

Allied Health Continuing Education Schedule Spring 2022



Completed applications will be accepted from Sept. 1-Nov. 30, 2021 except Medical Coding.
Accepted applicants will be notified via email Dec. 1-3, 2021.

Medical Coding Only

Completed program requirements accepted from Jan. 3-March 4, 2022.
Accepted applicants will be notified via email March 7, 2022.

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An Equal-Opportunity Institution

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 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

72 lecture hours and 60 20 clinical 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

Feb. 1-May 24, 2022*

6-9 p.m.

Tuesday & Thursday

VC Main Campus

Allied Health Building, Room 107

(*Class will not be held March 14-18.)

Gonzales Center

Feb. 8-May 31, 2022*

Tuesday & Thursday

6-9 p.m.

VC Gonzales Center

(*Class will not be held March 14-18.)



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.

Class dates and times are subject to change.

Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.



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

March 21-May 26, 2022

Online Class

(Face-to-Face tutoring sessions will be offered.)

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.edu/

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Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.



VictoriaCollege.edu/HealthcareProfessions



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*

Gonzales Center

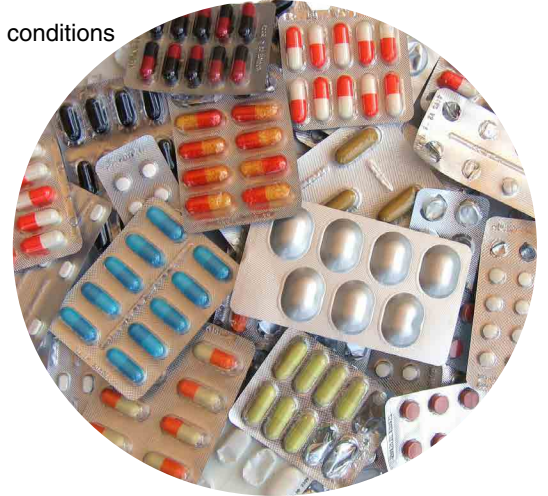
Jan. 31-June 8, 2022* **Canceled**

9 a.m.-1 p.m.

Monday & Wednesday

VC Gonzales Center

(*Class will not be held March 14-19 and May 30.)



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:

Feb. 2, 2022

April 6, 2022

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.

Class dates and times are subject to change.

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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 included)

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

Victoria Main Campus

Feb. 7-May 18, 2022*

Monday & Wednesday

4:30-8:30 p.m.

VC Main Campus

Allied Health Building, Room 107

(*Class will not be held March 14-18.)

Gonzales Center

Feb. 9-May 23, 2022*

Monday & Wednesday

4-8 p.m.

VC Gonzales Center

(*Class will not be held March 14-18.)

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

Pre-Registration is required.

For more information, view admission requirements or visit VictoriaCollege.edu/HealthcareProfessions.

Class dates and times are subject to change.

Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.



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

Feb. 3-April 26, 2022 Feb. 5-April 30, 2022

Tuesday & Thursday Saturday

6-9 p.m. 9 a.m.-3:30 p.m.

VC Main Campus

Health Sciences Center, Room 131

(*Class will not be held March 14-19 and April 16)

Gonzales Center

Feb. 5-April 30, 2022

Saturday

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

VC Gonzales Center

(*Class will not be held March 14-19 and April 16.)

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

Pre-Registration is required.

For more information, view admission requirements or visit VictoriaCollege.edu/HealthcareProfessions.

Class dates and times are subject to change.

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Phlebotomy

Victoria College offers a 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

72 lecture hours and 72 clinical hours

Tuition: \$790 (textbook and certification included)

Textbook: *Phlebotomy Essentials with workbook*

Victoria Main Campus

Feb. 2-May 2, 2022*

6-9 p.m.

Monday & Wednesday

Health Sciences Center, Room 133

(*Class will not be held March 14-18.)

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.

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