

The Pemiscot County Career and Technology Center offers the following night classes: Automotive, Welding, Computer Programing, CMA, CNA, CMT, and Phlebotomy.

**CMA- Certified Medical Assistant-** Most often, the role is a healthcare hybrid, with the medical assistant in one part performing clerical tasks and, in another part, practicing medical service. These professionals generally perform an array of duties. From answering phone calls and emails to physically aiding a nurse or physician, medical assistants perform essential organizational tasks to facilitate and support overall healthcare settings operations. This ensures that processes function more efficiently. These administrative tasks typically include:

- Greeting Patients
- Bookkeeping
- Scheduling Appointments
- Updating and Filling Out Medical Records
- Coordinating Hospital Admissions or Laboratory Services
- Filling Out Medical Insurance forms
- Processing Patient Billing.

**CMT- Certified Medication Technician-**The purpose of the Certified Medication Technician (CMT) training program is to prepare individuals for employment as a CMT in an intermediate care or skilled care nursing facility. The program is designed to teach skills in administration of nonparenteral medications that will qualify students to perform this procedure to assist licensed practical nurses or registered professional nurses in medication therapy.

The course consists of at least 60 classroom hours of instruction and a minimum of 8-hours of clinical practice under the direct supervision of an instructor. The class consists of instruction in these areas: basic review of body systems and medication effect on each system; medical terminology; infection control; and medication classifications.

**CNA- Certified Nurse Assistant-**There are many duties for nursing assistants. A certified nursing assistant helps patients with direct health care needs, often under the supervision of a nurse. Certified nursing assistants may also be called a nursing assistant, a nurse's aid, or a patient care assistant. CNAs work directly with patients and [nurses](#), helping with the many physical and complex tasks for patient care.

Some of their responsibilities include:

- Turning or moving patients

- Gathering medical supplies
- Bathing patients
- Grooming patients by brushing their hair, teeth, shaving them, etc.
- Feeding patients and documenting their food and liquid intake
- Checking vital signs such as blood pressure and heart rate
- Answering patient calls
- Documenting information
- Cleaning rooms and bed linens
- Stocking supplies
- Assisting with some medical procedures
- Safety procedures
- Transporting patients
- Taking care of wounds

**Phlebotomy-** A phlebotomy technician is responsible for the collecting of blood specimens for the laboratory to help diagnose health conditions and illnesses. However, a phlebotomy technician is also responsible for prepping lab equipment, gauging a patient's reaction to the blood draw and collect the fluids correctly. Some technicians will be responsible for properly disposing and shipping blood samples to laboratories outside of their place of employment, ensuring the right samples are received.

**Automotive Service Technician**=As an automotive service technician, you perform inspections, repairs, and maintenance on motor vehicles, responsibilities which require you to have strong mechanical skills, a thorough knowledge of modern automotive systems and electronics, and experience with common diagnostic tools used to determine the source of problems. Becoming a service tech does not require you have formal qualifications or education, though many who begin this career do so after completing programs offered through vocational schools or apprenticeships. Such programs prepare you for your future duties, providing training with the tools, parts, and equipment necessary to mechanics.

**Welding Technician-** A welding technician uses arc welding equipment to bond metals together to form component parts. As a welding technician, your job duties include welding different metal pieces together, cutting metal components down to size, and performing processes for finishing metal parts. You can find welding work in many industries, such as aerospace, automobile, and manufacturing. The qualifications you need for a career as a welding technician include a postsecondary certificate or associate degree in welding technology, along with attention to detail and manual labor skills. You don't need previous welding experience.

**Computer Programmer-** Computer programming technicians assist in writing and testing code that allows computer applications and software programs to function properly. They turn the program designs created by software developers and engineers into instructions that a computer can follow.