

Pharmacy Technician Certification Program

This comprehensive, 50-hour course will prepare you to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's (PTCB) exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs by generic and brand names.

Through classroom lecture and hands-on labs, you will review instruction on dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control, and billing and reimbursement.

Clinical Externship: In addition to classroom and labs, this course includes a clinical externship through a local pharmacy. Upon successful completion of this course, you will be eligible to participate in an 80-hour clinical externship with a local retail pharmacy. You may be required to submit a thorough background check, drug screening and meet other requirements.

Cost includes textbooks, supplies and clinical externship. CEUs: 5.3

MEDCL 807-81

\$1,049 (Senior Fee \$924)

Mon/Wed Oct. 9 - Nov. 29

6 - 9:30 p.m. Z 257

No class on November 22



Staff

Clinical Medical Assistant Program

Prepare for an exciting, challenging and rewarding career in healthcare. This course will train you to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. You will review important topics, including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology (including proper lead placements), professional workplace behavior, ethics and the legal aspects of healthcare.

Upon successful completion of the course, you will be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national exam.

Clinical Externship: In addition to the 140 hours of classroom lecture and hands-on labs, this course includes a clinical externship with a local healthcare provider. Upon successful completion of this course, you will be eligible to participate in the 160-hour clinical externship. You may be asked to submit to a thorough background check, drug screening and meet other requirements.

Cost includes textbooks, supplies and clinical externship. CEUs: 14.0

Class meets from 9 a.m. - 4 p.m. on the following Saturdays: October 14, 28; November 11; December 2, 16; and January 6.

MEDCL 826-81

\$2,499 (Senior Fee \$2,209)

Tues/Thurs/Sat Oct. 3 - Jan. 16

6 - 9:30 p.m. Z 260 Staff

No class on November 23, December 26 and 28



Dental Assisting Program

Our dental assisting program will prepare you for entry-level positions in one of the fastest growing health care positions. The purpose of this course is to familiarize you with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice.

The following key areas are included: Administrative aspects including the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry, and policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental operator; dental equipment; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization, and other areas.

In addition to entry-level administrative jobs, this course is ideal for those interested in pursuing a formal dental hygienist program. This course includes a clinical externship rotation for all students.

Clinical Externship: Upon successful completion of the course, you will be eligible to participate in a 40-hour clinical externship with a local healthcare provider. You may be asked to submit to a thorough background check, drug screening and meet other requirements.

Cost includes textbooks, supplies and clinical externship. CEUs: 6.0

MEDCL 828-81

\$1,254 (Senior Fee \$1,06.50)

Mon/Wed Oct. 9 - Dec. 6

6 - 9:30 p.m. Z 272

No class on November 22



Staff

CLINICAL EXTERNSHIPS

Externships are learning opportunities giving you short practical experiences in your field of study. Externships are often viewed as job shadowing, as you are closely supervised by employee volunteers who will walk you through day-to-day routines. The experience allows you to apply your coursework experience in a real-life setting and a chance to observe and ask questions to prepare for the transition from school to career. Externships are an excellent way to help get your foot in the door for possible job openings.



Emergency Medical Technician (EMT Basic) BLENDED ONLINE COURSE

MCCC's Office of Lifelong Learning is pleased to once again offer our Emergency Medical Technician training. The training is being offered through a partnership with Huron Valley Ambulance, a regional, nonprofit provider of high quality, accredited ambulance and health transportation services in southeast and south central Michigan. Emergent Health also provides paramedic and EMT education programs.

The **Emergency Medical Technician (EMT Basic)** course is a 266-hour classroom and field-based emergency medical program. This level of education is the minimum requirement to staff and operate an emergency response vehicle (an ambulance) in the state of Michigan.

This course is approved by the Michigan Department of Health and Human Services' Division of EMS. Upon successful completion, you are eligible to take the National Registry Certification test as required by the state of Michigan for licensure.

This course prepares you to be eligible for entry-level emergency response positions. EMTs are typically employed by private ambulance services and fire departments and as hospital emergency room technicians.

The EMT Basic course curriculum prepares the student to perform a variety of medical techniques such as:

- Basic airway control and oxygen delivery
- Increased understanding of anatomy and physiology
- CPR and defibrillation
- Emergency field childbirth
- Lifting and moving patients
- More definitive patient assessment
- Assisting with such medications such as epinephrine auto injector, nitroglycerine and emergency breathing treatments
- Patient extrication, immobilization and transport
- Triage and handling multiple trauma victims
- Dealing with more complex medical and traumatic life-threatening illness and/or injuries
- Pediatric assessment and field treatment
- Assisting EMTs and Paramedics with more advanced care

NOTE: This is a blended online program — partial classroom and partial online learning. ALL STUDENTS MUST REPORT TO HVA'S MAIN CAMPUS IN ANN ARBOR FOR THE FIRST CLASS SESSION (Tuesday, September 5 from 8 a.m. - 3 p.m.). HVA is located at 1200 State Circle, Ann Arbor, Mich. You will receive a course outline that day detailing a list of the mandatory dates when you must report to HVA's EMS Education. All labs and practical sessions are also mandatory and you must report to MCCC on the Thursday dates listed below. The FINAL PRACTICAL SESSION will be held on Saturday, December 16, which is mandatory as well. All other lectures and assignments will be completed online with specified deadlines.

PLEASE NOTE: Tuition includes textbook, drug screening and background check. It does not include student uniforms and other supplies such as a blood pressure cuff, stethoscope, etc. The additional cost is approximately \$150-\$400. CEUs: 26.6
Minimum requirements for our EMT program include:

- ✓ Must be 18 years of age or older
- ✓ Provide documentation of your high school diploma or GED
- ✓ Complete a background check and drug screening

For additional course details, please visit our partner site at WWW.HVAEDU.ORG.

MEDCL 702-81

\$1,636 (Senior Fee \$1,036)

Class meets Sep. 5 - Dec. 19. You will meet at

MCCC (room A 173d) from 8 a.m. - 3 p.m. on Thursdays only, beginning Sep. 7

No class on November 23



HEALTHCARE TRAINING PROGRAMS

The following online training programs are being brought to you through a partnership with Career Step. Career Step offers career-focused education designed to help students quickly enter the workforce. It is committed to providing the best education with interactive learning tools; one-on-one instructor support by phone, email and chat, and comprehensive graduate resources to help students transition from education to employment. **Duration: 6 or 12 months online access; see each course for specifics.**

Medical Administrative Assistant with EHR*

\$2,799 (Senior Fee \$2,547)

This course prepares students to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials. Topics studied include ezEMRx EHR software, Microsoft Office, healthcare documentation and office procedures. Enrollment includes ebooks and exam vouchers for the two national certifications. **Duration: 6-month online access**

*Other courses available: Medical Administrative Assistant or Executive Assistant

Professional Medical Coding and Billing

\$2,999 (Senior Fee \$2,729)

Prepare for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certifications. Topics studied include reimbursement methodologies, biomedical sciences and current code sets. Enrollment includes ebooks, codebooks and a voucher for one of the certification exams. **Duration: 12-month online access**

Pharmacy Technician* \$1,999 (Senior Fee \$1,819)

This course prepares students for the Pharmacy Technician Certification Board (PTCB) Exam. Topics studied include pharmacology, pharmacy law and pharmaceutical calculations. There are also externship opportunities at a local Walgreens or CVS pharmacy. Enrollment includes ebooks, a drug reference handbook and a voucher for the PTCB Exam. **Duration: 6-month online access**

*Other courses available: Pharmacy Technician with Healthcare Administration or Pharmacy Technician with Healthcare Billing. Additional cost for the one-year courses.

Medical Transcription \$2,799 (Senior Fee \$2,547)

Approved by the Association for Healthcare Documentation Integrity (AHD), this program prepares students for medical transcription careers. Topics studied include medical terminology, anatomy and healthcare documentation, among others. Enrollment includes ebooks, a transcription foot pedal, an AHD membership and a voucher to take the RHDS exam. **Duration: 12-month online access**

Medical Transcription Editor \$2,999 (Senior Fee \$2,729)

Approved by the Association for Healthcare Documentation Integrity (AHD), the medical transcription editor program prepares students for medical transcription and editing careers. Topics studied include documentation, biomedical sciences and editing theory. Enrollment includes ebooks, a transcription foot pedal, an AHD membership and a voucher to take the RHDS exam. **Duration: 12-month online access**

Medical Billing \$2,999 (Senior Fee \$2,729)

The medical billing program helps students develop the knowledge and skills they need to work in healthcare reimbursement. Topics studied include bundled payments, the impact of the Affordable Care Act and experience with current billing forms. Enrollment includes ebooks and a Certified Billing and Coding Specialist (CBCS) exam voucher. **Duration: 6-month online access**

Medical Office Manager \$3,799 (Senior Fee \$3,457)

This course prepares students for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials. Topics studied include Microsoft Office basics, medical terminology, healthcare documentation, practice finances, billing and collections, and special considerations like ICD-10 and X12 5010. Enrollment includes ebooks and two certification exam vouchers. **Duration: 12-month online access**

Medical Administrative Assistant \$1,999 (Senior Fee \$1,819)

Approved by the National Healthcareer Association, the Medical Administrative Assistant program prepares students to earn the Certified Medical Administrative Assistant (CMAA) credential. Topics studied include healthcare documentation, medical terminology, practice finances, and standard office procedures, among others. Enrollment includes ebooks and a voucher for a national certification exam. **Duration: 6-month online access**

Professional Medical Coding and Billing with Applied PCS

\$3,499 (Senior Fee \$3,184)

This course prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certifications. Students develop a healthcare knowledge base and train on current and advanced code sets. Enrollment includes ebooks, codebooks and a certification exam voucher. **Duration: 12-month online access**

Health Information Technology

\$3,799 (Senior Fee \$3,457)

Prepare for the CompTIA A+, Certified Electronic Health Records Specialist (CEHRS) and Certified Medical Administrative Assistant (CMAA) certifications. Topics studied include computer hardware/ software, troubleshooting, healthcare documentation and electronic health records. Enrollment includes ebooks, study guides, a repair toolkit and power supply tester, and four certification exam vouchers. **Duration: 12-month online access**

Veterinary Assistant

\$1,999 (Senior Fee \$1,819)

Our veterinary assistant program helps students develop the knowledge and skills needed to work in a veterinary office. Topics studied include office and exam room procedures, communication and client relations, and small and large animal nursing, among others. Enrollment includes 6 months of course access and ebooks. **Duration: 6-month online access**



Available for all courses.

Promotions:

Professional Medical Coding and Billing w/Applied PCS, Medical Office Manager, and Health Information Technology.

Available Promotions: *Laptop, *iPad or **Kindle with electronic text, or \$400 off the program price.

Medical Transcription and Editor, Professional Medical Coding and Billing.

Available Promotions: *Laptop, *iPad or **Kindle with electronic text, or \$300 off the program price.

Medical Transcription, Medical Administrative Assistant with EHR.

Available Promotions: *Laptop, *iPad or **Kindle with electronic text, or \$200 off the program price.

Pharmacy Technician, Medical Billing, Medical Administrative Assistant, and Veterinary Assistant.

Available Promotions: *Laptop, *iPad or **Kindle with electronic text, or \$125 off the program price.

*\$300 value

**\$100 value

Healthy Living in Today's World

Do you ever wonder why we have so many health concerns today? Maybe it is the way we are eating and living. Learn how to protect and even regain your health. We will discuss organic vs. conventional food, the rise of diabetes, chemicals in our food, and GMOs and their effects. We will also discuss the toxins that we are exposing ourselves to and how to eliminate them. You may sign up for individual sessions or take advantage of a \$50 savings by enrolling in the series.

HLTSC 746-81

\$94 (Senior Fee \$47)
Tuesdays Oct. 10 - Nov. 14
7:45 - 8:45 p.m. Z 258 Edmunds

Sugar and Diabetes

Learn why diabetes and obesity are on the rise and how they are related to how much sugar we consume. We will discuss hidden sugars, artificial sweeteners and their risks, as well as how to protect yourself from type 2 diabetes.

HLTSC 746A-81

\$24 (Senior Fee \$12)
Tuesday Oct. 10
7:45 - 8:45 p.m. Z 258 Edmunds

Organic Food

Learn the difference between organic and conventionally grown produce. We will discuss the dangers of pesticides and how to protect yourself. Topics will include organic meats, grass-fed beef, what type of eggs to buy, organic dairy products and where to find these foods.

HLTSC 746B-81

\$24 (Senior Fee \$12)
Tuesday Oct. 17
7:45 - 8:45 p.m. Z 258 Edmunds

Best Ingredients

Good fats vs. bad fats, which type of fat should you be consuming, and is there such a thing as a good fat? We will discuss trans fats and how to avoid them, as well as salt and how all salt is not created equal. In addition, learn the benefits of vinegars and which type to use.

HLTSC 746C-81

\$24 (Senior Fee \$12)
Tuesday Oct. 24
7:45 - 8:45 p.m. Z 258 Edmunds

GMOs and Soy

Learn the history of GMOs, the dangers to our health and the environment and how to avoid them. Discover what GMOs are doing to independent farmers and how we can help. We'll also discuss the frequent misconception that soy is a health food.

HLTSC 746D-81

\$24 (Senior Fee \$12)
Tuesday Oct. 31
7:45 - 8:45 p.m. Z 258 Edmunds

More Natural Living Ideas

In this session, learn about diet options for different illnesses, natural dental practices and why we need to filter our water. Other topics to be discussed include juicing, smoothies, common food sensitivities and foods you should consider avoiding.

HLTSC 746E-81

\$24 (Senior Fee \$12)
Tuesday Nov. 7
7:45 - 8:45 p.m. Z 258 Edmunds

Natural Body Care and Keeping Your Home Healthy

Did you know that the EPA estimates that indoor air quality is 70 percent worse than outdoor air quality? Learn why and what to do about it, as well as gain body care and cleaning product recommendations. In addition, learn about phthalates, parabens and BPA's and what they can do to our health.

HLTSC 746F-81

\$24 (Senior Fee \$12)
Tuesday Nov. 14
7:45 - 8:45 p.m. Z 258 Edmunds



All Disease Begins in the Gut - Hippocrates

What do ADHD, auto immune diseases, depression, autism, food allergies and eczema all have in common? A compromised digestive system. Can it possibly be that simple? Yes! Whether you have a symptom mentioned above or digestive issues (acid reflux, IBS, constipation, etc.), this class can help you regain your health. We will look at diets that heal the digestive system and which types of food nourish your body and which ones cause damage.

HLTSC 747-81

\$94 (Senior Fee \$47)
Tuesdays Oct. 10 - Nov. 14
6:30 - 7:30 p.m. Z 258 Edmunds

NEW!

Foods for Optimal Health

Did you know that much of the food we eat today is not nourishing our body? In fact, it is damaging our cells! Which foods should we be eating? You'll be surprised. Did you know that we can make foods more nutritious with certain preparations? Previous generations knew this! Learn the wisdom that our grandparents had that has been lost in our modern world. Food is the "original vitamin"! Learn how to make everyday foods that will make you feel great!

HLTSC 764-81

\$24 (Senior Fee \$12)
Tuesday Oct. 3
6:30 - 8:30 p.m. Z 258 Edmunds

About the Instructor - Theresa Edmunds

Theresa Edmunds, CHC, founder of Natural Concepts Health Counseling, educates, supports and inspires individuals and families to create wellness through nutrition and natural living principles. Theresa is a Certified Health Counselor who received her training through the Institute for Integrative Nutrition in New York City and is certified by the American Association of Drugless Practitioners. She is also a Certified GAPS Practitioner. Theresa is passionate about helping people discover that there is a better way to true, lasting health. She believes that through education, real nutrition and natural living principles, we can change the state of health in America.

Homeopathic Remedies

Homeopathic medicine has been used for years with much success. Homeopathic remedies are made of minute doses of plants, minerals or animal substances which stimulate the body's immune system. These medicines have the ability to bring about a healing reaction in the body without any side effects. Certain remedies are helpful for specific conditions. We will learn how to use remedies for emotions like grief or anxiety, as well as for specific physical illness and ailments. Everyone can benefit from homeopathic remedies.

HLTSC 761-81

\$24 (Senior Fee \$12)

Tuesday Sep. 26

7:45 - 8:45 p.m. Z 258 Edmunds

Essential Oils

Essential oils have been used for thousands of years. They are made by extracting a plant's essence making them far more potent than the plant itself. Learn how to use these oils to treat physical conditions, prevent illness, enhance emotional wellbeing, supplement beauty regiments as well as cleaning and purifying the home. Essential oils are an important tool in natural health care and can be used in so many ways. Learn which oils could benefit you.

HLTSC 762-81

\$24 (Senior Fee \$12)

Tuesday Sep. 26

6:30 - 7:30 p.m. Z 258 Edmunds

The Truth About Heart Health

Cardiovascular health is one of the biggest health issues facing Americans today. What if much of what we have been told in the last 30 years is untrue? The latest research reveals just that; we've been eating the wrong foods for a healthy heart. We will discuss the low-fat movement and what truly healthy food is. The latest research about cholesterol will be presented, as well as exploring the role inflammation plays in effecting our health.

HLTSC 759-81

\$24 (Senior Fee \$12)

Tuesday Sep. 19

6:30 - 7:30 p.m. Z 258 Edmunds

Protecting Yourself Against Cancer

Learn about additives in food and our environment that are linked to cancer. Healthy alternatives and foods that protect against free-radicals will be discussed, as well as detoxing and natural therapies to boost the body's immune system. Diets that have cured cancer and alternative treatments will be included.

HLTSC 756-81

\$24 (Senior Fee \$12)

Tuesday Sep. 19

7:45 - 8:45 p.m. Z 258 Edmunds



First Aid, Adult CPR and AED

Gain the basic understanding and awareness of care for ill or injured persons in any environment. You will learn first-on-scene emergency care, concerns regarding the complications of medical or trauma patients from improper actions, and instructions to assist trained emergency care providers. You'll observe and practice rescue breathing, CPR techniques and AED use. You must show competency in these skills through a written exam and demonstration to receive a certification card. Continental breakfast, lunch and materials are included in the cost. **Registration deadline is one week in advance.** CEUs: .8

Note: Child CPR is also available for an additional \$10. Please inquire at the time of registration.

MEDCL 806A-81

\$99 (Senior Fee \$57)

Friday Oct. 13

8 a.m. - 4:30 p.m. Z 257 Staff

