

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. 8 - Nov. 28
6 - 9:30 p.m. A 173c
No class on November 21



NOTE: These courses, in addition to other medical training courses, are also offered online. For more information, please call our office. You may also visit: www.healthtoday.com/monroeccc.

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.

Class meets from 9 a.m. - 4 p.m. on the following Saturdays: October 13, 27, November 10, December 1, 15 and January 5. CEUs: 14.0

MEDCL 826-81

\$2,499 (Senior Fee \$2,209)
Tues/Thurs/Sat Oct. 2 - Jan. 17
6 - 9:30 p.m. A 173d Staff
No class on November 22, December 25, 27 and January 1



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 \$1,106.50)
Mon/Wed Oct. 8 - Dec. 5
6 - 9:30 p.m. A 173b Staff
No class on November 21



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. **Externship Requirements:** Provide a resume; provide your own transportation; submit a criminal background check and 10-panel drug screen —at your expense; be punctual and attend; comply with facility policies, including dress, uniform and hygiene practices; comply with immunization requirements including TB and/or Hepatitis B series.

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

\$3,199 (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

Professional Medical Coding and Billing

\$3,399 (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 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

Medical Transcription \$2,999 (Senior Fee \$2,547)

Approved by the Association for Healthcare Documentation Integrity, 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 AHDI membership and a voucher to take the RHDS exam.

Duration: 12-month online access

Medical Transcription Editor \$3,199 (Senior Fee \$2,729)

Approved by the Association for Healthcare Documentation Integrity, 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 AHDI 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 Administrative Assistant \$2,399 (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

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**

Other Programs Available:

- Medical Office Manager
- Professional Medical Coding and Billing with Applied PCS
- Health Information Technology
- Medical Administrative Assistant
- Executive Assistant
- Pharmacy Technician with Healthcare Administration
- Pharmacy Technician with Healthcare Billing

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



Available for all classes

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)
Wednesdays Oct. 10 - Nov. 14
7:45 - 8:45 p.m. H 165 Edmonds

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)
Wednesday Oct. 10
7:45 - 8:45 p.m. H 165 Edmonds

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)
Wednesday Oct. 17
7:45 - 8:45 p.m. H 165 Edmonds

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)
Wednesday Oct. 24
7:45 - 8:45 p.m. H 165 Edmonds

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)
Wednesday Oct. 31
7:45 - 8:45 p.m. H 165 Edmonds

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)
Wednesday Nov. 7
7:45 - 8:45 p.m. H 165 Edmonds

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)
Wednesday Nov. 14
7:45 - 8:45 p.m. H 165 Edmonds

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)
Wednesday Sep. 12
7:45 - 8:45 p.m. H 165 Edmonds

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 regimens 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)
Wednesday Sep. 12
6:30 - 7:30 p.m. H 165 Edmonds

The Ketogenic Diet: For Weight Loss and Chronic Disease

This popular diet is a high-fat, adequate-protein, low-carb diet, which creates an ability for the body to burn its own fat. This provides a metabolic reset for the body. In addition to weight loss, the diet has shown great benefit in ridding the body of many degenerative conditions. As we remove the foods that are creating imbalance, the body can naturally detox.

HLTSC 766-81

\$48 (Senior Fee \$24)
Wednesday Sep. 19
6:30 - 8:30 p.m. H 165 Edmonds

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.

Note: Child CPR is also available for an additional \$10. Please inquire at the time of registration. CEUs: .8

MEDCL 806A-81

\$99 (Senior Fee \$57)
Friday Oct. 12
8 a.m. - 4:30 p.m. H 164 Staff

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.

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

\$48 (Senior Fee \$24)

Tuesday Sep. 25
6:30 - 8:30 p.m. H 164 Edmonds

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)

Wednesday Sep. 26
6:30 - 7:30 p.m. H 165 Edmonds

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)

Wednesday Sep. 26
7:45 - 8:45 p.m. H 165 Edmonds

Strengthen Your Immune System

Learn how to strengthen your immune system through time-tested methods, including how to keep your children healthy this winter. Prepare yourself when you find that you are coming down with something, and shorten the duration of the illness. Vitamins, minerals, supplements, essential oils and other alternatives will be discussed.

HLTSC 757-81

\$24 (Senior Fee \$12)

Tuesday Oct. 2
6:30 - 7:30 p.m. H 164 Edmonds

Heal thy Mouth, Heal Thy Body

Did you know that dental issues can affect the whole body? Often we overlook how important our dental health is to our overall health. Did you know that some conventional dental practices can actually cause health issues? Learn the secrets to keeping yourself healthy with natural dental care. We will discuss issues like mercury in fillings, the problems and health issues from fluoride (including thyroid issues), root canals and their side effects, preventing and curing cavities, alternatives to braces for children and curing periodontal disease.

HLTSC 760-81

\$24 (Senior Fee \$12)

Tuesday Oct. 2
7:45 - 8:45 p.m. H 164 Edmonds

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)

Wednesdays Oct. 10 - Nov. 14
6:30 - 7:30 p.m. H 165 Edmonds

NEW!

Emotional Wellbeing

Do you know how important your emotions and stress are in relation to your health? Negative emotions are often an overlooked factor. Stress and anxiety can actually lead to physical illness. Learn healthy ways to manage your stress and emotions. Emotional release, homeopathy, positive intents and relaxation techniques will be discussed. Feel good about life, while improving your relationships and your overall health.

HLTSC 769-81

\$24 (Senior Fee \$12)

Wednesday Oct. 3
6:30 - 7:30 p.m. H 165 Edmonds

NEW!

Skincare and Cosmetics

Did you know that there are thousands of chemicals in personal care products that have never adequately been tested? Chemicals that are linked to cancer, thyroid issues and reproductive problems. Women are especially vulnerable to these toxins. Learn about great natural alternatives, clean up your skincare routine and detox your body.

HLTSC 770-81

\$24 (Senior Fee \$12)

Wednesday Oct. 3
7:45 - 8:45 p.m. H 165 Edmonds