

# Allied Health Continuing Education Schedule Fall 2021



Completed applications will be accepted from June 1-30, 2021.  
Accepted applicants will be notified via email July 1-8, 2021.

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# Medical Assisting

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Medical assistants are cross-trained to perform administrative and clinical duties. Duties vary from office to office depending on location, size, specialty, and state law. The 92-hour program consists of classroom work, class lab activities, and clinical practice in a medical office/clinic setting.

A day in the life of a medical assistant might include:

- Taking medical histories
- Explaining treatment procedures to patients
- Collecting and preparing laboratory specimens
- Assisting the physician during exams
- Preparing and administering medications
- Using computer applications
- Updating and filing patient medical records
- Scheduling appointments

## Medical Assisting

**MDCA 1091 and 1061**

**92 hours**

**Tuition:** \$790 (textbook & certification included)

**Textbook:** *Today's Medical Assistant Clinical and Administrative Procedures*

**Study Guide:** *Today's Medical Assistant Clinical and Administrative Procedures*

### Victoria Main Campus

Sept. 14-Dec. 14, 2021\*

6-9 p.m.

Tuesday & Thursday

VC Main Campus

Allied Health Building, Room 107

(\*Class will not be held Nov. 22-26.)

### Gonzales Center

Sept. 14-Dec. 9, 2021

5:30-8:30 p.m.

Tuesday & Thursday

VC Gonzales Center

(\*Class will not be held Nov. 22-26.)

**Certification Exam:** Student who complete this course are eligible to take the exam.

### Pre-Registration is required.

For more information, view admission requirements or visit [VictoriaCollege.edu/HealthcareProfessions](http://VictoriaCollege.edu/HealthcareProfessions).

Class dates and times are subject to change.

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# Medical Coding/Billing

Develop knowledge and skills to be able to identify different classification systems and assign codes using appropriate rules, principles, guidelines, and conventions. Student will learn to describe and explain the differences/similarities among insurance plans. Upon successful completion student will take certification exam.

## Medical Coding/Billing

**HITT 1013**

**72 lecture hours**

**Tuition:** \$860 (textbook & certification included)

**Textbooks:** *Step-by-Step Medical Coding* textbook and Workbook  
*ICD-10-CM The Complete Official Codebook*  
*CPT Professional Edition Current Procedural Terminology*

### Victoria Main Campus

Aug. 31-Nov. 16, 2021 **Sept. 11-Dec. 11, 2021**

9 a.m.-3:30 p.m.

~~Tuesday~~ **Saturday**

VC Main Campus

Health Sciences Center, Room 133

(\*Class will not be held Nov. 20-27.)



**Certification Exam:** Student who complete this course are eligible to take the exam.

### Pre-Registration is required.

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# Medication Aide for Nurse Aide

Develop knowledge and skills to be able to identify different classification systems and assign codes using appropriate rules, principles, guidelines, and conventions. Student will learn to describe and explain the differences/similarities among insurance plans. Upon successful completion student will take certification exam.

A medication aide is a certified nursing assistant (CNA) that has completed additional classroom training to be certified to dispense medications to patients while working under the supervision of a registered nurse.

A medication aide is permitted by the Texas Health and Human Services administer medications to residents in:

- Nursing facilities,
- Intermediate care facilities for individuals with an intellectual disability or related conditions
- Correctional institutions
- Assisted living (personal care) facilities

## Medication Aide for Nurse Aide Course

**NURA 1013**

**130 lecture hours and 10 clinical hours**

**Tuition:** \$690 (textbook and certification included)

**Textbook:** *Administering Medications*

### Victoria Main Campus

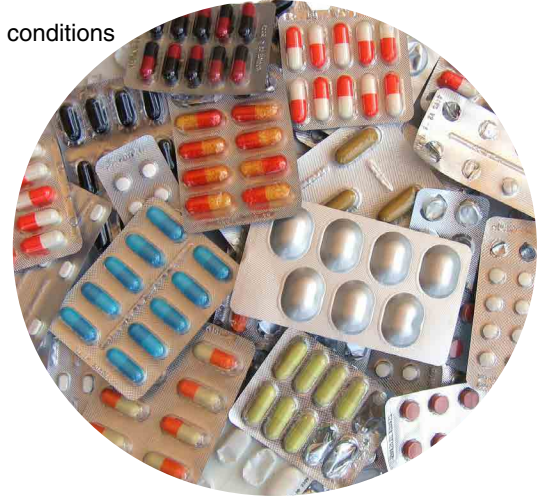
Aug. 9-Dec. 16, 2021\*

1-5 p.m.

Monday & Thursday

Health Sciences Center, Room 132

(\*Class will not be held Sept. 6 and Nov. 22-26.)



### Pre-Registration is required.

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# Medication Aide Update

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. Medication Aides MUST renew their permit annually. This includes taking this 7 hour WCE course and paying the \$15 fee to the Department of Aging and Disability Services (DADS). First year permit holders may renew by paying the DADS fee only. Permits that have lapsed for one year or more CANNOT be renewed. The 7 hour continuing education class should be taken at least three months before your permit expires. A medication aide is also a nurse aide and must receive nurse aide continuing in-service documentation. Course is strictly online. This course is no longer offered face-to-face.

## Medication Aide Update Courses

***NURA 1041***

***7 training hours***

**Tuition including renewal: \$55**

**Online Course Dates:**

Oct. 6, 2021

Dec. 1, 2021

**Pre-Registration is required.**

**Deadline to register is the Monday prior to class by Noon.**

For more information, view admission requirements or visit [VictoriaCollege.edu/HealthcareProfessions](http://VictoriaCollege.edu/HealthcareProfessions).

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# Mental Health Technician

Mental health technician develop skills for the provision of basic care to mental health clients. This course includes topics on mental health disorders, universal precautions, vital signs, observation and charting patient behavior, preventative management of aggressive behavior, patient rights, confidentiality, hygiene, and communication.

## Mental Health Technician

**PMHS 1009**

**48 lecture hours and 5 observation hours**

**Tuition:** \$575 (textbook & certification included)

**Textbook:** AMCA, *Mental Health Technician Certification Exam Study Guide*

### Victoria Main Campus

Sept. 14-Nov. 18, 2021

6-8:30 p.m.

Tuesday & Thursday

VC Main Campus

Health Sciences Center, Room 131

**Certification Exam:** Student who complete this course are eligible to take the exam.

### Pre-Registration is required.

For more information, view admission requirements or visit [VictoriaCollege.edu/HealthcareProfessions](http://VictoriaCollege.edu/HealthcareProfessions).

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# Nurse Aide

Certified Nursing Assistants (CNAs) provide intimate, hands-on healthcare to patients in medical settings, helping with bathing, dressing and the basic activities of life. A day in the life of a CNA might also include:

- Turning or repositioning bedridden patients
- Taking patients' temperature, blood pressure and other vital signs
- Answering patient calls
- Documenting patients' health issues and report to nurses
- Feeding patients, measuring and recording their food and liquid intake
- Cleaning rooms and bed linens
- Helping with medical procedures
- Dressing wounds

## Nurse Aide Course

**NURA 1001 and NURA 1060**

**60 lecture hours and 50 clinical hours**

**Tuition:** \$650 (textbook and certification exam included)

**Textbook:** *Hartman's Nursing Assistant Care with workbook*

### Victoria Main Campus

Sept. 1-Dec. 15, 2021\*

Monday & Wednesday

4:30-8:30 p.m.

VC Main Campus

Allied Health Building, Room 107

(\*Class will not be held Nov. 22-26.)

### Gonzales Center

Sept. 1-Dec. 15, 2021\*

Monday & Wednesday

4-8 p.m.

VC Gonzales Center

(\*Class will not be held Nov. 22-26.)

**State Exam:** Student who complete this course are eligible to take the Texas Nurse Aide Registry Exam.

### Pre-Registration is required.

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# Pharmacy Technician

Pharmacy technicians review dosage calculations, drug classifications, dispensing of prescriptions, billing and reimbursement in a retail or other pharmacy setting. They work in pharmacies, including those found in grocery and drug stores, and in hospitals.

Course content includes: pharmacy medical terminology; the pharmacy practice in multiple environments; pharmacy calculations and measurements; reading and interpreting prescriptions; and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, students will review dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control, and billing and reimbursement.

## Pharmacy Technician Program

**PHRA 1001**

**64 theory hours including 10 observation hours**

**Tuition:** \$880 (textbook included)

**Textbooks:** *Pharmacy Technician Learning Manual and workbook* provided by National HealthCareer Association  
*Pharmacy Practice for Technicians* by Cirrus/Paradigm Education Solutions

### Victoria Main Campus

Sept. 21-Nov. 18, 2021

Tuesday & Thursday

6-9 p.m.

VC Main Campus

Health Sciences Center, Room 133

### Gonzales Center

Sept. 20-Nov. 17, 2021 Sept. 4-Nov. 13, 2021

Monday & Wednesday Saturday

9-11 a.m. 9 a.m.-3:30 p.m.

VC Gonzales Center

**State Exam:** Student who complete this course are eligible to take the Pharmacy Technician Certification Board's (PTCB) exam.

### Pre-Registration is required.

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# Phlebotomy

Victoria College offers a 122-training hour Phlebotomy course designed to develop skills in performance of a variety of blood collection methods using proper techniques and universal precautions. The classroom and laboratory portions of the course are conducted on the Victoria College campus. The clinical portion of the course is conducted in area healthcare agencies, clinics, private physicians' offices, and medical laboratory facilities.

A day in the life of a phlebotomist might also include:

- Collect blood samples from patients
- Practice proper patient identification
- Decipher the best method for drawing blood depending on the patient
- Expect to work with a patients varying in age and health status
- Be friendly, courteous and sympathetic when working with patients
- Keep your phlebotomy cart or station well-organized at all times
- Practice infection control standards at all times

## Phlebotomy Course

**PLAB 1023 and PLAB 1060**

**122 hours**

**Tuition:** \$790 (textbook and certification included)

**Textbook:** *Phlebotomy Essentials with workbook*

### Victoria Main Campus

Sept. 13-Dec. 8, 2021\*

6-9 p.m.

Monday & Wednesday

Health Sciences Center, Room 133

(\*Class will not be held Nov. 22-26.)

**Certification Exam:** Student who complete this course are eligible to take the exam.

### Pre-Registration is required.

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