NORTH CENTRAL TEXAS COLLEGE

Your Success Is Our Success

2023 Spring Allied Health Non-Credit Courses

All Registrations must be completed on-line:

https://www.nctc.edu/health-sciences/allied-health-programs/index.html

All required documents and records must be submitted by: January 13, 2023

Certified Clinical Medical Assistant (CCMA) (Flower Mound Campus – In person Course)

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 successful completion of both the CMA and Phlebotomy Technician portions of the program.

Course Titles and Identification Numbers:

USE these ID numbers and Titles on the Registration and enroll in **all** the following class(es):

Course ID	Course Title
MDCA 1060 0501	CCMA Lecture
MDCA 1064 0501	CCMA Externship
HEA 1000 0501	CPR Certification for CCMA
	(Students MUST enroll in this CPR section unless currently certified)

Course Information:

	LECTURE CCMA/Phlebotomy120 hours	EXTERNSHIP 160 hours	CPR 4.5 hrs
Dates:	01/24 – 05/18	05/22 – 08/17	04/04
Days:	Tuesday/Thursday	M, T, W, Th	Tu
Times:	5:00 pm – 8:30 pm	8:00 am – 5:00 pm	5:00 pm – 9:30 pm
Location:	Flower Mound RM 212	Clinical Site	F. Mound RM 212
Instructor(s):	TBA	TBA	G. Tolle

Course Fee: $ 2,999

Tuition includes: Textbooks, lab supplies and certification testing fees for CCMA and CPT

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of Immunizations, Proof of Education, Proof of Identity, Proof of current CPR certification if applicable, CASAS Assessment Scores

Special Instructions:

1. Students MUST successfully complete and receive passing scores on both the CMA and Phlebotomy Technician courses to proceed to externship
2. Students will receive a list of local externship sites but are responsible for securing their own externship.

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

Certified Clinical Medical Assistant (CCMA) (Alliance Campus – In person Course)

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 successful completion of both the CMA and Phlebotomy Technician portions of the program.

Course Titles and Identification Numbers:

USE these ID numbers and Titles on the Registration and enroll in **all** the following class(es):

Course ID	Course Title
MDCA 1060 0401	CCMA Lecture
MDCA 1064 0401	CCMA Externship
HEA 1000 0401	CPR Certification for CCMA
	(Students MUST enroll in this CPR section unless currently certified)

Course Information:

	LECTURE	EXTERNSHIP	CPR
	CCMA/Phlebotomy 120 hours	160 hours	4.5 hrs
Dates:	01/23 – 05/17	05/22 – 08/17	04/03
Days:	Mon/Wed	M, T, W, Th	Mon
Times:	5:00 pm – 8:30 pm	8:00 am – 5:00 pm	5:00 pm – 9:30 pm
Location:	Alliance Campus	Clinical Site	Alliance Campus
Instructor(s):	TBA	TBA	G. Tolle

Course Fee: $ 2,999

Tuition includes: Textbooks, lab supplies and certification testing fees for CCMA and CPT

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of Immunizations, Proof of Education, Proof of Identity, Proof of current CPR certification if applicable, CASAS Assessment Scores.

Special Instructions:

1. Students MUST successfully complete and receive passing scores on both the CMA and Phlebotomy Technician courses to proceed to externship
2. Students will receive a list of local externship sites but are responsible for securing their own externship.

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
Close Acceptance of Enrollment: 01/13

Certified EKG/ Telemetry Technician (CET) (Corinth Campus - In person Course)

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

Course Title and Identification Numbers:

USE this Title and ID number on the Registration and enroll in all the following class(es):

Course ID	Course Title
ECRD 1091 0401	EKG/Telemetry Lecture

Course Information:

	Lecture	Externship
	80 hrs	None required. Observations encouraged

Dates: 01/30 – 05/10
Days: Mon / Wed
Times: 5:30 pm – 8:30 pm
Location: Corinth campus Rm 214
Instructor(s): TBA

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

Application Requirements: Completed On-line Allied Health registration packet, Proof of Education, Proof of Identity, CASAS Assessment Scores

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

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
Close Acceptance of Enrollment: 01/13

Certified Electronic Records Specialist (CEHRS) (On-line Course)

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 Title and Identification Numbers:

USE this Title and ID number on the Registration and enroll in all the following class(es):

Course ID	Course Title
HITT 1011 0101	Electronic Health Records Lecture

Course Information:

Lecture	Externship
95 hrs	None required.

Dates:	01/31 – 05/12
Days:	On-line
Times:	On-line
Location:	On-line
Instructor(s):	TBD

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

Application Requirements: Completed On-line Allied Health registration packet, Proof of Education, Proof of Identity, CASAS Assessment Scores

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
Close Acceptance of Enrollment: 01/13

Certified Instrument Technician/Sterile Processing Technician (CRST)
(Flower Mound Campus – In person Course)

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

Course Title and Identification Numbers:

USE these Titles and ID numbers on the Registration and must enroll in **all** the following class(es):

Course Title	Course ID
SRGT 1060 0101	Instrument Technician/Sterile Processing Lecture
HEA 1000 0101	CPR for Instrument Technicians
	(Students MUST enroll in this CPR section unless currently certified)

Course Information:	Lecture	Externship	CPR
	100 hrs	20 hrs as a part of class	4.5 hrs
Dates:	01/28 – 05/06		03/04
Days:	Sa	M,T,W,TH	Sa
Times:	9:30 am – 4:00 pm	8:00 am – 5:00 pm	9:30 am – 2:00 pm
Location:	Flower Mound Campus Rm 2424	Clinical Site	Rm 2400
Instructor(s):	D. Byram		G. Tolle

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

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of Immunizations, Proof of Education, Proof of Identity, CASAS Assessment Scores

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

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
Close Acceptance of Enrollment: 01/13

Certified Medical Administrative Assistant/Medical Secretary (CMAA) (On-line Course)

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

Course Title and Identification Numbers:

USE this Title and ID numbers on Registration and enroll in all the following class(es):

Course ID	Course Title
POFM 1017 0101	Medical Administrative Assistant Lecture

Course Information:

Lecture Only
50 hrs

Dates:	01/30 – 04/06
Days:	Online
Times:	Online
Location:	Online
Instructor(s):	K. Griffith

Course Fee: $999
        Tuition includes: Textbooks and CMAA certification exam fee

Registration Requirements: Completed On-line Allied Health registration packet, Proof of Education, Proof of Identity, CASAS Assessment Scores

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
                                   Close Acceptance of Enrollment: 01/13

Certified Medical Administrative Assistant/Medical Secretary (CMAA) **(Alliance Campus - On line Course)**

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

Course Title and Identification Numbers:

USE this Title and ID numbers on Registration and enroll in all the following class(es):

Course ID	Course Title
POFM 1017 0101	Medical Administrative Assistant Lecture

Course Information: Lecture Only
50 hrs

Dates: 01/30 – 04/06
Days: On-line
Times: On-line
Location: On-line
Instructor(s): TBD

Course Fee: $999
Tuition includes: Textbooks and CMAA certification exam fee

Registration Requirements: Completed On-line Allied Health registration packet, Proof of Education, Proof of Identity, CASAS Assessment Scores.

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
Close Acceptance of Enrollment: 01/13

<u>Certified Medication Aide Refresher</u> (Gainesville Campus – In person course)

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

Course Title and Identification Numbers:

<u>USE this Title and ID number on the Registration</u> and enroll in all the following class(es):

<u>**Course ID Number**</u>	<u>**Course Title**</u>
NURA 1041 0101	Certified Medication Aide Lecture

Course Information:	<u>Lecture</u>
	7hrs

Dates:	04/08
Days:	Sa
Times:	9:00 am – 4:30pm
Location:	Gainesville Campus Health Science Center Rm 2426
Instructor(s):	D. Neu

Course Fee: $85 includes handouts

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of CURRENT Medication Aide License

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

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/13
                                                Close Acceptance of Enrollment: 03/31

Certified Nurse Aide (CNA) (Corinth, Bowie or Graham Campuses - In person Courses)

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

1. **CORINTH CAMPUS SESSION – In person**

Course Identification Numbers:

USE these Course Titles and ID numbers on the Registration and enroll in **all** the following class(es):

Course ID Number	Course Title
NURA 1001 0401	CNA Lecture
NURA 1060 0401	CNA Clinical
HEA 1000 0401	CPR for CNA

(Students MUST enroll in this CPR unless currently certified)

Course Information:	LECTURE 60 hrs	CLINICAL 40 hrs	CPR 4.5 hrs
Dates:	01/28 –04/15	04/22 – 05/27	04/01
Days:	Sa	Sa	Sa
Times:	9:00 am – 3:30 pm	8:00 am – 5:00 pm	9:00 am – 1:30 pm
Location:	Corinth Campus	Clinical Site	Corinth Campus
Instructor(s):	S. Gaston	S. Gaston	G.Tolle

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

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of Immunizations, Proof of Identity (Driver's License **AND** Social Security Card), Proof of Education, Proof of current CPR certification – IF ALREADY CERTIFIED, CASAS Assessment Scores

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

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
Close Acceptance of Enrollment: 01/13

CNA continued

    2.   BOWIE CAMPUS SESSION – In person

Course Title and Identification Numbers:

<u>USE these Course Titles and ID numbers on the Registration and enroll in **all** the following class(es):</u>

<u>Course ID Number</u>	<u>Course Title</u>
NURA 1001 0701	CNA Lecture
NURA 1060 0701	CNA Clinical
HEA 1000 0701	CPR for CNA

(Students MUST enroll in this CPR unless currently certified)

Course Information:	<u>**LECTURE**</u>	<u>**CLINICAL**</u>	<u>**CPR**</u>
	60 hrs	40 hrs	4.5 hrs
Dates:	01/23 – 04/10	04/11 – 05/08	03/09
Days:	M,T,W,TH	M,T,W,TH	TH
Times:	1:00 pm – 3:30 pm	8:00 am – 5:00 pm	1:00 am – 5:30 pm
Location:	Bowie Campus	Clinical Site	Bowie Campus
Instructor(s):	M. Robinson	TBA	G. Tolle

Course Fee: $699

        <u>Tuition includes</u>: Textbooks, Scrubs, CPR, Lab supplies, and State testing fee

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of Immunizations, Proof of Identity (Driver's License **AND** Social Security Card), Proof of Education, Proof of current CPR certification – IF ALREADY CERTIFIED, CASAS Assessment Scores

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

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
                                  Close Acceptance of Enrollment: 01/13

CNA continued

3. **GRAHAM CAMPUS SESSION - In person**

Course Title and Identification Numbers:

USE these Course Titles and ID numbers on the Registration and enroll in **all** the following class(es):

Course ID Number	Course Title
NURA 1001 0801	CNA Lecture
NURA 1060 0801	CNA Clinical
HEA 1000 0801	CPR for CNA
	(Students MUST enroll in this CPR unless currently certified)

Course Information:	LECTURE 60 hrs	CLINICAL 40 hrs	CPR 4.5 hrs
Dates:	01/24 – 04/11	04/17 – 05/21	03/23
Days:	T/TH	M, T, W, Th, F	Th
Times:	5:30 pm – 8:30 am	8:00 am – 5:00 pm	9:30 am – 2:00 pm
Location:	Graham Campus	Clinical Site	Graham Campus
Instructor(s):	D. Sharp	D. Sharp	G. Tolle

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

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of Immunizations, Proof of Identity (Driver's License **AND** Social Security Card), Proof of Education, Proof of current CPR certification – IF ALREADY CERTIFIED, CASAS Assessment Scores

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

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
                Close Acceptance of Enrollment: 01/13

<u>Certified Pharmacy Technician I</u> (CPhT) (Corinth Campus - In person Course)

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 Title and Identification Numbers:

<u>USE this Title and ID number on Registration and enroll in all the following class(es):</u>

<u>Course ID</u>	<u>Course Title</u>
PHRA 1001 0401	Pharmacy Technician

Course Information: **Lecture**

                         60 hrs

Dates:	01/28 – 04/15
Days:	Sa
Times:	9:30 am – 2:30 pm
Location:	Corinth Campus Rm 214
Instructor(s):	A. Tischler

Course Fee: $1049

           Tuition includes: Textbooks, PTCE practice test voucher and certification exam fee

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of Identity, Proof of Education, CASAS Assessment Scores

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
                                Close Acceptance of Enrollment: 01/13

Certified Phlebotomy Technician (CPT) (Flower Mound Campus – In-Person Course)

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 Titles and ID numbers on Registration and enroll in **all** the following class(es):

Course ID	Course Title
PLAB 1023 0501	Phlebotomy Lecture
PLAB 1060 0501	Externship
HEA 1000 0502	CPR for Phlebotomy

Course Information:	Lecture	Externship	CPR
	60 hrs	120 hours + 100 successful punctures	4.5 hrs
Dates:	01/24 – 04/27	05/01 – 07/28	04/06
Days:	Tue/Thur	M, T, W, Th	Thur
Times:	2:00 am – 4:30 pm	8:00 am – 5:00 pm	2:00 pm - 6:30 pm
Location:	Fl Mound Rm 212	Clinical Site	Fl. Mound Rm 212
Instructor(s):	T. Wimberly		G. Tolle

Course Fee: $ 1,499

Tuition includes: Textbooks, lab materials, drug screening, CPT certification exam fee

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of Immunizations, Proof of Identity, Proof of Education, Proof of current CPR certification – IF ALREADY CERTIFIED, CASAS Assessment Scores

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

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
Close Acceptance of Enrollment: 01/13

CPR for Healthcare Providers (Corinth Campus – In person course)

Description: CPR training to re-certify or get a two-year certification in CPR for Healthcare Providers.

Course Identification Numbers:

USE this Title and ID numbers on Registration and enroll in all the following class(es):

Course ID	Course Title
HEA 1000 1402	CPR for Healthcare Providers

Course Information: Lecture
4.5 hrs

Dates: 05/06
Days: Sa
Times: 9:00 am – 1:30 pm
Location: Corinth Campus Rm 214
Instructor(s): G. Tolle

Course Fee: $62

Registration Requirements: Completed On-line Allied Health Registration packet

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
Close Acceptance of Enrollment: 01/13

Introductory Medical Billing and Coding (CPC) (On-line Course)

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 this Title and ID numbers on Registration and enroll in all the following class(es):

Course ID	**Course Title**
HITT 1013 0101	Intro Medical Billing and Coding

Course Information:	**Lecture Only**
	80 hrs

Dates:	01/30 – 05/12
Days:	Online
Times:	Online
Location:	Online
Instructor(s):	TBD

Course Fee: $1,899
Tuition includes: Textbooks

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of Identity, Proof of Education, CASAS Assessment Scores

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
Close Acceptance of Enrollment: 01/13

Introductory Medical Billing and Coding (CPC) (Alliance Campus – On-line Course)

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 this Title and ID numbers on Registration and enroll in all the following class(es):

Course ID	Course Title
HITT 1013 0102	Intro Medical Billing and Coding

Course Information: **Lecture Only**
                                              80 hrs

Dates: 01/30 – 05/11
Days: On-line
Times: On-line
Location: On-line
Instructor(s):   TBD

Course Fee: $1,899
                        Tuition includes: Textbooks

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of Identity, Proof of Education, CASAS Assessment Scores.

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
                                           Close Acceptance of Enrollment: 01/13

Registered Dental Assistant (RDA) (Flower Mound Campus – In person Course)

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 Title and Identification Numbers:

USE these Course Titles and ID numbers on the Registration and enroll in **all** the following class(es):

Course ID Number	Course Title
DNTA 1015 0501	RDA Lecture/Lab
DNTA 1060 0501	RDA Externship
HEA 1000 0503	CPR for RDA

(Students MUST enroll in this CPR section unless currently certified)

Course Information:	LECTURE 56/56 hrs lec/lab	EXTERNSHIP 120 hrs	CPR 4.5 hrs
Dates:	01/28 – 05/13	05/15 – 06/29	04/15
Days:	Sa	M, T, W, Th	Sa
Times:	Lec- 8:00 am – 12:00 pm Lab- 1:00 pm – 5:00 pm	8:00 am – 5:00 pm	8:00 am – 12:30 pm
Location:	Lec. – F. Mound Rm 203 Lab – Dr. Durien Dentistry	Dental Sites (off campus)	FMound Rm 203
Instructor(s):	R Crawford	R. Crawford	G. Tolle

Course Fee: $2,999

Tuition includes: Textbooks, CPR, Lab supplies, Nitrous Oxide course and exam, RDA exam fee

Registration Requirements: Completed On-line Allied Health Registration packet, Proof of Immunizations, Proof of Identity, Proof of Education, Proof of current CPR certification – IF ALREADY CERTIFIED, CASAS Assessment Scores

Special Instructions: Students are responsible for purchasing black scrubs on their own.

Course Enrollment Dates: Begin Acceptance of Enrollment: 10/03
Close Acceptance of Enrollment: 01/13