thurs., 10:00 a.m.-3:30 p.m. (includes 30 minute break), Sept. 22-Oct. 6 (5 sessions)

CC Sec. 2: Tues./Thurs., 6:00 p.m.-9:00 p.m., Oct. 27-Nov. 19 (8 sessions)

ORIENTATIONS AND ASSESSMENTS

Certified Nursing Assistant

Nurse Technician

EKG Technician

Phlebotomy Technician

Wednesday, Sept. 9,

6:30 p.m. - 8:30 p.m.

and

Friday, Sept. 11,

10:00 a.m.- 12 noon

at CUNY on the Concourse,

3rd Floor

(See map page 48).

For more information,
call (718) 960-8512

CPR for Health Care Providers

CPR 100/\$80 (*materials and texts not included*)

This course meets the requirements for National Certification for CPR from the American Heart Association (AHA). Students learn how to respond to emergencies involving infants, children and adults. They are introduced to lifesaving techniques, rescue breathing, one- and two-person cardio-pulmonary resuscitation (CPR), and abdominal thrusts. *Textbook must be brought to class.* 0.7 CEU

CC Sec 1: Sat., 10:00 a.m.-4:00 p.m., Sept. 26 (1 session)

CC Sec 2: Sat., 10:00 a.m.-4:00 p.m., Oct. 24 (1 session)

