Allied Health Continuing Education Schedule

Dental Assisting
Medical Assisting
Medical Coding
Medication Aide
Medication Aide Update
Nurse Aide
Pharmacy Technician
Phlebotomy
Veterinary Assisting
Dental Assisting

What does a Dental Assistant do?

Dental assistants work alongside dentist while providing quality dental care within the community. This course includes review of tooth charting, restorations, bridge implants, bitewing, panograph, and periapical x-ray and the mixing of dental cements.

Dental Assisting Course
DNTA 1015 and 1060
100 training hours including 40 clinical hours

Tuition: $1,799 (textbook included)
Textbook: TBD

2018
VC Main Campus
Feb. 20–May 10*
Tues. & Thurs.
6–9:30 p.m.
Plus Additional Saturday Dates
Mar. 3
Apr. 14
Apr. 28
9 a.m.–4 p.m.

VC Main Campus
Health Sciences Center, Room 131
*No classes held during Spring Break March 12-16.

Pre-Registration is required.
For student admission requirements, visit http://bit.ly/2qRYvtJ.

*Class dates and times are subject to change.
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.

Additional Information

FAQs -

Admissions Requirements -

Allied Health Continuing Education
HealthCareers@VictoriaCollege.edu
Health Sciences Center, Suite 136
(361) 582-2412
VictoriaCollege.edu/HealthcareProfessions

Revised 10/25/2017
Medical Assisting

What does a Medical Assistant do?

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 Course

MDCA 1091 and 1061
120 training hours including 48 clinical hours

Tuition: $775 (textbook and certification exam included)
Textbook: Today's Medical Assistant Clinical and Administrative Procedures
Study Guide: Today's Medical Assistant Clinical and Administrative Procedures

2018
VC Main Campus
Jan. 9–Apr. 12* - Class is full.
Tues. & Thurs.
5:30–8:30 p.m.
VC Main Campus
Health Sciences Center, Room 133
*No classes held during Spring Break March 12-16.

Pre-Registration is required.
For student admission requirements, visit http://bit.ly/2jRILST.

*Class dates and times are subject to change.
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.

Additional Information

FAQs -

Admissions Requirements -
Medical Coding

What does a Medical Coders do?

Medical Coders translate a patient’s medical diagnosis into universal codes so that hospitals and insurance agencies can communicate about the specific medical services performed. This course emphasizes accurate ICD-10 and CPT coding of office procedures for payment/reimbursement by patient or third party and prevention of insurance fraud.

Medical Coding Course
HITT 1013
72 training hours

Tuition: $835 (textbook and certification exam included)

Course offered Fall 2018

Pre-Registration is required.

Certification Exam
Upon successful completion student has option to register and take Certification Exam.

*Class dates and times are subject to change.
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.

FAQs -

Admissions Requirements -
Medication Aide

What does a Medication Aide do?

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 Department of Aging and Disability Services (DADS) to 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

140 training hours including 10 clinical hours

Tuition: $675 (textbook and certification exam included)
Textbook: Administering Medications

2018

VC Main Campus
Jan. 9–Apr. 5* Rescheduled
Tues., Wed., & Thurs.
8 a.m.–Noon
VC Main Campus
Allied Health Building, Room 107
*No classes held during Spring Break March 12-16.

Jan. 9–May 10*
Tues. & Thurs.
1–5 p.m.
VC Main Campus
Allied Health Building, Room 107
*No classes held during Spring Break March 12-16.

Pre-Registration is required.
For student admission requirements, visit http://bit.ly/2kN4ucW.

Applicants must be employed as Certified Nurse Aides listed on the Texas Nurse Aide Registry in active status and currently employed in a facility licensed under Texas Health and Safety Code Chapter 242 on class start date OR employed on class start date as non-licensed direct care staff in a facility licensed under Chapter 247; a state supported living center or an intermediate care facility for persons with an intellectual disability and have 90 days previous employment in the year preceding the class start date.

*Class dates and times are subject to change.
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.

Additional Information

FAQs -

Admissions Requirements -
Medication Aide Update

Medication Aide Update Courses
NURA 1041
7 training hours

Tuition: $55

2018
VC Main Campus
Apr. 4
Wed.
9 a.m.–1 p.m.
VC Main Campus
Health Sciences Center, Room 133

Aug. 1
Wed.
9 a.m.–1 p.m.
VC Main Campus
Health Sciences Center, Room 133

Gonzales Center
Feb. 7
Wed.
9 a.m.–1 p.m.
VC Gonzales Center

June 6
Wed.
9 a.m.–1 p.m.
VC Gonzales Center

Pre-Registration is required. For student admission requirements, visit VictoriaCollege.edu/HealthcareProfessions. Registration and payment deadline is the Monday prior to class at Noon.

Course Description
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.

*Class dates and times are subject to change.
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.
Nurse Aide

What does a Nurse Aide do?

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
* 110 training hours including 50 clinical hours

Tuition: $635 (textbook and certification exam included)
Textbook: Harman's Nursing Assistant Care with workbook

2018

VC Main Campus
Jan. 23–Apr. 18*
Tues., Wed., & Thurs.
5:30–9 p.m.
Allied Health Building, Room 107
*No classes held during Spring Break March 12-16.

Gonzales Center
Jan. 23–Apr. 5*
Tues., Wed., & Thurs.
5:30–9 p.m.
Allied Health Building, Room 107
*No classes held during Spring Break March 12-16.

Pre-Registration is required.
For student admission requirements, visit http://bit.ly/2knV61X.

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

*Class dates and times are subject to change.
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.

Additional Information

FAQs -

Admissions Requirements -
Pharmacy Technician

What does a Pharmacy Technician do?

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.

- Aseptic technique and the handling of sterile products
- Prescription Interpretation; Parts of a Prescription Label; Parts of a Written Prescription; and Auxiliary Labels
- Inventory management and financial issues

Pharmacy Technician Program w/ a Clinical Externship

PHRA 1001 • textbook included
130 training hours including 80 clinical hours

Tuition: $1,199 (textbook included)

Course offered Fall 2018

Pre-Registration is required.

*Class dates and times are subject to change.
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.

Additional Information

FAQs -

Admissions Requirements -
Phlebotomy

What does a Phlebotomist do?

Phlebotomist draw blood from patients, collect a variety of other specimen samples as well as label the blood vials. Phlebotomist are also responsible for delivering all blood and specimen samples to the laboratory either in the hospital or locally in the area. 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

144 training hours including 72 clinical hours

Tuition: $775 (textbook and certification exam included)
Textbook: Phlebotomy Essentials with workbook

2018

VC Main Campus
Jan. 22–Apr. 25 - Class is full.
Mon. & Wed.
5:30–8:30 p.m.
VC Main Campus
Allied Health Building, Room 112

*No classes held during Spring Break March 12-16.

Course qualifies student for certification exam

Pre-Registration is required.

*Class dates and times are subject to change.
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.

FAQs -

Admissions Requirements -
Veterinary Assisting

What does a Veterinary Assistant do?

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.

- restraining animals during procedures
- applying bandages and splints
- sterilizing instruments
- understanding animal behavior
- calculating accounts receivable and accounts payables
- interacting with animals and their owners

Veterinary Assistant Program
VTHT 1001
100 training hours

Tuition: $1,899 (textbook included)

Course offered Fall 2018

Pre-Registration is required.

*Class dates and times are subject to change.
Visit VictoriaCollege.edu/HealthcareProfessions for schedule changes.
Allied Health – Continuing Education Registration Form

Fax, mail, email, or deliver this form in person. Payment is due at time of registration. It is student's responsibility to follow up with our office to confirm registration form was received and student was registered for course.

Student Information
Course Title: __________________________________________________________

Date of Classes: ___________________________ CRN: (for office use only)_________________

Last Name: ___________________________ First Name: ___________________________ MI: ________

SSN: ___________________________ Date of Birth: ___________________________ Sex: ______________

County of Residence: ______________________________________________________________________

Mailing Address: ________________________________________ City: ____________________________

State: ________________________________________________ Zip Code: __________________________

Home Phone #: _______________________ Email Address: _________________________________

Work Phone #: _______________________ Employer: _________________________________________

If a High School Graduate:

Year Graduated: _______________________ High School Attended: ________________________________

Yes, I would like to receive information on upcoming classes and workshops.

Demographic Information
These questions are used by the state to help provide support for VC programs. Not required, but cooperation is appreciated.

1. Please indicate your ethnic origin: (Check one)
   - African American
   - Alaskan Native/American Indian
   - Asian or Pacific Islander
   - Hispanic
   - White
   - Non-Resident Alien
   - Other (Indicate) __________________________

2. Highest level of Education: (Check one)
   - Not a high school graduate
   - GED
   - High School Graduate
   - Some College, but no degree
   - State-Approved Certificate
   - Associate Degree
   - Bachelor’s Degree
   - Graduate Degree(s)

3. Marital Status: (Check one)
   - Single (Never Married)
   - Separated
   - Divorced
   - Married
   - Widowed

2200 E. Red River, Victoria, TX 77901
Attention: Allied Health – CE Dept.
Phone: (361) 582-2412
Fax: (361) 572-6441
HealthCareers@VictoriaCollege.edu

10/5/2017 Revised
Student Name: ____________________________
Student V# : ____________________________

4. Are you currently receiving financial assistance?
   Yes   No   If yes, what type: _____________________________________

5. Are you currently reported as a dependent for income tax purposes by a parent or guardian?
   Yes   No

6. Indicated the number of family members, including yourself and others, whom your parents or you/your
   spouse support: (Check one)
   1  2  3  4  5  6  7  8  9  10  11  12

7. Please indicate your household income level: (Check one)
   Less than $20,000   $20,000 to $39,999   $40,000 to $59,999
   $60,000 - $79,999   $80,000 and greater

8. Do you have difficulty speaking, reading, or writing English because it is not your native language?
   Yes   No

9. Have you devoted yourself to making a home, been left alone because of death, separation/divorce or an
   absent spouse and find it necessary to obtain marketable skills?
   Yes   No

10. Are you a single parent (divorced, legally separated, widowed, or never married with sole or joint custody
    of a minor child/children) or a single pregnant female?
    Yes   No

11. Please indicate the highest level of education attained by: (Check one in each column)

<table>
<thead>
<tr>
<th>Level of education</th>
<th>Mother</th>
<th>Father</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eighth grade education or less</td>
<td></td>
<td></td>
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<tr>
<td>Some high school but did not graduate</td>
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<td></td>
</tr>
<tr>
<td>A high school graduate/GED</td>
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<td></td>
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<tr>
<td>Some college but not degree</td>
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<td></td>
</tr>
<tr>
<td>Associate Degree</td>
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<tr>
<td>Bachelor’s Degree</td>
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<tr>
<td>Master’s/Ph.D.</td>
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</tbody>
</table>

Payment Information
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Charge My:
   AMEX  Discover  MasterCard  Visa  Amount: ____________________________
   Card #: _______________________  Expiration Date: ________________  CID # on front or back: __________
   Billing Address: ____________________________________________________________
   Name on card: _______________________________________________________________
   Authorized Signature: _______________________________________________________

Please note: A hold will be placed on the records of any student who is delinquent in their financial obligations to the College. Future registrations and transcript requests will be denied until all obligations have been met.

10/5/2017 Revised