KEISER UNIVERSITY – MELBOURNE CAMPUS
CONTINUING EDUCATION PROGRAMS 2008

MEDICAL

MEDICAL BILLING & CODING – 1/8/08, 2/19/08, 5/7/08, 7/14/08, 9/3/08, 10/7/08

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

NURSING ASSISTANT – 1/16/08, 3/10/08, 5/5/08, 6/16/08, 9/8/08, 10/29/08

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.
16 hours per week, 5 weeks + 40 hour clinical rotation, 120 hours

MEDICAL TRANSCRIPTION – 8/20/08

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 – 1/9/08, 2/13/08, 4/9/08, 5/28/08, 7/23/08, 9/3/08, 10/22/08

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 1Phlebotomy) will follow each section of the course.
10 hours per week, 12 weeks classroom hours + 90 – 120 clinical hours, 240 hours

HOSPITAL CODING – 1/26/08, 10/04/08

This course will build upon existing coding skills and medical background to instruct hospital based coding including how to interpret and extract information from hospital based patient records. The course will include the use a computerized coding encoder which allows for more precise and accurate coding.
8 hours per week, 6 weeks, 48 hours

PATIENT CARE TECHNICIAN - 1/9/08, 2/13/08, 4/9/08, 5/28/08, 7/23/08, 9/3/08, 10/22/08

Add EKG, Phlebotomy, HHA, Computer Skills and Patient Care Tech Skills for current CNAs. Eligible to take a National Certification Exam for PCT following completion of course and clinicals.
10 hours per week, 22 weeks + 80 hours clinical, 300 hours

COMPUTERS

A+ CERTIFICATION – 2/6/08, 8/20/08
Troubleshoot both hardware and operating systems, build/repair computers.
A+ Certification exams available following course.
8 hours per week for 7 weeks, 56 contact hours

MCSE - Microsoft Certified Systems Engineer – 3/26/08
Network engineers with approximately 2 years IT experience
7 courses, each course 40 hours, 8 hours per week. 280 total contact hours.

SECURITY + 4/30/08
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 weeks, 48 hours

CCNA – 1/23/08, 9/10/08
Cisco Certified Network Associate, network technology to configure routers.
8 hours per week, 6.5 weeks, 52 hours

BUSINESS

CLA REVIEW – 5/5/08, 10/2/08
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.