# Program Title: Nurse Aide Career Studies Certificate Program (CSC)

**Program Description:** The Nurse Aide Career Studies Certificate program is designed to provide skills and knowledge to prepare the student to take the certification test to become a certified Nurse Aide in Virginia. Upon completion of this curriculum and certification by the Virginia Board of Nursing, individuals will be eligible for employment in a variety of health care settings.

**Financial Aid Approved:** [x] **Yes** [ ] **No**

**Leads to Industry Certification**: [x] **Yes** [ ] **No**

**Name of Industry Certification/s: Certified Nurse Assistant (CNA)**

**Format**: [x] **Face to Face** [x] **On-Line** [x] **Hybrid**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Number** | **Course Title** | **Credits** | **Prerequisite** |
| SDV 100 | College Success Skills | 1 | None |
| ITE 115 | Introduction to Computer Applications and Concepts | 3 | None |
| HCT 101 | Health Care Technician I | 4 | None |
| HCT 102 | Health Care Technician II | 3 | HCT 101 |
|  |  |  |  |
|  | **TOTAL CREDITS** | **11** |  |

**Course Name: SDV 100 – College Success Skills**

**Number of Credit hours:** 1

**Number of Lecture Hours:** 1

**Number of Clinical Hours:** 0

**Number of Lab Hours:** 0

**Total Number of Contact Hours**: 1

**Prerequisites Required:** None

**Co-requisites Required**: None

**Course Description:**

Assists student in transition to college. Provides overviews of college policies, procedures and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation.

**Textbook and References recommendation:**

To Be Determined.

**General Education Core Competencies Supported by this Course**

After completion of this course, students will be able to:

**Communication:**

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood.

**Critical Thinking:**

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act.

**Information Literacy:**

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively.

**Personal Development:**

An individual engaged in personal development strives for physical well-being and emotional maturity.

**Measurable Learning Outcomes**

After completion of this course, students will be able to:

* Identify a potential career and articulate the steps needed to achieve their career goal.
* Identify online college resources, student support services, and college policies regarding the rights and responsibilities of students.
* Develop an academic plan identifying the steps needed to achieve their educational goals.
* Identify their preferred learning style and effective study skills (e.g. note-taking, test-taking, memory strategies, and reading strategies) leading to optimal academic performance.
* Articulate strategies to effectively manage various aspects of their lives (e.g. goal setting, time management, financial literacy, social interaction, communication skills, and wellness) in order to be successful.

**Topics Covered in this Course**

* Career Exploration and Development
* Career exploration and planning (use of VA Education Wizard and other career assessments)
* College Resources and Policies:
1. Online college resources and My TCC (SIS, Blackboard, and college e-mail accounts),
2. Student Support Services
3. Student rights and responsibilities (student civility, academic misconduct, and FERPA)
* Academic Planning:
1. Curricular offerings and academic planning
* Learning Styles and Study Skills:
	1. Learning styles
	2. Note-taking
	3. Test-taking
	4. Memory Strategies
	5. Reading Strategies
* Life Management:
	1. Goal setting
	2. Time Management
	3. Financial literacy
	4. Social interaction and diversity
	5. Communications skills
	6. Wellness

**Methods of Assessment Used in this Course**

**Direct Assessments**

* [x] Tests/Exams/Quizzes
* [x] Essays
* [x] Projects
* [x] Demonstrations, projects
* [x] Portfolios

**Indirect Assessments**

* [x] Minute Papers
* [x] Conferences w/students
* [x] Mid-Semester Evaluations
* [x] Questionnaires to gather feedback
* [x] Course Exit Surveys
* [x] Participation points awarded

**Other Assessments**

* [x] Journal Writings

**Methods of Delivery**

* [x] Face-to-Face
* [x] Online
* [x] Hybrid

**Course Name: ITE 115 – Introduction to Computer Applications and Concepts**

**Number of Credit hours:** 3

**Number of Lecture Hours:** 3

**Number of Clinical Hours:** 0

**Number of Lab Hours:**  0

**Total Number of Contact Hours**: 3

**Prerequisites Required:** None

**Co-requisites Required**: None

**Course Description:**

Covers computer concepts and internet skills, and uses a software suit which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Recommended prerequisite skills – keyboarding.

**Textbook and References recommendation:**

* Bundle: Microsoft® Office 2013: Introductory + SAM 2013 Assessments, Training and Projects v1.0 Printed Access Card

Vermat, Misty E. – 2014

ISBN: 9780495959267

Bookstore lists as: MS Office 2013 Introductory (w/MindTap Access Code)

This bundle includes the textbook and SAM access code. BOTH are required for this class. Normally, purchasing a used book and SAM access code will cost more than the bundle from the Bookstore.

If purchased separately, use the following ISBN’s:

* Microsoft® Office 2013, Introductory, Vermaat: ISBN10: 1-285-16605-1, ISBN13: 978-1-285-16605-6
* SAM 2013 Assessment, Training and Projects with MindTap Reader Instant Access for Vermaat’s Microsoft® Office 2013: Introductory, 1st Edition ISBN: 9781285465524
* Flashdrive (memory stick) 1 GB minimum or other document storage method such as cloud storage
* Headphones/earbuds – used when viewing SAM instructional videos during class lab time.
* Office 2013 – specifically Word 2013, Excel 2013, Access 2013 and PowerPoint 2013. If you do not have this particular software on your home computer you may use the computers in the library/ACC to complete your assignments. See the Blackboard home page for more information.

**Measurable Learning Outcomes**

After completion of this course, students will be able to:

* Describe basic computer concepts and components.
* Demonstrate the use of communications and networking technology.
* Describe the major operating system functions and demonstrate usage of operation system services to include: disk management, file management, and memory management.
* Demonstrate the use of word processing software to create, modify and format documents.
* Demonstrate the use of spreadsheet software to create, modify, format spreadsheets and perform “what if” analysis.
* Demonstrate the use of database management software to create and query a database.
* Demonstrate the use of presentation graphics software to create, modify and format a presentation.

**Topics Covered in this Course**

* Introduction to Technology
* Office 2013 and Windows
* Creating a Worksheet and Embedded Chart
* Creating, Formatting and Editing a Word Document with Pictures
* Formulas, Functions and Formatting
* Creating a Research Paper with References and Sources
* Working with Large Worksheets, Charting and “What If” Analysis
* Creating a Business Letter, Letterhead and Table
* Access – Databases and Database Objects
* Access – Querying a Database
* PowerPoint – Enhancing a Presentation with Pictures, Shapes and WordArt
* PowerPoint – Creating and Editing a Presentation with Pictures

**Methods of Assessment Used in this Course**

**Direct Assessments**

* [x] Tests/Exams/Quizzes
* [x] Essays

**Indirect Assessments**

* [x] Participation points awarded

**Other Assessments**

* [x] Homework

**Methods of Delivery**

* [x] Face-to-Face
* [x] Online

**Course Name: HCT 101 – Health Care Technician I**

**Number of Credit hours:** 4

**Number of Lecture Hours:** 4

**Number of Clinical Hours:**

**Number of Lab Hours:** 1

**Total Number of Contact Hours**: 4

**Prerequisites Required:** None

**Co-requisites Required**: None

**Course Description:**

Teaches basic care skills with emphasis on physical, social, emotional and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observation, charting and reporting care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, long and short-term care facilities.

**Textbook and References recommendation:**

* Hedman, Fuzy and Rymer: Nursing Assistant Care Long-Term Care, Harman’s Publishing, Inc. Third Edition (ISBN-978-1-60425-041-1)
* Hartman’s Nursing Assistant Care Long-Term Care. Hartman Publishing Inc. Third Edition (ISBN-978-1-60425-042-8)
* Stethoscope
* Watch with second hand
* Student Uniform
* Box of non-latex gloves for your use during labs
* Completed credential packet

**Measurable Learning Outcomes**

After completion of this course, students will be able to:

* Demonstrate knowledge of the role of the nurse aide.
* Exhibit competence in the role and in the performance of skills required of a nurse aide.
* Express understanding of the needs of clients, the health care system and the health care team.
* Comprehend basic anatomy and physiology, disease prevention and care provision.
* Demonstrate understanding of universal precautions and the application of infection control principles and techniques.
* Document effectively and appropriately as would be required of a nurse aide using multiple systems.
* Understand the legal/ethical responsibilities of a nurse aide and be able to function effectively within established parameters.
* Demonstrate professionalism and a healing attitude toward patient care.

**Topics Covered in this Course**

* Understanding Healthcare Settings
* The Nursing Assistant and the Care Team
* Legal and Ethical Issues
* Communication and Cultural Diversity
* Preventing Infection
* Safety and Body Mechanics
* Emergency Care and Disaster Preparation
* Human Needs and Development
* The Health Human Body
* Positioning, Transfers and Ambulation
* Admitting, Transferring and Discharging
* The Resident’s Unit
* Personal Care Skills
* Basic Nursing Skills
* Nutrition and Dehydration
* Urinary Elimination and Bowel Elimination
* Common Chronic and Acute Conditions
* Confusion, Dementia and Alzheimer’s Disease
* Mental Health and Mental Illness
* Rehabilitation and Restorative Care
* Special Care Needs
* Death, Dying and Hospice
* Caring for Your Career and Yourself

**Methods of Assessment Used in this Course**

**Direct Assessments**

* [x] Tests/Exams/Quizzes
* [x] Essays

**Indirect Assessments**

* [x] Participation points awarded

**Other Assessments**

* [x] Homework

**Methods of Delivery**

* [x] Face-to-Face
* [x] Online

**Course Name: HCT 102 – Health Care Technician II**

**Number of Credit hours:** 3

**Number of Lecture Hours:** 3

**Number of Clinical Hours:** 1

**Number of Lab Hours:** 0

**Total Number of Contact Hours**: 3

**Prerequisites Required:** HCT 101

**Co-requisites Required**: None

**Course Description:**

Applies and teaches basic care skills with emphasis on physical, social, emotional and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observation, charting and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, long and short-term care facilities.

**Textbook and References recommendation:**

* Hedman, Fuzy and Rymer: Nursing Assistant Care Long-Term Care, Harman’s Publishing, Inc. Third Edition (ISBN-978-1-60425-041-1)
* Hartman’s Nursing Assistant Care Long-Term Care. Hartman Publishing Inc. Third Edition (ISBN-978-1-60425-042-8)

**Measurable Learning Outcomes**

After completion of this course, students will be able to:

* Utilize therapeutic nursing communication skills to advocate for patients and families promoting patient centered care.
* Collaborate within nursing and inter-professional teams to deliver and monitor care for individuals, families, and groups integrating ethnicity, spirituality and sociocultural influences across the life span.
* Implement health teaching for patients and families that promotes self-determination, integrity and ongoing growth.
* Apply cognitive, psychomotor and affective skills in providing cost-sensitive quality care for patients across the life span.
* Practice nursing in a safe, legal and ethical manner based on values and principles from natural and social sciences, humanities and nursing theory across their life span.
* Implement the roles of nursing that reflect best practice, integrity, responsibility and evolving identity with a commitment to life-long learning.
* Assume accountability and responsibility for one’s own actions as an integral member of the collaborative health care team.
* Incorporate evidence-based practice, critical thinking and the nursing process in the provision of safe patient care in a comprehensive and concise manner verbally, in writing and through the use of information technology.
* Participate in quality improvement activities.

**Topics Covered in this Course**

* Understanding Healthcare Settings
* The Nursing Assistant and the Care Team
* Legal and Ethical Issues
* Communication and Cultural Diversity
* Preventing Infection
* Safety and Body Mechanics
* Emergency Care and Disaster Preparation
* Human Needs and Development
* The Health Human Body
* Positioning, Transfers and Ambulation
* Admitting, Transferring and Discharging
* The Resident’s Unit
* Personal Care Skills
* Basic Nursing Skills
* Nutrition and Dehydration
* Urinary Elimination and Bowel Elimination
* Common Chronic and Acute Conditions
* Confusion, Dementia and Alzheimer’s Disease
* Mental Health and Mental Illness
* Rehabilitation and Restorative Care
* Special Care Needs
* Death, Dying and Hospice
* Caring for Your Career and Yourself

**Methods of Assessment Used in this Course**

**Direct Assessments**

* [x] Tests/Exams/Quizzes

**Indirect Assessments**

* [x] Participation points awarded

**Other Assessments**

* [x] Homework

**Methods of Delivery**

* [x] Face-to-Face
* [x] Online

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