The Healthcare Institute is a division of Kingsborough’s Office of Continuing Education, offering a dynamic set of certificate programs and stand-alone courses. All are designed to provide students with essential skill sets necessary for today’s burgeoning healthcare industry. With decades of experience and training, our faculty provides high quality instruction across all the disciplines. Students who successfully complete certificate programs at the Healthcare Institute are eligible to take the National Healthcareer Association’s certifying examinations, which are nationally recognized credentials in the Allied Health industry.

IN-DEMAND HEALTHCARE PROGRAMS

Below is the breakdown of the courses needed within the in-demand healthcare programs. See the following pages for the schedule of available courses.

For questions and additional information please call 718-368-5052 or email Healthcare.cep@kbcc.cuny.edu

CLINICAL MEDICAL ASSISTANT

Certified Clinical Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians running smoothly. Students must sign an Assumption of Risk. (307 clock hours)

CTF 20 - Anatomy and Physiology
RTP 40 - Basic Life Support for Healthcare Providers
CTF 90 - EKG/ECG Technician
CTF 91 - Phlebotomy Procedures
CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests
CTF 89 - Certified Electronic Health Records Specialists

PHLEBOTOMY TECHNICIAN

Become a Certified Phlebotomy Technician by taking this comprehensive, hands-on program. Live needle sticks performed. Students must sign an Assumption of Risk. (127 clock hours)

CTF 20 - Anatomy and Physiology
CTF 91 - Phlebotomy Procedures
RTP 40 - Basic Life Support for Healthcare Providers

MEDICAL BILLING & CODING SPECIALIST

This program is aimed at individuals who are either currently employed or seeking employment in a healthcare providers office, health insurance company, or independent billing center, and who want to become a certified Medical Billing and Coding Specialist. (180 clock hours)

CTF 25 - Introduction to Terminology and Insurance
CTF 26 - Procedures and Coding (CPT 4 and ICD-10-CM)
CTF 27 - Computerized Billing and Clinical Practice

HOME HEALTH AIDE INTENSIVE

Home Health Aides (HHA) provide professional healthcare in a patients home environment. Patient can range from elderly, to disabled to chronically-ill individuals who do not require hospitalization. This course is the perfect complement for students who completed Certified Nurse Aide training. (92 clock hours)

CTF 37- Home Health Aide Intensive
RTP 40 - Basic Life Support for Healthcare Providers

EKG/ECG TECHNICIAN

These courses provide an overview of basic cardiovascular terminology, anatomy, and physiology, and outlines the responsibilities for earning the certified EKG/ECG Technician Certification. (127 clock hours)

CTF 20 - Anatomy and Physiology
RTP 40 - Basic Life Support for Healthcare Providers
CTF 90 - EKG/ECG Technician

PHARMACY TECHNICIAN

This intensive course provides an overall view of the fundamentals of medical and pharmaceutical terminology. Pharmaceutical calculations, concepts of pharmacology and medicinal therapy as it relates to anatomy and physiology and pathophysiology. Students will also learn about laws, ethics and standards required in the pharmacy profession. Application of knowledge in an on-site hospital and retail setting. (120 clock hours)

CTF 41 / 42 - Pharmacy Technician Intensive

CERTIFIED NURSE AIDE INTENSIVE

A Certified Nurse Aide assists Licensed Practical Nurses (LPNs) and Registered Nurses (RNs) with direct patient care. This demanding, yet exciting program will prepare you for an entry-level position in a nursing home or hospital facility. (135 clock hrs—96 hrs classroom, 32 hrs Supervised Clinical Experience, 7 hrs CPR)

Tuition support for this program is available through The Audacia Foundation, Inc., a Workforce Investment Organization (WIO) funded by NYSDOH MLTC training grant. Students who enroll are eligible for reimbursement after submitting an application given during the first class session.

CTF 78/79 - CNA Intensive
RTP 40 - Basic Life Support for Healthcare Providers

"I thoroughly enjoyed the class. I learned so much and it motivated me to move forward with my education here at Kingsborough."
CTF 20 - Anatomy and Physiology $325
Tues & Thur / April 13 - June 17 / 6:45pm-9:45pm
An introduction to the structure and function of the human body, common disorders and diseases in relation to body systems.
This course is required for CTF 87/88 Basic Patient Care Skills & Diagnostic Tests, CTF 90 EKG/ECG and CTF 91 Phlebotomy Procedures.

CTF 25 - Introduction to Terminology and Insurance $325
Tues & Thur / April 13 - June 17 / 6:45pm-9:45pm
This class is an overview of the medical terminology used in a medical office, starting with the basics of anatomy, including the human body and its skeletal, pulmonary, digestive, cardiovascular and reproductive system and an introduction to health insurance.

CTF 26 - Procedures and Coding $325
Tues & Thur / April 13 - June 17 / 6:45pm-9:45pm
This course covers CPT 4, a systematic linking and coding of procedures and services used in outpatient settings. This coding is required for billing and reimbursement by insurers. ICD-10-CM, the international classification of diseases, is used worldwide by many healthcare facilities.
Prerequisite: CTF 25 Introduction to Terminology and Insurance.

CTF 27 - Computerized Billing and Clinical Practice $325
Tues & Thur / April 13 - June 17 / 6:45pm-9:45pm
You will continue your study of office procedures and billing to include scheduling patients for laboratory, surgical and testing procedures, completing patient charts, and accounting practices using state-of-the-art medical software.
Prerequisite: CTF 26 Procedures and Coding, and basic computer skills. Students must have Windows operating system to utilize medical software.

CTF 37 - Home Health Aide Intensive $525
Contact us for schedule at conted@kbcc.cuny.edu
Free for those that qualify, email us at workforce.kcc@kbcc.cuny.edu
Home Health Aides (HHA) provide professional healthcare in a patients home environment. Patient can range from elderly, to disabled to chronically-ill individuals who do not require hospitalization. (92 clock hours)
*8-hours of clinical experience will be conducted during early afternoon and evening hours.
Prerequisite: Medical clearance is required to participate in the clinical experience. Basic Life Support/CPR (RTP40) must be completed before the clinical experience. Course textbook, uniform scrubs and certifying exam fees are not included in the tuition. Materials fee: $45

RTP 40 - Basic Life Support for Healthcare Providers $75 (Includes course materials)
Contact registration office at 718-368-5050 for next available dates.
This course provides the skills to recognize and provide care in respiratory and cardiac emergencies, using the latest 2015 AHA guidelines, to teach adult, child and infant cardiopulmonary resuscitation and automatic external defibrillator use. Basic life support skills include CPR, AED use, and ventilations.

CTF 41/42 - Pharmacy Technician Intensive $650
Mon - Thur / April 13 - June 17 / 6pm-10pm
This intensive course provides an overall view of the fundamentals of medical and pharmaceutical terminology.
Pharmaceutical calculations, concepts of pharmacology and medicinal therapy as it relates to anatomy and physiology and pathophysiology. Students will also learn about laws, ethics and standards required in the pharmacy profession. Application of knowledge in an on-site hospital and retail setting. Two (2) in person labs required. Dates and times to be provided in class.
Materials Fee: $45
Prerequisite: CTF 26 Procedures and Coding, and basic computer skills. Students must have Windows operating system to utilize medical software.

CTF 89 - Certified Electronic Health Records Specialist $575
Tues & Thur / April 13 - June 17 / 6:45pm-9:45pm
This course introduces students to the basic functions of Electronic Health Records (EHR). It includes discussions and illustrations on the latest information management technologies (both hardware and software) currently used in healthcare. Students will be immersed in the environment, organization, unique to the use of EHR at all levels of patient care. Computer-based, hands-on exercises are required.
Prerequisites: Computer proficiency (will be assessed) and some experience in office administration.
Lab sessions will be conducted in person, on campus. Clinicals will be done in person.

CERTIFIED NURSING ASSISTANT

CTF 78/79 - CNA Intensive Hybrid $750
Mon - Tues - Wed - Thurs / April 12 - June 7 / 6pm-10pm

This course introduces students to the needs of the patient, legal/ethical issues, effective communication and anatomical changes accompanying the aging process. It will also cover health and nutrition and the care of persons with cognitive and mental disabilities. Includes 32 hours of supervised clinical experience in a Residential Health Care Facility.

*32-hours of clinical experience will be conducted during early afternoon and evening hours.

Prerequisite: Medical clearance is required to participate in the clinical experience. Basic Life Support/CPR (RTP40) must be completed before the clinical experience. Course textbook, uniform scrubs and CNA certifying exam fees are not included in the tuition. Six (6) in person labs required on Thursdays.

Burgundy uniform scrubs (top and bottom) required for labs and clinicals. Materials fee: $45

BASIC PATIENT CARE SKILLS & DIAGNOSTIC TESTS

CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests Hybrid
$325 / Tues, Wed, Thurs / April 20 - June 8 / 6pm-10pm

Skills common to the private practice and hospital worker are covered, including obtaining medical histories, vital signs, prepping patients, first-aid care, and emergency procedures for the medical office. Learn the importance of maintaining a sterile environment when preparing for minor surgical procedures. Collect specimens, perform simple measurements and tests, and acquire knowledge of prescription and non-prescription medications. Prerequisite: CTF 20 Anatomy & Physiology.

Four (4) in person labs required. Dates and times to be provided during class. White lab coat required. Materials fee: $45

EKG/ECG TECHNICIAN

CTF 90 - EKG/ECG Technician Hybrid $325
Mon & Wed / April 19 - June 9 / 6pm-10pm

This course provides opportunities to learn and practice techniques employed by EKG/ECG technicians, while learning many of the basic terms associated with cardiovascular, anatomy and physiology.

Prerequisite: CTF 20 Anatomy & Physiology

Five (5) in person labs required. Dates and times to be provided during class. White lab coat required. Materials fee: $45
CTF 98 - Central Sterile Technician $850
Tues, Wed, Thurs / April 13 - June 24 / 5pm-9pm
This course, facilitated by an IAHCSMM (International Association of Healthcare Central Service Material Management) instructor, will provide you with the knowledge and skills required to work in a Central Supply/Sterile Processing Healthcare facility. Additional hours to be assigned when class is in session. Three (3) in person labs required. Dates and times to be provided during class. **White lab coat required. Materials fee: $45**

**Patient Care Technician**

CTF 93 - Patient Care Technician Intensive Hybrid $750
Mon, Tues, Wed, Thurs / April 12 - June 7 / 6pm-10pm
Study includes comprehensive instruction on vascular anatomy and performance of venipuncture techniques. Students will also learn and practice performing EKGs and basic terms associated with cardiovascular system, anatomy and physiology. This course is for Certified Nurse Aides only. Live needle sticks performed. Students must sign an Assumption of Risk. Six (6) in person labs required. Dates and times to be provided during class. **White lab coat required. Materials fee: $45**

**Direct Support Professional**

CTF 99 - Direct Support Professional $675
Mon & Wed / April 12 - June 16 / 6pm-9pm
In partnership with YAI: Seeing beyond disability (www.yai.org), prepare for a rewarding career as a Direct Support Professional (DSP).

DSPs empower people with intellectual and developmental disabilities who attend day programs or live in community residences. They serve a critical role in creating new opportunities for living, loving, working and learning on a daily basis. A great DSP is compassionate, caring and curious. Must be 18+ years old, and have their HS Diploma. This 60-hour training includes 20 hours of internship (on weekends) and will support you in developing critical skills and competencies needed by employers. **Note: Students who complete this course (and have a high school diploma or GED/HSE and are 18 years or older) will be considered for employment with our partner agency, YAI. YAI is the largest provider of services to people with intellectual and developmental disabilities in the metropolitan New York area. YAI offers careers in human services, health care, education, behavioral and mental health, and administration. Location to be determined. For more information Contact Conted@kbcc.cuny.edu**
Kingsborough Community College stands at the forefront of preparing the next generation of health care professionals. With a wide selection of non-credit health certificates and accredited degree programs, we have a program that will fit your career goals.

The Bridges to Health Careers program will help guide your educational journey and support you every step of the way. Through classroom instruction, dedicated advising, career preparation, and tutoring you will be positioned to enter an in-demand health profession and be on the front lines of health care in New York City.

The Bridges to Health Careers Program offers:
- Free 1-credit course (valid at KCC only) offered online for your convenience.
- Dedicated team of advisors to support your academic and career goals including weekly Q&A sessions with faculty in the health professions.
- Book allowance to offset costs of course textbooks.

Online seminar available March 8 - April 2 or April 6 - April 30. For more information email HealthCareer.Bridges@kbcc.cuny.edu
To learn more, click here.

Learn & Earn

Complete any of the certification courses below and earn college credits toward an Associate Degree or Certificate at Kingsborough Community College.

Emergency Medical Technician (EMT)

Health Coach Courses

Certified Alcohol & Substance Abuse Counselor (CASAC)

Earn up to 6 credits toward an Associate Degree in Paramedics

Earn up to 6 credits toward an Associate Degree in Community Health Worker

Earn up to 9 credits toward a Certificate in CASAC
**EMERGENCY MEDICAL TECHNICIAN & PARAMEDIC PROGRAM**

**RTP 75 - EMT Original $995**
Contact us for schedule at conted@kbcc.cuny.edu

*With a NYS DOH voucher, you pay only $60 (for mandatory CPR renewal)*

This course will prepare you to take the New York State Emergency Medical Technician (EMT) examination. As a NYS EMT, you can work or volunteer anywhere in New York State. You will learn basic life-saving techniques such as, but not limited to: scene safety, patient assessment, management of fractures, bleeding control, movement of patients, and oxygen administration. Becoming an EMT is a requirement if you are planning to become a paramedic.

**Materials fee: $45**

Applicants must possess a High School Diploma/Equivalent, be able to read and write English, be at least 18 years of age prior to the last day of the month he/she is scheduled to take the written certification exam and pass a pre-registration screening placement exam.

Upon successful completion we offer the National Registry of EMT exams.

**Note: A payment plan is available for this course. Please contact Patti D'Agosta at PDAgosta@kbcc.cuny.edu 718 368-5050 for more information and schedule.**

**RTP 74 - Paramedic Challenge Refresher $760**
To be offered in the Summer 2021 semester.

**RTP 73 - Paramedic Certificate $9,500**
To be offered Summer 2021 – Spring 2022 semesters

**RTP 40 – Basic Life Support $75**
Includes course materials
(see page 8 for details.)

“The program and instructors were great! Their lectures emphasized the critical things you need to know while you’re out in the field. Overall great experience and now I feel confident I can work as an EMT and help my community.”

**HEALTH COACH**

**COH 1600/HPE 1200 Health Coach $995 (Payment plan available)**
Tuesdays / April 6 - June 22 / 9am-3:30pm

This is a 2 part Certificate program. The program will use a combination of synchronous and asynchronous methods for instruction. Students can earn up to 6 credits upon completion of this program.

**Part I Patient Engagement**
Students will have acquired skills to educate, engage, and support individual patients to improve the patient's health outcomes.

**Part II Concepts of Wellness**
This fundamental course covers a broad spectrum of health-related topics to make students aware of the causes of mental and physical illnesses and their prevention, and demonstrates how lifestyle, perceptions and decisions affect health.

To learn about payment plans:
Contact Patti D'Agosta at PDAgosta@kbcc.cuny.edu