

Health Care Assistant Certificate

The Health Care Assistant certificate program is designed to prepare competent health care team members with the fundamental tools necessary to step into entry-level healthcare front office and medical task-related positions in which they can apply meaningful skills learned through a combination of classroom, skills lab and clinical experiences. As part of this program students will complete the Certified Nursing Assistant (CNA) curriculum and be eligible to sit for certification according to Illinois Department of Public Health rules and regulations.

Course Descriptions

NUA 100 Fundamentals for the Nursing Assistant

Prerequisite: None

Lecture: 3.5 credit hours

This course provides theoretical and clinical foundation for skills needed to practice as a nursing assistant with introduction to nutrition, anatomy and physiology, and disease processes. Skills are included to prepare students to acquire and maintain employment. Course is required to be eligible to sit for certification according to Illinois Department of Public Health rules and regulations.

NUA 102 Basic Patient Care Skills

Prerequisite: Concurrent enrollment in NUA 100 and NUA 103

Lecture: 3 credit hours **Lab:** 1 credit hour

Focuses on development of basic nursing assistant skills with opportunities to practice patient care in the lab setting. Includes skills for personal care in hygiene, activity, basic assessment, safety, nutrition, elimination, and documentation. Course is required to be eligible to sit for certification according to Illinois Department of Public Health rules and regulations.

NUA 103 Nursing Assistant Practicum

Prerequisite: Concurrent enrollment in NUA 100 and NUA 102

Clinical: 3 hours

Introduces the student to the clinical setting with supervised practice of basic patient care. The focus is on application of principles of patient care skills and developing competencies in the long-term care setting. Course is required to be eligible to sit for certification according to Illinois Department of Public Health rules and regulations.

NUA 118 Introduction to Diagnostic Testing for the Health Care Assistant

Prerequisite: NUA 100, 102 and 103

1 credit hour (2 lab hours)

An overview of phlebotomy and other specimen collection procedures designed for the Patient Care Assistant. Reviews basic information about venipuncture and capillary puncture for the collection of blood specimens, urine, stool, wound, and sputum collection for diagnostic analysis, as well as hands-on practice is included. An overview of the basic non-invasive 12 lead electrocardiographic (EKG) procedure. Exploration of anatomy, physiology, and electrical activity of the heart included. Classes will be conducted in the skills lab, offering both theoretical instruction and technical practice.

OFT 170 Introduction to the Medical Office

Prerequisite: None

Lecture: 4 credit hours

This course is designed to teach the concepts and procedures associated with entry-level medical office administrative positions. Students will learn basic medical terms, customer service techniques, Microsoft Office tasks, Electronic Health Record (EHR) system functionality and data privacy requirements.

OFT 281 Medical Terminology

Prerequisite: None

Lecture: 3 credit hours

Teaches medical language of prefixes, suffixes, and combining forms. Students will learn to pronounce and spell medical terms and also learn how to combine prefixes, suffixes, and combining forms to describe a medical term. Course utilizes a body system approach focusing upon specific body systems and providing a brief overview of anatomy and physiology, pathology, word roots, related terms, and special procedures with emphasis on building a working medical vocabulary based on body systems.



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