

Anatomy & Physiology – Introduction

This course is designed to introduce basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to healthcare. This is not a college transferable course.

Course #: H-3863
Start • End Date: 08/21/11 • 12/11/11
Day: Online **Online Cost:** 175.00
Location Code: HMC
Building Location: Con Ed Rm 229
Orientation: 08/15/11 • 9:00A – 11:00A
Instructor: Lennie Stephenson

Billing and Coding – Introduction

Students will learn methods for selecting the appropriate CPT and ICD-9 codes and demonstrate proficiency in coding skills. Medical Terminology and Intro to Anatomy & Physiology are prerequisites for this class.

Course #: H-3864
Start • End Date: 08/21/11 • 12/11/11
Day: Online **Online Cost:** 175.00
Location Code: HMC
Building Location: Con Ed Rm 229
Orientation: 08/15/11 • 9:00A – 11:00A
Instructor: Lennie Stephenson

Cardiac Monitoring Technician

Prepares the students academically and technically to recognize and report changes in a patient's heart rhythm in a hospital setting.

Course #: C-3711
Start • End Date: 11/02/11 • 12/07/11
Day: M–F **Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 217
Instructor: Paula Jernigan
Orientation: Via Web-Link
HRD/CRC (Required for Cardiac Monitoring Technician #3711)
Workplace Readiness for Health Careers
See Page 31 about HRD fee waiver:

Course #: C-3728
(Required for Cardiac Monitoring #3711)
Start • End Date: 10/17/11 • 10/25/11
Day: M–F **Time:** 9:00A – 1:00P
Cost: 120.00 *(Fee Waiver Available)*
Location Code: PMC
Building Location: TBD
Instructor: Marier Shields
See Page 31 about HRD fee waiver:

Central Sterile Processing

This course provides students with knowledge and technical skills of sterile processing with basic surgical instruments utilized in the healthcare workplace.

Course #: C-3705
Start • End Date: 09/12/11 • 12/13/11
Day: MT **Time:** 5:00P – 9:00P
Cost: 181.25 **Location Code:** SCC
Building Location: Bldg 046 Rm 123
Instructor: Hollie Lineberry
Orientation: Via Web-Link
HRD/CRC (Required for Central Sterile Processing #3705)
Workplace Readiness for Health Careers
See Page 31 about HRD fee waiver:

Course #: C-3729
(Required for Central Sterile Processing #3705)
Start • End Date: 08/29/11 • 09/08/11
Day: MTWTh **Time:** 5:00P – 9:00P
Cost: 120.00 *(Fee Waiver Available)*
Location Code: SCC
Building Location: Bldg 046 Rm 125
Instructor: Marier Shields
See Page 31 about HRD fee waiver:

CPR for the Professional Rescuer

This course is designed for Healthcare Providers and follows the current American Heart Association guidelines for Adult, Child and Infant CPR (cardiopulmonary resuscitation – one and two rescuer CPR) with the AED, obstructed airway, rescue breathing, breathing devices and special resuscitation situations.

Course #: C-3713
Start • End Date: 08/23/11 • 08/23/11
Day: T **Time:** 9:00A – 1:00P
Cost: 66.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

Course #: C-3712
Start • End Date: 10/20/11 • 10/20/11
Day: Th **Time:** 5:00P – 9:00P
Cost: 66.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

EKG Monitor Technician

Teaches students to become proficient in reading and interpreting EKG rhythms. Upon successful completion, students will be qualified for employment in a telemetry unit of a hospital. Must show proof of high school diploma or GED to register.

Course #: L-3122
Start • End Date: 10/04/11 • 12/13/11
Day: TTh **Time:** 5:00P – 9:00P
Cost: 181.25 **Location Code:** LLC
Building Location: Main Bldg Rm 215
Instructor: Diane Oldham

SKILLS FOR SUCCESS

(Required for EKG Monitor Tech #3122)

Course #: L-3153
Start • End Date: 10/10/11 • 11/14/11
Day: M **Time:** 5:00P – 9:00P
Cost: 65.00 *(possible waiver)*
Location Code: LLC
Building Location: Bldg B Rm 119
See Page 31 about HRD fee waiver.

EKG Technician

Prepares students to become a certified EKG technician, to operate an EKG machine, and run strips on patients in the hospital or doctors' offices. Must show proof of high school diploma or GED to register.

Course #: L-3123
Start • End Date: 08/15/11 • 10/05/11
Day: MW **Time:** 5:00P – 9:00P
Cost: 181.25 **Location Code:** LLC
Building Location: Main Bldg Rm 215
Instructor: Diane Oldham

SKILLS FOR SUCCESS

(Required with EKG Tech #3123)

Course #: L-3154
Start • End Date: 08/16/11 • 09/20/11
Day: T **Time:** 5:00P – 9:00P
Cost: 65.00 *(possible waiver)*
Location Code: LLC
Building Location: Main Bldg Rm 118
See Page 31 about HRD fee waiver.

Course #: H-3861
Start • End Date: 08/16/11 • 10/04/11
Day: TTh **Time:** 6:00P – 10:00P
Cost: 175.00 **Location Code:** HMC
Building Location: TBD
Instructor: Sherry Royal

EKG Technician – Advanced

Teaches a certified EKG technician advanced principles of EKG. Must show proof of certification or proof of successful completion of qualifying EKG Technician course at time of registration.

Course #: L-3121
Start • End Date: 11/07/11 • 11/28/11
Day: MW **Time:** 5:00P – 9:00P
Cost: 65.00 **Location Code:** LLC
Building Location: Main Bldg Rm 215
Instructor: Diane Oldham

Medical Insurance Billing

This course prepares the student for an entry level billing position in a physician's office. You must present proof of successful completion of Medical Terminology, Medical Coding and Billing, and a high school diploma or GED to register for this class.

Course #: L-3124
Start • End Date: 08/30/11 • 11/03/11
Day: TTh **Time:** 5:00P – 9:00P
Cost: 175.00 **Location Code:** LLC
Building Location: Bldg B Rm 108B
Instructor: Lisa Mason

SKILLS FOR SUCCESS

(Required for Medical Insurance Billing #3124)

Course #: L-3156
Start • End Date: 08/31/11 • 10/05/11
Day: W **Time:** 5:00P – 9:00P
Cost: 65.00 *(possible waiver)*
Location Code: LLC
Building Location: Bldg B Rm 108B
See Page 31 about HRD fee waiver.

Medical Office Technician

This course is designed to train healthcare workers to function in a cross-trained capacity. Upon successful course completion, a college certificate of "Medical Office Technician" will be issued. *Midpoint re-registration required.*

Course #: C-3706
Start • End Date: 08/29/11 • 04/19/12
Day: MTTh **Time:** 5:30P – 9:30P
Cost: 175.00 **Location Code:** SCC
Building Location: Bldg 046 Rm TBD
Instructor: Dawn Harris
Orientation: Via Web-Link

Med Tech

This course is designed to prepare the unlicensed medical person in adult care homes, assisted living facilities, and group homes for the Medication Administration Exam. Student must be listed on the NC Nurse Aide I registry.

Course #: L-3234
Start • End Date: 09/27/11 • 10/27/11
Day: TTh **Time:** 1:30P – 4:30P
Cost: 120.00 **Location Code:** LLC
Building Location: Bldg A Rm 103A
Instructor: Joan Vasilik

Medical Terminology

Medical Terminology covers specific words and phrases needed for effectively functioning and understanding the “language” of health care.

Course #: H-3865
Start • End Date: 09/18/11 • 12/11/11
Day: Online **Online Cost:** 175.00
Location Code: HMC
Building Location: Con Ed Rm 229
Orientation: 09/12/11 • 9:00A – 11:00A
Instructor: Lennie Stephenson

NA I State Competency Review

This course is designed for students who have satisfactorily completed a State-approved Nurse Aide I training program within the last 2 years. The course will offer written and skill review to prepare the testing candidate for the National Nurse Aide Assessment Program Examination.

Course #: C-3702
Start • End Date: 11/29/11 • 12/13/11
Day: TTh **Time:** 5:00P – 9:00P
Cost: 66.25 **Location Code:** SCC
Building Location: Bldg 046 Rm 121
Instructor: Betty McMaster

Nurse Aide I

This course is designed to provide entry level nurse aide students with basic nursing skills required for personal care of patients, residents, or clients under the direction and supervision of a registered nurse. *Proof of high school diploma, GED, or adequate scores on Basic Skills test is required to register (Lee County).*

Course #: H-3851
Start • End Date: 08/16/11 • 11/02/11
Day: TWTh **Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** HMC
Building Location: Bob Etheridge Rm 306
Instructor: Julie Jernigan

Course #: L-3125

Start • End Date: 08/16/11 • 12/13/11
Day: TTh **Time:** 5:00P – 9:00P
Cost: 181.25 **Location Code:** LLC
Building Location: Bldg A Rm 104A
Instructor: Sandy Muse

SKILLS FOR SUCCESS (Required for Nurse Aide I #3125)

Course #: L-3157
Start • End Date: 08/17/11 • 09/21/11
Day: W **Time:** 5:00P – 9:00P
Cost: 65.00 (possible waiver)
Location Code: LLC
Building Location: Bldg A Rm 107A
See Page 31 about HRD fee waiver.

Course #: L-3126

Start • End Date: 08/23/11 • 11/17/11
Day: TWTh **Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** LLC
Building Location: Bldg A Rm 104A
Instructor: Lynda Muse

SKILLS FOR SUCCESS (Required for Nurse Aide I #3126)

Course #: L-3158
Start • End Date: 08/29/11 • 10/10/11
Day: M **Time:** 9:00A – 1:00P
Cost: 65.00 (possible waiver)
Location Code: LLC
Building Location: Bldg B Rm 108B
See Page 31 about HRD fee waiver.

Course #: C-3708

Start • End Date: 08/29/11 • 12/13/11
Day: MTW **Time:** 5:30P – 9:30P
Cost: 181.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 220
Instructor: Elaine Nichols
Orientation: Via Web-Link
HRD/CRC (Required for Nurse Aide I #3708)

Course #: C-3722

(Required for Nurse Aide I # 3708)
Start • End Date: 08/15/11 • 08/24/11
Day: MTWTh **Time:** 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Building Location: TBD
Instructor: Marier Shields
See Page 31 about HRD fee waiver.

Course #: H-3852
Start • End Date: 08/30/11 • 01/19/12
Day: TW **Time:** 5:30P – 9:30P
Cost: 181.25 **Location Code:** HMC
Building Location: Bob Etheridge Rm 307
Instructor: Kim Tew

Course #: H-3853
Start • End Date: 09/06/11 • 11/14/11
Day: TWTh **Time:** 9:00A – 2:30P
Cost: 181.25 **Location Code:** HMC
Building Location: Con Ed Rm 228
Instructor: Sandra Bass

Course #: L-3127
Start • End Date: 09/06/11 • 12/07/11
Day: TWTh **Time:** 5:00P – 9:00P
Cost: 181.25 **Location Code:** LLC
Building Location: Bldg A Rm 102A
Instructor: Betty Jo Chavez

SKILLS FOR SUCCESS (Required for Nurse Aide I #3127)

Course #: L-3159
Start • End Date: 09/12/11 • 10/17/11
Day: M **Time:** 5:00P – 9:00P
Cost: 65.00 (possible waiver)
Location Code: LLC
Building Location: Bldg B Rm 108B

Course #: C-3707
Start • End Date: 09/12/11 • 11/30/11
Day: MTWTh **Time:** 8:30A – 12:30P
Cost: 181.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 220
Instructor: Barbara Shuett
Orientation: Via Web-Link
HRD/CRC (Required for Nurse Aide I #3707)

Course #: C-3724
(Required for Nurse Aide I # 3707)
Start • End Date: 08/24/11 • 09/01/11
Day: M–F **Time:** 9:00A – 1:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Building Location: TBD
Instructor: Marier Shields
See Page 31 about HRD fee waiver.

Course #: C-3701
Start • End Date: 09/19/11 • 12/05/11
Day: MTWTh **Time:** 8:30A – 12:30P
Cost: 181.25 **Location Code:** SCC
Building Location: Bldg 046 Rm 121
Instructor: Sonja Richards
Orientation: Via Web-Link
HRD/CRC (Required for Nurse Aide I #3701)

Course #: C-3725
(Required for Nurse Aide I #3701)
Start • End Date: 09/08/11 • 09/16/11
Day: M–F **Time:** 9:00A – 1:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Bldg 046 Rm 125
Instructor: Marier Shields
See Page 31 about HRD fee waiver.

Course #: H-3854
Start • End Date: 10/04/11 • 01/12/12
Day: TWTh **Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** HMC
Building Location: Bob Etheridge Rm 307
Instructor: Kim Tew

Course #: L-3128
Start • End Date: 10/11/11 • 01/25/12
Day: TWTh **Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** LLC
Building Location: Bldg A Rm 102A
Instructor: Lynette Bunn

SKILLS FOR SUCCESS (Required for Nurse Aide I #3128)

Course #: L-3160
Start • End Date: 10/17/11 • 11/21/11
Day: M **Time:** 9:00A – 1:00P
Cost: 65.00 (possible waiver)
Location Code: LLC
Building Location: Bldg A Rm 107A
See Page 31 about HRD fee waiver.

Course #: L-3129
Start • End Date: 11/01/11 • 03/08/12
Day: TWTh **Time:** 1:30P – 4:30P
Cost: 181.25 **Location Code:** LLC
Building Location: Bldg A Rm 102A
Instructor: Joan Vasilik

SKILLS FOR SUCCESS (Required for Nurse Aide I #3129)

Course #: L-3161
Start • End Date: 11/07/11 • 12/20/11
Day: M **Time:** 1:30P – 4:30P
Cost: 65.00 (possible waiver)
Location Code: LLC
Building Location: Bldg A Rm 107A
See Page 31 about HRD fee waiver.

Course #: H-3856
Start • End Date: 11/08/11 • 02/09/12
Day: TWTh **Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** HMC
Building Location: Bob Etheridge Rm 306
Instructor: Julie Jernigan

Course #: H-3855
Start • End Date: 11/08/11 • 03/29/12
Day: TTh **Time:** 5:30P – 9:30P
Cost: 181.25 **Location Code:** HMC
Building Location: Con Ed Rm 228
Instructor: Donald Morrison

Course #: H-3857
Start • End Date: 11/29/11 • 02/15/12
Day: TWTh **Time:** 9:00A – 2:30P
Cost: 181.25 **Location Code:** HMC
Building Location: Con Ed Rm 228
Instructor: Sandra Bass

Nurse Aide II

Prepares the Nurse Aide I in advanced nursing procedures such as sterile technique, diabetes testing, catheterizations, etc. Student must show proof of current listing on NC Nurse Aide I registry and proof of high school diploma or GED to register.

Course #: L-3130
Start • End Date: 08/16/11 • 11/15/11
Day: TWTh **Time:** 8:00A – 12:00P
Cost: 181.25 **Location Code:** LLC
Building Location: Bldg A Rm 103A
Instructor: Joan Vasilik

SKILLS FOR SUCCESS (Required for Nurse Aide II #3130)
Course #: L-3162
Start • End Date: 08/19/11 • 09/23/11
Day: F **Time:** 8:00A – 12:00P
Cost: 65.00 (possible waiver)
Location Code: LLC
Building Location: Bldg A Rm 107A
See Page 31 about HRD fee waiver.

Course #: L-3131
Start • End Date: 09/06/11 • 12/08/11
Day: TWTh **Time:** 5:00P – 9:00P
Cost: 181.25 **Location Code:** LLC
Building Location: Bldg A Rm 103A
Instructor: Lynda Muse

SKILLS FOR SUCCESS (Required for Nurse Aide II #3131)
Course #: L-3225
Start • End Date: 09/12/11 • 10/17/11
Day: M **Time:** 5:00P – 9:00P
Cost: 65.00 (possible waiver)
Location Code: LLC
Building Location: Main Bldg Rm 118
See Page 31 about HRD fee waiver.

Course #: H-3858
Start • End Date: 10/03/11 • 12/17/11
Day: MW **Time:** 6:00P – 10:00P
Cost: 181.25 **Location Code:** HMC
Building Location: Con Ed Rm 228
Instructor: Leah Harp

Optometric Assistant

Provides students with knowledge of equipment, procedures, and techniques to function in an optometric practice. No prerequisites are required.

Course #: L-2195
Start • End Date: 08/08/11 • 12/07/11
Day: MW **Time:** 5:30P – 9:00P
Cost: 181.25 **Location Code:** LLC
Building Location: Main Bldg Rm 216
Instructor: Gwen Rackley

SKILLS FOR SUCCESS (Required for Optometric Assistant #2195)

Course #: L-2198
Start • End Date: 08/09/11 • 09/13/11
Day: T **Time:** 5:00P – 9:00P
Cost: 65.00 (possible waiver)
Location Code: LLC
Building Location: Main Bldg Rm 118
See Page 31 about HRD fee waiver.

Patient Care Technician – Part II

This is the second of two required parts to become a Certified Patient Care Technician. CPCT Part I was offered during summer semester. CPCT is a multi-faceted, intense course which teaches patient care, EKG and phlebotomy. At completion, students will be prepared to test for national certification as a Patient Care Technician (CPCT), EKG Technician (CET), and Phlebotomy Technician (CPT). To register, students must show proof of completion of CCCC Patient Care Technician Part I.

Course #: L-3132
Start • End Date: 08/15/11 • 12/07/11
Day: MTW **Time:** 5:00P – 9:00P
Cost: 181.25 **Location Code:** LLC
Building Location: Bldg A Rm 102A
Instructor: Dean Jacobs

Pharmacy Technician

Prepares students to work in a pharmacy under the supervision of a pharmacist. Drug categories, interactions, and effects are studied. *Student must show proof of high school diploma or GED to register (Lee County).*

Course #: L-3133
Start • End Date: 09/07/11 • 12/12/11
Day: MW **Time:** 5:00P – 9:00P
Cost: 175.00 **Location Code:** LLC
Building Location: Main Bldg Rm 220H
Instructor: Mary Berglund

SKILLS FOR SUCCESS (Required for Pharmacy Technician #3133)

Course #: L-3164
Start • End Date: 09/13/11 • 10/18/11
Day: T **Time:** 5:00P – 9:00P
Cost: 65.00 (possible waiver)
Location Code: LLC
Building Location: Bldg A Rm 107A
See Page 31 about HRD fee waiver.

Course #: C-3703

Start • End Date: 10/05/11 • 02/09/12
Day: WTh **Time:** 5:30P – 9:00P
Cost: 181.25 **Location Code:** SCC
Building Location: Bldg 046 Rm 123
Instructor: Lawanda Coltrane
Orientation: Via Web-Link
HRD/CRC (Required for Pharmacy Technician #3703)

Course #: C-3727

(Required for Pharmacy Technician # 3703)
Start • End Date: 09/19/11 • 09/28/11
Day: MTWTh **Time:** 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Bldg 046 Rm 125
Instructor: Marier Shields
See Page 31 about HRD fee waiver.

Phlebotomy Technician

This course prepares students to draw patients' blood in hospitals, doctors' offices, and lab service companies. Students must show proof of high school diploma or GED to register.

Course #: L-2196
Start • End Date: 08/09/11 • 12/01/11
Day: TWTh **Time:** 5:15P – 9:15P
Cost: 181.25 **Location Code:** LLC
Building Location: Main Bldg Rm 222
Instructor: Joy Staten

SKILLS FOR SUCCESS (Required for Phlebotomy Technician #2196)

Course #: L-3165
Start • End Date: 08/22/11 • 10/03/11
Day: M **Time:** 5:15P – 9:15P
Cost: 65.00 (possible waiver)
Location Code: LLC
Building Location: Main Bldg Rm 118
See Page 31 about HRD fee waiver.

Course #: L-3134
Start • End Date: 08/30/11 • 12/13/11
Day: TWTh **Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** LLC
Building Location: Main Bldg Rm 222
Instructor: Chris Vaughan

SKILLS FOR SUCCESS (Required for Phlebotomy Technician #3134)

Course #: L-3166
Start • End Date: 09/12/11 • 10/17/11
Day: M **Time:** 9:00A – 1:00P
Cost: 65.00 (possible waiver)
Location Code: LLC
Building Location: Bldg A Rm 107A

Course #: C-3709
Start • End Date: 09/06/11 • 12/09/11
Day: M–F **Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 217
Instructor: Paula Jernigan
Orientation: Via Web-Link
HRD/CRC (Required for Phlebotomy Technician #3709)
See Page 31 about HRD fee waiver.

Course #: C-3723
(Required for Phlebotomy Technician #3709)
Start • End Date: 08/15/11 • 08/23/11
Day: M–F **Time:** 9:00A – 1:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Building Location: TBD
Instructor: Marier Shields
See Page 31 about HRD fee waiver.

Course #: C-3710
Start • End Date: 10/03/11 • 02/16/12
Day: MTWTh **Time:** 5:30P – 9:30P
Cost: 181.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 217
Instructor: Brian Griffin
Orientation: Via Web-Link
HRD/CRC (Required for Phlebotomy Technician #3710)
See Page 31 about HRD fee waiver.

Course #: C-3726
(Required for Phlebotomy Technician #3710)
Start • End Date: 09/19/11 • 09/28/11
Day: MTWTh **Time:** 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Building Location: TBD
Instructor: Marier Shields
See Page 31 about HRD fee waiver.

Course #: H-3859
Start • End Date: 10/10/11 • 12/15/11
Day: MTWTh **Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** HMC
Building Location: Con Ed Rm 220
Instructor: Kimberly Rowland

Course #: H-3860
Start • End Date: 10/10/11 • 12/15/11
Day: MTWTh **Time:** 6:00P – 10:00P
Cost: 181.25 **Location Code:** HMC
Building Location: Con Ed Rm 220
Instructor: Kimberly Rowland

Sleep Disorders Technician

This course prepares students for employment as technicians in sleep disorder clinics/units. It will focus on sleep theory, disorders, and basic skills for performing sleep studies.

Course #: C-3704
Start • End Date: 11/01/11 • 03/08/12
Day: TWTh **Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** SCC
Building Location: Bldg 046 Rm 123
Instructor: Michael Anderson
Orientation: Via Web-Link

