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

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**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

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**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

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**MEDICAL BILLING & CODING SPECIALIST**

This program is aimed at individuals who are either currently employed or seeking employment in a healthcare provider's 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

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**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

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**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
- **RTP 40** - Basic Life Support for Healthcare Providers

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**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)

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

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"I thoroughly enjoyed the class. I learned so much and it motivated me to move forward with my education and career in the healthcare industry, here at Kingsborough."
CTF 20 - Anatomy and Physiology $350 ONLINE
Mon & Wed / Jan 10 - Mar 23 / 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 $350 ONLINE
Mon & Wed / Jan 10 - Mar 23 / 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 $350 ONLINE
Tues & Thur / Jan 11 - Mar 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: CTF25 Introduction to Terminology and Insurance.

CTF 27 - Computerized Billing and Clinical Practice $375 ONLINE
Tue & Thurs / Jan 11 - Mar 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
Tues - Wed - Thurs / Jan 18 - Mar 1 / 6pm-10pm HYBRID
Home Health Aides (HHA) provide professional healthcare in a patients home environment. Patients can range from elderly to disabled to chronically-ill individuals who do not require hospitalization. (82 clock hours)
8-hours of clinical experience will be conducted during early afternoon and evening hours.
Materials fee: $45
Prerequisite: Medical clearance is required to participate in the clinical experience.

RTP 40 - Basic Life Support for Healthcare Providers $80 (includes course materials)
Contact registration office at 718-368-5050 for next available dates. ON CAMPUS
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 $750
Tues-Wed-Thur/ Jan 11-Mar 17 /6pm-10pm HYBRID
As a Pharmacy Technician you will be joining a growing industry with endless career opportunities to pursue. You can work in retail pharmacies, hospital pharmacies or any pharmacy within a medical facility.
Salary: $33,970 - $42,170
Job projections thru 2028: +9%
Average rate of growth, but expected to increase.

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

CTF 89 - Certified Electronic Health Records Specialist $575 ONLINE
Tues & Thur / Jan 11 - Mar 17 / 6:45pm-9:45pm
Saturday / Jan 15 - Mar 19 / 9am - 3:30pm
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 $850 HYBRID
Mon - Tues - Wed - Thurs / Jan 24 - Mar 21 / 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.

HYBRID HEALTHCARE OFFERINGS

CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests $350
Tues & Thurs / Jan 11 - Mar 17 / 6:45pm- 9:45pm
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

CTF 90 - EKG/ECG Technician $350
Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm
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 91 - Phlebotomy Procedures $350 HYBRID
Tues & Thurs/ Jan 11 - Mar 17 / 6:45pm-9:45pm
This course provides theoretical and laboratory preparation for entry-level performance as a phlebotomist. It focuses on vascular anatomy and physiology; performance of venipuncture techniques, and additional responsibilities of phlebotomists as members of the healthcare team. **Prerequisite:** CTF 20 Anatomy & Physiology.
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

CTF 93 - Patient Care Technician Intensive $750 HYBRID
Mon- Tues - Wed- Thurs / Jan 24 - Mar 21 / 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

CTF 98 - Central Sterile Technician $875 HYBRID
Tues, Wed, Thurs / Jan 18 - Mar 8 / 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. **Materials fee:** $45
**Students are responsible for securing CST hands-on training necessary to meet 400-hour certification requirements.**

**NEW**

Medical Office Manager Program / $3,899.00 ONLINE
KCC in partnership with CareerStep is offering the Medical Office Manager program. Our medical office manager training online is the quickest way to reset your career and retool yourself with valuable new skills.
**Bonus:** You'll get the info you need to pass the CMAA, CEHRS, and CBCS exams. Our medical office management online training is based on 12 bite-sized courses. Each course covers a unique topic within the 388 hours of training. **Click here to register and learn more!**
Dental Assistant Program / $3,999 ONLINE
KCC in partnership with CareerStep is offering the Dental Assistant program. Prepare for certification and kickstart a new career with online dental assistant training.
Our 300-hour program is divided into 30 bite-sized individual courses and includes an additional 160-hour externship.
This fully online dental assistant training program includes unparalleled training, career support, and coaching. It's a faster, cheaper alternative to traditional schooling.
Click here to register and learn more!

Physical Therapy Aide Training Program / $2,699.00 ONLINE
KCC in partnership with CareerStep is offering the Physical Therapy Aide training program. Physical therapy aides provide support to physical therapists and their patients. They help patients check in, set up equipment, and often record patient progress. They also help keep the facilities clean and organized and assist physical therapists with certain procedures when needed. This program includes 265 hours of study, which will prep you to pass the Certified Physical Therapy Aide Specialist (CPTAS) exam.
Click here to register and learn more!

To learn about all of our CareerStep online offerings, click here!
**Certified Documentation Specialist / $3,999 ONLINE**

KCC in partnership with CareerStep is offering the Certified Documentation Specialist program. Get extensive training in medical terminology, electronic health records, medico-legal regulations, and HIPAA. Complete our training, pass the final practice exam, and you'll be ready to sit for two nationally recognized certifications: Medical Scribe Certification Exam (MSCE TM) and the Certified Electronic Health Records Specialist (CEHRS). 2 free vouchers for the exams are included in the cost. 146 Hours of Study. [Click here to register and learn more!](#)

**Medical Scribe / $3,499 ONLINE**

KCC in partnership with CareerStep is offering the Medical Scribe program. Medical scribes have become more and more common in medical offices. But they do a lot more than check off boxes on EHRs—they record critical information and allow physicians more time to focus on their patients. Our 80-hour curriculum is divided into 32 bite-sized modules—test out and skip the topics you already know. Once you complete your program, you'll be set to take the Medical Scribe Certification exam through the American Healthcare Documentation Professionals Group. 1 free voucher included in cost of course. 80 hours of Study. [Click here to register and learn more!](#)

**Health Courses from KCC @ Ed2go**

**Certificate in Food, Nutrition, and Health $96 ONLINE**

In this informative course, you will gain a holistic view of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. (16 HOURS)

**Nutrition and Health Bundle $169 ONLINE**

Nutrition has a profound impact not only on our health but also on our overall well-being. This series is designed for healthcare workers, personal trainers, and individuals interested in a deep dive into the impacts of nutrition on our bodies. You will gain insight into how food interacts with our bodies on multiple levels—physical, mental-emotional, and spiritual—as well as the impact it has globally. You will also explore the relationship between nutrition and disease and see how making appropriate changes in one's diet can have powerful effects on health throughout life. (28 HOURS)

**Certificate in Gerontology $150 ONLINE**

Prove you have the skills required to meet the health care needs of an aging population. This course will deliver the information you need to work with people over 65 including assessing and managing pain, common issues of aging, dealing with elder abuse, mental health, and death and dying. The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of individuals who work with or care for older adults by providing an educational experience that is multidisciplinary in nature. (25 hours)

**Become an Optical Assistant $115 ONLINE**

Learn why optical assisting is such as interesting job and how rewarding it can be to help people solve their vision problems. This course is a great way to start your career as it will help you better understand everything that's involved in the job and how you can become certified and licensed optical assistant. You'll take a comprehensive look at the diverse world of optical assisting. You'll see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems. (24 hours)

To view all of our Ed2go Offerings, [Click Here!](#)