

**Training, Inc. (973) 877-3092**  
**Mitra Choudhury, Director**  
**TRAINING HOURS:**  
**Monday through Friday (9:00am - 4:00pm)**

**Certified Nurse Aide – E541T**

*480 hours of training*

**State certified CNA curriculum includes both theory and lab hours.**

- ◆ Medical Terminology
- ◆ MS Office
- ◆ Keyboarding
- ◆ Customer Services
- ◆ Business Writing and Math
- ◆ State Certified CNA curriculum includes both theory and clinical training

**Patient Care Technician – E544L**

*630 hours of training*

- ◆ Medical Terminology
- ◆ MS Office
- ◆ Keyboarding
- ◆ Business Writing and Math
- ◆ State Certified CNA curriculum includes both theory and clinical training
- ◆ EKG
- ◆ Phlebotomy

**Certified Clinical Medical Assistant - E544T**

*630 hours of training*

- ◆ Includes 300-hours CCMA training see below
- ◆ MS Office
- ◆ Keyboarding
- ◆ Customer Service
- ◆ Business Writing and Math

**Computerized Business Office Specialist - E505T**

*600 hours of training (Potential to earn up to 20 college credits)*

- ◆ Computer Literacy
- ◆ Keyboarding
- ◆ Business Math
- ◆ Customer Service
- ◆ Office Simulation Experience
- ◆ CIS 131 Microcomputers in Business
- ◆ OCT 121 Business Communications
- ◆ CIS 136 Desktop Publishing

**Training, Inc. Evening Programs**

**Certified Clinical Medical Assistant – E543T**

*300 hours of training*

- ◆ Medical Terminology
- ◆ Vital Signs
- ◆ Medical Law Ethics
- ◆ Pharmacology
- ◆ Urinalysis
- ◆ Phlebotomy
- ◆ EKG

**Certified Nurse Aide - E541L**

*90 hours of training*

- ◆ State Certified CNA curriculum includes both theory and clinical training

**JOB PLACEMENT ASSISTANCE PROVIDED**

