CERTIFIED NURSING ASSISTANT (CNA)

Pre-requisites: CASAS Reading = 231; CASAS Math = 221

This course provides the required theory and skills necessary to care for residents who have health issues requiring long-term care. This program requires a minimum of one hundred twenty (120) clock hours distributed as: Theory (45 hours); Laboratory (30 hours); and Clinical (45 hours). Upon successful completion, students take the National Nurse Aide Examination.

CHILD DEVELOPMENT ASSOCIATE (CDA)

Pre-requisites:

- CASAS Reading =231; CASAS math = 221
- Police clearance; fingerprinting; FBI background check
- Medical examination and tuberculosis screening
- Cardiopulmonary Resuscitation (CPR)/First Aide Certificate for Infants, Toddlers, Preschool (this requirement may be completed while the participant takes the training)
- Permission of the instructor

This one-hundred twenty (120) hour program is designed to provide training in the six competency goals and thirteen functional areas of the Child Development Associate (CDA) Credential. This credential is for childcare providers and volunteers of Family Day Care, Infant/Toddler and Preschool classrooms. Emphasis is on demonstrating competency in the six CDA Competency Goals, completing internet searches, compiling and completing the CDA Professional Resource File, and preparing for the CDA Assessment by the Council for Early Childhood Professional Recognition.
HEATING AND AIR CONDITIONING (HVAC) PROGRAM

Pre-requisites: CASAS Reading = 231; CASAS Math = 221
Permission of the instructor

This one hundred twenty (120) hour program presents the concepts of Heating and Air Condition, including air and refrigerant distribution systems. It begins with a review of the formulas and concepts necessary for HVAC calculations and then explores the natural sciences behind the manipulation of HVAC systems to restore proper and balanced temperatures. Participants will master the operation of a basic air conditioning circuit and follow the flow of refrigerant from the point that it first extracts the heat from indoor air until it releases it into the outside air. Training then moves to deeper study of electrical circuits and troubleshooting, the operation of gas furnaces, and their troubleshooting, repair, and replacement. Upon successful completion of the program, participants are prepared to take the HEAT exam, a nationally recognized certification in basic Heating, Electrical, and Air Conditioning Technology.

MEDICAL ASSISTANT (MA) PROGRAM

Pre-requisites: CASAS Reading = 231; CASAS Math = 221
Medical Terminology/Anatomy
Permission of Instructor

This one hundred twenty (120) hour program gives participants the skills they need to perform the clinical aspect of Medical Assisting. It covers the fundamental principles of communications, both with other medical professionals and with patients; legal concepts of working in the health care industry; vital signs, recording patient histories, preparing for and assisting with patient examinations, and providing patient instructions. Pharmacological principles as they apply to the office of the medical practitioner will also be covered as well as insurance issues. Professionalism in the workplace is emphasized. Issues of patient care, collection of specimens in the medical doctor’s office, diagnostic testing, and the role the Medical Assistant plays in scheduling appointments. Laboratory work will include urinalysis, EKGs, administration of medications (injections), phlebotomy, and appropriate handling of lab specimens. The role of the Medical Assistant in following up of test results, HIPAA guidelines, and OSHA regulations as they apply to the medical office will also be addressed. CPR must be completed before this course is finished. The responsibility that the Medical Assistant has with regard to billing and coding will also be addressed.
MEDICAL OFFICE ADMINISTRATIVE PROGRAM (MOAP)

Pre-requisites: CASAS Reading = 231; CASAS Math = 221
Permission of the Instructor

This one hundred twenty (120) hour program introduces participants to the requirements they must meet in order to be employed in a medical office. Students will become familiar with the various types of health care settings and medical practices while they learn about the duties they must perform in those settings. Among the topics included are: appointment scheduling; medical records and filing systems; opening and closing the office; technology in the medical office; professionalism, communications and work safety. Students then move on to managing practice finances; coding; health insurance; billing and collections; legal issues in the workplace; and biomedical ethics. Such administrative procedures as preparing charge slips, completing encounter forms, posting charges and payments, preparing bank deposits, and the like are also considered. Maintaining medical records, HIPAA compliance, review of body systems are addressed, as are the processes for converting medical office procedures and diagnoses into the codes needed to submit a patient health Insurance Claim to an insurance company. Students taking this course are prepared to sit for the dual certification examination for Medical Administrative Assistant Specialist and Medical Billing and Coding Specialist; those successful in receiving national certification are qualified for advancement in their field.