SUMMER and FALL 2013

WORKFORCE DEVELOPMENT
Non-Credit Courses and Training Programs

Summer Classes begin June 3
Fall Classes Begin September 9

617.541.5306
http://www.rcc.mass.edu/DCE/
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Classes begin the week of September 19th, 2011

Home Inspector Training
12 weeks; Tuition: $1,200.00/Session
1. Afternoon Session - CSA 838 Z1: Tues & Thurs; 2:00p.m. - 5:30p.m.
2. Evening Session - CSA 838 ZZ: Tues. & Thurs; 6:00p.m. - 9:30p.m.

Continuing Education for Home Inspectors
3 weeks; Tuition: $90.00
1. Morning Session - CSA 839 Z1: Sat; 9:00a.m. - 1:00p.m.
2. Afternoon Session - CSA 839 ZZ: Sat; 1:30p.m. - 4:30p.m.

Solar Energy Training
(includes the following two courses)
1. Basic Electricity for Alt/Renew. Energy: 8 weeks; Tuition: $250.00
   CSA 815 Z1: Wed; 5:30p.m. - 8:00p.m.
2. Solar energy/PV Installation: Tuition: $350.00
   Evening Session - CSA 564 Z1: 12 weeks; Tues; 5:30p.m. - 8:00p.m.
   Day Session - CSA 564 ZZ: 6 weeks; Thurs; 9:00a.m. - 2:00p.m.

Weatherization Installer Training
(includes the following two courses)
1. Fundamentals of Building Science: 8 weeks; Tuition: $200.00
   CSA 575 Z1: Mon; 6:00-9:00 p.m.
2. Weatherization Installer Training: Tuition: $350.00
   Evening Session - CSA 560 Z1: 12 weeks; Wed; 6:00p.m. - 9:00p.m.
   Day Session - CSA 560 ZZ: 6 weeks; Thurs; 9:00a.m. - 2:00p.m.

Weatherization Business Development
8 weeks; Tuition: $250.00; CSA820: Tues; 5:30p.m. - 8:30p.m.

Blower Door Training
Tuition: $300.00; CSA831: Sat(12/3 & 12/10,2011); 9:00a.m. - 1:00 p.m.

OSHA 10
Tuition: $125.00; CSA 557: Sat & Sun (11/12 &13, 2011); 8:30a.m. - 2:00p.m.

Call the Division of Continuing Education: 817-541-5306 for more information or visit us in Room 106, Academic Building
Directions to Roxbury Community College

Route 93 (Southeast Expressway)
From Rt. 93 (Southeast Expressway) take exit 18, Mass Ave./Roxbury. Follow the off-ramp that becomes Melnea Cass Blvd. Take a left at Tremont Street, which becomes Columbus Avenue. Follow Columbus Avenue for approximately 1/2 mile. Look for the College on your left. Parking is available at the Cedar Street lot (Corner of Cedar Street and Columbus Avenue).

From Downtown.
From Downtown Boston, take the Orange Line towards Forest Hills. Get off at the Roxbury Crossing station. The College is located across the street on Columbus Avenue.

Bus Lines
Take any of the following bus lines to the RCC campus: 15, 22, 23, 28, 29, 44, 45, and 66

Bike Ride
Go Green! Enjoy a safe and rejuvenating bike ride to the RCC campus through the Southeast Corridor from Roslindale, Hyde Park, West Roxbury, Jamaica Plain, Brookline, and the South End

Contact Information
Morisset St. Preux, Assistant Dean
Division of Continuing Education
Room 106, Academic Building
Phone: (617) 541 - 5306; Fax: (617) 541 - 5305
Website: www.rcc.mass.edu/dce

Academic Calendar

Academic Calendar
Fall 2013

Workforce Development Training Programs
***************
April 1—May 24 ..................................Registration for Summer Classes
June 3 ..............................................................Summer Classes Begin
July 1—September 6 ..................Registration for Fall 2013
July 4 ..............................................................Independence Day Holiday
September 3-5......................Open House: Solar, Weatherization Labs
September 9..........First day of Workforce Development classes
October 14 .................................Columbus Day—Holiday
November 11 ........................Veteran’s Day—Holiday
November 28 ...........................Thanksgiving Break
December 2 ......................Registration for Spring 2014 Begins
December 25 ........................................Christmas—Holiday
**Mission Statement**

“Roxbury Community College is a comprehensive, urban college, student-centered open access community college providing higher learning opportunities for all who may benefit. The primary mission of the college is to serve the needs of the diverse Greater Roxbury area and the surrounding Boston metropolitan communities. Roxbury Community College offers quality post secondary, workforce development, and higher education learning opportunities in the liberal arts and sciences, career and transfer programs, private and public sector training, and developmental academic skills. Roxbury Community College grants associate degrees and certificates, affording its students a solid foundation for college transfer, employment, professional advancement, personal enrichment, and lifelong learning.”

**Workforce Development at Roxbury Community College**

Workforce Development is a direct, effective, and immediate response to the urgent demands of the current economy and expanding technology. Its primary goal is to provide you with the academic, employability, and technical skills you need to increase your access to employment and economic opportunities, and to ensure job retention and career advancement. Because of its schedule and curriculum flexibility, workforce development training has become the first choice of businesses and corporations.

Contact information for all workforce development programs:
Morisset Saint-Preux
Assistant Dean, Division of Continuing Education
Phone: 617-541-5306; Fax: 617-541-5305
Email: mpreux@rcc.mass.edu; Web: www.rcc.mass.edu/dce
Equal Opportunity Policy
Roxbury Community College maintains and promotes a policy of nondiscrimination in employment and education on the basis of race, creed, color, gender, sexual orientation, age, disability, veteran status, marital status, and national origin. We are committed to a policy of affirmative action, equal opportunity, and equal education, non-discrimination, diversity, and equal access.

Statement of Publication
This is an official publication of Roxbury Community College. Course offerings, dates, tuition, fees, and other information are subject to change. The College reserves the right to revise any material described in this publication. The information in this publication is provided for the convenience, and the college disclaims any liability that may be incurred. This publication is neither a contract nor an offer to make a contract.

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Roxbury Community College
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Message from the President
Dear Student:
Welcome to Roxbury Community College! At RCC, our Division of Continuing Education (DCE) offers a variety of superior education opportunities, designed to fit your personal and career goals. I invite you to peruse this catalog and find the program that is just right for you. Our staff in DCE stands ready to answer any questions you might have. We are confident that one of our programs will set you on the path to success. We wish you well.

Most Sincerely,
Linda Edmonds Turner, Ph.D., President

Message from the Vice-President
Dear Student:
Welcome to Roxbury Community College, the Gateway to the Dream! A new year and a new semester often bring with them new energies and resolutions for a new beginning. Whether you are considering a training program for a career or you simply would like to enroll in a course for your personal growth and development, we are committed to assist you. We offer non-credit courses and workforce development programs during flexible hours, making it easier for you to enroll in any of these courses at times that are convenient for you. Our non-credit program offerings can be used as a stepping stone, making the prospect of a career a reality. Thank you for choosing Roxbury Community College.

Sincerely,

Brenda Mercomes, Ed.D., Vice-President of Academic Affairs
SOLAR ENERGY TECHNOLOGY TRAINING PROGRAMS
Through a grant from the U.S. Department of Energy, Roxbury Community College has already built the capacity and the infrastructure necessary to offer customized training in solar energy technology to meet the changing demands of employers, as well as the career opportunity needs of residents from the neighborhoods that RCC traditionally serves to become active participants in the emerging green economy.

Solar Energy System Technician Training - (3 courses)

1) Electricity for Renewable Energy Technicians
CSA 815; $250.00; 8 weeks;
Day Session: Tues: 9:00 AM-Noon
Evening Session: Wed: 5:30PM-8:30PM;
This course reviews the basic theory of electricity including AC/DC power, series and parallel circuitry applications and measurements within typical renewable energy systems. Students are also introduced to solar electrical components, including PV, inverters, controller, and different types of energy storage systems. This course is also designed to introduce students to the National Electric Code and to basic renewable energy systems—how they function and work. Electricians as well as other trade professionals seeking to be acquainted with the electrical circuitry as it applies to renewable energy are welcome.

2) Fundamentals of Solar Energy and PV Installation
CSA 564; Cost: $525.00; 12 weeks
Day Session: Thur: 9:00 AM-Noon;
Evening Session: Tues: 5:30PM-8:30PM
This hands-on training course, offered on-site, prepares participants for a career in solar energy applications and PV system installation. Training includes code and regulations, safety procedures, and PV system installation. This course offers program participants a unique opportunity to fully apply the theory and skills learned in the Electricity for Renewable Energy course, such as wiring size and electrical circuitry, as well as energy storage, inverter, controller installation and operation.

POLICIES AND PROCEDURES

Payment
Students must pay all outstanding balances to the college before registration. DCE Tuition and fees must be paid in full at the time of registration. Organizations may be billed for tuition if authorization on agency letterhead to justify billing is presented at registration. Tuition, not covered by a sponsoring organization, must be paid by the student at registration. Money orders, Master Card and Visa are acceptable forms of payment at registration. Please note: we cannot accept cash.

Financial Aid
Non-credit courses are not covered by federal or state financial aid.

Refunds
To apply for a refund, visit the Division of Continuing Education (DCE) office Room 106, Academic Building.

Non-Credit Course Refunds
Withdrawal before the second class meeting: 100%
After the second class meeting: No refund
*Please note that students who had signed up for a non-credit course and have not officially dropped that course are responsible for all tuition/fees associated with that course.

Grading
Grades for the non-credit courses are passing (P) or not passing (NP)
How to Register

It’s easy to register for non-credit courses by mail. Fall registration is on-going at the Division of Continuing Education in room 101, Administration Building — (617) 541-5306. Registration hours are 9:00 AM - 6:30 PM, Monday through Thursday and 9:00 AM- 4:30 PM on Friday. We do not accept cash.

Registration Is On-Going

Registration Form

1. Fill in all personal information including name, address, phone numbers, and social security number.
2. Copy course number(s), section(s), title(s), tuition, and fee.
3. Sign and date the form. Include a money order for the total cost and payable to Roxbury Community College. Payment by Master Card/Visa must be made in person at the Business Office.
4. Fold the form and mail to:

Office Information
Division of Continuing Education
Room 106, Academic Building
Roxbury Community College
1234 Columbus Avenue
Roxbury Crossing, MA 02120-3400.

3) Solar System Design
CSA 565: Cost: $225.00; 8 weeks
Day Session: Wed: 9:00 AM-Noon
Evening Session: Thur: 5:30PM-8:30PM
This course which combines online resources and class-room applications provides participants the resources and the skills necessary to determine photovoltaic system sizing, for site analysis, for roof measurement, and for system installation. Students will learn how to perform client solar energy need assessment while being introduced to PV system drawings, system requirements calculations, and documentation.

Solar System Diagnosis & Maintenance Training

CSA 566: Cost: $300.00; 3 Saturdays
Weekend Session: Saturday: 9:00 AM-1 PM
This intensive three-day training focuses on providing current solar energy practitioners the tools and techniques they need to adequately troubleshoot and repair existing solar systems. This includes PV orientation, faulty connections, terminals, and wiring.

Workshop for the Future Renewable Energy Professionals

CSA 567: Cost: $150.00; 1 week (2 fall sessions: Oct 15, Dec 10)
Afternoon Session: Tuesday & Thursday: 4:00 PM-5:30 PM
This two-day workshop is offered mainly to local high school students in an effort to introduce them to the benefits and advantages of the clean energy technology. Topics range from energy types to renewable energy equipment recognition and use to clean energy to renewable energy generation.

Coming up in December:
Five-Day NABCEP Certification Exam Prep
Call the Division of Continuing Education: 617-541-5306 to add your name to the list.
Enrollment is limited
WEATHERIZATION TRAINING—MassGREEN Initiative

The courses will be offered at 100 Business St in Hyde Park

Weatherization Installer Training—(Hands-on) —Start on 9/23
CSA 561: Mon & Wed: 4:30P.M. 7:30P.M.; (full day on 11/13 or 11/16)
8 weeks; Cost: $350
This training provides students with the theoretical and hands-on skills necessary to work as weatherization installers and as home energy conservation professionals. Students are introduced to different aspects of energy conservation and the management of energy costs through proper insulation and through energy diagnosis using blower door and infrared camera. Topics and training include: single and multi-family insulation, dense pack cellulose insulation of the attic and sidewalls. The Weatherization Installer Program uses mock-ups to mimic different areas of a building, including the insulation of existing walls, floors, the basement, and the attic for energy efficiency and for energy costs reduction.

Weatherization Crew Chief /BPI—Start 10/14; End 10/24
CSA 575: Tue, Wed, Thur: 9:00 A-3:00PM.; 2 weeks; Cost: $360
This 42-hour course is designed for experienced weatherization contractors interested in BPI Crew Chief Certification. The training will be centered around improving competency in the installation of specific air leakage control measures in unconditioned spaces of existing residential homes. Students will demonstrate their abilities to reduce uncontrolled air movement by safely installing blown insulation materials, and creating continuous durable air pressure boundaries in attics, side attics, crawl spaces and other accessible buffer zones. Students will also perform combustion screening tests, and blower door tests with duct and attic pressures. Upon successful completion of the course, students will have the opportunity to sit for the BPI Crew Chief exam. Courses will be offered in the RCC-MassGREEN Lab at 100 Business Street in Hyde Park.

Community ESOL VI - VII
High Intermediate- Low Advanced English:
CSA 330 Z1, CSA 330 Z3
This course is designed for high intermediate level students. Students will learn to write compound and complex sentences using appropriate connectors and punctuation, within the structure of several types of well developed paragraphs. Students will also read a variety of materials, with an emphasis on increasing vocabulary, summarizing information, and distinguishing between main ideas and supporting details. Students will learn and use high intermediate – low advanced grammatical structures and functions and apply them in a variety of contextual situations.

Intermediate Writing
This course is designed for students with intermediate level abilities and college ESOL students who want to improve their writing skills. This course concentrates on teaching the fundamentals of academic writing. The students will learn to write well developed paragraphs using correct grammar patterns, punctuation, and formatting. The course will cover the basic types of paragraphs in descriptive, narrative, expository writing and familiarize the students with the concepts of unity and coherence.

Pronunciation and Conversation:
CSA 331 P2, CSA 331 P3, CSA 331 P4, CSA 331 P5, CSA 331 P6, CSA 331 P7, CSA 331 P8
These courses are designed for adult students who have beginner to high intermediate levels of ability in speaking and listening. Students will study word and syllable stress, contractions, enunciation of similar sounds, intonation and rhythm in order to improve their confidence and ability to communicate with native English speakers.

8 - Workforce Development Training Programs
Community ESOL IV
Low Intermediate English: CSA 134 Z1, CSA 134 Z3
This course is designed for adult students who have an intermediate level of grammatical accuracy in writing and reading. Students will build vocabulary and grammar skills in preparation for ESOL collegiate study. This course will involve extensive practice and homework in reading and writing with significant emphasis on the structure of English grammar. After Community ESOL IV, students can continue their education in college level ESOL courses, join Workforce Development Programs or take the GED classes or examination.

Community ESOL V
Intermediate English: CSA 135 Z1, CSA 135 Z3
This course is designed for adult students who have a high intermediate level of grammatical accuracy in writing and reading. Students will learn to recognize contextual clues, summarize information and analyze the content and structure of words in the English language while they gain an understanding of Civics, employment and interview strategies as well as preparation for ESOL collegiate study. Students will build their vocabulary through classroom discussion, reading, and writing focused on recalling and describing objects and events, requesting information, and expressing opinions. Students will write well developed paragraphs. This course will involve more extensive practice and homework in conversation, reading and writing with significant emphasis on the structure of English grammar. Students can continue their education in college level ESOL courses, join Workforce Development Programs or take the GED classes or examination.

BUILDING DIAGNOSIS FOR ENERGY RETROFIT INTENSIVE
Two-Saturday Training
These courses will be offered at 100 Business St in Hyde Park

Building Diagnosis-- Infrared/Thermal Imaging Training
CSA 830; Sat: 9:00AM–1:00PM; 2 weeks; Cost: $300.00
Offered on Saturdays: October 5 & 12, 2013
This training offers a unique opportunity to construction workers and to energy conservation professionals to acquire the skills necessary for basic infrared camera operations and for thermal imaging interpretation. Students learn important skills and techniques relative to thermographic building inspection for energy efficiency to best identify draft areas within a home or building setting. Enrollment is limited.

Building Diagnosis-- Blower Door Training
CSA 831 Z1: Sat: 1:30PM–4:30PM; 2 weeks; Cost: $300.00
Offered on Saturdays: November 9 & 16, 2013
The blower door is one of the equipment widely used in building diagnosis for energy retrofit. This training acquaints construction workers and energy conservation professionals with the set up and the operation of this equipment, including air pressure interpretation, gauge reading, and diagnosis and report. This course is offered every semester and in the summer. Enrollment is limited. Training originally sponsored by National Grid.

OSHA 10: CSA 577— A 10-hour Construction Safety Course
Sat & Sun Dec 7 & 8, 2013: 8:30 AM-2:00 PM; Cost $125
Call us for Information: 617-541-5306
Training to be offered at 100 Business St. in Hyde Park
HOME INSPECTION TRAINING

Home Inspection Training for Licensure

CSA 838 Z2: Tues & Thurs: 6:00-9:30 PM; 12 weeks; $1200
This hands-on training program offers a unique opportunity to those seeking a career as building inspectors. Topics range from Mass Building inspection Rules and Regulations, to Inspecting Structures such as Plumbing, Electrical, Roofs, Heating and Cooling Equipment, Insulation and Ventilation. Enrollment is limited.

Continuing Education for Home Inspectors

CSA 839 Z1: Saturday: 9:00-1:00 P.M.; 2 weeks ; $190
Sign up for this 12-hour continuing education class to meet the state requirement for your building inspection license renewal. Enrollment is limited.

REAL ESTATE: STATE LICENSE PREPARATION

Math for Real Estate Agents

CSA 350: 8 weeks; Z1 Wed: 6:00-8:00 PM; Cost: $160.00
This class is designed for students who wish to master the math skills necessary to succeed in the real estate industry. Topics include: land description and measurement, real estate tax computation, prorations, and various real estate problems and solutions.

Real Estate License Preparation (increased to 40 hours)

CSA037 Z1: Mon, Thurs: 6:00 P-9:00PM; 7 weeks; Cost: $300.00
The course is designed to prepare students for the Real Estate Salesperson’s licensing examination. Students will acquire an understanding of the many concepts and terms encountered in residential real estate leasing, sales, and ownership. Topics covered include basic real estate concepts, property ownership and interests, brokerage and agency contracts, Massachusetts License Law, and more.

COMMUNITY ESOL

The tuition per course is $120.00. Call Irina Morgunova: 617-427-0060, ext. 5513 for additional information. Go to Room 207 Academic Building (Bldg. #3) to register for all ESOL classes.

Community ESOL I
Beginning English:
CSA 131 Z1, CSA 131 Z2, CSA 131 Z3
This course is designed for adult students who have little to no knowledge of English and are taking the first step toward learning English. This first course in the five-course series will cover the beginning aspects of conversation, reading and writing with emphasis on the elementary structure of English grammar.

Community ESOL II
Intermediate Beginning English:
CSA 132 Z1, CSA 132 Z2, CSA 132 Z3
This course is designed for adult students who have some knowledge of English and are continuing to master their knowledge of the English language. This second course in the five-course series will continue to focus on aspects of conversation, reading and writing with an increased emphasis on the structure of English grammar.

Community ESOL III
High Beginning English:
CSA 133 Z1, CSA 133 Z2, CSA 133 Z3
This course is designed for adult students who have a high beginning level of grammatical accuracy in writing, reading and speaking ability in English and are in preparation for ESOL college study. This course will involve extensive practice and homework in reading and writing with significant emphasis on the structure of English grammar. After this level, students can join Workforce Development Program.
PROPERTY MANAGEMENT PROGRAM
(This program includes the following 2 courses. However, intermediate knowledge of Microsoft Excel is required. Please sign up for the Microsoft Excel course if needed.)

1. **Math For Real Estate**
   CSA 350: 8 weeks; Wed 6:00 PM - 8:00 PM; Cost: $160
   This course is designed for students who wish to master the math skills necessary to succeed in the real estate and property management industries. Topics include: land description and measurement, real estate tax computation, pro-rations, and various real estate problems and solutions.

2. **Apartment Management**
   CSA140: Tues: 6:00 PM - 8:00 PM; 10 weeks; Cost: $250
   This course has been developed to familiarize students with the many facets of apartment management. Topics of discussion will include types of properties, establishing policy, environment, maintain your computer with Vista utilities, get on the internet, and manage some of the media enhancements Vista includes. Gain an early advantage with Windows Vista by enrolling in this course.

CLERICAL SKILLS TRAINING CERTIFICATE PROGRAM
This training offers a unique opportunity to those who would like to work in an entry-level position while pursuing a career as clerks and receptionists in general offices as well as in administrative offices. This program includes the following courses (Typing and Basic Computer training required):

1) **Customer Service and Office Skills Training**
   CSA 517; Tues: 5:30-8:30PM; 8 weeks; $250.00
   This course offers students the customer service skills they need to bring quality and value to their place of employment. Topics include: professionalism, issue resolution, team work, meeting customers’ needs, handling clients’ frustration. Students will also learn to plan, organize, make the appropriate decision, and solve problem within a workplace setting. Training also includes, writing emails and letters, record keeping and filing.

2) **Microsoft Office System Training**
   CSA529: Thurs: 5:30 PM - 7:30 PM; 6 weeks; Cost: $250.00
   This course will introduce the different elements of this interface; how they are organized; and how to use them to accomplish your everyday tasks. This course will also provide training on how to use the commands on the user interface; and will explain how to customize the user interface with the Quick Access Toolbar. For context-sensitive commands, which pertain directly to the task you are doing at the time, you will become familiar with using the live-preview galleries and the new Mini toolbar.
PHARMACY TECH CERTIFICATE PROGRAM
(including the next 2 courses; internship at CVS/Walgreens)

1) Math for Pharmacy Technicians
CSA 520  Z1: Cost: $200.00
Z1: Friday: 6:00-9:00 PM; 12 weeks;
This course provides students with the pharmacy calculations and lab skills necessary to adequately perform their duty as pharmacy technicians. Course includes metric measurements application, measurement conversion, prescription and medication dosage, drug weigh, the apothecary unit, and business math for the pharmacy technicians, among others. This course is a pre/co-requisite for the Pharmacy Tech training.

2) Pharmacy Technician Training
CSA 522: Cost: $1,200.00
Z1: Mon, Wed: 6:00 - 9:30PM; 12 weeks;
This training program which prepares students for the PTCB National Exam introduces them to all aspects of the pharmacy practice. Topics include: pharmacy calculations and medication dosage forms, routes of administration, abbreviations, pharmacy law, and the ethical roles of the pharmacy technician. Students will learn to interpret prescriptions involving oral medications, intravenous therapy and the compounding of liquids, creams, ointments and suppositories. Topics will also include drug classes, pharmacokinetics, therapeutic uses, adverse effects, and drug interactions, adapted specifically for the pharmacy technician. Finally, topics of discussion will include: liability, interpreting medication orders, drug information resources, compounding, medication errors, and institutional, ambulatory and home care pharmacy practice. Internship at Walgreens or at CVS. High School diploma/ GED, Immunization, and CORI required. This program is approved by the Massachusetts Board of Registration in Pharmacy.

MICROSOFT OFFICE/EXCEL CERTIFICATE PROGRAM
( includes the following 2 courses)

1. Microsoft Office System Training
CSA 529: Thurs: 5:30 PM - 7:30 PM; 6 weeks; Cost: $250.00
This course introduces the different elements of this interface; how they are organized; and how to use them to accomplish your everyday tasks. Training also includes how to use the commands on the user interface and how to customize the user interface with the Quick Access Toolbar.

2. Excel and Spreadsheet
CSA 392: 6 weeks; Wed: 5:30- 7:30 PM; Cost: $250.00
Master the skills required to calculate revenues, incomes, and expenses, create a database, sort and find data, use different formulas for budgeting and cost analysis purposes, manage worksheet, modify row and column, format chart, outline, sort, filter, and protect data etc.

BASIC COMPUTER COURSES—WEEK-END SESSION

Introduction to Computers & Typing --Week-end Session
CSA 053: Sat: 9:00AM - 11:00AM; 6 weeks; Cost: $160.00
Designed for beginners, this course offers hands-on training to students who may have some anxiety when it comes to learning how to use computers. The instructor will teach students how computers are used to increase efficiency and productivity at work and at home. Basic typing skills are also taught.

The Internet Made Easy -Week-end Session
CSA 387: Sat: 11:00AM - 1:00PM; 6 weeks; Cost: $160.00
You would like to learn how to go online and use the Internet, but are intimidated by it. You rely on your children for assistance, but they are not always there. If this describes your situation, then, this course is the right one for you. Become a confident Internet user in just twelve hours.
MEDICAL CODING CERTIFICATE PROGRAM
(Includes the following 2 courses) H.S./GED, CORI required:

1) Medical Terminology and Anatomy and Physiology:
CSA 337 Z1:12 weeks; Thursday: 5:30P.M. - 8:30P.M.; Cost: $350
This course is a foundation for most healthcare-related training. Participants learn to identify major regions of the human body and their related scientific terms to best interpret diagnosis and clinical procedures.

2) ICD-9/CPT Training:
CSA 345 Z1: 12 weeks; Monday: 5:30P.M. - 8:30P.M.; Cost: $400
The focus of this class is to make the official coding guidelines and complex diagnosis coding issues accessible to participants in this program relative to CPT, ICD-10 CM, ICD-9, and Level II (HCPCS) coding system. Students learn to apply these guidelines and rules in coding patient services. Various coding scenarios and issues are analyzed, including frauds and abuses, coding clarification with HMO’s and QIO’s, and physician documentation issues.

PHLEBOTOMY TECH CERTIFICATE PROGRAM
Phlebotomy Technician Program
CSA 523 Z1: Cost: $1,200.00;
12 weeks; Tues, Thur: 5:30-9:00 PM;
This training is offered to individuals who would like to become certified phlebotomy technicians in order to collect blood specimens from patients for lab analysis. Students are introduced to medical terminology and human anatomy and physiology and focuses on the identification of the major arm veins of choice. OSHA regulations, blood-borne pathogens, universal precautions, ethics, and law are also taught in this program. In addition, program participants will become familiar with test requirements, tube identification, procedures and protocol, and lab safety. This training program focuses extensively on venipuncture using dummy arms in the lab. This program provides a mandatory internship opportunity to students who successfully completed the theoretical and lab components of the training, prior to challenging the national exam. High School diploma/GED, Immunization, and CORI required. This program is approved by the American Society of Phlebotomy Technicians (ASPT) Board.

CPR Training
Saturday, October 12, 2013
9:00A.M.-2:00P.M.
CSA 526
Cost: $125.00
MEDICAL INTERPRETING CERTIFICATE PROGRAM
(includes the following 2 courses; fluency in native language required for enrollment in this program)

1) Practical English For Health Occupations
CSA 381: Thur: 5:30 PM - 7:30 PM; 12 weeks; Cost: $250.00
Individuals who are considering a career in healthcare, as well as current healthcare professionals are encouraged to enroll in this course in which they will become acquainted with the lingo, vocabulary, law, ethics, and processes of the healthcare and medical fields. Register today; enrollment is limited.

2) Medical Interpreter Training
CSA 525: Z1: Mon 6PM-9PM; 12 weeks; Cost: $525.00;
This program provides students the skills necessary to understand the principles and the standard involved in translating and interpreting for patients. Program participants will learn the code of ethics required by the Joint Association Commission Organization (JACO) and HIPPA. Topics also include: Vocabulary and Medical Terminology, Human Anatomy and Physiology, Anatomy of Communication, Providers’ perception of medical interpreters, Sociocultural concepts, Ethics and Legal Issues.

MEDICAL ASSISTANT CERTIFICATE PROGRAM
(Includes the following 3 courses) H.S./GED, CORI required:

1) Medical Terminology and Anatomy and Physiology:
CSA 337 Z1:12 weeks; Thursday: 5:30P.M. - 8:30P.M.; Cost: $350
This course is a foundation for most healthcare-related training. Participants learn to identify major regions of the human body and their related scientific terms to best interpret diagnosis and clinical procedures.

2) Front Office Procedures for the Medical Office:
CSA 901 Z1:12 weeks; Tuesday: 5:30P.M. - 8:30P.M.; Cost: $350
This is course is a hands-on training in the areas of front office skills, data-entry, and general office procedures for the Medical Office occupation. Students learn to perform various tasks, including scheduling, coordinating, and monitor patient appointments. Training also includes billing, co-payment collection, and managing processing insurance claims, payables, and receivables.

Clinical Procedures for the Medical Office:
3) CSA 902: 12 weeks; Wednesday: 5:30P- 8:30P.M.; Cost: $350
This course provides students the practical skills required to work effectively in medical settings. Training includes performing EKG and other routine medical tests such as taking patient’s vital signs, and assisting with medical exams. Medical instruments and equipment readiness and keeping waiting and examining rooms neat and clean are also taught.

MEDICAL BILLING CERTIFICATE PROGRAM
(includes the following 2 courses)

1. Keyboarding For The Medical Office:
CSA 001: Tues: 5:30 PM - 7:30 PM; 6 weeks; Cost: $200.00
The Keyboarding for the Medical Office course introduces and familiarizes students with the medical and health care terminology and uses drills and timed typing to help students perform their duty more efficiently and more diligently at the workplace.

2. Medical Billing Training:
CSA 283: Wed: 5:30 PM - 8:30 PM; 10 weeks; Cost: $400.00
Students who are enrolled in this certificate program learn important skills in processing health insurance claims in all aspects of the medical insurance, including Medicare, Medicaid, and the HMO’s. Relevant information and techniques on the accuracy of claim forms filling, coding diagnoses and procedures, and claim processing are taught in this course.