

PROFESSIONAL CERTIFICATION & LICENSURE

PROFESSIONAL CERTIFICATION & LICENSURE INSTRUCTOR PROFILES

Diane Marley (Payroll Certification) has more than 15 years of teaching and work experience in payroll. She is a certified payroll professional and presently works full-time as a payroll coordinator. Ms. Marley has been teaching the fundamentals and advanced payroll skills courses since 2000.

Dr. Rosa Johnson has received a B.S., M.S., and Ph.D. She is certified through the Cooper's Aerobics Institute as a Personal Trainer, Nutrition Counselor, and Aerobics Leader. She has also studied Gerontology at Southwestern Medical Center. As an instructor, she's taught physical fitness at all levels for over 35 years. She is a member of the Texas Association of Health, Physical Education, Recreation and Dance and the Sports Medicine Association.

ELECTRICAL CODE

Journeyman Electrician NEC Review \$133

Journeyman Electrician Exam Review
ELPT 2001 36 HRS
Preparation for journeyman electrician licensure with emphasis on calculations and the National Electrical Code (NEC). For those who wish to take the National Code exam, this course covers the types of questions and problems commonly found on the Journeyman's Electrician License Exam and Civil Service Electrical exams. Practice is obtained in taking license-type exams and problem-solving. Four years of electrical experience is preferred. Min. Age: 18.
60111 6:00pm - 9:00pm W 2/13 - 4/30 MVC

HEALTH CAREERS

Aerobics Certification | Beginning \$66

PHEZ 1000 16 HRS
This course will train individuals in how to lead group exercise classes. Learn basic theory, principles and methods of teaching aerobics for physical fitness. Min. Age: 18.
64201 2:00pm - 3:00pm T 2/5 - 5/20 MVC

Certified Nurse Aid Training I \$335

Nurse Aide for Health Care Organizations I
NURA 1001 56 HRS
Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. A completed application is required to register with proof of vaccinations and must be submitted to CE coordinator. Applications are available at the Continuing Education registration office or online at <http://www.mountainviewcollege.edu>, click on "Continuing Education" or contact coordinator at 214-860-3630. Program is 80 hours: class consists of 56 hours classroom instruction and 24 hours clinical. Students must be able to pass a criminal background check and a urine drug test. Students will also be responsible for a \$76 state exam fee, \$39 for the drug test, and some supplies. Students should be able to read, speak, and understand English on a 9th grade level. Must also register for NURA 1060 (24 hours clinical). Min. Age: 18.

Dates to be announced. Call 214-860-3630 for information.

Certified Nurse Aid Training II | Clinical \$140

Clinical-Nurse/Nursing Assistant/Aide and Patient Care Assistant
NURA 1060 24 HRS
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Min. Age: 18.

Dates to be announced. Call 214-860-3630 for information.

CPR & First Aid | Adult \$55

HLTZ 1000 7 HRS
This course teaches participants to call and work with EMS, care for conscious and unconscious choking victims, perform CPR and care for breathing and cardiac emergencies in adults. Students also learn how to recognize emergency situations, care for wounds, head and spinal injuries, burns, manage sudden illness, stroke, seizure, bites, and poisoning. American Red Cross certification will be awarded upon successful completion of the course. Min. Age: 18.
60701 9:00am - 4:00pm S 2/16 MVC
60702 9:00am - 4:00pm S 4/19 MVC

ALTERNATIVE TEACHER CERTIFICATION

If you already have a bachelor's degree and want to pursue a career as an elementary, middle school or high school teacher, then Mountain View College's Alternative Certification program is right for you!

MVC's Alternative Teacher Certification Program meets in an intensive and rigorous academic environment for several months in order to expedite the teacher certification process.

Our program consists of several hours of training in Pedagogy and Professional Responsibilities and select content areas. After completion of the required training, program participants are eligible to take the TExES test and begin working immediately as Teachers-of-Record.



AREAS OF CERTIFICATION

GRADES EC-4	GRADES 4-8	GRADES 8-12
Bilingual Generalist - Spanish	Bilingual Generalist - Spanish	English Language Arts & Reading
English as a Second Language Generalist	English Language Arts & Reading	History
Generalist	English Language Arts & Reading/Social Studies	Mathematics
	English as a Second Language Generalist	Science
	Generalist	Social Studies
	Mathematics	
	Science	
	Social Studies	

HELP US CURE THE TEACHER SHORTAGE!

PHONE 214-860-8509 | WEBSITE www.mountainviewcollege.edu/teacher | E-MAIL beateacher@dccc.edu

PROFESSIONAL CERTIFICATION & LICENSURE

CPR/AED for Professional Rescuers

\$80

CPR Basic Life Support
EMSP 1019

9 HRS

Instruction in basic life support skills for adult patients experiencing respiratory and cardiac emergencies. Emphasis on recognition of heart attacks and strokes and familiarity with healthy heart living. This American Red Cross professional rescuer course is designed for people with a job-related duty to respond in an emergency, including nurses, law enforcement, EMS personnel, fire fighters, business and industry response teams, lifeguards, flight attendants, and others who must take action in emergency situations. Min. Age: 18.

60101	8:00am - 5:00pm	S	1/26	MVC
60102	8:00am - 5:00pm	S	3/1	MVC
60103	8:00am - 5:00pm	S	4/26	MVC

Primeros Auxilios y RCP para Adultos

\$55

HLTZ 1000

7 HRS

Esta clase le da a las personas las habilidades y conocimientos necesarios para reconocer y dar atención básica en emergencias respiratorias y cardíacas, lesiones y enfermedades repentinas. Edad mínima: 17 años.

60901	9:00am - 4:00pm	S	3/8	MVC
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Dental Assisting

\$1,799

Chairside Assisting
DNTA 1015

100 HRS

An introduction to pre-clinical chairside assisting procedures, instrumentation, infection and hazard control protocol, equipment safety and maintenance. The Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care areas. It covers key areas and topics exposing the student to both classroom and hands-on instruction. Necessary anatomy, terminology, legal and ethical issues and the policy and guidelines necessary to understanding the scope of practice and the practical aspects of dental assisting will be reviewed. Instrument identification, equipment maintenance, tooth structure and oral cavity anatomy, dental anesthesia, sterilization, and charting will also be covered. It reviews tooth charting, restorations, bridge implants, bitewing, panoramic, and periapical x-ray and the mixing of dental cements. Min. Age: 18.

60102	6:00pm - 9:30pm	TRS	3/18 - 5/22	MVC
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Health Care Spanish

\$75

Health Care Spanish
SPNL 1001

16 HRS

Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office. This course offers entry-level training in which students will learn simple phrases, terminology, and pronunciation necessary to communicate on a basic level with Spanish-speaking clients in the field of health care. No prior Spanish is required. Min. Age: 18.

60104	6:00pm - 8:00pm	MW	3/3 - 3/26	MVC
60105	6:00pm - 8:00pm	MW	4/7 - 4/30	MVC

Medical Billing and Coding

\$1,499

Health Data Content and Structure
HITT 1001

70 HRS

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. This 70-hour course offers the skills needed to solve insurance billing problems, how to manually file claims and complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. It covers CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (introduction and guidelines), basic claims processes for medical insurance and third party reimbursements and how to find the service and codes using CPT, ICD-9, and HCPC manuals. Min. Age: 18.

60202	6:00pm - 9:30pm	TR	3/18 - 5/27	MVC
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Personal Training Certification

\$66

PHEZ 1000

16 HRS

This course trains individuals in group exercise classes leadership and basic principles and methods of teaching resistance training. Min. Age: 18.

64101	6:00pm - 7:00pm	W	2/6 - 5/21	MVC
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Pharmacy Technician

\$999

Introduction to Pharmacy
PHRA 1001

50 HRS

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques. This comprehensive 50-hour course prepares students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. Min. Age: 18.

60102	6:00pm - 9:30pm	MW	3/17 - 5/5	MVC
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PAYROLL CERTIFICATION

Payroll Fundamentals

\$159

Payroll Accounting
ACNT 1015

24 HRS

Focus on payroll and associated records. A complete payroll will be done including time and record keeping, actual payroll, and quarterly and annual reports. This course is designed for those with little or no exposure to payroll. Topics include: basic payroll terminology; categories of employment; payroll and personnel recordkeeping; computing and paying wages and salaries; employee benefits; wage and hour laws; SSA; income tax withholding; unemployment taxes; payroll journal transactions and reconciliation; internal control and audits; and customer service. Textbook required: Payroll Practice Fundamentals (2007) by American Payroll Association available from the APA Store at www.americanpayroll.org or by calling 210-224-6406 or at Amazon.com. Min. Age: 18.

60305	5:30pm - 8:30pm	TR	1/22 - 2/14	MVC
60306	8:30am - 12:30pm	S	2/2 - 3/8	MVC

Advanced Payroll Management

\$225

Special Topics in Accounting
ACNT 1093

36 HRS

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course is recommended for payroll professionals interested in acquiring an advanced level of payroll knowledge and application skills in the field. This course also serves as a preparation for the Fundamental Payroll Certification (FPC) and/or Certified Payroll Professional (CPP) examinations. Topics include: advanced payroll classifications and calculations; employee classification; overtime calculation and bonuses; FICA applications and tax form completion; fringe benefits and tax implications; penalties related to errors and non-compliance; IRS problem resolution; payroll and supporting systems; and payroll management. Prerequisite: minimum of one year of current payroll experience. Textbook required: The Payroll Source (2007) by Michael O'Toole available from the APA Store at www.americanpayroll.org or by calling 210-224-6406 or at Amazon.com. Min. Age: 18.

60104	5:30pm - 8:30pm	TR	3/18 - 4/24	MVC
60105	8:30am - 12:30pm	S	4/5 - 5/31	MVC

POSTAL MAINTENANCE

Postal Maintenance | Intro & Exam Preparation

\$150

Troubleshooting and Maintenance
EECT 2043

32 HRS

Analysis of electrical and electronic circuits and equipment using various types of test equipment. Problem corrections including replacement of defective parts. Students learn basic terminology, mathematics, electronics, electricity, mechanics, and safety issues applicable to a variety of electronic and electrical equipment. Emphasis on postal maintenance, including mail processing equipment and conveyor systems, and test-taking techniques for the USPS MPE/GM Maintenance Exam will be discussed. Anyone interested in troubleshooting and repairing industrial equipment may enroll for this class. Min. Age: 18.

60505	5:30pm - 7:30pm	MW	2/11 - 4/2	MVC
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