



KEISER UNIVERSITY – MELBOURNE CAMPUS **CONTINUING EDUCATION PROGRAMS**

MEDICAL

MEDICAL BILLING & CODING:

Medical terminology, insurance fundamentals, front office skills, Electronic Health Records computer simulation, MS Excel, ICD-9 and CPT coding, ends with National Certification Exam. No prerequisite/entry level course.
8 hours per week, 15 weeks, 150 hours

NURSING ASSISTANT:

Training to prepare students to perform basic patient care and treatment including vital signs, assisting patients with daily functions such as hygiene, nutrition, general activities, range of motion, meals and ambulation. State of Florida CNA Licensure Exam following course.
12 hours per week, 6.5 weeks + 40 hour clinical rotation, 120 hours

MEDICAL TRANSCRIPTION:

This course will offer the student with a minimum of 50 - 60 wpm typing skill, the opportunity to advance their skills and learn to transcribe physician dictated medical records at both the beginning and advanced levels. Course includes Medical Terminology, Anatomy & Physiology, Pharmacology, Keyboarding, Transcription, Grammar and Punctuation, Laboratory Science, Ethical and Legal Responsibilities, Health Records and Health Information Services.
12 hours per week, 39 weeks, 364 hours

PHLEBOTOMY & EKG CERTIFICATION:

This course is designed to instruct and develop the skills of the medical professional in venipuncture, finger puncture and EKG. The course will include Medical Terminology, Anatomy & Physiology of the Heart and Circulatory System, Step-by-Step Venipuncture and Finger Puncture procedures, Patient Communication and Interpersonal Skills, Medical Ethics, EKGs, Cardiac Medications, CPR and HIV/AIDS. National Certification exams (1 EKG 1 Phlebotomy) will follow each section of the course.
9 hours per week, 14 weeks classroom hours + 90 – 120 clinical hours, 240 hours

HOME HEALTH AIDE

Basic patient care skills for individuals wishing to care and assist with daily living activities at a patient's home or residence. Skills include basic hygiene, nutrition and ambulation. May be added to nursing assistant training for 1 week following successful completion of nursing assistant program to become a CNA/HHA or as a stand alone program (HHA) for 75 contact hours.

75 hour class – 15 hours per week, 5 weeks
20 hour class – 12 hours per week, 1.5 weeks

COMPUTERS

A+ CERTIFICATION:

Troubleshoot hardware, essentials and operating systems, build/repair computers.

A+ Certification exams available and included following course.

8 hours per week for 7 weeks, 56 contact hours

SECURITY +:

The CompTIA Security+ covers industry-wide topics, including communication security, infrastructure security, cryptography, access control, authentication, and operational security.

Network engineers with approximately 2 years IT experience

8 hours per week, 6.5 weeks, 52 hours

NETWORK +:

Basics of networking and TCP/IP, prep course for Cisco if no experience in the field.

8 hours per week, 6.5 weeks, 52 hours

CCENT/CCNA:

Cisco Certified Entry Networking Technician/Cisco Certified Network Associate, network technology to configure routers.

8 hours per week, 10 weeks, 80 hours

MICROSOFT OFFICE :

Word, Excel, Power Point, Outlook - Learn correct way to use software, use toolbars, icons.

6 hours per week, 5 weeks, 30 hours

MICROSOFT OFFICE /ADMINISTRATIVE ASSISTANT:

Word, Excel, Power Point, Access, Outlook, Customer Service, Receptionist/Administrative Duties.

6 hours per week, 7 weeks, 42 hours

BUSINESS

CLA REVIEW:

Prep course for Certified Legal Assistant – covers all areas for the national CLA exam. Must have minimum of AS Degree in Paralegal or 7+ years of experience in order to be eligible for CLA exam.

8 hours per week, 6 weeks, 48 hours

CONTRACT TRAINING – short or long term, learn specific software, soft skills, any of the above courses or additional courses that the company needs. Choose the course, the place and the schedule, that best fits your needs.