

# Allied Health Continuing Education Schedule Spring 2024



**Completed applications**  
will be accepted from Oct. 30-Dec. 15, 2023.

**Accepted applicants** will be notified  
via Pirate Portal email Jan. 3-5, 2024.

[Medical Assisting](#)  
[Medical Coding](#)  
[Medication Aide Update](#)  
[Nurse Aide](#)  
[Pharmacy Technician](#)  
[Phlebotomy](#)  
[Veterinary Assistant](#)



# 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.

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
- Verifying patient health insurance benefits and coverage
- Scheduling appointments



## **Medical Assisting** (AHCE Medical Assisting)

**MDCA 1091**

**92 lecture hours including clinical practice**

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

**Textbook:** Hartman's Medical Assisting the Basics

### **Victoria Main Campus**

Feb.14-May 13, 2024\*

9 a.m.-Noon

Monday-Wednesday **Monday & Wednesday**

VC Main Campus

Allied Health Building, Room 106

(\*Class will not be held March 11-15.)

### **Gonzales Center**

Feb.21-May 18, 2024\*

Wednesday • 6-9 p.m. & Saturday • 9 a.m.-Noon

VC Gonzales Center

(\*Class will not be held March 11-15.)

**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/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE).

Class dates and times are subject to change.

Visit [VictoriaCollege.edu/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE) 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

**POFM 1000**

**126 hours**

**Tuition:** \$1,695 (textbook & certification included)

**Textbooks:** *NHA online study guide*

*ICD-10-CM 2024 The Complete Official Codebook*

*CPT 2024 Professional Edition*

*HCPCS Level II Expert 2024*

### VC Main Campus

Feb. 6-May 23, 2024\*

6-9 p.m.

Tuesday & Thursday

VC Main Campus

Health Sciences Center, Room 132

(\*Class will not be held March 11-15.)



**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/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE).

Class dates and times are subject to change.

Visit [VictoriaCollege.edu/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE) for schedule changes.



# 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** (AHCE Medication Aide Update)

**NURA 1041**

**7 training hours**

**Tuition including renewal: \$55**

**Online Course Dates:**

Feb. 7, 2024

April 3, 2024

**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/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE).

Class dates and times are subject to change.

Visit [VictoriaCollege.edu/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE) for schedule changes.

Texas Health & Human Services are using an online portal to process all Medication Aide licensing. Medication Aides needing to renew their license are required to register through Texas Unified Licensure Information Portal (TULIP).

The system will also provide the current status of an application.

For instructions on how to create your account and complete the renewal process, visit <https://txhhs.my.site.com/TULIP/s/login/>. Please read all information carefully.



# 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** (AHCE Nurse Aide)  
**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. 5-May 15, 2024\* Feb. 5-May 20, 2024\*

Monday & Wednesday

4:30-8:30 p.m. 4:30-7:30 p.m.

VC Main Campus

Allied Health Building, Room 106

Additional clinical days:

Saturday, April 27 • 6 a.m.-2 p.m. AND

Saturday, May 4 • 6 a.m.-2 p.m.

(\*Class will not be held March 11-15.)

## Gonzales Center

Feb. 12-May 22, 2024\*

Monday & Wednesday

4-8 p.m.

VC Gonzales Center

(\*Class will not be held March 11-15.)

**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/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE).

Class dates and times are subject to change.

Visit [VictoriaCollege.edu/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE) 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** (AHCE Pharmacy Technician)

**PHRA 1001**

**64 theory hours including 10 observation hours**

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

**Textbook:** *Pharmacy Practice for Technicians* by Cirrus/Paradigm Education Solutions

### **Victoria Main Campus**

Feb. 13-April 30, 2024

Tuesday & Thursday

9 a.m.-Noon

VC Main Campus

Allied Health Building, Room 106

### **Gonzales Center**

Feb. 3-April 20, 2024

Saturday

9 a.m.-3:30 p.m. (30 minute lunch break)

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.**

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

Class dates and times are subject to change.

Visit [VictoriaCollege.edu/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE) for schedule changes.



# 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 (AHCE Phlebotomy)

**PLAB 1023**

**72 lecture hours with hands-on clinical component**

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

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

### Victoria Main Campus

Feb. 7-May 13, 2024\*

6-9 p.m.

Monday & Wednesday

Health Sciences Center, Room 133

(\*Class will not be held March 11-15.)

**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/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE).

Class dates and times are subject to change.

Visit [VictoriaCollege.edu/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE) for schedule changes.



# Veterinary Assistant

Veterinary assistants assist the veterinarian during examinations. Students will learn about the care of animals as well as how to recognize signs of illness and disease as well as skills necessary to maintain an efficient front office.

Survey of veterinary medicine, including veterinary-related careers, safety in the veterinary workplace, the human-companion animal bond, animal restraint, client relations, and basic medical terminology. Clinical will cover survey of basic veterinary and nursing care skills. Includes aseptic techniques and operating room procedures, and the roles and responsibilities of the veterinary team in a clinical setting. Clinicals will be held at Hillcrest Animal Hospital and Dorothy O'Connor Pet Adoption Center.

## Veterinary Assistant

**VTHT 1008**

**36 training hours including clinical component**

**Tuition:** \$605 (textbook included)

**Textbook:** Elsevier's Veterinary Assisting Textbook & Workbook

Feb. 27-May 2, 2024\*

Tuesday & Thursday

3-5 p.m.

VC Main Campus

Allied Health Building, Room 106

(\*Class will not be held March 11-15.)

### **Pre-Registration is required.**

For more information: View admission requirements or  
[VictoriaCollege.edu/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE).

Class dates and times are subject to change.

Visit [VictoriaCollege.edu/AlliedHealthCE](http://VictoriaCollege.edu/AlliedHealthCE) for schedule changes.



[visit](#)