

Clinical Course, Program & Certificate Descriptions

Practicum - Required for all new students -

The **Practicum** (lab) is a Success Strategies lab designed for students to reach their potential and teaches the skills needed to be successful in our courses and in the professional work environment. Most courses contain extensive lectures and home study. This lab will emphasize good note taking, listening, homework and study skills. The **Practicum** is geared to increase test grades by analyzing the proper methods for various test taking types, such as true/false, multiple choice, short answer etc. You will prepare a career portfolio to enhance your job opportunities. Learning is in individual and group modes. The **Practicum** must be taken in your 1st term of enrollment and must be completed before participation in an Internship. All will benefit, but students who have been out of school for 5 years or more or haven't done well in school in the past will benefit the most. There will be a 12 minute waiver test offered the first day of Practicum class to students who may already have the skills taught in this Lab. New students must register for this class, monies returned if waived.

Practicum	37.5 hrs; 2.5/wk	Study hrs: 1/wk	Tuition: \$470	Book: \$55		Course Cost: \$ 525
Phlebotomy Technician Certificate -2 hrs/week supervised study/tutoring included each week at no extra cost-						

The Phlebotomy Technician course trains students to draw blood so they can work in hospitals, clinics, emergency and extended care facilities, private medical offices or laboratories. **Topics:** Veni-puncture Procedures, Specimen Collection, Blood Collection, Quality Assurance, Body Systems, Infection Control, and Skin Puncture Techniques. Upon successful course completion, a 120 hr weekday (Monday-Friday), daytime Internship will be provided (see page 1 for details). If you take the Medical Assistant Certificate Program, you will do one 160 hr Internship after all classes are completed. You must take Phlebotomy and Practicum 1st term. Medical Terminology is recommended.

Phlebotomy Technician	112.5 hrs; 7.5/wk	Study hrs: 9/wk	Tuition:\$1,333	Book: \$83	Lab: \$130	Course Cost: \$1,546
Practicum Lab	37.5 hrs; 2.5/wk	Study hrs: 1/wk	Tuition: \$470	Book: \$55		Course Cost: \$ 525
Phlebotomy Tech Program Total	150hrs; 10/wk	Study hrs: 10/wk	Total: \$1,803	Total: \$138	Total: \$130	Program Cost: \$2,071

EKG Technician Course and CPR*

Unless you work in a hospital, it is recommended EKG be taken in combination with Phlebotomy or as part of the Medical Assistant Certificate.

The EKG Technician course trains students to work in hospitals, clinics, emergency and trauma centers, private physician's offices, out-patient centers and extended nursing care facilities. The EKG Technician will be trained to operate and adjust EKG heart monitors and understand the results of the electrocardiograph (EKG) recording. **Topics:** Heart Anatomy and Physiology – Holter Monitors – Interpreting and Reading EKG recordings – Diseases of the Heart – Introduction of EKG Monitors – Communicating with Physicians. ***CPR course required** unless you have a current CPR card for Heartsaver or Red Cross equivalent CPR which covers adult, child and infant CPR (4hrs).

EKG Technician	39 hrs; 2.5/wk	Study hrs: 2/wk	Tuition: \$752	Book:\$50	Lab:\$98 CPR:\$80	Course Cost: \$ 980
Practicum Lab	37.5 hrs; 2.5/wk	Study hrs: 1/wk	Tuition: \$470	Book: \$55		Course Cost: \$ 525
EKG Technician Program Total	76.5hrs; 5/wk	Study hrs: 3/wk	Total: \$1,222	Total: \$105	Total: \$178	Program Cost: \$1,505

Cardio-Phlebotomy Certificate Program

Most employers prefer to hire staff that is cross-trained in EKG and Phlebotomy. Therefore, we encourage students to pursue both courses either during the same semester or in two semesters. This Certificate is awarded after completion of both courses and the Practicum. EKG and Medical Terminology may be taken during the first or second term.

Phlebotomy Technician	112.5 hrs; 7.5/wk	Study hrs: 9/wk	Tuition:\$1,333	Book: \$83	Lab: \$130	Course Cost: \$1,546
EKG Technician	39 hrs; 2.5/wk	Study hrs: 2/wk	Tuition: \$752	Book:\$50	Lab:\$98 CPR:\$80	Course Cost: \$ 980
Medical Terminology	45 hrs; 3/wk	Study hrs: 1/wk	Tuition: \$927	Book: \$68		Course Cost: \$ 995
Practicum Lab	37.5 hrs; 2.5/wk	Study hrs: 1/wk	Tuition: \$470	Book: \$55		Course Cost: \$ 525
Cardio/Phlebotomy Program Total	234hrs/15.5/wk	Study hrs: 13/wk	Total: \$3,482	Total: \$256	Total: \$308	Program Cost: \$4,046

Clinical Medical Assisting Techniques* Course -2 hours per week supervised study/tutoring included each week at no extra cost-

Completion of the **Clinical Medical Assisting Techniques 1** course with lab provides those with Phlebotomy, EKG, Medical Terminology and Practicum skills a choice of more jobs and higher pay. **This course without Lab is required for the Medical Billing&Coding Certificate.** **Topics:** Physical Exams – Injections - Exam Room Preparation – Pharmacology – Test Procedures – Sterile Techniques – Lab Specimens – Drug Reactions - Diseases – Body Systems - Patient History and Care – Sutures and Dressings – Allergy, Skin, Pregnancy and Other Tests – Charts – Vital Signs – Patient Assessment – Positioning and Draping. ***Without a Lab this course is required for the Medical Billing&Coding Program. This course with a Lab is one of the 5 courses in the Medical Assistant Certificate Program. This is not a stand-alone course and it will not qualify you for a job in either field for Medical Assisting and/or Medical Billing&Coding.**

Clinical MATech 1 Lecture+Lab (MA Cert only)	112.5 hrs; 7.5/wk	Study hrs: 10/wk	Tuition: \$1,514	Book: \$95	Lab: \$88	Course Cost: \$1,697
Clinical MATech 2 no lab (Billing&Coding only)	75 hrs; 5/wk	Study hrs: 8/wk	Tuition: \$1,037	Book: \$95		Course Cost: \$1,132

Medical Assistant Certificate Program requires you to take; **Phlebotomy, EKG, Medical Terminology, Clinical Medical Assisting Techniques 1 and Practicum (lab).** You will learn the clinical skills needed to work in and around exam rooms in doctors' offices, HMOs, clinics and at hospitals with in-patients and in exam rooms. Courses can be taken in 1, 2 or 3 semesters. 4 courses and Practicum per week = **23 class hours + 23 study hours = 46 hours per week.** Upon completion of all 4 required courses and the Practicum (lab), a 160 hr. weekday (Monday-Friday), daytime Internship will be provided (see page 1 for details). **Our Graduates are automatically eligible for Medical Assistant National Registration without further exams or waiting period. Dept of Labor reports Medical Assisting as the #1 job in demand with a 59% anticipated increase from now to 2014. See Medical Terminology course description on page 5. To complete in 1 semester, you must enroll days; evenings/weekends require 2 or more semesters.**

Phlebotomy Technician	112.5 hrs; 7.5/wk	Study hrs: 9/wk	Tuition: \$1,333	Book: \$83	Lab: \$130	Course Cost: \$1,546
EKG Technician	39 hrs; 2.5/wk	Study hrs: 2/wk	Tuition: \$752	Book:\$50	Lab:\$98,CPR:\$80	Course Cost: \$ 980
Medical Terminology	45 hrs; 3/wk	Study hrs: 1/wk	Tuition: \$927	Book: \$68		Course Cost: \$ 995
Clinical Med Asst Techniques 1	112.5 hrs; 7.5/wk	Study hrs: 10/wk	Tuition: \$1,514	Book: \$95	Lab: \$88	Course Cost: \$1,697
Practicum Lab	37.5 hrs; 2.5/wk	Study hrs: 1/wk	Tuition: \$470	Book: \$55		Course Cost: \$ 525
Medical Assistant Program Total	Total: 346 hr;23/wk	Study hrs: 23/wk	Total: \$4,996	Total:\$351	Total: \$396	Program Cost: \$5,743

Medical Assistant & Coder Apprentice Certificate Program (MACA) Dual major provides 2 areas of specialization by combining 5 courses in the Medical Assistant Certificate plus 2 additional Medical Billing courses on page 5. Take in 2 or more terms. 280 hr Internship provided.

MACA Program Total	459 hours	must be taken in 2 or more semesters	Tuition: \$8,259	Book: \$519	Lab: \$461	Course Cost: \$9,239
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Want to visit a class ?

Call 617.868.2111 x101 at least 2 days before you want to visit.