Certified Clinical Medical Assistant

**CTF 20**
Anatomy and Physiology (T) $275
TueThur 6:45-9:45pm
Jan 20-Mar 31 OR
Sat 9am-3:30pm
Jan 24-Mar 28

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 Basic Patient Care Skills and Medical Law, CTF 90 EKG/ECG Technician or CTF 91, Phlebotomy Procedures.

**RTP 40**
Basic Life Support for Healthcare Providers (BLS HCP) (T)

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**Friday Courses**

**Original** 9am-5pm $75
renenewal 9am-1pm $35
Jan 9 OR
Feb 6 OR
Mar 6

**Sunday Courses**

**Original** 9am-5pm $75
**Renewal** 9am-1pm $35
Jan 4 OR
Feb 1 OR
Mar 1

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 88**
Diagnostic Tests (T) $275
MonWed 6:45-9:45pm
Jan 21-April 1

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 Basic Patient Care Skills and Medical Law

**Materials fee:** $20

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**CTF 89**
Electronic Health Records Specialist (T) $190
MonWed 6:45-9:45pm
Feb 2-Mar 9

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.

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**CTF 90**
EKG/ECG Technician (T) $245
MonWed 6:45-9:45pm
Jan 26-Mar 18 OR
Sat 9am-1:30pm
Jan 24-Mar 28

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, CTF 93 Introduction to Patient Care Technician is the pre-requisite.

**Materials fee:** $20

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

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**CTF 87**
Basic Patient Care Skills and Medical Law (T) $275
MonWed 6:45-9:45pm
Jan 21-April 1

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 91
Phlebotomy Procedures (T) $275
TueThur 6:45-9:45pm
Jan 20-Mar 31 OR
Sat 9am-3:30pm
Jan 24-Mar 28

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, CTF 93 Introduction to Patient Care Technician is the pre-requisite.
White lab coat required (purchased separately) not included in materials fee.