|  |  |
| --- | --- |
| Village career center, llc  Program Catalog | Location  Abbeville Campus  11o Whitehall St  ABBEVILLE, SC 29620  PHONE: 864-902-4433  Anderson Campus  2705 n main street, suite c  anderson, sc 29621  PHONE: 864-902-4433  web:  villagecareercenter.com  Volume 14  January, 2024 |
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# **Mission Statement**

Our mission is to provide an avenue to affordable higher education by striving to be accessible to students of all economic backgrounds looking to gain certification that will assist them in joining the workforce.

# **Directory**

*Melanie Turman: M.S.N., Western Governors University, 2020: CEO/Owner/Director/Instructor I*

# **Description of Facilities**

The facility of square1862 ft. is equipped with an open classroom space, a break area, two private restrooms, a lab area and separate certification exam room. The facility is equipped with a simulated exam room that includes exam table, counter space and exam room supplies. The facility has a simulated medical lab room that has sterilizer, centrifuge, manikin arms and lab specimen collection supplies. The facility offers 15 free parking spaces that are handy-cap accessible. Class size will be no more than 10 students and no less than 2 students per class. Facility does not house living quarters or supply room and board options.

# **CHE Licensure Disclaimer**

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, Telephone 803-737-2260, [www.che.sc.gov](http://www.che.sc.gov). Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the US Department of Education.

# **Job Placement Assistance**

This institution does not provide formal job placement assistance. Completion of course will gain student access to sit for industry certification exam. Completion of any course or certificate program, including passing of industry exams and obtaining industry certification, is not a guarantee of employment. A criminal record may prevent students from obtaining employment. Citizenship status may also prevent students from obtaining employment.

# **Transfer Credit**

Students who have credit for previous education and/or training must meet with Director to determine if such credit will be applied to Village Career Center programs, prior to acceptance into program. Village Career Center makes no claim or guarantee that credit earned will transfer to another institution.

## **Program Offered**

**Clinical Medical Assistant Program**

**Overview:**

**Objectives:** To provide a basic level of both knowledge and demonstrable skills for individuals who provide nursing or nursing-related services to patients in a healthcare facility.

**Hours Required:** **Hybrid**

155 clock hours **(**55 online hours, 100 lab/simulation/externship/preceptorship hours)

**Certificate:** Upon completion of the program, student will be awarded a certificate of completion in Clinical Medical Assisting from Village Career Center. Student will be eligible to sit for certification through National Healthcareers Association with satisfactory completion of program at **a cost of $165.00 paid to certification company.**

**Textbook:** Hartman’s Medical Assistant Basics, Hartman’s Medical Assistant Basics Workbook

**Tuition: $ 2000.00**

**Materials: $350.00 (Due at enrollment) *Cost subject to change without notice.***

**Textbook:** $120.00

**Lab Fee:** $100.00

**NHA Certification Prep:** $ 130.00

**Application Fee:** $50

**Total Cost**: $2400.00

**Pre-Requisites:** High school diploma or GED, CPR, proof of vaccinations, and criminal background check. Must have an electronic device to access course materials.

**Curriculum:**

**1. Foundational Knowledge and Basic Science:** (Week 1)

Knowledge of:

A. Health care systems and settings

B. Medical terminology

C. Basic pharmacology

D. Nutrition

E. Psychology

**2. Anatomy and Physiology** Knowledge of: (Week 2-3)

A. Body structures and organ systems

B. Pathophysiology and disease processes

C. Microbiology

**3. Clinical Patient Care** (Week 4-6)

A. General Patient Care

B. Infection control

C. Testing and Laboratory Procedures

D. Phlebotomy

E. EKG and Cardiovascular Testing

**4. Patient Care Coordination and Education** (Week 7)

**5. Administrative Assisting** (Week 8)

**6. Communication and Customer Service** (Week 9)

**7. Medical Law and Ethics (Week 1)**

**8.** **Clinical Externship/Simulation/Lab 50 hours** (Week 10-13)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class Dates  **(Abbeville Campus Day and Night Section Monday Class)** | Orientation | 3 Day Cancellation Date | Mid Term  Evaluation | Graduation |
| November 13-February 29th | November 7th | November 8th | December 18th | February 29th |
| March 4th- June 6th | February 26th | February 27th | April 8th | June 20th |
| June 10- September 19th | June 3rd | June 5th | July 22nd | September 19th |
| September 23- December 19th | September 16th | September 18th | October 28th | December 19th |
| **Anderson/Abbeville Campus**  **Wednesday Class**   1. **Anderson Evenings**   **Abbeville Mornings** |  |  |  |  |
| **A**. November 13-February 29th | November 7th | November 8th | December 18th | February 29th |
| January 29- April 25th | January 24th | January 25th | March 4th | April 25th |
| April 29- August 8th | April 24th | April 24th | June 3rd | August 8th |
| **A**. March 4th- June 6th | February 26th | February 27th | April 8th | June 20th |
| **A**. June 10- September 19th | June 3rd | June 5th | July 22nd | September 19th |
| August 19- November 21st | August 14th | August 16th | September 23rd | November 21st |
| **A**. September 23- December 19th | September 16th | September 18th | October 28th | December 19th |

**Medical Administrative Assistant Program**

**Overview:**

**Objectives:** To provide a basic level of both knowledge and demonstrable skills for individuals who provide nursing or nursing-related services to patients in a healthcare facility.

**Hours Required:** **Hybrid**

155 clock hours **(**75 online hours, 80 lab/simulation/externship/preceptorship hours)

**Textbook:** NHA Medical Administrative Assisting Skills Builder Plus Online Materials

**Certificate:** Upon completion of the program, student will be awarded a certificate of completion in Medical Administrative Assisting from Village Career Center. Student will be eligible to sit for certification through National Healthcareers Association with satisfactory completion of program. (Cost is $165.00, not included in tuition)

**Tuition: $ 1500.00**

**Materials: $350.00 (Due at enrollment) *Cost subject to change without notice.***

**Online Resources:** $275.00

**NHA Certification Prep Materials** $ 75.00

**Application Fee:** $50

**Total Cost**: $1900.00

**Pre-Requisites:** High school diploma or GED, CPR, proof of vaccinations, and criminal background check. Must have an electronic device to access course materials.

**Curriculum:**

**Becoming an Administrative Medical Assistant (Week 1)**

1. Qualities of a Medical Assistant
2. Job Duties
3. Certification
4. Scope of Practice
5. Ambulatory Healthcare Settings
6. The Healthcare Team

**Managing Stress and Improving Communication (Week 1)**

1. Stress and Burnout
2. Types of Communication
3. Barriers to Effective Communication
4. Patient Interview Techniques
5. The Stages of Grief

**Law, Ethics and Healthcare (Week 2)**

1. Health Insurance Portability and Accountability Act (HIPAA)
2. Americans with Disabilities Act (ADA)
3. Occupational Safety and Health Administration (OSHA)
4. Informed Consent
5. Advance Directives
6. Ethical Guidelines for Healthcare Providers
7. Medical Identify Theft

**Improving Your Medical Office (Week 2)**

1. The Reception Area
2. The Medical Receptionist
3. Safety Issues
4. Opening and Closing the Facility

**Computers in the Ambulatory Care Setting (Week 3)**

1. Use of Computers in the Medical Office
2. Electronic Medical Record (EMR) and Electronic Health Record (EHR)
3. Safeguarding Protected Health Information (PHI)
4. Cloud Computing
5. Mobile Health (mHealth)

**Telecommunications and Patient Scheduling (Week 3)**

1. Telephone Techniques
2. Faxing
3. Emails
4. Patient Portal
5. Patient Scheduling Methods
6. Cancellations and No Shows
7. Dealing with Irate Patients

**Medical Terminology: Word Parts, Plurals, Abbreviations (Week 4)**

1. Importance of Medical Terminology
2. Understanding Word Parts: Roots, Prefixes, Suffixes
3. Abbreviations and Acronyms in Medical Records
4. Plural Endings

**Managing Medical Records (Week 4)**

1. Purposes of Medical Records
2. Electronic, Paper and Hybrid Medical Records
3. Categories of Medical Records
4. Flow Sheets
5. SOAP Notes
6. Filing Paper Records
7. Release of Information (ROI)
8. Personal Health Record (PHR)

**Written Communication (Week 5)**

1. Components of a Business Letter
2. Proofreading
3. Meeting Agendas
4. Business Emails

**Working with Medical Documents (Week 5)**

1. Purposes of Medical Records
2. Types of Medical Record
3. Medical Transcriptionist/Medical Scribe
4. Electronic Signatures

**Medical Billing and Coding: An Overview (Week 6)**

1. Health Insurance Terms
2. Private and Government-Sponsored Insurers
3. Code Sets: ICD-10-CM/PCS, CPT, HCPCS Level II
4. CMS-1500 and UB-04
5. Electronic Claims
6. Pre-authorizations
7. Medical Necessity
8. Explanation of Benefits (EOBs)
9. Fair Debt Collection Practices Act
10. Advance Beneficiary Notice (ABN)

**Daily Financial Practices (Week 7)**

1. Accounts Receivable and Accounts Payable
2. Provider Fees
3. Improving Patient Payments
4. Claims Denial Strategies
5. Practice Management Software
6. Managing Patient Accounts
7. Petty Cash

**Clinical Externship/Simulation/Lab 50 hours (Week 8-13)**

**Calendar: Anderson and Abbeville Campus**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class Dates | Orientation | 3 Day Cancellation Date | Mid Term  Evaluation | Graduation |
| January 29- April 25th | January 24th | January 25th | March 4th | April 25th |
| March 4th- June 6th | February 26th | February 27th | April 8th | June 20th |
| April 29- August 8th | April 24th | April 24th | June 3rd | August 8th |
| June 10- September 19th | June 3rd | June 5th | July 22nd | September 19th |
| August 19- November 21st | August 14th | August 16th | September 23rd | November 21st |
| September 23- December 19th | September 16th | September 18th | October 28th | December 19th |

**Dental Assistant Program**

**Overview:**

**Objectives:**

The Dental Assisting Program prepares students for entry level positions as a chairside assistant in a dental office. The dental assistant training program is a course designed to teach the students the skills and knowledge necessary to assist dentists and hygienists in all chairside procedures.

**Hours Required:** **Hybrid**

155 clock hours **(**55 online hours, 100 lab/simulation/externship/preceptorship hours.)

**Textbook:** Modern Dental Assisting 13th Edition. Elsevier: Modern Dental Assisting Online Resources

**Certificate:** Upon completion of the program, student will be awarded a certificate of completion in Dental Assisting from Village Career Center. Student may be able to find appropriate employment opportunities through acquired knowledge and skills.

**Tuition: $ 2000.00**

**Materials: $350.00 (Due at enrollment) *Cost subject to change without notice.***

**Textbook/Onilne Resources:** $250.00

**Lab Kit:** $100.00 (Pocket Nurse Dental Assisting Supplies)

**Application Fee:** $50.00

**Total Cost**: $2400.00

**Pre-Requisites:** High school diploma or GED, CPR, proof of vaccinations, and criminal background check. Must have an electronic device to access course materials.

**Curriculum:**

**Curriculum Outline:**

1. **Demonstrate patient education and management skills.** (Week 1)
   * Provide oral health instruction and counseling. Recommend home-care strategies.
   * Recognize patient abilities to properly care for their teeth.
   * Translate dental terminology to layman's terms.
   * Advise patients on impact of diet on oral health.
   * Identify normal and pathological abnormalities of the oral structures.
   * Perform extra oral tissue examinations.
2. **Demonstrate administrative office skills.** (Week 2)
   * Accurately review health history forms with patients.
   * Practice effective interpersonal and communication skills.
   * Model professional conduct and appearance and demonstrate professional behaviors consistent to the dental workplace.
   * Identify and effectively manage time and resources.
3. **Demonstrate occupational safety skills.** (Week 3)
   * Apply current concepts of infection control and occupational safety.
   * Engage and assist in the management of medical and dental emergencies and administer basic life support procedures, when indicated.
   * Demonstrate proficiency in sterilizing instruments and disinfecting equipment.
4. **Demonstrate general chair-side skills.** (Week 4)
   * Assist in diagnostic and operative procedures. Perform clinical supportive functions during pre-treatment, treatment, and post-treatment phases.
   * Demonstrate proper tray setups.
   * Identify and differentiate between esthetic and restorative treatment procedures.
5. **Demonstrate fluency and competency dealing with legal and ethical issues.** (Week 5)
   * Practice exercising sound clinical judgment while performing duties within existing ethical and legal parameters of the clinical dental practice.
   * Practice compliancy with OSHA, OR-OSHA, and HIPAA regulations.
6. **Demonstrate radiographic proficiencies.** (Week 6)
   * Demonstrate proper film placement for intra- and extra-oral films and expose, process, and mount radiographs of diagnostic quality.
   * Effectively communicate radiographic safety techniques and concerns to patients and peers and acquire maximum diagnostic yield with minimal exposure to radiation.
7. **Demonstrate dental and laboratory sciences skills.** (Week 7)
   * Apply knowledge of basic dental sciences in professional setting, use correct dental terminology, take alginate impressions, and complete laboratory procedures, including pouring and trimming molds and study casts.
8. **Clinical Externship/Simulation: Simtac/Lab 50 hours** (Week 8-13)

**Calendar:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class Dates  **Abbeville and Anderson Campus** | Orientation | 3 Day Cancellation Date | Mid Term  Evaluation | Graduation |
| January 8th- April 4th | January 3rd | January 5th | February 12th | April 25th |
| April 29- August 8th | April 24th | April 24th | June 10th | August 8th |
| August 19th- November 21st | August 14th | August 14th | September 30th | November 21st |

**Nursing Assistant Program**

**Overview:**

**Objectives:** To provide a basic level of both knowledge and demonstrable skills for individuals who provide nursing-related services to patients in a healthcare facility.

**Hours Required:**

120 clock hours**: (**60 classroom hours, 20 lab, 40 clinical hours)

**Textbook:** Hartman’s Nursing Assistant Care, The Basics 5th ed.

**Certificate:** After completion of the program, students will receive a certificate of completion in nursing assisting from Village Career Center. Students will be eligible to sit for certification through South Carolina Department of Health and Human Services upon completion of program requirements. (Cost $120 included in tuition)

**Tuition: $ 950.00**

**Materials: $300.00 (Due at enrollment) *Cost subject to change without notice.***

**Textbook: $100.00**

**Lab Supplies: $80.00 (Pocket Nurse Lab Supplies)**

**SCDHHS Certification Exam: $ 120.00**

**Application Fee:** $50

**Total Cost**: $1300.00

**Pre-Requisites:** High school diploma or GED, CPR and criminal background check. Must have an electronic device to access course materials.

**Curriculum:**

South Carolina Nurse Aide Curriculum

**I. Introduction** (Week 1-2)

**A. Communication and Interpersonal Skills**

1.Explain the purpose of communication between members of the health team.

2. Discuss correct methods of reporting information such as accidents, errors, and injuries.

3. Describe changes in the resident's condition.

4. Describe how communication skills of the nurse aide affect the quality of care provided to residents.

5. Describe the chain of command and interaction with supervision and staff.

**B. Infection Control**

1. Describe blood borne pathogens and standard precautions as described by Occupational Safety and Health Administration (OSHA).

2. Describe and give examples of standard precautions as described by OSHA.

3. List conditions that promote the growth of bacteria.

4. Describe and demonstrate proper handwashing techniques.

5. Describe clean versus dirty areas.

**C. Safety/Emergency Procedures**

1. List reasons for immediate call light response and appropriate action.

2. Explain rationale for the statement "All residents are my responsibility".

3. List ways to prevent falls, burns, and other accidents.

4. Describe the immediate response to and observations of a resident who has fallen.

5. Identify ways to control bleeding.

6. List emergency response to and observation of residents with bleeding, fainting, and seizures.

7. Demonstrate management of obstructed airway (Heimlich maneuver).

8. Identify and practice procedures for disasters and fires.

9. Demonstrate the use of good body mechanics

**D. Promoting Resident’s Independence**

1. Describe the nurse aide's role in promoting resident's independence, such as allowing resident to make personal choices and reinforcing other behavior consistent with the resident's dignity.

2. Describe and give examples of ways to provide care, according to resident's abilities, to promote independence and self-esteem.

**E. Respecting Resident’s Rights**

1. Describe and list the Resident's Bill of Rights and list examples of each right.

2. Define and describe the resident's rights to protection and confidentiality.

3. Define and discuss abuse (mental, verbal, and physical), neglect, and misappropriation of resident property.

4. Describe the allegations leading to and process for revoking the certification of a nurse aide.

5. Describe measures and importance of avoiding the need for restraints.

**II. Core Curriculum** (Week 3-6)

**A. Role of the Nurse Aide**

1. Identify the nurse aide's role in the long-term care setting (e.g., job description, in-service training).

2. Describe requirements for nurse aide training and competency evaluation.

3. Describe ethical and legal behaviors.

4. Describe and demonstrate good health and hygiene practices.

5. Describe guidelines for dependability, punctuality, resignation, and job seeking.

6. Describe the role of the nurse aide in reporting identified changes in resident's condition.

7. Describe and demonstrate the appropriate methods of answering the telephone.

**B. Resident’s Rights**

1. Describe the nurse aide's role in protecting and maintaining the dignity of each resident.

2. Discuss the role of the nurse aide as it relates to protecting the resident's rights.

3. Discuss various myths and stereotypes associated with aging/older adults.

4. Define confidentiality.

5. Discuss the nurse aide's responsibilities in relation to confidentiality.

6. Describe the protection of resident's right to privacy.

7. Describe the protection of the resident's personal items: clothing, flowers, food, and assistive devices such as hearing aids, dentures, and glasses.

8. Describe the purpose of informed consent.

9. Differentiate b/t a will, living will, and advanced directives.

10. Describe the role of the nurse aide regarding a resident's living will.

11. Discuss the resident's right to refuse care.

12. Describe ways the nurse aide can provide assistance to residents in resolving grievances and disputes.

13. Describe the role of the ombudsman in long-term care.

14. Describe promotion of the resident's right to make personal choices.

**C. Basic Nursing Skills**

1. Demonstrate oral reporting and written documentation of resident information.

2. Demonstrate the proper technique for obtaining and recording vital signs.

3. Discuss the normal range of vital signs.

4. Describe changes in resident's condition (sign and symptoms).

5. Describe observations and reporting of signs of acute illness.

6. Demonstrate the collection, labeling, and transportation of urine, stool, and sputum specimens.

7. Discuss importance of proper hydration.

8. Describe proper hydration, including intake, output, and restricting and forcing fluids.

9. Describe warning signs of dehydration.

10. Describe observation and recording of types of bowel movements.

11. Describe the procedures for changing a colostomy bag of resident with an established colostomy.

12. Describe the procedure for catheter care.

13. Define the commonly used abbreviations and terminology used in the long-term care setting.

14. Describe the ABC's of emergency care.

15. Demonstrate assisting residents with bedpan/urinal.

16. Describe the types of isolation techniques and the use of personal protective equipment.

17. Describe the signs and symptoms of infection.

18. Define nosocomial infection.

19. Define medical and surgical asepsis, and disinfection vs. sterilization.

20. Demonstrate the proper use gloves.

21. Describe and give examples of bio-hazardous wastes, their symbols, and appropriate disposal.

22. Describe end-of-life care of a resident whose death is imminent.

23. Describe postmortem care.

24. Describe the nurse aide's role in caring for the resident's environment and for resident care equipment.

25. Describe therapeutic diets and the use of supplemental and in-between meal feedings.

**D. Care of Cognitively Impaired Residents**

1. Define dementia, Alzheimer's disease, and cognitive impairment, including impact on team and family.

2. Describe differences between normal aging and dementia.

3. Describe symptoms related to the three stages of dementia.

4. Differentiate basic communication b/t those with dementia and those without.

5. Describe communication strategies appropriate for the three stages of dementia.

6. Differentiate between verbal and nonverbal communication.

7. List barriers to communication: aphasic, hearing and vision impaired, and depressed and confused residents.

8. Demonstrate knowledge of recognizing pain in the cognitively impaired resident.

9. Describe validation techniques versus reality orientation.

10. Identify and describe behaviors associated with Alzheimer's disease and dementia including agitation, confusion, sun downing, paranoia, wandering, hiding and hoarding, catastrophic reaction, hallucinations, delusions, and hyperorality.

11. Discuss and apply the concept that behavior is a means of communication that requires examination for an appropriate response.

12. Recognize the concept that behaviors associated dementia are related to dementia are not deliberate but due to the disease.

13. Describe appropriate responses to behaviors associated with cognitive impairment by recognizing a particular behavior, identifying what triggered that behavior, and associating what resulted from that behavior.

14. Identify and demonstrate appropriate responses to the behaviors associated with cognitive impairment including agitation, confusion, sun downing, paranoia, wandering, etc.

15. Define reality orientation and describe the effect on an individual with cognitive impairment.

16. Identify environmental factors that affect the individual with cognitive impairment.

17. Describe basic underlying principles of care to include encouraging remaining skills, simplifying and breaking down tasks, eliminating choices, providing encouragement, and establishing daily routines.

**E. Mental Health and Social Service Needs**

1. Describe the various behavior patterns residents display, possible rationale for these patterns, and the appropriate response.

2. List ways the nurse aide can assist with feelings of loneliness and sensory deprivation.

3. Define ageism and list losses.

4. Define self-worth, self-esteem, and stress as they relate to the nurse aide, resident, and family.

5. Describe ways the nurse aide can use the resident's family as a source of emotional support.

6. Describe methods of reality orientation.

7. Describe memory changes and how they impact the resident's plan of care.

8. List ways the nurse aide can recognize and intervene when a resident is confused.

9. Describe the nurse aide's role with social/activity staff.

10. Describe the nurse aide's role in providing needed assistance in getting to and participating in resident and family groups and other activities.

**F. Personal Care Skills**

1. Describe and demonstrate the types of baths and the technique for each.

2. Describe and demonstrate skin care, perineal care, catheter care, foot care, and care of the nails.

3. Describe and demonstrate grooming measures related to hair, mouth and dentures.

4. Describe and demonstrate dressing techniques used for special populations such as those with behavior modification and those who have had strokes.

5. Describe and demonstrate the technique for administering the bedpan and urinal and care of the incontinent resident.

6. Describe feeding techniques and hydration measures.

7. Describe the warning signs that indicate a risk for unintended weight loss.

8. Describe and demonstrate the technique and principles for making an occupied and an unoccupied bed.

9. Discuss the nurse aide's role in preparing the resident for rest and sleep.

10. Discuss the procedures for A.M. and P.M. care.

**G. Basic Restorative Services**

1. Demonstrate the techniques in transferring and ambulating, with or without assistive devices.

2. Demonstrate the use of devices used during meals and dressing.

3. Demonstrate techniques used in turning, positioning, and lifting a resident in bed.

4. Demonstrate passive range of motion exercise.

5. Demonstrate the proper technique used in applying and removing elastic stockings.

6. Describe preventive skin care for the prevention of pressure areas.

7. Describe the maintenance of room temperature in the long-term care facility.

8. Demonstrate the use of manual and electric beds.

9. Describe the care and use of prosthetic and orthotic devices.

10. Define bedrest, partial weight bearing, and dangling.

11. Describe measures to prevent complication of bed rest using positioning and exercise.

12. Describe the care of a resident who is receiving tube feedings, IV therapy, and G-tube feedings.

13. Describe care and use of footboards, trochanter rolls, handrolls, bed cradles, trapeze bars, crutches, canes, and walkers.

14. Describe the use of various lifts.

15. Demonstrate the following positions: Fowler's, semi-Fowler's, prone, and supine.

16. Define the care and safety of a resident receiving oxygen.

17. Define and discuss physical, speech, and occupational therapies as related to resident-to-resident care.

18. List nonverbal signs and symptoms suggesting pain.

19. Describe and list comfort measures for residents with pain.

20. Describe the goals and outcomes of rehabilitative services for resident independence.

21. List members of the rehabilitative team and their role in promoting independence.

22. Describe types of adaptive equipment used to promote resident independence.

23. Describe and demonstrate the use of transfer (gait) belt.

24. Describe bowel and bladder retraining protocol.

H. **Clinical Externship/Simulation/Lab 60 hours** (Week 6-8)

**Calendar:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class Dates  **Abbeville Campus** | Orientation | 3 Day Cancellation Date | Mid Term  Evaluation | Graduation |
| February 19-April 11th | February 15th | February 15th | March 11th | April 25th |
| April 22 – June 20th | April 16th | April 17th | May 13th | June 20th |
| July 8th September 12 | June 27th | July 3rd | July 29th | September 19th |
| September 23- November 21 | September 16th | September 18th | October 14th | November 21st |

**Phlebotomy Technician Program**

**Overview:**

**Objectives:** To provide a basic level of both knowledge and demonstrable skills for individuals who provide nursing-related services to patients in a healthcare facility.

**Hours Required:** **Hybrid**

80 clock hours**:** (30 online hours, 50, simulation, lab/clinical hours.)

**Textbook:** Phlebotomy, 5th Edition by Robin S. Warekois, BS, MT(ASCP), Richard,NASW and Pamela Primrose

**Certificate:** Upon completion of the program, student will be awarded a certificate of completion in Phlebotomy Technician. Student will be eligible to sit for certification through National Healthcareers Association with satisfactory completion of program. (Cost $125.00, not included intuition)

**Tuition: $ 900.00**

**Materials: $300.00 (Due at enrollment) *Cost subject to change without notice.***

**Textbook: $50.00**

**Lab Supplies:** $130.00(Pocket Nurse Phlebotomy Supplies)

**NHA Certification Prep Materials:** $ 120.00

**Application Fee:** $50

**Total Cost**: $1250.00

**Pre-Requisites:** High school diploma or GED, CPR, proof of vaccinations, and criminal background check. Must have an electronic device to access course materials.

**Curriculum:**

* Venipuncture (Week 1)
  + Anatomy of the arm
  + Equipment and components of collection systems
  + Basic phlebotomy procedure
  + Special handling procedures
* Skin Puncture (Week 2)
  + Equipment and components of collection systems
  + Basic skin puncture procedure
* Specimen processing (Week 3)
  + Identification, aliquoting and labeling specimens according to laboratory protocol
* Safety (Week 4)
  + Location and discussion of proper use of clinical laboratory safety equipment, devices and personal protective gear
  + Review of blood borne pathogens and universal precautions
* Professionalism (Week 5)
  + Communication protocol
  + Interrelation phlebotomist-patient
  + Attitudes and traits expected of clinical laboratory professionals
  + Patient confidentiality
* Clinical Externship/Simulation/Lab 50 hours(Week 6-8)

**Calendar:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class Dates | Orientation | 3 Day Cancellation Date | Mid Term  Evaluation | Graduation |
| February 19-April 11th | February 15th | February 15th | March 11th | April 25th |
| April 22 – June 20th | April 16th | April 17th | May 13th | June 20th |
| July 8th September 12 | June 27th | July 3rd | July 29th | September 19th |
| September 23- November 21 | September 16th | September 18th | October 14th | November 21st |

**Pharmacy Technician Program**

**Overview:**

**Objectives:** To provide a basic level of both knowledge and demonstrable skills for individuals who provide.

**Hours Required: Hybrid**

155 clock hours **(**50 online hours, 105 lab/simulation/externship/preceptorship hours)

**Certificate:** Upon completion of the program, student will be awarded a certificate of completion in Pharmacy Technician Program from Village Career Center. Student will be eligible to sit for certification through National Healthcareers Association with satisfactory completion of program at **a cost of $165.00 paid to certification company.**

**Textbook:** NHA Pharm Seer Online Resources

**Tuition: $ 2000.00**

**Materials: $350.00 (Due at enrollment) *Cost subject to change without notice.***

**Online Reources:** $250.00

**Lab Kit:** $50.00

**Certification Prep:** $ 50.00

**Application Fee:** $50

**Total Cost**: $2400.00

**Pre-Requisites:** High school diploma or GED, CPR, proof of vaccinations, and criminal background check. Must have an electronic device to access course materials.

**Curriculum: 155 hours**

1. Overview and Laws (Week 1-2) 23 hours

A. Role, Scope of Practice, and General Duties of the Pharmacy Technician

B. Laws and Regulations

C. Controlled Substances

2. Drugs and Drug Therapy (Week 3-4) 23 hours

A. Drug Classification

B. Frequently Prescribed Medications

3. Dispensing Process (Week 5-7) 36 hours

A. Prescription and Medication Order Intake and Entry

B. Preparing and Dispensing Prescriptions

C. Calculations

D. Repackaging

4. Medication Safety and Quality Assurance (Week 8-9) 23 hours

5. Clinical Externship/Simulation/Lab (Week 10-13) 50 hours

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| --- | --- | --- | --- | --- |
| Class Dates  Abbeville Campus | Orientation | 3 Day Cancellation Date | Mid Term  Evaluation | Graduation |
| January 29- April 25th | January 24th | January 25th | March 4th | April 25th |
| April 29- August 8th | April 24th | April 24th | June 10th | August 8th |
| August 19th- November 21st | August 14th | August 14th | September 30th | November 21st |

**Admission Policy**

* Student must be at least 18 years of age to attend Village Career Center.
* Student must have earned a high school diploma or GED; or have proof of current enrollment at a secondary education institution.
* Students must have proof of CPR certification.
* Student must pass a criminal background (contact school to discuss).
* Student must complete Enrollment Agreement.
* Must provide proof of vaccination to include Hepatitis B, Varicella, Measles, Mumps, Rubella and Tdap, 1-Step TB Skin Test, and urine drug screening.
* Student must have access to an electronic device to access course materials.
* Must purchase scrubs to wear to lab and clinical.

The minimum number of students in a program/classroom is three. If the course needs to be rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a full refund or attend the next scheduled course offering.

**Application Procedures**

Application for admission will be processes online at <https://vllagecareercenter.classreach.com>.Students will be contacted within 7-business days via phone and email to verify information entered into the institution’s student information database. The application fee is $50.00 per application payable online at <https://villagecareercenter.classreach.com> or in person at institution via cash, check or money order. Approval or denial of application will be determined with 14-business day of submission.

### **Important Calendar Dates:**

### Holidays Observed

* New Year's Day
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving Day
* Day after Thanksgiving
* Christmas Eve
* Christmas Day

### **Attendance Policy & Class Participation**

Attendance will be taken at the beginning of each class meeting, capturing students’ name, date and time of arrival and departure. Students are expected to attend all class meeting, as their attendance and participation is vital. Participation will be evaluated based on student’s engagement in the class, contribution to class discussions, evidence of having completed the readings and maintaining a positive attitude. It is crucial for students to arrive to class on time and be prepared. All absences require a notification of primary instructor 4 hours prior to start of class. Students are required to make-up all scheduled program hours within 14 days for excused and unexcused absence. Excused absences include documentation from health care provider, death of immediate family member, military leave, jury duty and court appearances. Student that do not schedule make-up time within 14 days will be required to repeat program and will be refunded tuition based on refund policy minus administrative fees.

### **Tardiness**

Tardiness is counted in hours. Students are required to make-up all missed time. If student does not make-up missed time within 14 days, they will be required to repeat program and will be refunded tuition based on the institution’s refund policy.

### **Makeup Work**

In the event of an absence, it is the students’ responsibility to meet with the instructor and/or Program Director to arrange make-up session. Village Career Center offers many days throughout the program, that simply cannot be missed, and this work must be made-up in the next available make-up session (the student will be allowed to attend only one make-up session, before additional fees are accessed – not to exceed more than three occurrences). All efforts will be made to accommodate make-up hours for unexcused and excused missed in-class time. Students are subject to a $150.00 missed lab fee to cover the cost of additional instruction time.

[Conduct & Re-Admission Policy](#_Conduct_&_Re-Admission)

Professional behavior is required while on campus. Failure to follow the classroom conduct guidelines could result in expulsion from the program.

The following guidelines must be followed:

* Be seated and prepared to begin class by the start time indicated.
* Disruptive and disrespectful behavior will not be permitted. Foul, vulgar, or offensive behavior is not permitted at any time.
* Covered drinks only are permitted during classroom time. No drinks allowed in clinical setting.
* Respect the rights, privacy, and property of others. Vandalism and theft are immediate cause for expulsion and legal action.
* Students will be respectful towards all staff and students.
* Cell phones must be on vibrate during class/lab and out of sight. Cell phones are not to be used in the classroom for calls, texts, browsing, games, etc.
* Scrub attire is required in the clinical settings.
* Smoking on premises is prohibited.

Students may be terminated or suspended from Village Career Center due to misconduct and/or academic failure. Academic failure constitutes a student’s average of below 80% after an academic contract has been established with the student, with specified deadlines for academic improvement to maintain a minimum grade of 80%. A request for re-entry in any course offering must be made in writing and submitted to the director within 30 days of the course offering start date. Students may be subject to an interview with the director to re-enroll into the program. The director will make the final decision.

#### **Academic Performance & Completion Requirements**

#### **Maintenance of Student Records**

All records of students’ academic progress will be kept on file electronically for six years. Transcripts will be maintained electronically for 50 years.

#### **Graduation Requirements**

To receive a certificate of completion from Village Career Center, each student must:

* Successfully complete **100%** of required hours for program.
* Pass course content with a minimum grade of 80%.
* Pay all tuition and associated fees in full 7 days prior to scheduled graduation date.
* Complete all scheduled clinical hours as outline in syllabus per program guidelines.

#### **Progress Reports & Academic Probation and Suspension Policy**

Students will receive progress reports during the midpoint of the program through a brief one -on -one meeting with the instructor. During this meeting, academic performance will be discussed. If a student’s average is below 80%, an academic contract will be established with the student, specifying deadline for academic improvement to maintain a minimum grade of 80%. If the student is unable to meet contractual agreement, then he or she will be dismissed from the program and a refund will be provided in accordance with the institution’s refund policy. If the student wishes to re-enroll, he or she must adhere to the Conduct & Re-Admission policy. The institution provides academic tutoring; however, students are encouraged to seek assistance from peers and/or meet with the instructor for counsel prior to the midpoint of program and/or clinical.

#### **Grading Scale**

Village Career Center uses a numeric and letter grading scale. Assignments, quizzes and tests are graded according to total points earned for each assignment. Courses with lab and or clinical experiences are graded as Satisfactory for successful completion or required hours or unsatisfactory for unsatisfactory completion of required clinical hours.

|  |  |
| --- | --- |
| A | 93 – 100 |
| B | 85 – 92 |
| C | 80 – 84 |
| F  S  U | 79 – 0  Satisfactory  Unsatisfactory |

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| **Name of Program** | **Total Hours** | **App. Fee** | **Materials** | **Tuition** | **Total Costs** | **Program Length** | **Circle Session Attending** |
| Nursing Assistant | 120 | $50.0 | *$300.00* | $950.00 | $1300.00 | 8 Weeks | Hybrid |
| *Medical Administrative Assistant* | 155  **Hybrid** | $50.00 | $350.00 | $1,500.00 | $1900.00 | 13 Weeks | Hybrid |
| *Clinical Medical Assistant* | *155*  **Hybrid** | *$50.00* | *$350.00* | *$2,000.00* | $2400.00 | 13 Weeks | Hybrid |
| *Dental Assisting* | *155*  **Hybrid** | *$50.00* | *$350.00* | *$2,000.00* | $2400.00 | 13 Weeks | Hybrid |
| *Phlebotomy Technician* | *80*  **Hybrid** | *$50.00* | *$300.00* | *$900.00* | $1250.00 | 8 Weeks | Hybrid |
| *Pharmacy Technician* | *155*  **Hybrid** | *$50.00* | *$350.00* | *$2,000.00* | $2400.00 | 13 Weeks | Hybrid |

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##### **Tuition**

* Students are responsible for the costs of certification exam after completion of the course but not required.
* Payment method can be cash, check, money orders, Paypal, Venmo, Square or made online through ClassReach<https://villiagecareercenter.classreach.com>.
* Prices for materials are subject to change without notice.
* Tuition and associated fees must be paid as agreed upon in the enrollment agreement.

###### **Cancellation & Refund Policy**

**Rejection**: An application rejected by the institution is entitled to a 100% refund of all monies paid.

**Three- Day Cancellation:** An applicant may cancel this agreement without penalty by notifying the institution within three business days after signing this agreement, excluding weekends and holidays. After the third day, but before classes begin, the institution may retain up to $100 application/administrative fee.

**Other Cancellations**: The minimum number of students in program/class is three. If the course is rescheduled due to low enrollment, students will be notified by phone and email within 5-business days. Students will have the choice of a full refund or attend the next scheduled course offering. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid.

**Withdrawal:** Student(s) who wish to withdraw from this institution after classes begin will be

subject to the below refund policy. The institution may retain up to $100 application/administrative fee after the three-day cancellation or after classes begin. Refunds are computed in ten-percent increments, rounded downward to the nearest ten percent of that period. After sixty percent of attendance, the institution may charge for the entire course. Refunds are issued within 40 days after the effective date of cancellation or last date attended.

**Material Cost Deposit Fee Disclaimer:** ***All efforts will be made to refund prepaid amounts for books, supplies and other materials unless the student has consumed or used those items and they can no longer be used or sold to new students or returned by the institution to the supplier as new merchandise.***

|  |  |
| --- | --- |
| **Hours Attended** | **Tuition Refund** |
| 1 – 15 | 90% |
| 16 – 31 | 80% |
| 32 – 46 | 70% |
| 47 – 62 | 60% |
| 63 – 77 | 50% |
| 78 –93 | 40% |
| 94 – 155 | 0% |

**Refund calculation example (for 155-hour program)**

|  |  |
| --- | --- |
| **Hours Attended** | **Tuition Refund** |
| 1 – 12 | 90% |
| 13– 24 | 80% |
| 25– 36 | 70% |
| 37 – 48 | 60% |
| 49 – 57 | 50% |
| 58 –72 | 40% |
| 73– 120 | 0% |

**Refund calculation example (for 120-hour program)**

|  |  |
| --- | --- |
| **Hours Attended** | **Tuition Refund** |
| 1 – 8 | 90% |
| 9– 16 | 80% |
| 17– 24 | 70% |
| 25– 32 | 60% |
| 33 – 40 | 50% |
| 41 –48 | 40% |
| 49 – 80 | 0% |

**Refund calculation example (for 80-hour program)**

**[Student Computer Use](#_Student_Computer_Use)**

Misuse of information systems is prohibited. Misuse includes the following:

• Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.

• Accessing, without proper authorization, computers, software, information or networks, regardless of whether the resource accessed is owned by the school.

• Taking actions, without authorization, which interfere with the access of others to information systems.

• Circumventing logon or other security measures.

• Using information systems for any illegal or unauthorized purpose.

• Violating any software license or copyright, including copying or redistributing copyrighted software.

• Using electronic communications to violate the property rights of authors and copyright owners.

• Using electronic communications to harass or threaten users in such a way as to create an atmosphere, which unreasonably interferes with the education or the employment experience. Similarly, electronic communications shall not be used to harass or threaten other information recipients.

• Using electronic communications to disclose proprietary information without the explicit permission of the owner.

• Reading other users' information or files without permission.

• Using electronic communications to hoard, damage, or otherwise interfere with academic resources available electronically.

• Launching a computer worm, computer virus, or other rogue program.

• Downloading or posting illegal, proprietary, or damaging material to a computer or any portion of a network that belongs to the school.

• Transporting illegal, proprietary, or damaging material.

• Violating any state or federal law or regulation in connection with use of any information system.

Student Complaints

If you encounter any problems concerning the education or administration of this program, please contact your instructor immediately and state your grievance in writing to allow us to help you.

The issue will not be addressed until a written grievance has been submitted to the following

Village Career Center staff:

1st Level: Director/Owner/CEO

If students are not satisfied with Village Career Center’s assistance plan and have exhausted all staff levels of the grievance procedure, students may appeal in writing to the South Carolina Commission on Higher Education:

South Carolina Commission on Higher Education

1122 Lady Street, Suite 400

Columbia, South Carolina 29201

803-737-2260

www.che.sc.govThe complaint form is available at the following link. <http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf>