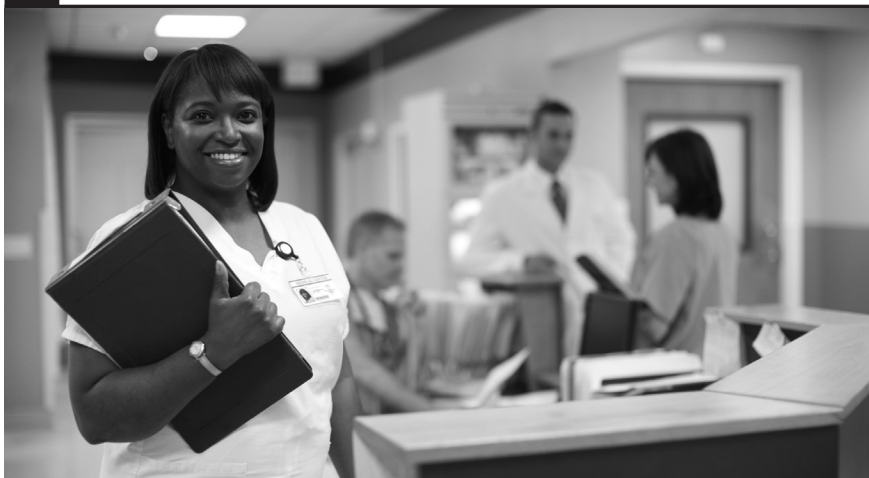


HEALTH



CERTIFICATE PROGRAMS

Certified Nursing Assistant Certificate Program

150-hour course teaches the student to safely perform basic nursing skills under the supervision of a licensed nurse. Student will be qualified to take the Nurse Aid Competency Exam for certification. Fee includes book. Does not include \$10 admission fee, \$99 exam fee or \$73 criminal background/drug screening check. Approved for Department of Labor Funding. (150 hrs, 15 CEUs)

- ▶ Call 302-854-6966 for dates & times. 30 sessions. \$1,650. EYK 200 271

Health Information Coding Specialist Certificate*

Master the basics of medical terminology and medical coding and billing. Learn to identify and properly use special terms in the ICD-9 coding system. Understand reimbursement processes and compliance programs. Bring medical dictionary to class. Textbooks available in college bookstore. **Required Courses (included in tuition):**

Medical Terminology (online), Medical Coding & Billing I, and Medical Coding & Billing II. Approved for Department of Labor Funding. (124 hrs, 12.4 CEUs)

Instructor: Cathy Flowers

- ▶ 9/13-4/14, Tuesday & Thursday, 6-9 pm, 36 sessions. \$1,549. EYK 587 231

Medical Office Assistant*

Prepares students to work as a medical front office assistant. Learn scheduling, medical office procedures, electronic records management, medical terminology, computer applications, medical coding and billing, how to set up an examination room, and communication with patients.

Prerequisite: MS Office 2007, Level I. Textbooks available in college bookstore. **Required Courses (included in tuition):** Medical Terminology (online), Medical Office Procedures, Computers in the Medical Office, Electronic Records Management, and Medical Coding and Billing I. Approved for Department of Labor Funding. (175 hrs, 17.5 CEUs)

- ▶ 9/13-3/14, Monday thru Thursday, 6-9 pm, 53 sessions. \$1,999. EYK 591 231

Medical Office Receptionist*

Designed to provide students with a working knowledge of basic medical office skills. Learn to greet visitors, handle incoming calls, make appointments, physician interaction and provide general medical office support. **Prerequisite:** MS Office 2007, Level I. Textbooks available in college bookstore. **Required Courses (included in tuition):** Medical Terminology (online), Medical Office Procedures, Computers in the Medical Office, Electronic Records Management. Approved for Department of Labor Funding. (103 hrs, 10.3 CEUs)

- ▶ 9/13-3/14, Monday, Tuesday & Wednesday, 6-9 pm, 29 sessions. \$1,099. EYK 586 231

Medical Office Technician*

Designed to teach the student the skills necessary to perform a variety of duties within a medical office setting. As a multi-skilled practitioner, you will learn the basics of the human body, train to draw blood, take vital signs, and complete medical administrative tasks. **Prerequisite:** MS Office 2007, Level I. Textbooks available in college bookstore. **Required Courses (included in tuition):** Medical Terminology (online), Medical Office Procedures, Computers in the Medical Office, Clinical Support Practices, Fundamentals of Phlebotomy, Anatomy and Physiology. Approved for Department of Labor Funding. (211 hrs, 21.1 CEUs)

- ▶ 9/13-6/13, Monday, Tuesday & Wednesday, 6-9 pm, 65 sessions. \$2,199. EYK 560 231

Medical Transcriptionist*

Gain basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness. Includes medical terminology, human anatomy and physiology. Learn word processing, dictation, transcription equipment, correct English usage, how to format medical documents, and apply ethics in medical transcription practices. Textbooks available in college bookstore. **Prerequisite Course**

(NOT included in tuition): Medical Terminology (online). Approved for Department of Labor Funding. (45 hrs, 4.5 CEUs)

- ▶ 10/18-12/8, Monday & Wednesday, 6-9 pm, 15 sessions. \$585. EYK 584 231

Pharmacy Technician Training Program

Students will be taught techniques and procedures to prepare and dispense medications in retail, hospital, and home infusion settings. Learn to count, measure and compound drugs using both sterile and non-sterile pharmacy techniques. Interpreting prescriptions and medication orders/preparing/packaging/labeling medications/maintaining the patient profile/basic drug knowledge/acquiring skills related to billing and inventory management make this a comprehensive program. Achieve competencies established by ASHP and National Pharmacy Technician Certification. Program includes 40 hours of internship rotations consisting of 16 hours in retail, 16 hours in hospital, and 8 hours in the home infusion setting. Textbook included in tuition. Does not include \$129 exam fee or \$73 criminal background/drug screening check. Approved for Department of Labor Funding. No class 11/24. (200 hrs, 20 CEUs)
Instructor: Debbie Kemp, RPhT, CPhT

- ▶ 11/1-4/4, Monday & Wednesday, 6-10 pm, 40 sessions. \$2,100. EYK 579 231

Pharmacy Technician Info Night - FREE!

- ▶ 9/13, Monday, 6-8 pm, 1 session. FREE! ENK 285 231

Polysomnography Certificate Training

As a polysomnographic (PSG) technologist, you will operate a variety of sophisticated monitoring devices, which record brain activity (EEG), muscle and eye movements, respiration, blood oxygen levels, and other physiologic events. Polysomnographic technologists are involved in the evaluation of various treatment methods and are typically employed in sleep laboratories located in medical centers, clinic/office settings, or free-standing sleep labs. Some technologists transition into management and marketing of sleep centers, product sales and support, public and patient education regarding sleep disorders. Does not include \$10 admission fee or \$73 criminal background/drug screening check. Approved for Department of Labor Funding. (80 hrs, 8 CEUs)
Instructor: Paul Walker

- ▶ 9/27-11/17, Monday & Wednesday, 5-10 pm, 16 sessions. \$2,719. EYK 580 231

Polysomnography Certificate Training Info Night - FREE!

- ▶ 9/16, Thursday, 6-8pm, 1 session. FREE! ENK 287 231

Veterinary Assistant Training Certificate Program

Acquire basic concepts and skills in the area of anatomy/physiology, animal health and disease, laboratory procedures, nursing care, and surgical assisting. Focus will be on the companion animal (dog/cat) however, a wide variety of other species, such as horses, livestock, and exotic animals will also be covered. Consists of 69 hours of classroom instruction and a 60-hour externship at an approved veterinary facility. The externship will provide the student the opportunity to apply the skills and theories they have learned in the classroom. Textbook available in college bookstore. Does not include \$10 admission fee or \$73 criminal background/drug screening check. Approved for Department of Labor Funding. (129 hrs, 12.9 CEUs)
Instructor: Dr. Valerie Quillen

- ▶ 10/12-3/29, Tuesday, 6-9:30 pm, 23 sessions. \$1,800. EYK 208 231

REQUIRED HEALTH COURSES

**Included in the following certificate programs: Health Information Coding Specialist, Medical Office Assistant, Medical Office Receptionist, Medical Office Technician, and Medical Transcriptionist*

Anatomy & Physiology

Study the structure and systems of the human body to include the function, diseases, and disorders of the major organs, as well as the bones of the body. (48 hrs, 4.8 CEUs)

- ▶ 12/6-2/14, Monday & Wednesday, 6-9 pm, 16 sessions. \$499. EYK 588 231

Computers in the Medical Office

Prepares students to work with Microsoft 2007 in medical office settings. Learn essential computer tasks performed in the medical office by using Microsoft Word, Excel and PowerPoint. Acquire proficiency in a variety of duties specific to the health care environment. **Prerequisite:** MS Office 2007, Level I. Textbook available in college bookstore. (15 hrs, 1.5 CEUs)

- ▶ 9/21-10/19, Tuesday, 6-9 pm, 5 sessions. \$195. EYK 589 231

Clinical Support Practices

Discover the clinical role of the health care provider. Assist with the physical exam and minor office surgery in addition to handling medical office emergencies effectively. Topics: taking accurate medical history, vital signs, diagnostic testing, and pharmacology. (48 hrs, 4.8 CEUs)

- ▶ 2/16-4/11, Monday & Wednesday, 6-9 pm, 16 sessions. \$499. EYK 592 231

Electronic Health Records

Explore the different types of Electronic Health Records (EHRs), the transition and what it involves, standards and how to assure the privacy and security of electronic information. EHRs makes it easy to keep accurate records of who has access to a patient's information, when it was accessed and by whom. **Prerequisite:** MS Office 2007, Level I. Textbook available in college bookstore. (36 hrs, 3.6 CEUs)

- ▶ 12/6-3/14, Monday, 6-9 pm, 12 sessions. \$379. EYK 590 231

Fundamentals of Phlebotomy

Learn the proper order of draw, tube selection, specimen handling, procedures for venipuncture, butterfly, and microcapillary collection of blood samples, and phlebotomy procedures, along with the complications that may occur. **Prerequisite:** Anatomy & Physiology and Medical Terminology. Textbook available in college bookstore. (48 hrs, 4.8 CEUs)

- ▶ 4/18-6/13, Monday & Wednesday, 6-9 pm, 16 sessions. \$499. EYK 593 231

Medical Coding and Billing I

Utilize basic medical billing terminology to understand the medical insurance claims process and reimbursement procedures. Identify and properly use the special terms, marks, abbreviations, and symbols used in the ICD-9 coding system. Accurately code all diagnosis by reading the source document. Focus on procedural (CPT) coding used in the physician's office system. Bring medical dictionary to class. **Prerequisite:** Medical Terminology (16 hours online 9/13-10/4). Textbooks available in college bookstore. Approved for Department of Labor Funding. (72 hrs, 7.2 CEUs)

Instructor: Cathy Flowers

- ▶ 11/9-2/15, Tuesday & Thursday, 6-9 pm, 24 sessions. \$399. EYK 583 231

Medical Coding and Billing II

Students are trained to analyze inpatient and outpatient health records in order to extract information from the health record as needed to assign accurate ICD-9 and CPT codes. Identify principal diagnoses and significant procedures to evaluate the accuracy of data submitted to fiscal agencies. Understand reimbursement processes and compliance programs. **Prerequisites:** Medical Terminology (16 hours online 9/13-10/4 and Medical Coding and Billing (11/9-2/22). Textbooks available in college bookstore. Approved for Department of Labor Funding. (36 hrs, 3.6 CEUs)

Instructor: Cathy Flowers

- ▶ 3/8-4/14, Tuesday & Thursday, 6-9 pm, 12 sessions. \$479. EYK 582 231

Medical Office Procedures

Emphasizes essential skills required for the medical office. Topics: medical law and ethics, patient relations, records management, scheduling, insurance billing and collection, facility environment, and telephone techniques. Textbook available in college bookstore. (36 hrs, 3.6 CEUs)

- ▶ 9/15-12/1, Wednesday, 6-9 pm, 12 sessions. \$379. EYK 594 231

Medical Terminology -- Online

Presents a study of basic medical terminology: prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. The first night (9/13) will be held on campus in Georgetown from 6-8pm; the rest of the course is online. Textbook available in college bookstore. (16 hrs, 1.6 CEUs)

Instructor: Nancy Henry

- ▶ 9/13-10/4, Monday, 4 sessions. \$205. EYK 252 2B1

Save the Date! - October 23, 2010

13th ANNUAL DISTINGUISHED LECTURE SERIES

Safe Exercise Prescription for Cardiopulmonary Patients: Hospital to Home

Sponsored by DTCC Physical Therapist Assistant Program
Presented by: Dr. Donald K. Shaw, PT, PhD, Associate Professor,
Midwestern University, Glendale, Arizona

This six-hour seminar is based on the information that Dr. Shaw presented at APTAs Combined Sections Meeting in San Diego this year. The purpose of the seminar is to acquaint rehabilitation professionals with recent advances in CHD management with special attention given to post-CABG surgery patients and their unique rehabilitation needs. Please call the Physical Therapist Assistant Program for more information 302-855-5933.

Coming May 2011

Emergency Medical Technician Basic Certification

Info Night. 3/7, Monday, 6-9pm. FREE!

Call 302-854-6966 for information