

New Community Workforce Development Center Mission

New Community Workforce Development Center's mission is to improve the quality of life of all students through education and occupational training in a community that fosters life-long learning. The corporation's workforce development programs and services are supported by Strategic Goals that are aligned with New Community's mission. The Workforce Development Center's strategic goals are:

- **Quality Services:** Provide quality educational, vocational, and occupational services to students; provide an environment that supports and enhances a positive learning environment for faculty, staff, and administrators.
- **Community Partnerships:** Develop and maintain meaningful relationships with community partners within the Greater Newark region.
- **Graduate Performance/Institutional Outcomes:** Promote high academic and vocational standards to enhance program graduation and job placement rates.
- **Innovation:** The center is committed to staying abreast of the latest developments and innovations in the field of workforce development in order to enhance the effectiveness of our programming and student job placement upon graduation.
- **Student-Centered:** Promote a learning environment in which meeting the needs of each individual student is seen as key to helping them achieve their goals. Using this model, barriers to student success are greatly reduced.
- **Quality Programming:** Programs at New Community Workforce Development Center are approved by the New Jersey Department of Education (Chapter 18.NJAC 6:46-4, 16 3.I.)

The Center is approved to administer Title IV Pell grants from the U.S. Department of Education and VA Education Benefits from the U.S. Department of Veterans Affairs.

The Center operates under a Certificate of Approval from the New Jersey Department of Education, Private and Vocational School Unit.



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New Community Workforce Development Center
Clinical Medical Assistant Program
274 South Orange Avenue
Newark, NJ 07103



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274 South Orange Avenue
Newark, NJ 07103
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Clinical Medical Assistant Program



Clinical Medical Assistants are professionals who coordinate the activities of a medical office. Multi-skilled practitioners are qualified to provide clinical and administrative health care services under the supervision of a physician. They assist the doctor during examinations, keep all medical equipment in order and maintain medical records. This program will prepare the graduate for entry level positions in hospitals, medical offices or ancillary health care facilities. Clinical students also are exposed to phlebotomy, EKG, vital signs, X-rays, anatomy and are CPR certified.

Upon successful completion of this course, graduates will be prepared to take the national certification exam with the National Certification Career Association.

Module I: Medical Office Administration

This course covers tasks associated with working in a medical office. The course covers: Office Management, Computer Skills,

Telecommunications, Appointment Scheduling, Proper Patient Care, Triage, Handling Medical Emergencies, Office Maintenance, Medical Billing, Medical Terminology, Medical Coding, Transcription, Medical Records, Privacy Practices, Medical Ethics and Hospital Resources.

Module II: Anatomy & Physiology

This module provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

Module III: Phlebotomy

The objective of this course is to prepare students with adequate knowledge needed to perform duties and responsibilities of the phlebotomist. Upon successful completion of this course, graduates will be prepared to take the national certification exam with the National Certification Career Association.

Module IV: Electrocardiogram (EKG)

The objective of this course is to prepare students with adequate knowledge needed to perform duties and responsibilities of the electrocardiogram technician, such as demonstrate professional attire, attitude and communication; know the facility's policies and procedures; properly identify patients; and accurately perform and interpret a 12 lead EKG

tracing. Further, students will master the reading of frequently encountered normal and abnormal heart rhythms, cardiac emergencies, diagnostic test and the ability to learn about cardiac disease and medication. Upon successful completion of this course, graduates will be prepared to take the national certification exam with the National Certification Career Association.

Module V: Pharmacology

This module introduces the study of the properties, effects and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects and trade and generic names.

Entrance Requirements

- Have high school diploma or high school equivalent
- Be at least 18 years old
- Provide proof of citizenship

Additional Services

- On-site career counseling
- Job placement assistance
- Financial aid and VA benefits (if qualified)
- Internet-ready resource lab
- Life skills/job readiness workshops

Financial aid available for students who qualify.



NEW COMMUNITY
CORPORATION

"This school has a lot to offer. You just have to be willing to step in and be part of it."

Irene Ingram, a student of the New Community Workforce Development Center Clinical Medical Assistant Program