

Extended Learning

LPN Self -Study

The Washington State Nursing Care Quality Assurance Commission approves the following self-study courses. The courses are arranged and open enrollment from 11/30-2/22. The courses are seven hours in length and tuition is \$98 per class unless otherwise noted.

LPN Self-Study Refresher, PNURS 221

The course is for LPNs holding an inactive or lapsed LPN license for three or more years and who must complete an approved refresher program before receiving an active LPN license for Washington State.

3306, BDC-E212, 200 hrs, \$736

LPN Self-Study Pharmacology, PNURS 121

Learn how drugs work in the body. Explore laws that govern the use of drugs, the principles of medication administration and documentation, and the nursing process and patient safety. Prerequisite: must be LPN or RN.

3305, BDC-E212

Self-Study Documentation, PNURS 231

This module presents basic information about charts and charting, including legal implications and beginning practice. 3307, BDC-E212

Self-Study Ethics & the Law/Patient Rights, PNURS 241

Review basic legal and ethical concepts. Explore issues that affect the practice of nursing. 3308, BDC-E212

Bates will offer National Certification Testing in the following Allied Healthcare Professions:

Certified Phlebotomy Technician (CPT)

Certified Billing & Coding Specialist (CBCS)

Certified Medical Transcriptionist (CMT)

Certified Medical Administrative Assistant (CMAA)

Certified Billing & Coding Specialist/Certified Medical Administrative Assistant (CBCS/CMAA)

Look for more information this spring!

Medical Terminology - Online

Medical Terminology, MEDSU 101

Learn the language of medicine and explore the terminology, based primarily on Latin, Greek and English words. Text is approximately \$72 plus tax. 7181, 1/8-3/12, 40 hrs, Online, \$200

Online Courses

All courses are open enrollment from Nov. 30-Feb. 22. Last day to register for any class is Feb. 8. For a complete description of courses, go to www.bates.ctc.edu/continuinged.

Green Construction & Remodeling Certificate Series

Explore the impact of construction and remodeling on global warming. Learn the benefits of using green construction methods and technology. Classes are \$200 each. Each course is two college credits. Students may apply for a Certificate of Training with 10 college credits upon successful completion of all five courses. Bates is a USGBC approved education provider by the US Green Building Council (USGBC).

3557, Green Construction & Remodeling-Introduction, GCNST201

This class is required as a pre-requisite for the other four courses. Students can take this class concurrently with any of the other Green Construction classes.

3558, Building Materials, GCNST202

3559, Air Quality, GCNST203

3560, Water Quality, GCNST204

3561, Marketing and Sales, GCNST205

Organizational Management Certificate Series - Introduction

Increase or refresh your organizational management, supervision and leadership skills. Students will receive a Certificate of Training upon completion of all five courses. Each course is 33 hours and two college credits, except where noted.

3312, Introduction to Leadership Skills, OMI 101, 33 hrs, 2 cr, \$200

3313, Introduction to Presentation and Facilitation Skills, OMI 105, 33 hrs, 2 cr, \$200

3314, Introduction to Project Management, OMI 109, 66 hrs, 4 cr, \$350

3315, Introduction to Problem-Solving and Decision-Making, OMI 117, 33 hrs, 3 cr, \$200

3316, Introduction to Business Accounting and Finance, OMI 121, 50 hrs, 3 cr, \$285

Organizational Management Certificate Series - Advanced

A continuation of the Organizational Management-Introduction series. No pre-requisites. Students will receive a Certificate of Training upon completion of all five courses.

3318, Teaming for Success OMA103, 40 hrs, 2.5 cr, \$240

3319, Achieving Results Through Influence OMA107, 33 hrs, 2 cr, \$200

3320, Strategic Marketing OMA111, 40 hrs, 2.5 cr, \$240

3321, Conflict Resolution & Collaborative Negotiations OMA113, 33 hrs, 2 cr, \$200

3322, Leadership Styles OMA115, 33 hrs, 2 cr, \$200

3323, Managing Change OMA119, 33 hrs, 2 cr, \$200

Business Marketing I Certificate Series

Learn to interface with customers and develop and market the placement of products and services. Students will receive a Certificate of Training and ten college credits upon completion of all five courses.

3519, Marketing Principles, MBM 111, 66 hrs, 4 cr, \$350

3520, Consumer Psychology, MBM 171, 33 hrs, 2 cr, \$200

3521, Promotion and Sales Techniques, MBM 173, 49.5 hrs, 3 cr, \$285

3522, Advertising: Creation and Planning, MBM 175, 66 hrs, 4 cr, \$350

Business Strategies for Greening a Company Series

Gain skills and knowledge to green your company. Students will receive a Certificate of Training upon completion of all five courses.

3551, Business Practices, GREEN 107, 33 hrs, 2 cr, \$200

3552, Carbon Footprint, GREEN 108, 33 hrs, 2 cr, \$200

3553, Eco-Efficiency, GREEN 109, 66 hrs, 4 cr, \$350

3554, Supply Chain, GREEN 110, 33 hrs, 2 cr, \$200

3555, Marketing and Reporting, GREEN 111, 33 hrs, 2 cr, \$200

Self-Support Classes Refund Policy:

100%: When Bates Technical College cancels the class.

100%: When withdrawal is on or before one business day prior to the first day of class. To officially withdraw from the class, you may come in or call.

0%: When registered but do not attend the class. No refunds are available after the class has started.