Certified Clinical Medical Assistant

**CTF 20**

**Anatomy and Physiology (T)**  
MonWed 6:45-9:45pm  
Sept 29-Dec 10  
Sat 9am-3:30pm  
*OR*  
Oct 11-Dec 20  
*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, CTF 90 or CTF 91 (except when pursuing a CNA certificate).*

**RTP 40**

**Basic Life Support for Healthcare Providers (BLS HCP) (T)**  
**Friday Courses**  
Original 9am-5pm  
Renewal 9am-1pm  
Sept 12 OR  
Oct 10 OR  
Nov 7 OR  
Dec 12  
*This highly interactive course provides the skills to recognize and provide care in respiratory and cardiac emergencies, using the latest 2010 AHA guidelines, to teach adult, child and infant cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use.*

**CTF 87**

**Basic Patient Care Skills and Medical Law (T)**  
MonWed 6:45-9:45pm  
Sept 29-Dec 10  
*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. Also covered: Patient’s Bill of Rights; advanced directives; and scope of practice issues.*  
*Prerequisite: CTF 20 Anatomy & Physiology*  
*Materials fee: $20*

**CTF 88**

**Diagnostic Tests (T)**  
$275  
MonWed 6:45-9:45pm  
Sept 29-Dec 10 OR  
Oct 11-Dec 20  
*This course will help you understand the importance of maintaining a sterile environment when preparing for minor surgical procedures. You will learn how to collect specimens, perform simple measurements and tests, and acquire knowledge of prescription and non-prescription medications. In addition, the computer component will teach you to use electronic records in a medical practice.*  
*Prerequisite: CTF 87*  
*Materials fee: $20*

**CTF 89**

**Electronic Health Records Specialist Certification (CEHRS)(T)**  
$190  
TueThur 6:45-9:45pm  
Oct 21-Nov 20  
*This course will incorporate the computer component of documentation of the Electronic Health Record and Billing in the medical practice setting. This course will use the Medical Office Simulation Software (MOSS) program and will increase the students’ knowledge of the EHR.*  
*Prerequisites: Computer proficiency Computer proficiency will be assessed.*

**CTF 90**

**EKG/ECG Technician (T)**  
$245  
MonWed 6:45-9:45pm  
Oct 1-Nov 24 OR  
Oct 11-Dec 20  
*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*  
*For Patient Care Technician for CNA certificate CTF93 is the prerequisite.*  
*Materials fee: $20*  
*White lab coat required (purchased separately) not included in materials fee.*
CTF 91  
Phlebotomy Procedures (T) $275

TueThur 6:45-9:45pm
Sept 30-Dec 9 OR
Sat 9am-3:30pm
Oct 11-Dec 20

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

Materials fee: $25

*For Patient Care Technician for CNA certificate CTF93 is the prerequisite.

White lab coat required (purchased separately) not included in materials fee.