



## 2021 Fall Allied Health Non-Credit Courses

CLASS OFFERINGS	PAGE
Click/control for hyperlink to class information	
<a href="#">Certified Clinical Medical Assistant</a>	2
<a href="#">Certified EKG/ Telemetry Technician</a>	3
Certified Electronic Health Records	NOT AVAILABLE FALL 2021
<a href="#">Certified Instrument Technician/Sterile Processing</a>	4
<a href="#">Certified Medical Administrative Assistant/Medical Secretary</a>	5
<a href="#">Certified Medication Aide Refresher</a>	6
<a href="#">Certified Nurse Aide</a>	7, 8, 9
<a href="#">Certified Pharmacy Technician I</a>	10
<a href="#">Certified Phlebotomy Technician</a>	11
Certified Physical Therapy Aide	NOT AVAILABLE FALL 2021
<a href="#">CPR for Healthcare Providers</a>	12
<a href="#">Introductory Medical Billing and Coding</a>	13
IV Therapy Basics	NOT AVAILABLE FALL 2021
Patient Care Technician	NOT AVAILABLE FALL 2021
<a href="#">Registered Dental Assistant</a>	14

**Course Name: Certified Clinical Medical Assistant CCMA) ( In-person Course)**

Description: Prepare to work in the busy setting of a physician’s office! Learn medical terminology, EKG strip placements, collection and safe handling of blood specimens, effective communication skills, vital signs, and injection administration. Externship in a physician’s office follows successful completion of both the CMA and Phlebotomy Technician portions of the program.

**Course Titles and Identification Numbers:**

USE these ID numbers and Titles on the Registration and enroll in all the following class(es):

<u>Course ID</u>	<u>Course Title</u>
MDCA 1060 0501	CCMA Lecture
PLAB 1023 0502	Phlebotomy for CCMA
MDCA 1064 0501	CCMA Externship
HEA 1000 0503	CPR Certification for CCMA (Students MUST enroll in this CPR section unless currently certified)

**Course Information:**

	<b>LECTURE</b>	<b>EXTERNSHIP</b>	<b>CPR</b>
	CCMA/Phlebotomy 120 hours	160 hours	4.5 hrs
Dates:	08/31 – 12/16	12/7 – 3/5	11/23/2021
Days:	Tuesday/Thursday	M,T,W,Th	Tu
Times:	4:30 pm – 7:30 pm	8:00 am – 5:00 pm	4:30 pm – 7:30 pm
Location:	Flower Mound RM 212	Clinical Site	F. Mound RM 212
Instructor(s):	A. Paige-Smith	A. Paige-Smith	Tolle

**Course Fee:** \$ 2,999

Tuition includes: Textbooks, lab supplies and certification testing fees for CCMA and CPT

**Registration Requirements:** Allied Health Registration packet, record of immunizations, proof of HS diploma, current Driver’s License or State Issued Photo ID, proof of current CPR certification if applicable

**Special Instructions:**

1. Students MUST successfully complete and receive passing scores on both the CMA and Phlebotomy Technician courses to proceed to externship
2. Students will receive a list of local externship sites but are responsible for securing their own externship.

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 08/06

**Course Name: Certified EKG/ Telemetry Technician (CET) (In-person Course)**

Description: Monitoring anatomy of the heart and physiology of disease using electrocardiograph machines.

**Course Title and Identification Numbers:**

USE this Title and ID number on the Registration and enroll in all the following class(es):

**Course ID**

**ECRD 1091 0401**

**Course Title**

EKG/Telemetry Lecture

**Course Information:**

**Lecture**

80 hrs

**Externship**

None required. Observations encouraged

Dates: 08/30– 12/15  
Days: Mon / Wed  
Times: 6:00 pm – 9:00 pm  
Location: Corinth campus  
Instructor(s): TBD

**Course Fee: \$1,199**

Tuition includes: Textbooks, lab materials and CET certification testing fee

**Application Requirements:** Allied Health registration packet, Proof of High school diploma, current Driver's License and be 18 years or older

**Special Instructions:** Field observations are not mandatory but encouraged. This is an enhanced class with a Telemetry addition.

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14

Close Acceptance of Enrollment: 08/06

**Course Name: Certified Instrument Technician/Sterile Processing Technician (CRST) ( In-person Course)**

Description: Instruction on safeguarding patients from infection and disease controls and procedures to produce a sterile clinical and operatory environment

**Course Title and Identification Numbers:**

USE these Titles and ID numbers on the Registration and must enroll in **all** the following class(es):

<u>Course Title</u>	<u>Course ID</u>
<b>SRGT 1060 0101</b> <b>HEA 1000 0101</b>	Instrument Technician/Sterile Processing Lecture CPR for Instrument Technicians (Students MUST enroll in this CPR section unless currently certified)

<b>Course Information:</b>	<b>Lecture</b>	<b>Externship</b>	<b>CPR</b>
	100 hrs	20 hrs as a part of class	4.5 hrs
Dates:	9/04 – 12/11		10/23
Days:	Sa	M,T,W,TH	Sa
Times:	9:30 am – 3:30 pm	8:00 am – 5:00 pm	9:30 am – 3:30 pm
Location:	Gainesville Campus Health Science Bldg Rm 2424	Clinical Site	Rm 2400
Instructor(s):	TBD		G. Tolle

**Course Fee:** \$ 1,799

Tuition includes: Textbooks, lab supplies, CPR, drug screen and CRCST testing fee

**Registration Requirements:** Allied Health Registration packet, Record of immunizations, proof of HS diploma and current valid Driver's License

**Special Instructions:** Depending on externship location and their requirements, students may need to purchase scrubs. This is not included in the course fee.

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 08/06

**Course Name: Certified Medical Administrative Assistant/Medical Secretary(CMAA) (On-line Course)**

Description: Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, and apply governmental health care guidelines

**Course Title and Identification Numbers:**

USE this Title and ID numbers on Registration and enroll in all the following class(es):

<u>Course ID</u>	<u>Course Title</u>
POFM 1017 0401	Medical Administrative Assistant Lecture

**Course Information:**                      **Lecture Only**  
50 hrs

Dates:                                              09/6 – 11/11  
Days:                                                Online  
Times:                                              Online  
Location:                                          Online  
Instructor(s):                                    TBD

**Course Fee:** \$999  
Tuition includes: Textbooks and CCMA certification exam fee

**Registration Requirements:** Allied Health registration packet, Proof of HS diploma and current valid Driver's License

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 08/06

**Course Name: Certified Medication Aide Refresher**

Description: Earn CEU credit to keep your medication aide license.

**Course Title and Identification Numbers:**

USE this Title and ID number on the Registration and enroll in all the following class(es):

<u>Course ID Number</u>	<u>Course Title</u>
NURA 1041 0101	Certified Medication Aide Lecture

**Course Information:**

Lecture  
7hrs

Dates: 10/16/2020  
Days: Sa  
Times: 9:00 am – 4:30pm  
Location: Gainesville Campus Health Science Center Rm 2426  
Instructor(s): D. Neu

**Course Fee:** \$85 includes handouts

**Registration Requirements:** Allied Health Registration packet, Proof of CURRENT Medication Aide License

**Special Instructions:** Current Medication Aide License must be presented for registration in class

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 09/30

**Course Name: Certified Nurse Aide ( In-person Course)**

Description: Training as a care giver to provide hands-on basic care of residents in a variety of healthcare settings

**1. CORINTH CAMPUS SESSION**

**Course Identification Numbers:**

USE these Course Titles and ID numbers on the Registration and enroll in **all** the following class(es):

**Course ID Number**  
NURA 1001 0401  
NURA 1060 0401  
HEA 1000 0401

**Course Title**  
CNA Lecture  
CNA Clinical  
CPR for CNA

(Students MUST enroll in this CPR unless currently certified)

<b>Course Information:</b>	<b>LECTURE</b>	<b>CLINICAL</b>	<b>CPR</b>
	60 hrs	40 hrs	4.5 hrs
Dates:	9/4 – 11/20	12/04 – 01/16	10/16/2020
Days:	Sa	Sa	Sa
Times:	9:00 am – 3:30 pm	8:00 am – 5:00 pm	9:00 am – 3:30 pm
Location:	Corinth Campus	Clinical Site	Corinth Campus
Instructor(s):	S. Gaston	S.Gaston	Tolle

**Course Fee: \$899**

Tuition includes: Textbooks, Scrubs, CPR, Lab supplies, and State testing fee

**Registration Requirements:** Allied Health Registration packet, Record of Immunizations, Social Security card, and valid Driver's License. If currently certified in CPR submit copy of CPR certification

**Special Instructions:** Students are responsible for purchasing stethoscopes and gait belts on their own.

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 08/06

**CNA continued**

**2. BOWIE CAMPUS SESSION**

**Course Title and Identification Numbers:**

USE these Course Titles and ID numbers on the Registration and enroll in **all** the following class(es):

**Course ID Number**  
NURA 1001 0701  
NURA 1060 0701  
HEA 1000 0701

**Course Title**  
CNA Lecture  
CNA Clinical  
CPR for CNA

(Students MUST enroll in this CPR unless currently certified)

**Course Information:**

**LECTURE**

60 hrs

**CLINICAL**

40 hrs

**CPR**

4.5 hrs

Dates:

8/30 – 10/26

10/28 – 12/02

10/21

Days:

M,T,W,TH

M,T,W,TH

Wed

Times:

1:00 pm – 3:00 pm

8:00 am – 5:00 pm

1:00 am – 3:30 pm

Location:

Corinth Campus

Clinical Site

Corinth Campus

Instructor(s):

TBD

TBD

G. Tolle

**Course Fee:** \$699

Tuition includes: Textbooks, Scrubs, CPR, Lab supplies, and State testing fee

**Registration Requirements:** Allied Health Registration packet, Record of Immunizations, Social Security card, and valid Driver's License. If currently certified in CPR submit copy of CPR certification

**Special Instructions:** Students are responsible for purchasing stethoscopes and gait belts on their own.

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 08/06



**CNA continued**

**3. GRAHAM CAMPUS SESSION**

**Course Title and Identification Numbers:**

USE these Course Titles and ID numbers on the Registration and enroll in **all** the following class(es):

Course ID Number  
NURA 1001 0801  
NURA 1060 0801  
HEA 1000 0801

Course Title  
CNA Lecture  
CNA Clinical  
CPR for CNA

(Students MUST enroll in this CPR unless currently certified)

<b>Course Information:</b>	<b><u>LECTURE</u></b>	<b><u>CLINICAL</u></b>	<b><u>CPR</u></b>
	60 hrs	40 hrs	4.5 hrs
Dates:	8/31 – 11/11	11/16 – 12/30	10/7
Days:	T/TH	T/Th	Th
Times:	5:00 pm – 8:30 pm	8:00 am – 5:00 pm	5:00 pm – 8:30 pm
Location:	Graham Campus	Clinical Site	Graham Campus
Instructor(s):	D. Sharp	D. Sharp	G. Tolle

**Course Fee:** \$699

Tuition includes: Textbooks, Scrubs, CPR, Lab supplies, and State testing fee

**Registration Requirements:** Allied Health Registration packet, Record of Immunizations, Social Security card, and valid Driver's License. If currently certified in CPR submit copy of CPR certification

**Special Instructions:** Students are responsible for purchasing stethoscopes and gait belts on their own.

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 08/06

**Course Name: Certified Pharmacy Technician I (In-person Course)**

Description: Learn to calculate proper dosages, classify pharmaceutical items and understand common drug interactions. The program will prepare you to attempt the PTCB certification exam.

**Course Title and Identification Numbers:**

USE this Title and ID number on Registration and enroll in all the following class(es):

<u>Course ID</u>	<u>Course Title</u>
PHRA 1001 0401	Pharmacy Technician

**Course Information:**

**Lecture**  
60 hrs

Dates: 09/04– 11/20  
Days: Sa  
Times: 9:30 am – 2:30 pm  
Location: Corinth Campus  
Instructor(s): A. Tischler

**Course Fee: \$1049**

Tuition includes: Textbooks, PTCE practice test voucher and certification exam fee

**Registration Requirements:** Allied Health registration packet, Proof of HS diploma and current valid Driver's License

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 08/06

**Course Name: Certified Phlebotomy Technician (In-person Course)**

Description: Skill development in the performance of blood collection and processing methods specific to blood banking. Instruction includes procedures to determine donor eligibility and phlebotomy specimen collection.

**Course Identification Numbers:**

USE these Titles and ID numbers on Registration and enroll in **all** the following class(es):

	<u>Course ID</u>	<u>Course Title</u>
PLAB	1023 0501	Phlebotomy Lecture
PLAB	1060 0501	Externship
HEA	1000 0501	CPR for Phlebotomy

<b>Course Information:</b>	<b>Lecture</b>	<b>Externship</b>	<b>CPR</b>
	60 hrs	100 successful punctures	4.5 hrs
Dates:	8/31 – 12/16	12/7 – 2/10	11/16
Days:	Tu/Th	M,T,W,Th	Tu
Times:	2:00 pm – 4:00 pm	8:00 am – 5:00 pm	2:00 pm - 7:00 pm
Location:	FI Mound Rm 212	Clinical Site	FI. Mound Rm 212
Instructor(s):	T. Wimberly	T. Wimberly	Tolle

**Course Fee:** \$ 1,499

Tuition includes: Textbooks, lab materials, drug screening, CPT certification exam fee

**Registration Requirements:** Allied Health Registration packet, Record of immunizations, proof of HS diploma and current valid Driver's License

**Special Instructions:** Students will be given a list of local externship sites but are responsible for securing their own externship

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 08/06

**Course Name: CPR for Healthcare Providers (In-person course)**

Description: CPR training to re-certify or get a two-year certification in CPR for Healthcare Providers.

**Course Identification Numbers:**

USE this Title and ID numbers on Registration and enroll in all the following class(es):

<u>Course ID</u>	<u>Course Title</u>
HEA 1000 0402	CPR for Healthcare Providers

**Course Information:**                      **Lecture**  
4.5 hrs

Dates:	8/14
Days:	Sa
Times:	9:30 am – 2:30 pm
Location:	Corinth Rm TBD
Instructor(s):	Tolle

**Course Fee: \$62**

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 08/06

**Course Name: Introductory Medical Billing and Coding (On-line Course)**

Description: Instruction covers medical terminology and anatomy, medical and insurance beginning coding concepts that gives an overview of skills and knowledge in ICD and CPT coding for reimbursement of medical services.

**Course Identification Numbers:**

USE this Title and ID numbers on Registration and enroll in all the following class(es):

<u>Course ID</u>	<u>Course Title</u>
HITT 1013 0401	Intro Medical Billing and Coding

**Course Information:**                      **Lecture Only**  
80 hrs

Dates:                                              08/30 – 11/18  
Days:                                                Online  
Times:                                              Online  
Location:                                         Online  
Instructor(s):                                 CCI

**Course Fee:** \$1,899

Tuition includes: Textbooks

**Registration Requirements:** Allied Health registration packet, Proof of HS diploma and current valid Driver's License

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 08/06

**Course Name: Registered Dental Assistant (In-person Course)**

Description: Get trained in one of the fastest careers out there! Our program is a 14 week course designed to train you in anatomy, dental terminology, chair side assisting, impression making, sterilization techniques and X-ray fundamentals. This training is also combined with hands on lab component that is done in an actual dental office.

**Course Title and Identification Numbers:**

USE these Course Titles and ID numbers on the Registration and enroll in **all** the following class(es):

**Course ID Number**  
DNTA 1015 0501  
DNTA 1060 0501  
HEA 1000 0502

**Course Title**  
RDA Lecture/Lab (112 hours)  
RDA Externship (120 hours)  
CPR for RDA

(Students MUST enroll in this CPR section unless currently certified)

<b>Course Information:</b>	<b><u>LECTURE</u></b>	<b><u>EXTERNSHIP</u></b>	<b><u>CPR</u></b>
	56/56 hrs lec/lab	120 hrs	4.5 hrs
Dates:	9/04 – 12/11	12/13 – 2/11	11/20
Days:	Sa	M,T,W,Th	Sa
Times:	Lec- 8:00 am – 12:00 pm Lab- 1:00 pm – 5:00 pm	8:00 am – 5:00 pm	8:30 am – 1:00 pm
Location:	Lec. – F. Mound Rm 203 Lab – Dr. Durien Denistry Practice	Dental Site	F.Mound Rm 203
Instructor(s):	R Crawford	R. Crawford	Tolle

**Course Fee:** \$2,999

Tuition includes: Textbooks, CPR, Lab supplies, Nitrous Oxide course and exam, RDA exam fee

**Registration Requirements:** Allied Health Registration packet, Record of Immunizations, current valid Driver's License and Proof of Education. If currently certified in CPR submit copy of CPR certification

**Special Instructions:** Students are responsible for purchasing black scrubs on their own.

**Course Enrollment Dates:** Begin Acceptance of Enrollment: 06/14  
Close Acceptance of Enrollment: 08/06