

PHARMACY TECHNICIAN

FREE CAREER INFORMATION SEMINARS

WEDNESDAY, JAN 19, 6:30 PM AT CUNY ON THE CONCOURSE
 SATURDAY, JAN 29, 10:30 AM AT LEHMAN CAMPUS
 SATURDAY, MAY 7, 10:30 AM AT LEHMAN CAMPUS
 FRIDAY, MAY 20, 10:30 AM AT CUNY ON THE CONCOURSE

A comprehensive 70-hour course preparing students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. For full description, visit www.lehman.edu/ce. *The course includes textbooks, registration fee, certificate fee and materials. Requirements:* must attend a career seminar and math assessment (see above). Proof of high school/GED completion required.

Pharmacy Technician PTP 100/\$900 COTC

Sec SP: Tue/Thu 9:30 am-2 pm Mar 15-May 24 (18 sessions)

Sec SU: Tue/Thu 6-9:30 pm Jun 16-Aug 23 (20 sessions)

PHYS. MEDICAL OFFICE ADMINISTRATION

FREE CAREER INFORMATION SEMINARS

SATURDAY, JAN 29, 10:30 AM AT LEHMAN CAMPUS
 FRIDAY, MAY 20, 10:30 AM AT CUNY ON THE CONCOURSE

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. For full description, visit www.lehman.edu/ce. *The course includes textbooks, registration fee, certificate fee and materials. Prerequisite: MRP80/81: Medical Terminology/Anatomy and Physiology I/II and MRP64: Medical Billing or equivalent course(s) or experience.*

Physician Medical Office Administration

MOA 100/\$1999 COTC

Sec SP: Mon/Wed 6-9:30 p.m. and Sat., 9 am-3:30 pm (includes 30 min. break) Mar 9-Jun 13, 2011 (includes 5 Saturdays) (31 sessions)

DENTAL ASSISTANT

FREE CAREER INFORMATION SEMINARS

SATURDAY, JAN 29, 10:30 AM AT LEHMAN CAMPUS
 FRIDAY, MAY 20, 10:30-12 PM AT CUNY ON THE CONCOURSE

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. For full description, visit www.lehman.edu/ce. *The course tuition includes textbooks, registration fee, certificate fee and materials*

Dental Assistant DEA 100/\$1199 COTC

Sec SP: Tue/Thu 6-9:30 pm Mar 8-Jun 2 (23 sessions)

Sec SU: Tue/Thu 9:30 am-2 pm Jun 14-Aug 18 (20 sessions)



FREE CAREER INFORMATION SEMINARS AND ORIENTATIONS FOR CNA, PCT, EKG & PLB

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NURSE TECHNICIAN

PATIENT CARE TECHNICIAN/ASSOCIATE (PCT/PCTA)

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. *Requirements:* must attend an orientation/career seminar (see above). Proof of high school/GED completion required.

Nurse Technician Program

NTE 100/\$2155 COTC

CERTIFICATE PROGRAM REQUIRED COURSES:

Certified Nursing Assistant CNA 100
 EKG Technician EKG 100
 Phlebotomy Technician PLB 100
 CPR for Health Care Providers CPR 100
 Advanced Clinical Skills/Practicum CLR 110

Nurse Technician Program for CNA's

NTE 110/\$1160 COTC

Includes all courses above except for CNA100

UPDATE An Introduction to Spanish for Health Care Professionals

LSP 22/\$230 (8 sessions) COTC See page 24.

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NEW The Rev. Edward Leman Davis, Jr. Scholarship Fund for two Certified Nursing Assistant students per semester may cover 40% of tuition and 60% of exam fees, textbooks, and uniforms. Students must register, attend 130-hour program and apply for scholarship for reimbursement. Call for application 718-960-8512 or visit www.lehman.edu/ce

CERTIFIED NURSING ASSISTANT (CNA)

A New York State-approved training for those seeking employment as CNAs in hospitals, nursing homes, hospices and home health agencies. CNAs 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. Program includes: Anatomy and Physiology (50 hours), Fundamentals of Patient Care (50 hours), Nursing Home Clinical Rotation (30 hours). *Requirements:* must attend an orientation and career seminar (*see above*). Proof of high school/GED completion required.

CERTIFICATE PROGRAM REQUIRED COURSES:

Certified Nursing Assistant CNA 100

Certified Nursing Assistant (CNA)

CNA 100/\$995* COTC

Sec SP: Mon-Thu 6-9 pm Feb 14-Apr 12 *30 hour clinical dates TBA* (33 sessions)

Sec SU: Mon-Thu 9 am-2 pm Jun 6-Jul 11 (20 sessions) *30 hour clinical dates: TBA* (20 sessions)

**NOTE: \$115 required testing fee to be paid in class.*

CNA Hospital Internship Option

A unique experience for CNAs to receive training in the hospital setting. Students must have completed their CNA program, have current CPR certification, and submit required health clearance forms prior to the internship.

CLR 200/\$330 *Schedule TBA.*

CPR for Health Care Providers

CPR 100/\$100 (1 session) (*Required for EKG/PLB Technician*)
COTC

Sec SP: Sat 10 am-4 pm, Mar 19

Sec SU: Sat 10 am-4 pm Jun 18

ELECTROCARDIOGRAPHY TECHNICIAN EKG

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. *Prerequisites:* Current NYS Certified Nursing Assistant (CNA) or LPN or coordinator's permission. *Requirements:* must attend a career seminar and orientation (*see column 1*). Proof of high school/GED completion required.

CERTIFICATE PROGRAM REQUIRED COURSES:

EKG Technician EKG 100

CPR for Health Care Providers CPR 100

Electrocardiography Technician

EKG 100/\$330* COTC

Sec SP: Mon/Wed 6-9 pm Mar 7- Mar 30 (8 sessions)

Sec SU: Mon/Wed 9:30 am-2 pm Jun 6-Jun 22 (6 sessions)

**NOTE: \$105 EKG or \$149 PCA/PCT required testing fee to be paid in class.*

CPR for Health Care Providers *See column 1.*

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. *Prerequisites:* Current NYS Certified Nursing Assistant (CNA) or LPN or coordinator's permission. *Requirements:* must attend a career seminar and orientation (*see above, col. 1*). Proof of high school/GED completion required.

Phlebotomy Technician Certificate Program

PLB 110/\$810** COTC

CERTIFICATE PROGRAM REQUIRED COURSES:

Phlebotomy Technician PLB 100

CPR for Health Care Providers CPR 100

Advanced Clinical Skills/Practicum CLR 110

Phlebotomy

PLB 100/\$330* COTC

Sec SP: Tue/Thu 6-9 pm Mar 8-Mar 31 (8 sessions)

Sec SU: Tue/Thu 9:30 am-2 pm Jun 7-Jun 23 (6 sessions)

**NOTE: \$105 PLB or \$149 PCA/PCT required testing fee to be paid in class.*

CPR for Health Care Providers *See column left.*

Advanced Clinical Skills/Practicum for Phlebotomy

Students must have completed a CNA program or have permission from coordinator, have current CPR certification, and submit required health clearance forms prior to the internship.

CLR 110/\$400 (*Required for PCT/PCA*) *Schedule TBA.*

NEW CLINICAL MEDICAL ASSISTANT PROGRAM

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FRIDAY, MAY 20, 10:30 AM-12 PM AT CUNY ON THE CONCOURSE

Medical assistants are valued members of the health care delivery team who perform administrative and clinical duties in private physicians' office, HMOs, clinics, hospitals and other health care settings. The specific duties depend, in part, on the size of the practice. A generalist is skilled in both administrative and clinical tasks and usually employed in a smaller practice, whereas a specialist has additional responsibilities in a special area and works in a larger practice. Our program includes both administrative and clinical course work.

Although certification is not a New York State requirement for medical assistants, many employers prefer to hire certified applicants. This program is approved by the National Healthcareer Association.

Requirements: Attendance at a Career Seminar/Orientation session (see above dates) and proof of high school/GED completion. Prior to completion of the program, students must demonstrate proficiency in basic microcomputer skills and word processing. This can be accomplished by providing proof of previous employment OR proof of having successfully completed appropriate course work such as Introduction to Microcomputing (EDP 07) and Microsoft Word 2010 (CBS 78). See page 9.

CERTIFICATE PROGRAM REQUIRED COURSES:

Medical Terminology/Anatomy & Phys. I MRP 80; page 14

Medical/Surgical/Dental Office Procedures MRP 50; page 14

First Aid (AHA Certification) MAS 17

CPR for Health Care Providers CPR 100; page 12

Fundamentals of Medical Assisting MAS 10 offered fall 2011

Medical Term./Anatomy & Phys. II MRP 81 prereq. MRP 80; page 14

Diagnostic Tests and Pharmacology MAS 14 prereq. MRP 80

EKG Technician EKG 100 prereq. MRP 81 page 12

Phlebotomy Technician PLB 100 prereq. MRP 81 page 12

Phlebotomy Clinical Skills CLR 110 prereq. PLB 100 page 12

Clinical Medical Assistant Externship MAS 18

Certification Exam Review MAS 20

NEW First Aid (AHA American Heart Association Certification)

MAS 17/\$35 (1 session)

This course covers the theory and practical skills of the standard first aid course as prescribed by the American Heart Association. Included are first aid basics, medical emergencies and injury emergencies.

Sec SP: Sat 9 am-12 pm Mar 12

Sec Su: Sat 9 am -12 pm July 9

COMING FALL 2011

Fundamentals of Medical Assisting

MAS 10/\$450



PRE-NURSING / NURSING TEST PREP

Pre-Nursing Assessment and Practice Test Prep for RN Programs NUR 103/\$460 (15 sessions) LEHC

Students learn test-taking techniques and master the reading, vocabulary, mathematics and science competencies so that they can achieve their best score on pre-RN exam, a requirement for admission into the Lehman College nursing program. (*Prerequisites:* Nursing program prerequisite courses; see www.lehman.edu.) *Materials and Text not included.*

Sec SP: Wed 6:30-9:30 pm & Sat 12:30-3:30 pm Feb 2-Mar 26

Pre-Nursing Assessment and Practice Test Prep for LPN Programs NUR 102/\$330 (11 sessions) LEHC

Sec SP: Sat 9 am-12 pm Feb 5-Apr 30

Professional RN Nurse Exam Prep

NUR 10/\$320 (10 sessions) LEHC

Sec SU: Wed/Fri 6-9 pm Jun 8-Jul 8

UPDATE An Introduction to Spanish for Health Care Professionals

LSP 22/\$230 (8 sessions) COTC See page 24.