



2021 SPRING Allied Health Non-Credit Courses

Q 2 and Q 3

CLASS OFFERINGS	PAGE
Click/control for hyperlink to class information	

Dialysis Technician <i>NEW COURSE</i>	2
Clinical Medical Assistant	3
Certified Medication Aide Refresher	4
Certified Nurse Aide	5-7
Dental Assistant	9
EKG/ Telemetry Technician	10
Electronic Health Records	11
Instrument Technician/Sterile Processing	12
I V Therapy Basics	13
Medical Administrative Assistant/Medical Secretary	14
Medical Billing and Coding	15
Pharmacy Technician	16
Phlebotomy Technician	17
Physical Therapy Aide	18



Course Name: Dialysis Technician (On-line)

Description: This program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Technicians also work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment.

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

RSNG 2017 0401 Dialysis Technician (50 hrs contact)

Course Enrollment Dates: Begin Acceptance of Enrollment: 01/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates:	02/09 – 04/22
Days:	Tuesday/Thursday
Times:	6:30pm – 9:30pm
Location:	On-line
Instructor(s):	TBD
Lecture/Contact hours:	50 hours
Externship hours:	None required

Course Fee: \$1, 199 includes: Textbooks

Application Requirements: High school diploma, be 18 years or older, background check

Special Instructions: This program does **not** include a national or state certification as part of its overall objectives, however, the training meets the necessary requirements to take the National Workforce Career Association (NWCA) Dialysis Technician (CDTA) Exam.

Course Name: Certified Clinical Medical Assistant (On-line Lecture / In-person Skills)

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 course completion.

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

MDCA 1060 0501	CCMA Lecture (120 hours)
MDCA 1064 0501	CCMA Externship (160 hours) Dates: 5/17 – 7/2
HEA 1001 0503	CPR Certification for CCMA Date: Thursday, 3/4/2021 (Students MUST enroll in this CPR at registration)

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/05
Close Acceptance of Enrollment: 01/13

Course Information:

Dates:	1/26 – 5/13
Days:	Tuesday/Thursday
Times:	5:30 pm – 9:30 pm
Location:	Flower Mound Rm 212 and On-line
Instructor(s):	A. Paige-Smith
Lecture/Contact hours:	120 hrs
Externship hours:	160 hrs

Course Fee: \$ 2,999 Tuition includes Textbooks, lab supplies and certification testing fees for CCMA and CPT

Application Requirements: Record of immunizations, proof of HS diploma, Current DL or official picture ID

Special Instructions:

Students will receive a list of local externship sites but are responsible for securing own externship.

Course Name: Certified Medication Aide Refresher

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

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

NURA1041 0101 Certified Medication Aide Lecture (7 Hrs)

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates:	4/10/2021
Days:	Saturday
Times:	9:00 am – 4:30pm
Location:	Gainesville Campus Health Science Center Rm 2426
Instructor(s):	D. Neu
Lecture/Contact hours:	7 hours
Externship hours:	None

Course Fee: \$85 includes handouts

Application Requirements: Proof of CURRENT Medication Aide License

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

Course Name: Certified Nurse Aide (In-person Lectures and Skills)

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

1. CORINTH CAMPUS SESSION (On-line Lecture / In-person Skills)

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

NURA 1001 0401 CNA Lecture (60 hours of contact)
NURA 1060 0401 CNA Clinical (40 hours) Dates: 4/19 – 5/15
HEA 1001 0401 CNA CPR for Healthcare Provider Saturday, 3/13

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates:	1/30 – 4/17
Days:	Saturdays
Times:	9:00 am – 3:30 pm
Location:	Corinth Campus and On-line
Instructor(s):	TBD
Lecture/Contact hours:	60 hrs
Clinical hours:	40 hrs to be arranged by instructor following classroom training

Course Fee: \$899 includes: Textbooks, Scrubs, CPR, Lab supplies, and State testing fee

Application Requirements: Record of Immunizations, social security card, driver's license

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

CNA continued

2. BOWIE CAMPUS SESSION (In Person Lecture and Skills)

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

NURA 1001 0701 CNA Lecture (60 hours of contact)
NURA 1060 0701 CNA Clinical (40 hours) Dates: 4/13 – 5/7
HEA 1001 0701 CNA CPR for Healthcare Provider Thursday, 3/11/2021

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates: 01/25 – 4/12
Days: Mon, Tues, Wed, Thurs
Times: 1:00 pm – 3:30 pm
Location: Bowie Campus and On-line
Instructor(s): M. Robinson
Lecture/Contact hours: 60 hrs
Clinical hours: 40 hrs to be arranged by instructor following classroom training

Course Fee: \$699 includes: Textbooks, Scrubs, CPR, Lab supplies, and State testing fee

Application Requirements: Record of Immunizations, social security card, driver's license

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

CNA continued

3. GRAHAM CAMPUS SESSION (In Person Lecture and Skills)

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

NURA 1001 0801 CNA Lecture (60 hours of contact)
NURA 1060 0801 CNA Clinical (40 hours) Dates: 04/15 – 5/20
HEA 1001 0801 CNA CPR for Healthcare Provider Thursday, 03/25/2021

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates: 01/26 – 04/13
Days: Tues, Thurs
Times: 5:30 pm – 8:30 pm
Location: GRAHAM Campus and On-line
Instructor(s): D. Sharp
Lecture/Contact hours: 60 hrs
Clinical hours: 40 hrs to be arranged by instructor following classroom training

Course Fee: \$699 includes: Textbooks, Scrubs, CPR, Lab supplies, and State testing fee

Application Requirements: Record of Immunizations, social security card, driver's license

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

BLANK

Course Name: Dental Assistant (On-line Lecture / In-person Skills)

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 Identification Numbers: USE these ID numbers on the Application

Student must enroll in **all** the following class(es):

DNTA 1015 0501 Dental Assistant Online Lecture (**56 hours and 56 hours in-person skills**)

DNTA 1060 0501 Dental Assistant Externship (120 hrs) Dates: 05/10 – 06/30

HEA 1001 0502 CPR for Dental Assisting Dates: Saturday, 04/17/2021
(Students MUST enroll in this CPR at registration)

Course Enrollment Dates: Begin Acceptance of Enrollment: 01/15

Close Acceptance of Enrollment: 01/13

Course Information:

Dates: 01/30 – 05/08

Days: Saturdays

Times: 8:00 am – 12:00 pm Lecture Flower Mound Campus
1:00 pm – 5:00 pm Hands-on Lab Dr. Brad Duren Dentistry

Location: FLOWER MOUND Campus Rm 203 and On-line

Instructor(s): M. Giddens

Online Lecture: 56 hours

Skills/Contact hours: 56 hrs

Externship hours: 120 hrs

Course Fee: \$2999 includes: Textbooks, materials, CPR, online Registered Dental Assistant (RDA) course and exam, online Nitrous Oxide course and exam. Externship sites and insurance will be provided.

Application Requirements: Record of immunizations, proof of HS diploma, proof of first Hepatitis B shot.

Special Instructions: Black scrubs are required but not included in the tuition.

Course Name: EKG/ Telemetry Technician (On-line Lecture / In-person Skills)

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

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

ECRD 1091 0401 EKG/Telemetry Lecture (80 hrs contact)

Course Enrollment Dates: Begin Acceptance of Enrollment: 01/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates:	02/01 – 05/12
Days:	Monday/Wednesday
Times:	5:30pm – 8:30pm
Location:	On-line and Corinth campus
Instructor(s):	A. Paige-Smith
Lecture/Contact hours:	80 hours
Externship hours:	Not required but observations encouraged

Course Fee: \$1, 199 includes: Textbooks, practical lab materials and CET certification testing fee

Application Requirements: High school diploma, be 18 years or older, background check

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

Course Name: Electronic Health Records (On-line Lecture)

Description: This program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

HITT 1011 0401 Electronic Health Records (95 contact hrs)

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates:	02/02 – 05/13
Days:	On-line
Times:	On-line
Location:	Online
Instructor(s):	TBA
Lecture/Contact hours:	95 hrs
Externship hours:	None required

Course Fee: \$1, 999 includes: Textbooks and CEHRS certification testing fee

Application Requirements: Proof of HS diploma

Course Name: Instrument Technician/Sterile Processing Technician (On-line Lecture / In-person Skills)

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

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

SRGT 1060 0101 Instrument Technician/Sterile Processing Lecture (100 hrs)
HEA 1000 0101 CPR for Instrument Technicians Dates: Saturday, 03/06/2021
(Students MUST enroll at registration)

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates: 01/30 – 05/08
Days: Saturday
Times: 9:30 am – 4:00 pm
Location: GAINESVILLE Campus Health Science Center Rm 2424 and On-line
Instructor(s): D. Byrum
Lecture/Contact hours: 100 hours
Externship hours: Mandatory 20 hours required prior to certification testing

Course Fee: \$ 1,799 includes Textbooks, lab supplies, CPR, drug screen and CRCST testing fee

Application Requirements: Record of immunizations, proof of HS diploma

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

Course Name: IV Therapy Basics (On-line Lecture / In-person Skills)

Description: Program instruction will cover the basic concepts and techniques of Intravenous therapy, venipuncture, specimen collections and other inserted devices. The course will also focus on vascular anatomy and physiology. During the course you will identify problematic areas and complications associated with IV therapy.

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

RNSG 1003 0401 I V Therapy Basics Lecture (30 hrs contact)

Course Enrollment Dates: Begin Acceptance of Enrollment: 01/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates:	03/01 – 05/10
Days:	Monday
Times:	5:30pm – 8:30pm
Location:	On-line and FLOWER MOUND campus
Instructor(s):	T. Wimberley
Lecture/Contact hours:	30 hours
Externship hours:	None

Course Fee: \$499 includes: Textbook and lab materials

Application Requirements: Must have prior healthcare training or certification (Clinical Medical Assistant, Pharmacy Technician, Phlebotomy Technician, LVN etc.) Proof of immunizations required.

Special Instructions: This is an add on course and can be taken simultaneously with a healthcare program.

Course Name: Medical Administrative Assistant/Medical Secretary (On-line Lecture)

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

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

POFM 1017 0401 Medical Admin Assistant Lecture (50 hrs)

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates:	02/01 – 04/07
Days:	Online
Times:	Online
Location:	Online
Instructor(s):	A. Paige-Smith
Lecture/Contact hours:	50
Externship hours:	None required

Course Fee: \$999 includes: Textbooks and CCMA certification testing fee

Application Requirements: Proof of HS diploma

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

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 these ID numbers on the Application

Student must enroll in all the following class(es):

HITT 1013 0401 Medical Billing and Coding Lecture (80)

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates:	02/01 – 05/13
Days:	Online
Times:	Online
Location:	Online
Instructor(s):	TBD
Lecture/Contact hours:	80
Externship hours:	None required

Course Fee: \$1,899 includes: Textbooks

Application Requirements: Proof of HS diploma

Course Name: Pharmacy Technician I (On-Line Lecture)

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 Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

PHRA 1001 0401 Pharmacy Technician Lecture (60 hrs)

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates:	01/30 – 04/17
Days:	On-line
Times:	Online
Location:	Online
Instructor(s):	A. Tischler
Lecture/Contact hours:	60
Externship hours:	None required

Course Fee: \$1049 includes: Textbooks and PTCE certification testing fee

Application Requirements: Proof of HS diploma

Course Name: Phlebotomy Technician (On-line Lecture / In-person Skills)

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 ID numbers on the Application

Student must enroll in all the following class(es):

PLAB 1023 0501 Phlebotomy Lecture (60 hrs)
PLAB 1060 0501 Externship – successful 100 draws 05/17 – 07/09
HEA 1001 0501 CPR for Phlebotomy Wednesday, 04/07/2021

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/15
Close Acceptance of Enrollment: 01/13

Course Information:

Dates: 01/27 – 05/12
Days: Wednesdays
Times: 9:30 am – 1:30pm
Location: FLOWER MOUND Campus Rm 212 and On-line
Instructor(s): T. Wimberly
Lecture/Contact hours: 60 hours
Externship hours: 100 successful sticks including venipuncture and capillary puncture

Course Fee: \$ 1,499 includes: Textbooks, lab materials, CPT certification testing fee, 10-panel drug screening.

Application Requirements: Record of immunizations, proof of HS diploma

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

Course Name: Physical Therapy Aide (On-line and In-person skills)

Description: Prepare for an exciting career in physical therapy under the direction and supervision of a physical therapist assisting with specific components of treatment interventions. As an aide, you will be generally responsible for carrying out non-technical duties of physical therapy such as preparing treatment areas, ordering devices and supplies and transporting patients.

Course Identification Numbers: USE these ID numbers on the Application

Student must enroll in all the following class(es):

PTHA 1009 0401 Physical Therapy Lecture (70 hrs)

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/15
Close Acceptance of Enrollment: 02/10

Course Information:

Dates:	03/02 – 05/13
Days:	Tuesday/Thursday
Times:	6:00 PM – 9:30 PM
Location:	CORINTH Campus and On-line
Instructor(s):	TBD
Lecture/Contact hours:	70 hrs
Externship hours:	40 hrs

Course Fee: : \$1,499 includes: Textbooks

Application Requirements: Proof of HS diploma