Visit www.cccc.edu/ecd/medicalorientation for important required information regarding your classes and what you need for registration that begins on Tuesday, August 7.

C = Chatham  H = Harnett  L = Lee

Cardiac Monitoring Technician
Prepare academically and technically to recognize and report changes in a patient’s heart rhythm in a hospital setting.

Course #: C-3756, Hours: 80
Start • End Date: 10/01/12 • 11/01/12
Day: MTWTh  Time: 5:30P – 9:30P
Cost: 181.25  Location Code: PMC
Building Location: Bldg 041 Rm 217
Instructor: Barbara Shuett
Orientation: Via Web-Link

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

Course #: C-3744, Hours: 104
Start • End Date: 09/10/12 • 12/11/12
Day: MT  Time: 5:00P – 9:00P
Cost: 120.00  Location Code: SCC
Building Location: Rm 123
Instructor: Hollie Lineberry
Orientation: Via Web-Link

Course #: C-3762, Hours: 28
HRD/CRC (Required for Central Sterile Processing #3744)
Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.
Start • End Date: 08/27/12 • 09/06/12
Day: MTWTh  Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Rm 123
Instructor: Mary Harris

Communication Skills
The communication program is designed to provide participants with the ability to apply basic communication techniques to enhance relationships and manage conflict situations in the workplace.

Course #: H-3858, Hours: 80
Start • End Date: 08/15/12 • 12/19/12
Day: MT  Time: 7:45P – 9:45P
Cost: 175.00  Location Code: HMC
Building Location: Continuing Education Rm TBD
Instructor: Allan Smith
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-3757, Hours: 4
Start • End Date: 09/13/12 • 09/13/12
Day: Th Time: 5:00P – 9:00P
Cost: 66.25 Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

Course #: C-3758, Hours: 4
Start • End Date: 10/25/12 • 10/25/12
Day: Th Time: 5:00P – 9:00P
Cost: 66.25 Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

Drug Collection Specialist
This course provides enhancement of the phlebotomist’s employment opportunities and provides candidates the eligibility for national “Drug Collection Specialist” certification.

Course #: C-3755, Hours: 28
Start • End Date: 09/17/12 • 09/26/12
Day: MTWTh Time: 5:30P – 9:30P
Cost: 126.25 Location Code: PMC
Building Location: Bldg 041 Rm 217
Instructor: Joanna Guido
Orientation: Via Web-Link

EKG Monitor Technician
Learn to become proficient in reading and interpreting EKG rhythms. Upon successful completion, you 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-3150, Hours: 80
Start • End Date: 10/01/12 • 12/05/12
Day: MW Time: 9:00A – 2:30P
Cost: 175.00 Location Code: HMC
Building Location: Continuing Education Rm 228
Instructor: Sandra Bass/Nicole Brown

SKILLS FOR SUCCESS
(Required with EKG Monitor Tech #3150)
Course #: L-3167, Hours: 24
Start • End Date: 10/02/12 • 11/06/12
Day: T Time: 5:00P – 9:00P
Cost: 65.00 Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Robert Gray

EKG Technician
Prepare yourself to become a certified EKG technician, operate an EKG machine, and run strips on patients in the hospital or doctors’ offices. You will also learn advanced principles of EKG. You must show proof of high school diploma or GED to register.

Course #: L-3151, Hours: 80
Start • End Date: 08/21/12 • 10/25/12
Day: TTh Time: 9:00A – 2:30P
Cost: 175.00 Location Code: WBW
Building Location: Main Bldg Rm 228
Instructor: Pat Marks

Healthcare Basics/ Co-Requisite to NAS101
The Healthcare Basics program is designed to provide entry level fundamental in the areas of professional behavior, medical ethics and the types of legal issues that can occur due to unprofessional behavior in a healthcare setting.

Course #: H-3868, Hours: 140
Start • End Date: 08/15/12 • 12/10/12
Day: MW Time: 9:00A – 2:30P
Cost: 175.00 Location Code: HMC
Building Location: Continuing Education Rm 228
Instructor: Sandra Bass/Nicole Brown

Healthcare Billing and Coding Specialist Part III
Continue your journey to becoming a nationally certified Healthcare Billing and Coding Specialist. In this third part of three parts, you will learn how to process health insurance claims in all aspects of medical insurance. To register, you must have successfully completed Part I and Part II.

Course #: L-3152, Hours: 80
Start • End Date: 10/09/12 • 12/13/12
Day: TTh Time: 9:00A – 1:00P
Cost: 175.00 Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Tina Gross

SKILLS FOR SUCCESS
(Required with EKG Technician #3151)
Course #: L-3168, Hours: 24
Start • End Date: 08/22/12 • 09/26/12
Day: W Time: 5:00P – 9:00P
Cost: 65.00 Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Beulah Palmer

For registration information, refer to page 3. For location key, refer to page 6.
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Laboratory Assistant
This course provides a student to gain fundamental laboratory skills essential to provide services in a variety of healthcare settings.

Course #: H-3856, Hours: 150
Start • End Date: 08/15/12 • 12/19/12
Day: MW  Time: 9:00A – 1:30P
Cost: 175.00  Location Code: HMC
Building Location: Continuing Education Rm 240
Instructor: John Eylers

Medical Office Coding & Billing
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-3746, Hours: 120
Start • End Date: 08/20/12 • 12/11/12
Day: MT  Time: 5:30P – 9:30P
Cost: 175.00  Location Code: SCC
Building Location:  Rm 232
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. Must show proof of current listing on North Carolina NAI registry at time of registration.

Course #: L-3153, Hours: 29
Start • End Date: 09/25/12 • 10/25/12
Day: TTh  Time: 1:30P – 4:30P
Cost: 120.00  Location Code: WBW
Building Location: Bldg A Rm 103A
Instructor: Joan Vasilik

Medical Terminology
This course provides an introduction to the study of the structure of medical words and terms. Emphasis placed on spelling and defining commonly used prefixes, suffixes, root words, their combining forms, and body organization.

Course #: C-3748, Hours: 84
Start • End Date: 08/21/12 • 12/05/12
Day: TW  Time: 1:00P – 4:00P
Cost: 175.00  Location Code: SCC
Building Location:  Rm 123
Instructor: Sandy Brown

Nurse Aide I
Learn basic nursing skills required of a nurse aide for personal care of patients, residents, or clients under the direction and supervision of a registered nurse as a nurse aide. At the end of the course, you will be eligible to take a state exam for listing on the Nurse Aide I Registry. This course qualifies as a prerequisite for nursing programs. Proof of high school diploma, GED, or adequate scores on Basic Skills test is required to register.

Course #: L-2204, Hours: 184
Start • End Date: 08/14/12 • 12/11/12
Day: TTh  Time: 5:00P – 9:00P
Cost: 181.25  Location Code: WBW
Building Location: Bldg A Rm 104A
Clinicals: 3:00P – 11:30P; 11/19, 11/20, 11/27, 11/29, 11/30
Instructor: Sandy Muse

SKILLS FOR SUCCESS
(Required with Nurse Aide I #2204)
Course #: L-3169, Hours: 24
Start • End Date: 08/15/12 • 09/19/12
Day: W  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Crystal McIver

Course #: L-3155, Hours: 184
Start • End Date: 08/21/12 • 11/20/12
Day: TWTh  Time: 9:00A – 1:00P
Cost: 181.25  Location Code: WBW
Building Location: Bldg A Rm 104A
Clinicals: 8:00A – 4:30P; 11/1, 11/6, 11/7, 11/8, 11/13
Instructor: Lynda Muse

SKILLS FOR SUCCESS
(Required with Nurse Aide I #3155)
Course #: L-3170, Hours: 24
Start • End Date: 08/27/12 • 10/08/12
Day: M  Time: 9:00A – 1:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Kathryn Fry

Course #: H-3852, Hours: 184
Start • End Date: 09/04/12 • 12/13/12
Day: MTWTh  Time: 11:30A – 2:30P
Cost: 181.25  Location Code: HMC
Building Location: Bob Etheridge Rm 306
Instructor: Julie Jernigan

For registration information, refer to page 3. For location key, refer to page 6.
Health Occupations Fall 2012

Course #: C-3751, Hours: 184
Start • End Date: 09/10/12 • 01/09/13
Day: MTW
Time: 1:00P – 5:00P
Cost: 181.25
Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Elaine Nichols
Orientation: Via Web-Link

Course #: C-3761, Hours: 28
HRD/CRC (Required for NAI #3751)
Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.
Start • End Date: 08/13/12 • 08/21/12
Day: M–F
Time: 9:00A – 1:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 045 Rm 136 MWF
Building Location: Bldg 041 Rm 222 TTh
Instructor: Mary Harris

Course #: C-3741, Hours: 184
Start • End Date: 09/24/12 • 12/11/12
Day: MTWTh
Time: 8:30A – 12:30P
Cost: 181.25
Location Code: SCC
Building Location: Rm 121
Instructor: Sonja Richards
Orientation: Via Web-Link

Course #: C-3764, Hours: 28
HRD/CRC (Required for NAI #3741)
Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.
Start • End Date: 09/13/12 • 09/21/12
Day: M–F
Time: 9:00A – 1:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: 121
Instructor: Mary Harris

Course #: L-3156, Hours: 184
Start • End Date: 10/09/12 • 02/07/13
Day: TWTh
Time: 5:30P – 9:30P
Cost: 181.25
Location Code: PMC
Building Location: Bldg A Rm 102A
Clinicals: 8:00A – 4:30P; 1/22, 1/23, 1/24, 1/29, 1/30
Instructor: Betty Jo Chavez

SKILLS FOR SUCCESS
(Required with Nurse Aide I #3156)
Course #: L-3171, Hours: 24
Start • End Date: 10/15/12 • 11/26/12
Day: M
Time: 9:00A – 1:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Crystal McIver

Course #: C-3752, Hours: 184
Start • End Date: 10/15/12 • 02/12/13
Day: MTW
Time: 5:00P – 9:00P
Cost: 181.25
Location Code: PMC
Building Location: Bldg 041 Rm 229 MW
Building Location: Bldg 041 Rm 222 TTh
Instructor: Mary Harris

Course #: C-3766, Hours: 28
HRD/CRC (Required for NAI #3752)
Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.
Start • End Date: 10/02/12 • 10/11/12
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 229 MW
Building Location: Bldg 041 Rm 222 TTh
Instructor: Mary Harris

Course #: H-3853, Hours: 184
Start • End Date: 10/16/12 – 02/27/12
Day: TW
Time: 5:30P – 9:30P
Cost: 181.25
Location Code: HMC
Building Location: Bob Etheridge Rm 307
Instructor: Kim Tew

For registration information, refer to page 3. For location key, refer to page 6.
Nurse Aide II
If you are a Nurse Aide I, you can learn advanced nursing procedures such as sterile technique, diabetes testing, catheterizations, etc. Upon successful completion of this course, you will be listed on the North Carolina Nurse Aide II registry. No state exam is required. You must show proof of current listing on NC Nurse Aide I registry and proof of high school diploma or GED to register.

Course #: L-3158, Hours: 184
Start • End Date: 08/28/12 • 11/29/12
Day: TTh
Time: 8:00A – 12:00P
Cost: $66.25
Building Location: Bldg A Rm 103A
Instructor: Lynda Muse

SKILLS FOR SUCCESS
(Required with Nurse Aide II #3158)
Course #: L-3174, Hours: 24
Start • End Date: 09/10/12 • 10/15/12
Day: M
Time: 8:00A – 12:00P
Cost: $65.00
Location Code: SCC
Building Location: Continuing Education Rm 228
Instructor: Jim Womack

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Course #: L-3157, Hours: 184
Start • End Date: 11/01/12 • 03/28/13
Day: TTh
Time: 1:30P – 4:30P
Cost: $181.25
Location Code: WBW
Building Location: Bldg A Rm 102A
Clinicals: 8:00A – 4:30P; 3/7, 3/12, 3/13, 3/14, 3/19
Instructor: Joan Vasilik

SKILLS FOR SUCCESS
(Required with Nurse Aide I #3157)
Course #: L-3173, Hours: 24
Start • End Date: 10/16/12 • 10/31/12
Day: TTh
Time: 9:00A – 1:00P
Cost: $65.00
Location Code: WMC
Building Location: Continuing Education Rm 228
Instructor: Crystal McIver

Course #: H-3854, Hours: 184
Start • End Date: 11/06/12 • 03/26/13
Day: TTh
Time: 9:00A – 1:00P
Cost: $181.25
Location Code: HMC
Building Location: Bob Etheridge Rm 307
Instructor: Kim Tew

Course #: H-3855, Hours: 184
Start • End Date: 11/06/12 • 03/26/13
Day: TTh
Time: 9:00A – 1:00P
Cost: $181.25
Location Code: HMC
Building Location: Bob Etheridge Rm 103A
Instructor: Donald Morrison

Nurse Aide I/NAS101 PLUS
This course provides a student with fundamental nursing skills essential for providing patient care services under the direction and supervision of a Registered Nurse. This course is rendered towards the Nursing program for curriculum students.

Course #: H-3867, Hours: 184
Start • End Date: 08/21/12 • 12/13/12
Day: TTh
Time: 9:00A – 2:30P
Cost: $181.25
Location Code: HMC
Building Location: Continuing Education Rm 228
Instructor: Sandra Bass

Nurse Aide I State Competency Review
This course is designed for students who have satisfactorily completed a State-approved Nurse Aide I training program within 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-3742, Hours: 20
Start • End Date: 09/10/12 • 09/14/12
Day: M–F
Time: 1:00P – 5:00P
Cost: $66.25
Location Code: SCC
Building Location: Rm 121
Instructor: Peggy Hall

For registration information, refer to page 3. For location key, refer to page 6.
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Course #: C-3750, Hours: 160  
Start • End Date: 09/24/12 • 11/26/12  
Day: MTWTh  
Time: 8:00A – 1:00P  
Cost: 181.25  
Location Code: PMC  
Building Location: Bldg 041 Rm 220  
Instructor: Barbara Shuett  
Orientation: Via Web-Link

Course #: C-3763, Hours: 28  
HRD/CRC (Required for NAI #3750)  
Workplace Readiness for Health Careers  
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, an daily activities of a healthcare professional.  
Start • End Date: 09/04/12 • 09/12/12  
Day: M–F  
Time: 9:00 – 1:00P  
Cost: 120.00 (Fee Waiver Available)  
Location Code: PMC  
Building Location: Bldg 045 Rm 136 MWF  
Building Location: Bldg 041 Rm 222 TTh  
Instructor: Mary Harris

Course #: H-3851, Hours: 160  
Start • End Date: 09/02/12 • 02/26/13  
Day: TSaSu  
Time: 9:00A – 2:30P  
Cost: 181.25  
Location Code: HMC  
Building Location: Continuing Education Rm 228  
Instructor: Leah Harp

Occupational Math  
The occupational math program is designed to provide entry and fundamental updates of the mathematical skills essential to providing customer and office services in a variety of business settings.  
Course #: H-3857, Hours: 72  
Start • End Date: 08/15/12 • 12/19/12  
Day: MT  
Time: 5:30P – 7:30P  
Cost: 175.00  
Location Code: HMC  
Building Location: Continuing Education Rm TBD  
Instructor: Allan Smith

Patient Care Technician Part III  
In this third of three parts required to become a Certified Patient Care Technician (CPCT), you will continue learning patient care and office skills as well as phlebotomy. CPCT is a multi-faceted, intense course which teaches patient care, EKG, and phlebotomy. CPCT Part I begins in January followed by Part II in the summer and Part III in the fall. Upon successful completion, you will be prepared to test for national certification as a Patient Care Technician (CPCT), EKG Technician (CET) and Phlebotomy Technician (CPT), and will be listed on the NC Nurse Aide II registry. Completion of CPCT Part I and Part II are required to register for Part III.  
Course #: L-3160, Hours: 224  
Start • End Date: 08/20/12 • 12/12/12  
Day: MTWTh  
Time: 5:00P – 9:00P  
Cost: 181.25  
Location Code: WBW  
Building Location: Bldg A Rm 102A  
Instructor: Dean Jacobs and Sheronda McLean

Pharmacy Technician  
Learn the skills you need to work in a pharmacy under the supervision of a pharmacist. You will study drug categories, interactions, and effects. You must show proof of high school diploma or GED to register.  
Course #: L-3149, Hours:108  
Start • End Date: 09/05/12 • 12/12/12  
Day: MW  
Time: 5:00P – 9:00P  
Cost: 175.00  
Location Code: WBW  
Building Location: Main Bldg Rm 220H  
Instructor: Mary Berglund

SKILLS FOR SUCCESS  
(Required with Pharmacy Technician #3149)  
Course #: L-3175, Hours:24  
Start • End Date: 09/06/12 • 10/11/12  
Day: Th  
Time: 5:00P – 9:00P  
Cost: 65.00  
Location Code: WBW  
Building Location: Bldg B Rm 108B  
Instructor: Robert Gray

Course #: H-3859, Hours: 96  
Start • End Date: 09/10/12 • 12/10/12  
Day: MW  
Time: 5:30P – 9:30P  
Cost: 175.00  
Location Code: HMC  
Building Location: Continuing Education Rm 219  
Instructor: Melissa Norris

For registration information, refer to page 3. For location key, refer to page 6.
**Course #: C-3745, Hours: 108**
**Start • End Date:** 10/03/12 • 02/07/13  
**Day:** WTh  **Time:** 5:30P – 9:00P  
**Cost:** 181.25  **Location Code:** SCC  
**Building Location:** Rm 123  
**Instructor:** Lawanda Stanley  
**Orientation:** Via Web-Link

**Course #: C-3765, Hours: 28**  
**HRD/CRC (Required for Pharmacy Technician #3703)**  
**Workplace Readiness for Health Careers**  
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.  
**Start • End Date:** 09/19/12 • 10/01/12  
**Day:** MTWTh  **Time:** 5:00P – 9:00P  
**Cost:** 120.00 (Fee Waiver Available)  
**Location Code:** SCC  
**Building Location:** Rm 118  
**Instructor:** Mary Harris

**Phlebotomy Technician**  
Learn how to draw blood from patients in the hospital or doctor's office and for lab service companies. Class lab activities include sticking and being stuck by your classmates. You must show proof of high school diploma or GED to register.  
**Course #: L-3161, Hours: 200**  
**Start • End Date:** 08/21/12 • 12/12/12  
**Day:** TWTh  **Time:** 5:15P – 9:15P  
**Cost:** 181.25  **Location Code:** WBW  
**Building Location:** Main Bldg Rm 222  
**Instructor:** Joy Staten

**SKILLS FOR SUCCESS**  
(Required with Phlebotomy Technician #3162)  
Course #: L-3177, Hours: 24  
**Start • End Date:** 10/05/12 • 11/09/12  
**Day:** F  **Time:** 9:00A – 1:00P  
**Cost:** 65.00  **Location Code:** WBW  
**Building Location:** Bldg A Rm 107A  
**Instructor:** Kathryn Fry

**Phlebotomy National Exam Review**  
This course provides an overview for candidates preparing for the National Phlebotomy Certification Examination. Upon completion, candidates will have the tools needed to successfully pass the National Phlebotomy Certification Exam.  
**Course #: C-3754, Hours: 49**  
**Start • End Date:** 08/27/12 • 09/12/12  
**Day:** MTWTh  **Time:** 5:30P – 9:30P  
**Cost:** 126.25  **Location Code:** PMC  
**Building Location:** Bldg 041 Rm 220  
**Instructor:** Joanna Guido
Online Medical / Hybrid Class

Anatomy & Physiology Introduction (Online)
Introduction to Anatomy and Physiology is designed to enable student identification of body system components, functions, and disease processes.

Course #: H-3864
Start • End Date: 08/19/12 • 12/11/12
Day: Online
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Orientation: Monday, 08/13/12 • 9:00A – 11:00A
Instructor: Lennie Stephenson

Billing & 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-3865
Start • End Date: 08/19/12 • 12/11/12
Day: Online
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Orientation: Tuesday 08/13/12 • 9:00A – 11:00A
Instructor: Lennie Stephenson

Medical Terminology (Online)
Medical Terminology covers specific words and phrases needed for effectively functioning and understanding the “language” of healthcare.

Course #: H-3866, Hours: 120
Start • End Date: 09/16/12 • 12/09/12
Day: Online
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Orientation: Wednesday, 09/12/12 • 9:00A – 11:00A
Instructor: Lennie Stephenson

Nurse Aide I Hybrid
This course provides a student with fundamental nursing skills essential for providing patient care services under the direction and supervision of a Registered Nurse.

Course #: H-3854, Hours: 184
Start • End Date: 08/19/12 • 12/11/12
Day: Online
Cost: 181.25
Location Code: HMC
Building Location: Continuing Education Rm 228
Orientation: Tuesday, 08/13/12 • 9:00A – 11:00A
Instructor: Leah Harp

Sleep Disorders Technician
Program received initial CAAHEP accreditation and recognized for substantial compliance with the nationally established accreditation standards.

Course #: C-3747, Hours: 300
Start • End Date: 09/04/12 • 01/31/13
Day: TTh
Cost: 181.25
Location Code: SCC
Building Location: Rm 123
Instructor: Michael Anderson
Orientation: Via Web-Link

Spanish for Health Care Professionals
This course is designed to provide healthcare professionals to communicate in Spanish with Latino patients and their families who have little or no command of English. Emphasis is placed on medical terms/phrases, dialogues, numerous exercises, and illustrations encountered in the health care environment.

Course #: C-3749, Hours: 30
Start • End Date: 08/15/12 • 10/17/12
Day: W
Time: 2:00P – 5:00P
Cost: 120.00
Location Code: SCC
Building Location: Rm 105
Instructor: Julia Elena Herbon

Special Needs Technician
This course provides students with basic knowledge and skills needed to effectively serve clients with health and mental disabilities.

Course #: C-3743, Hours: 78
Start • End Date: 09/17/12 • 11/14/12
Day: MTW
Time: 1:30P – 4:30P
Cost: 181.25
Location Code: SCC
Building Location: Rm 121
Instructor: Sonja Richards
Orientation: Via Web-Link

Unit Secretary (Online/Hybrid)
The unit secretary program is designed to provide the entry level fundamental skills essential to providing unit secretarial services in a variety of healthcare inpatient care settings.

Course #: H-3862, Hours: 160
Start • End Date: 08/19/12 • 12/09/12
Day: Online
Labs: M
Time: 9:00A – 2:30P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Orientation: Monday, 08/13/12 • 9:00A – 11:00A
Instructor: Lennie Stephenson/Kim Tew