



Looking for healthcare job training? TVCC can help...

Do you like to help others?

Do you have an interest in the healthcare field?

Do you enjoy working with people?

Start your training for an exciting, challenging career in the healthcare industry at TVCC.



Entry level medical classes are now offered in

**Athens Palestine
Terrell Kaufman
Canton**

Financial aid is available for qualified students.

Entry level training is available for:

MEDICAL ASSISTANT/PCT CERTIFICATION includes...

- Anatomy & Physiology
- Assisting the Physician
- Basic EKG/X-Ray
- CPR/First Aid
- HIPAA Compliance
- Electronic Medical Records
- Medical Coding
- Medical Information & Office Mgmt
- Medical Insurance
- Medical Math & Notations
- Medical Terminology
- Nurse Aide for Healthcare
- Phlebotomy Technician
- Capstone & Externship

- Basic Medical Asst—Geriatrics
- Basic Medical Asst—Front Office

- Nurse Aide for Healthcare (CNA)
- Medication Aide (CMA)
- Pharmacy Technician Certification Preparation
- Phlebotomy Technician (Basic)
- RN and LVN Refresher Courses
- Basic EMT (offered through Learning for Living Academy)

TVCC's Continuing Education department can assist you in achieving the training needed to reach your career goals. We offer a variety of entry level medical classes on all of our campuses. Contact us now for more information about:

◆ **Class Schedules**

- ◇ Medical Class Information Sessions are offered on Tuesdays at 2:00 p.m. at the Athens Campus, Liberal Arts Building, Room 112.

◆ **Financial Aid**

- ◇ Students should complete the FAFSA (Free Application for Federal Student Aid—www.fafsa.ed.gov) form as soon as possible to determine if they will qualify for financial aid.
- ◇ Continuing Education students needing assistance with completion of the FAFSA can get help on Wednesdays at 2:00 p.m. on the Athens campus, Liberal Arts Building, Room 106.

◆ **Career Goals**

- ◇ Career Skills classes are offered for students needing assistance in “soft skills” such as interviewing, resume writing, decision making and teamwork.

TVCC Community Services
100 Cardinal Drive, Athens, TX
www.tvcc.edu/communityservices

903-675-6212
903-675-6388 (fax)
conted@tvcc.edu (email)

(partial schedule of medical classes on back) Complete schedule available at www.tvcc.edu/communityservices.

SCHEDULE OF MEDICAL CLASSES SPRING/SUMMER 2012

For complete course requirements or pre-requisites check the Spring Summer 2012 TVCC Community Services Schedule of Classes.

*ASSISTING THE PHYSICIAN (BACK OFFICE)

| | | | |
|--------------|--|-------|-------|
| Jan 17/Mar 6 | TUES, 6:00pm-9:00pm, Palestine/M135 | \$240 | Staff |
| Mar 20/May 8 | TUES, 6:00pm-9:00pm, Athens/LA112 | \$240 | Bates |

*BASIC EKG & X-RAY

| | | | |
|-----------------|---|-------|--------|
| Feb 14/Mar 8 | T/Th, 6:00 pm-9:00 pm, Athens/ LA112 | \$240 | Wilson |
| April 18/May 14 | M/W, 6:00 pm-9:00 pm, Palestine/M115 | \$240 | Wilson |

*BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

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|----------|---|-------|--------|
| Feb 17 | FRI, 9:00 am-5:00 pm Athens, GS209 | \$ 60 | Miles |
| April 20 | FRI, 9:00 am-5:00 pm Athens, GS209 | \$ 60 | Miles |
| Mar 9 | FRI, 9:00 am-5:00 pm Palestine, A145 | \$ 60 | Walker |
| May 11 | FRI, 9:00 am-5:00 pm Palestine, A145 | \$ 60 | Walker |

*FIRST AID

| | | | |
|--------|--------------------------------------|-------|-------|
| Mar 23 | FRI, 9:00 am-5:00 pm Athens/GS209 | \$ 60 | Miles |
|--------|--------------------------------------|-------|-------|

*MEDICAL ASSISTANT/PCT CAPSTONE

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|---------------|---|-------|-------|
| Mar 21/Apr 2 | M/W, 5:00 pm-9:00 pm Palestine, M135 | \$395 | Staff |
| Apr 18/Apr 30 | M/W, 5:00 pm-9:00 pm Athens, LA112 | \$395 | Fritz |

*MEDICAL ASSISTANT/PCT EXTERNSHIP—Call for dates

*MEDICAL INFORMATION AND OFFICE MANAGEMENT

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|---------------|---|-------|---------|
| Jan 18/Feb 20 | M/W, 6:00 pm-9:00 pm Palestine, M134 | \$360 | McGuire |
| Feb 15/Mar 26 | M/W, 6:00 pm-9:00 pm Athens, GS211 | \$360 | McGuire |

*MEDICAL INSURANCE

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|---------------|---|-------|---------|
| Mar 21/Apr 30 | M/W, 5:30 pm-9:30 pm Palestine, M134 | \$350 | McGuire |
| Apr 18/May 30 | M/W, 5:30 pm-9:30 pm Athens, GS211 | \$350 | McGuire |

*ELECTRONIC MEDICAL RECORDS

| | | | |
|---------------|--|-------|---------|
| Mar 20/Apr 26 | T/TH, 5:30 pm-9:30 pm Palestine, M134 | \$360 | McGuire |
| Apr 17/May 24 | T/TH, 5:30 pm-9:00 pm Athens, GS211 | \$360 | McGuire |

*MEDICAL MATH AND NOTATIONS

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|----------------|---|-------|-------|
| Mar 21/Apr 23 | M/W, 6:00 pm-9:00 pm Palestine, M134 | \$360 | Staff |
| May 14/June 25 | M/W, 6:00 pm-9:00 pm Athens, LA112 | \$360 | Fritz |

MEDICATION ADMINISTRATION

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|----------------|--|-------|-------|
| Jan 19/May 17 | T/TH, 8:30am-12:30 pm Athens, LA106 | \$625 | Fritz |
| Feb 21/June 19 | T/TH, 5:00 pm-9:00 pm Palestine, M115 | \$625 | Tutt |

NOTE: MED AIDE UPDATES are available on the following dates: Athens—Jan 7 or April 7**, Palestine—Feb 11 or May 12; Terrell—Mar 8 or Jun 7. Tuition is \$50.00 (** April 7 class is guaranteed to make)

* These classes are required for the Medical Assistant/PCT program certificate.

*NURSE AIDE FOR HEALTHCARE

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|----------------|---|-------|----------|
| Jan 9/Feb 14 | M/W/F, 8:30 am-12:30 pm Canton, Crossroads | \$625 | Fritz |
| Jan 24/Mar 27 | T/Th, 5:30 pm-9:30 pm Athens, LA106 | \$625 | King |
| Feb 6/Apr 9 | M/W, 5:30 pm-9:30 pm Kaufman, HSC | \$625 | McKinney |
| Feb 7/Apr 10 | T/Th, 5:30 pm-9:30 pm Palestine, M103 | \$625 | Staff |
| Apr 23/May 21 | M-Th, 5:30 pm-9:30 pm (Fast track) Athens, LA106 | \$625 | Barnes |
| June 5/July 31 | T/Th, 5:30 pm-9:30 pm Palestine, M103 | \$625 | Bowser |
| June 12/Aug 7 | T/Th, 5:30 pm-9:30 pm Athens, LA106 | \$625 | King |
| June 25/Aug 3 | M/W/F, 8:30 am-12:30 pm Canton, Crossroads | \$625 | Fritz |

NURSE AIDE HOSPITAL CLINICAL (Must be currently licensed as a CNA or have completed TVCC Nurse Aide for Healthcare at 80% or higher) **New Classes start Jan 5, Feb 23, Apr 5 and May 24. Call for exact dates and times.** This is designed for those students seeking hospital employment as a nurse aide. Tuition \$150

PHARMACY TECHNICIAN

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|---------------|---------------------------------------|-------|-------|
| Jan 23/Mar 28 | M/W, 6:00 pm-9:00 pm Athens/LA112 | \$525 | Staff |
| Feb 2/Apr 10 | M/W, 5:30 pm-8:30 pm Terrell/L104 | \$525 | Lubke |
| June 7/Aug 7 | T/TH, 6:00 pm-9:00 pm Athens/LA112 | \$525 | Staff |

*PHLEBOTOMY TECHNICIAN

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|---------------|--|-------|-------|
| Jan 18/Mar 21 | M/W, 6:00 pm-9:00 pm Palestine/M103 | \$525 | Staff |
| Feb 15/Apr 18 | M/W, 2:00 pm-5:00 pm Athens/LA106 | \$525 | McKee |
| May 16/Jul 18 | M/W, 6:00 pm-9:00 pm Palestine/M103 | \$525 | Staff |
| Jun 20/Aug 20 | M/W, 6:00 pm-9:00 pm Athens/LA106 | \$525 | McKee |

*ONLINE CLASSES required for Medical Assistant/PCT Medical Terminology, HIPAA Compliance, Medical Coding & Anatomy & Physiology

NEW CLASSESSIONS START - Jan 18, Feb 15, Mar 21, Apr 18, May 16 and June 20—Tuition is \$130. (Visit www.ed2go.com/tvcc for list of other available classes)

RN and LVN REFRESHER CLASSES are available to start on these dates: Jan 9; Feb 27 and Apr 23. Call 903-675-6314 for more information.

MARKETABLE SKILLS CERTIFICATES

To qualify for **BASIC MEDICAL ASSISTING—GERIATRICS** a student must complete :

**Nurse Aide for Healthcare (CNA)
Career Skills or Computer Skills for the Workplace
Medication Administration (CMA)**

To qualify for **BASIC MEDICAL ASSISTING—FRONT OFFICE SKILLS** a student must complete:

**Medical Information & Office Management
Medical Terminology (Online)
HIPAA Compliance (Online)
Medical Coding (Online)
Medical Insurance
Electronic Medical Records**

TVCC is an affirmative action/equal opportunity agency.