



MAST 1080 Medical Assisting Skills I

COURSE SYLLABUS

Fall Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 4/6750
Class Location: Gillis Building Room 735
Class Meets: Monday through Thursday 8:00 am - 10:05 am
CRN: 20224

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Stephannie Waters, BAS, CMA (AAMA)
Office Location: Gillis Building Room 731
Office Hours: Monday, Tuesday, Thursday 2:00 – 5:30 pm
Email Address: swaters@southeasterntech.edu
Phone: 912-538-3195
Fax Number: 912-538-3106
Tutoring Hours (if applicable): By appointment

REQUIRED TEXT

Clinical Medical Assisting: A Professional, Field Smart Approach to the Workplace, 2nd edition – Heller – Cengage Publishing
ISBN: 978-1-305-11086-1

REQUIRED SUPPLIES & SOFTWARE

Activsim for Medical Assisting by McGraw Hill
Watch with a second hand
Stethoscope
3 ring binder, paper, pens, highlighters, index cards
Jump drive/Flash drive

COURSE DESCRIPTION

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines, prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures, vital signs/mensuration; medical office surgical procedures, respiratory evaluations, and electrocardiography.

MAJOR COURSE COMPETENCIES

1. Infection Control and Related OSHA Guidelines

2. Prepare Patients/Assist Physician with Age and Gender Specific Examinations and Diagnostic Procedure
3. Vital Signs/Mensuration
4. Medical Office Surgical Procedures
5. Cardiopulmonary

PREREQUISITE(S)

ALHS 1011, ALHS 1090

COURSE OUTLINE

Infection Control and Related OSHA Guidelines

Order	Description	Learning Domain	Level of Learning
1	Define asepsis.	Cognitive	Knowledge
2	Use and maintain aseptic techniques.	Psychomotor	Mechanism
3	Discuss infection control procedures.	Cognitive	Comprehension
4	Prepare items for autoclaving. (III.P.4)	Psychomotor	Guided Response
5	Perform sanitizing procedures.	Psychomotor	Guided Response
6	Perform sterilization procedures. (III.P.5)	Psychomotor	Guided Response
7	Identify chemical sterilizing agents.	Cognitive	Knowledge
8	Establish set up for any procedure requiring knowledge of aseptic techniques and sterilization of instruments and equipment.	Psychomotor	Set
9	Define the following as practiced within an ambulatory care setting. (III.C.3) a. Medical asepsis b. Surgical asepsis	Cognitive	Knowledge
10	Identify personal safety precautions as established by the Occupational Safety and Health Administration. (OSHA)	Cognitive	Knowledge
11	Select appropriate barrier/personal protective equipment (PPE). (III.P.2)	Psychomotor	Guided Response
12	Perform handwashing. (III.P.3)	Psychomotor	Guided Response
13	Perform gloving techniques.	Psychomotor	Guided Response
14	List major types of infectious agents. (III.C.1)	Cognitive	Knowledge
15	Describe the infection cycle including: (III.C.2) a. The infectious agent b. Reservoir c. Susceptible host d. Means of transmission e. Portals of entry f. Portals of exit	Cognitive	Comprehension
16	Identify methods of controlling the growth of microorganisms. (III.C.4)	Cognitive	Knowledge
17	Define the principles of standard precautions. (III.C.5)	Cognitive	Knowledge
18	Define personal protective equipment (PPE) for: (III.C.6) a. All body fluids, secretions, excretions b. Blood c. Non-intact skin d. Mucous membranes	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
19	Participate in Bloodborne pathogen training. (III.P.1)	Psychomotor	Guided Response
20	Identify the Center for Disease Control (CDC) regulations that impact healthcare practices. (III.C.7)	Cognitive	Knowledge
21	Recognize the implications of failure to comply with the CDC regulations in healthcare settings. (II.A.1)	Affective	Responding

Prepare Patients/Assist Patients with Age and Gender Specific Examinations and Diagnostic Procedures

Order	Description	Learning Domain	Level of Learning
1	Demonstrate assisting the physician in all aspects of age and gender specific history and physical examination.	Psychomotor	Guided Response
2	Use feedback techniques to obtain patient information including: (V.P.1) a. Reflection b. Restatement c. Clarification	Psychomotor	Mechanism
3	Use medical terminology correctly and pronounced accurately to communicate information to providers and patients. (V.P.3)	Psychomotor	Mechanism
4	Assist the provider with patient exam. (I.P.9)	Psychomotor	Guided Response
5	Obtain and record patient data.	Psychomotor	Guided Response
6	Define coaching a patient as it is related to: (V.C.6) a. Health maintenance b. Disease prevention c. Compliance with treatment plan d. Community resources e. Adaptations relevant to individual patient needs.	Cognitive	Knowledge
7	Coach patients regarding: (V.P.4) a. Office policies b. Health maintenance c. Disease prevention d. Treatment plan	Psychomotor	Guided Response
8	Demonstrate patient positioning.	Psychomotor	Guided Response
9	Instruct and prepare a patient for a procedure and/or treatment. (I.P.8)	Psychomotor	Guided Response
10	Prepare the examination room for a procedure.	Psychomotor	Guided Response
11	Prepare an exam table.	Psychomotor	Guided Response
12	Perform patient screening using established protocols. (I.P.3)	Psychomotor	Guided Response
13	Incorporate critical thinking skills when performing patient assessment (I.A.1) and patient care. (I.A.3)	Affective	Responding
14	Explain to a patient the rationale for performing a procedure. (V.A.4)	Affective	Receiving
15	Show awareness of a patient's concern related to the procedure being performed. (I.A.3)	Affective	Characterization
16	Demonstrate documentation of patient care accurately in the medical record. (X.P.3)	Psychomotor	Guided Response

Order	Description	Learning Domain	Level of Learning
17	Demonstrate documentation of patient education.	Psychomotor	Guided Response
18	Document patient care accurately in the medical record. (X.P.3)	Psychomotor	Guided Response

Vital Signs/Mensuration

Order	Description	Learning Domain	Level of Learning
1	Explain the importance of vital signs and know normal limits.	Cognitive	Comprehension
2	Measure and record: (I.P.1) a. Blood pressure b. Temperature c. Pulse d. Respirations e. Height f. Weight g. Length (infant) h. Head circumference (infant) i. Pulse oximetry	Psychomotor	Guided Response
3	Document on a growth chart. (II.P.4)	Psychomotor	Guided Response
4	Analyze healthcare results as reported in: (II.C.6) a. Graphs b. Tables	Cognitive	Analysis

Medical Office Surgical Procedures

Order	Description	Learning Domain	Level of Learning
1	Identify surgical instruments.	Cognitive	Knowledge
2	Prepare a sterile field. (III.P.6)	Psychomotor	Guided Response
3	Demonstrate assisting the physician with minor surgical procedures.	Psychomotor	Guided Response
4	Perform within a sterile field. (III.P.7)	Psychomotor	Guided Response
5	Perform wound care. (III.P.8)	Psychomotor	Guided Response
6	Perform a dressing change. (III.P.9)	Psychomotor	Guided Response

Cardiopulmonary

Order	Description	Learning Domain	Level of Learning
1	Explain the conduction system of the heart.	Cognitive	Comprehension
2	Describe the electrocardiograph cycle as related to heart function.	Cognitive	Comprehension
3	Demonstrate preparation of a patient for the EKG procedure.	Psychomotor	Guided Response
4	Perform electrocardiography. (I.P.2A)	Psychomotor	Guided Response
5	Apply problem solving techniques associated with the EKG	Psychomotor	Mechanism

Order	Description	Learning Domain	Level of Learning
	procedure.		
6	Perform pulmonary procedures (eg. MDI use, sputum collection, oxygen therapy, nebulizer).	Psychomotor	Guided Response
7	Perform pulmonary function testing. (I.P.2D)	Psychomotor	Guided Response

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are required to abide by all of the policies, rules, and regulations of Southeastern Technical College, as published in the *STC Online Catalog and Handbook*. STC Catalog and Student Handbook Related Policies and Procedures are found online at: <http://www.southeasterntech.edu>

Students are expected to complete all reading, tests, and daily assignments by the specified date. This includes tests, quizzes, workbooks, and any special projects assigned by the instructor throughout the course. *A final unit test average of 75 is required to sit for the final exam. Grades of 74.9 will not be rounded up. If you have below a 75 average, you will receive a "0" for your final test grade.*

Students must satisfactorily complete each skill competency area successfully. Failure to complete a competency area successfully will result in dismissal from the course (regardless of overall grade average) and a final grade of "WF" or "F". Students will be given three (3) opportunities to demonstrate each skill competency.

Critical thinking is also a necessary part of the learning process in this course. The student is expected to complete all critical thinking assignments prior to class. Situations will be included on tests in order to test critical thinking ability.

The use of proper grammar, correct spelling, and writing principles is expected in all work. Full credit will not be granted for work that contains grammar or spelling errors.

ASSIGNMENTS

The lesson plan is subject to change at instructor's discretion. Late assignments are assessed ten-points each day. Three (3) days past the due date, the assignments are not accepted; a grade of zero (0) is assigned. It is the student's responsibility to make sure all assignments are completed and submitted by the due dates. Points will be deducted for failure to follow directions. Proper heading must be included on all materials handed in. This includes first and last name, date, course, and assignment name. Failure to include this information will result in a five (5) point reduction.

Activsim activities (passing scores) and check off sheets for skills competencies are due on the day designated by the instructor; if these are not turned in on the specified day you will be deducted ten (10) points from your next scheduled test.

CLASSROOM RULES

All cell phones will be turned off at the beginning of class time. Any cell phone that rings during class will

become property of the instructor until further notice. This is not only a distraction to the instructor, but to other students as well. If you have an emergency, please discuss options with me prior to class. There will be no eating or drinking in the classroom

SAFETY

You must be in compliance with STC's Infection Control Policy. Each student must consistently and correctly practice universal precautions when applicable. If not, the student may be failed for violation of this important principle!

Fingernails must be short and well-manicured, clear nail polish only. No artificial nails or tips. No gel nails or tips. Long hair must be pulled up and away from the face.

FINAL EXAM

Students will take a comprehensive final exam covering the material in the textbook and workbook. This test will be administered during the last week of class. Failure to take the comprehensive final exam will result in a grade of zero. No exceptions. Remember, students must have a unit test average of 75 to be able to sit for the final.

EVALUATION PROCEDURES

Workbook assignments for each chapter must be completed by the date of the exam for that specific chapter or chapters. These assignments allow students to become familiar with the course material. Workbooks will be checked on test day. This will be calculated as a percentage of your final grade. If you do not have your workbook on the day of the test or it is not completed, you will receive a "0".

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of "0". Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

No make-up exams are allowed without a physician's excuse that must be provided to the instructor within three (3) days of the absence. If an exam is missed, the student will be allowed to take the exam during one hour at the end of the semester (date to be scheduled by the instructor). There will be no exceptions to this policy. If you are absent or late on the day a chapter quiz is given, you will receive a "0" for that grade. LOWEST EXAM GRADES ARE NOT DROPPED.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in

course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

CORE CURRICULUM

Core Curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB) 2015 Curriculum Requirements

Cognitive (Knowledge Base) I.C Anatomy & Physiology	Psychomotor (Skills) I.P Anatomy & Physiology	Affective (Behavior) I.A Anatomy & Physiology
	<ol style="list-style-type: none"> 1. Measure and record: <ol style="list-style-type: none"> a. Blood pressure b. Temperature c. Pulse d. Respirations e. Height f. Weight g. Length (infant) h. Head circumference (infant) i. Pulse oximetry 2. Perform <ol style="list-style-type: none"> a. Electrocardiography b. c. d. Pulmonary function testing 3. Perform patient screening using established protocols. 8. Instruct and prepare a patient for a procedure or a treatment 9. Assist provider with a patient exam 	<ol style="list-style-type: none"> 1. Incorporate critical thinking skills when performing patient assessment 2. Incorporate critical thinking skills when performing patient care 3. Show awareness of a patient's concerns related to the procedure being performed
Cognitive (Knowledge Base) II.C Applied Mathematics	Psychomotor (Skills) II.P Applied Mathematics	Affective (Behavior) II.A Applied Mathematics
<ol style="list-style-type: none"> 6. Analyze healthcare results as reported in: <ol style="list-style-type: none"> a. Graphs b. tables 	<ol style="list-style-type: none"> 4. Document on a growth chart 	
Cognitive (Knowledge Base) III.C Infection Control	Psychomotor (Skills) III.P Infection Control	Affective (Behavior) III.A Infection Control
<ol style="list-style-type: none"> 1. List major types of infectious agents 2. Describe the infection cycle including: <ol style="list-style-type: none"> a. The infectious agent b. Reservoir c. Susceptible host d. Means of transmission e. Portals of entry f. Portals of exit 3. Define the following as practiced within an ambulatory care setting: <ol style="list-style-type: none"> a. Medical asepsis b. Surgical asepsis 4. Identify methods of controlling the growth of microorganisms 5. Define the principles of standard precautions 6. Define personal protective equipment (PPE) for: <ol style="list-style-type: none"> a. All body fluids, secretions and excretions b. Blood c. Non-intact skin d. Mucous membranes 7. Identify Center for Disease Control (CDC) regulations that impact healthcare practices 	<ol style="list-style-type: none"> 1. Participate in bloodborne pathogen training 2. Select appropriate barrier/personal protective equipment (PPE) 3. Perform handwashing 4. Prepare items for autoclaving 5. Perform sterilization procedures 6. Prepare a sterile field 7. Perform within a sterile field 8. Perform wound care 9. Perform dressing change 	<ol style="list-style-type: none"> 1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings
Cognitive (Knowledge Base) V.C Concepts of Effective Communication	Psychomotor (Skills) V.C Concepts of Effective Communication	Affective (Behavior) V.C Concepts of Effective Communication
<ol style="list-style-type: none"> 6. Define coaching a patient as it relates to: 	<ol style="list-style-type: none"> 1. Use feedback techniques to obtain patient information including: 	<ol style="list-style-type: none"> 4. Explain to a patient the rationale for performance of a procedure.

<ul style="list-style-type: none"> a. Health maintenance b. Disease prevention c. Compliance with treatment plan d. Community resources e. Adaptations relevant to individual patient needs 	<ul style="list-style-type: none"> a. Reflection b. Restatement c. clarification 3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients 4. Coach patients regarding: <ul style="list-style-type: none"> a. Office policies b. Health maintenance c. Disease prevention d. Treatment plan 	
Cognitive (Knowledge) X.C Legal Implications	Psychomotor (Skills) X.P Legal Implications	Affective (Behaviors) X.A Legal Implications
	3. Document patient care accurately in the medical record	

GRADING POLICY

Assessment/Assignment	Percentage
Unit Tests	60%
Quizzes	10%
Workbook	5%
Final Exam	25%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

MAST 1080 Medical Assisting Skills I

Fall Semester 2018 Lesson Plan

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
8/14		First Day of Class Introduction to Course Syllabi, Outline, Rules & Regulations, Completion of Forms	<ul style="list-style-type: none"> • Read Chapter 1 • Prepare for Ch. 1 Quiz • Complete Chapter objectives and terms/definitions • Complete MindTap exercises 	a,c
8/15	Chapter 1	Journey to Professionalism	Quiz 1 – Chapter 1 Competency 1-1, 1-2 Workbook Chapter 1	2 a,c
8/16		LAB <ul style="list-style-type: none"> • Locate State Scope of Practice (1-1) • Apply Patient Bill of Rights (1-2) 	<ul style="list-style-type: none"> • Read Chapter 2 • Prepare for Ch. 2 Quiz • Complete Chapter objectives and terms/definitions. Complete MindTap exercises	2 a,c
8/17	Chapter 2	Clinical Trends in Healthcare	Quiz 2 – Chapter 2 Competency – None Workbook Chapter 2	2 a,c
8/21		Workbooks	<ul style="list-style-type: none"> • Study for Test 1 • Complete Chapter objectives and terms/definitions Complete MindTap exercises Complete Workbook exercises	2 a,c
8/22		TEST 1 – Chapters 1 & 2	Workbooks due <ul style="list-style-type: none"> • Read Chapter 3 • Prepare for Ch. 3 Quiz • Complete Chapter objectives and terms/definitions. Complete MindTap exercises	2 a,c
8/23	Chapter 3	The Complete Medical Record and Electronic Charting	Quiz 3 – Chapter 3 Competency 3-1 Workbook Chapter 3	2 a,c
8/24		LAB <ul style="list-style-type: none"> • Create and organize medical record (3-1) Workbook	<ul style="list-style-type: none"> • Read Chapter 4 • Prepare for Ch. 4 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2 a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
8/28	Chapter 4	Fundamentals of Documentation Videos – 5, 6, 7, 19	Quiz 4 – Chapter 4 Competency 4-1, 4-2 Workbook Chapter 4	2 a,c
8/29		LAB <ul style="list-style-type: none"> • Documenting med (4-1) • Documenting phone call (4-2) Workbooks	<ul style="list-style-type: none"> • Read Chapter 5 • Prepare for Ch. 5 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2 a,c
8/30	Chapter 5	Conducting a Patient Screening Videos – 1, 20, 21	Quiz 5 – Chapter 5 Competency 5-1 Workbook Chapter 5	2 a,c
8/31		LAB <ul style="list-style-type: none"> • Patient Screening (5-1) Workbooks	<ul style="list-style-type: none"> • Study for Test 2 • Complete Chapter objectives and terms/definitions Complete MindTap exercises Complete Workbook exercises	2 a,c
9/4		TEST 2 – Chapters 3-5	Workbooks due <ul style="list-style-type: none"> • Read Chapter 6 • Prepare for Ch. 6 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2 a,c
9/5	Chapter 6	Assisting Patients with Special Needs Videos – 2, 3, 4	Quiz 6 – Chapter 6 Competency 6-1, 6-2, 6-3 Workbook Chapter 6	2 a,c
9/6		LAB <ul style="list-style-type: none"> • Communicate with Pt from different Cultures (6-1) • Communicate with Visually impaired patients (6-2) • Communicate with Hearing impaired patient with interpreter (6-3) • Communicate with hearing impaired who speech reads (6-4) Workbooks	<ul style="list-style-type: none"> • Read Chapter 7 • Prepare for Ch. 7 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2 a,c
9/7	Chapter 7	Health Coaching and Patient Navigation	Quiz 7 – Chapter 7 Competency 7-1, 7-2,7-3 Workbook Chapter 7	2 a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
9/11		LAB <ul style="list-style-type: none"> • Coach Patients (7-1) • Community Resources (7-2) • Referral to Community Resources (7-3) Workbooks	<ul style="list-style-type: none"> • Study for Test 3 • Complete Chapter objectives and terms/definitions Complete MindTap exercises Complete Workbook exercises	2 a,c
9/12		TEST 3 – Chapters 6 & 7	Workbooks due <ul style="list-style-type: none"> • Read Chapter 7 • Prepare for Ch. 7 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises Review Instruments	2 a,c
9/13		Review Instruments	Study for Instrument Test <ul style="list-style-type: none"> • Read Chapter 8 • Prepare for Ch. 8 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	4 a,c
9/14	Chapter 8	Principles of Infection Control	Quiz 8 – Chapter 8 Competency 8-1, 8-2, 8-3, 8-4 Workbook Chapter 8 Study for Instrument Test	1 a,c
9/18		Videos – 1, 2, 3 Activsim: <ul style="list-style-type: none"> • Handwashing • Applying Alcohol-Based Handrub • Application and Removal of Clean, Disposable Gloves • Waste Disposal 	Study for Instrument Test Workbook Chapter 8 Complete MindTap exercises	1 a,c
9/19		LAB <ul style="list-style-type: none"> • Medically Aseptic Handwashing (8-1) • Alcohol Based Hand Rub (8-2) • Remove Contaminated Gloves (8-3) • PPE (8-4) 	Study for Instrument Test Workbook Chapter 8 Complete MindTap exercises	1 a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
9/20		Bloodborne Pathogens Video and Test	Study for Instrument Test Workbook Chapter 8 <ul style="list-style-type: none"> • Read Chapter 9 • Prepare for Ch. 9 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	1 a,c
9/21	Chapter 9	Sterilization Procedures, Instrument Identification, and Surgical Supplies	Quiz 9 – Chapter 9 Competency 9-1, 9-2, 9-3, 9-4, 9-5, 9-6 Workbook Chapter 9 Study for Instrument Test Complete MindTap exercises	1,4 a,c
9/25		Videos – 4, 5, 9, 10, 11, 35, 36 Activsim: <ul style="list-style-type: none"> • Wrapping Instruments • Sterilizing Articles in the Autoclave LAB <ul style="list-style-type: none"> • Cleaning & Disinfection of Instruments (9-1, 9-2) 	Study for Instrument Test Workbook Chapter 9 Complete MindTap exercises	1,4 a,c
9/26		LAB <ul style="list-style-type: none"> • Wrapping Instruments (9-3) • Autoclave (9-4) • Apply skin closures (9-5) • Suture removal (9-6) • Staple removal (9-6) 	Study for Instrument Test Workbook Chapter 9 <ul style="list-style-type: none"> • Read Chapter 10 • Prepare for Ch. 10 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	1,4 a,c
9/27	Chapter 10	Assisting with Minor Surgeries	Quiz 10 – Chapter 10 Competency 10-1, 10-2, 10-3, 10-4, 10-5, 10-6, 10-7 Workbook Chapter 10 Study for Instrument Test	1,4 a,c
9/28		Videos – 6, 7, 8, 33, 34, 37 LAB <ul style="list-style-type: none"> • Sterile Skin preparation (10-2) • Sterile Dressing Change (10-7) 	Study for Instrument Test Workbook Chapter 10 Complete MindTap exercises	1,4 a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
10/2		LAB <ul style="list-style-type: none"> • Sterile Scrub (10-1) • Sterile Gloves (10-6) • Sterile Field (10-3, 10-4, 10-5) 	Study for Instrument Test Workbook Chapter 10 <ul style="list-style-type: none"> • Study for Test 4 • Complete Chapter objectives and terms/definitions Complete MindTap exercises Complete Workbook exercises	1,4 a,c
10/3		TEST 4 – Chapters 8-10	Workbooks due Study for Instrument Test	1,4 a,c
10/4		Instrument Test	<ul style="list-style-type: none"> • Read Chapter 11 • Prepare for Ch. 11 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	1,4 a,c
10/5	Chapter 11	Vital Signs & Measurements	Quiz 11- Chapter 11 Competency 11-1, 11-2, 11-3, 11-4, 11-5	3 a,c
10/9		MIDTERM Videos – 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 64 Vital Signs Worksheet	Workbook Chapter 11 Complete MindTap exercises	3 a,c
10/10		Activsim: <ul style="list-style-type: none"> • Temperature • Pulse • Respiration • Blood Pressure • Hypertension Patient • Chest Pain Patient 	Workbook Chapter 11 Complete MindTap exercises	3 a,c
10/11		LAB <ul style="list-style-type: none"> • Height & Weight (11-1) • Temperature – axillary, temporal, oral, aural (11-2) • Pulse – radial & Respirations (11-3) • Pulse – apical (11-4) • Blood Pressure (11-5) • Pulse oximetry (15-3) 	Workbook Chapter 11 Complete MindTap exercises	3 a,c
10/12		LAB continued (vital signs check-offs)	Workbook Chapter 11 <ul style="list-style-type: none"> • Read Chapter 12 • Prepare for Ch. 12 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	3 a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
10/16	Chapter 12	The Physical Exam	Quiz 12 – Chapter 12 Competency 12-1, 12-2, 12-3 Workbook Chapter 12 Complete MindTap exercises	2 a,c
10/17		Videos – 31, 32 Activsim: <ul style="list-style-type: none"> • Depression Patient • Skin Condition • Diarrhea Patient 	Workbook Chapter 12 Complete MindTap exercises	2 a,c
10/18		LAB <ul style="list-style-type: none"> • Prepare exam room (12-1) • Patient positions (12-2) • Assist with General Physical Exam (12-3) 	Workbook Chapter 12 <ul style="list-style-type: none"> • Study for Test 5 • Complete Chapter objectives and terms/definitions Complete MindTap exercises Complete Workbook exercises	2 a,c
10/19		65% Point TEST 5 – Chapters 11 & 12	Workbooks due <ul style="list-style-type: none"> • Read Chapter 14 • Prepare for Ch. 14 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2 a,c
10/23	Chapter 14	Cardiovascular Exams and Procedures	Quiz 14 – Chapter 14 Competency 14-1, 14-2 Workbook Chapter 14 Complete MindTap exercises	2,5 a,c
10/24		Videos – 61, 62 Activsim <ul style="list-style-type: none"> • ECG • Asthma Exacerbation 	NOTE: You will need a loose button down shirt for the EKG and Holter Monitor. Bring to school and leave or have in bookbag. Workbook Chapter 14 Complete MindTap exercises	2,5 a,c
10/25		LAB <ul style="list-style-type: none"> • EKG (14-1) • Holter Monitor (14-2) 	NOTE: You will need a loose button down shirt for the EKG and Holter Monitor. Bring to school and leave or have in bookbag. Workbook Chapter 14 <ul style="list-style-type: none"> • Read Chapter 15 • Prepare for Ch. 15 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2,5 a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
10/26	Chapter 15	Pulmonary Exams and Procedures	Quiz 15 – Chapter 15 Competency 15-1, 15-2, 15-3, 15-4, 15-5 Workbook Chapter 15 Complete MindTap exercises	2,5 a,c
10/30		Videos – 63, 65 LAB <ul style="list-style-type: none"> • Spirometry (15-1) • Peak Flow (15-2) • Sputum Specimen (15-4) • Nebulizer (15-5) 	Workbook Chapter 15 <ul style="list-style-type: none"> • Study for Test 6 • Complete Chapter objectives and terms/definitions Complete MindTap exercises Complete Workbook exercises	2,5 a,c
10/31		TEST 6 – Chapters 14 & 15	Workbooks due <ul style="list-style-type: none"> • Read Chapter 17 • Prepare for Ch. 17 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2,5 a,c
11/1	Chapter 17	Women’s Health Issues: Obstetrics & Gynecology	Quiz 17 – Chapter 17 Competency 17-1, 17-2, 17-3 Workbook Chapter 17 Complete MindTap exercises	2 a,c
11/2		Videos – 59, 56, 57, 93, 94, 95, 97 Activsim: <ul style="list-style-type: none"> • Gyn Exam Patient • Routine Checkup for Lumpectomy 	Workbook Chapter 17 Complete MindTap exercises	2 a,c
11/6		LAB <ul style="list-style-type: none"> • Instruct Breast Self-Exam (17-1) • Assist w/ GYN and Pap (17-2) • Assist w/ Prenatal Exam (17-3) 	Workbook Chapter 17 <ul style="list-style-type: none"> • Read Chapter 18 • Prepare for Ch. 18 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2 a,c
11/7	Chapter 18	Urology & Male Reproductive Exams and Procedures	Quiz 18 – Chapter 18 Workbook Chapter 18 Complete MindTap exercises	2 a,c
11/8		Miracle of Life Video Guts & Gore Video	Workbook Chapter 17 <ul style="list-style-type: none"> • Study for Test 7 • Complete Chapter objectives and terms/definitions Complete MindTap exercises Complete Workbook exercises	2 a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
11/9		TEST 7 – Chapters 17 & 18	Workbooks due <ul style="list-style-type: none"> • Read Chapter 13 • Prepare for Ch. 13 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2 a,c
11/13	Chapter 13	Eye & Ear Examinations & Procedures Videos – 66, 67, 68. 69, 70, 71, 72	Quiz 13 – Chapter 13 Competency 13-1, 13-2, 13-3, 13-4, 13-5, 13-6, 13-7, 13-8 Workbook Chapter 13 Complete MindTap exercises	2 a,c
11/14		LAB <ul style="list-style-type: none"> • Snellen Chart (13-1) • Near Vision (13-2) • Ishihara Color Vision (13-3) • Eye Instillation (13-4) • Eye Irrigation (13-5) 	Workbook Chapter 13 Complete MindTap exercises	2 a,c
11/15		LAB <ul style="list-style-type: none"> • Hearing Acuity Test (13-6) • Ear Instillation (13-7) • Ear Irrigation (13-8) 	Workbook Chapter 13 <ul style="list-style-type: none"> • Read Chapter 16 • Prepare for Ch. 16 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2 a,c
11/16	Chapter 16	Gastrointestinal Examinations & Procedures	Quiz 16 – Chapter 16 Competency 16-1, 16-2, 16-3 Workbook Chapter 16 Complete MindTap exercises	2 a,c
11/20		Videos – 40, 82, 83 LAB <ul style="list-style-type: none"> • Instruct how to collect fecal specimen (16-1) • Fecal Occult Test (16-2) • Sigmoidoscopy (16-3) 	Workbook Chapter 16 <ul style="list-style-type: none"> • Study for Test 8 • Complete Chapter objectives and terms/definitions Complete MindTap exercises Complete Workbook exercises	2 a,c
11/21		TEST 8 – Chapters 13 & 16	Workbooks due <ul style="list-style-type: none"> • Read Chapter 19 • Prepare for Ch. 19 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2 a,c
11/22 11/23		Thanksgiving Holidays		

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
11/27	Chapter 19	Other Specialty Procedures Videos – YouTube allergy testing LAB Allergy Testing (19-1)	Quiz 19 – Chapter 19 Competency 19-1 <ul style="list-style-type: none"> • Read Chapter 21 • Prepare for Ch. 21 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises	2 a,c
11/28	Chapter 21	Evaluation and Care of the Pediatric Patient	Quiz 21 – Chapter 21 Competency 21-1, 21-2, 21-3, 21-4 Workbook Chapter 19 & 21 Complete MindTap exercises	2,3 a,c
11/29		Videos – 98, 99, 100, 101, 103	Workbook Chapter 19 & 21 <ul style="list-style-type: none"> • Study for Test 9 • Complete Chapter objectives and terms/definitions Complete MindTap exercises Complete Workbook exercises	2,3 a,c
11/30		TEST 9 – Chapters 19 & 21	Workbooks due Complete MindTap exercises Study for Final Exam	2,3 a,c
12/5		FINAL EXAM	Comprehensive	1,2,3,4,5 a,c

Competency Areas:

1. Infection Control and Related OSHA Guidelines
2. Prepare Patients/Assist Physician with Age and Gender Specific Examinations and Diagnostic Procedure
3. Vital Signs/Mensuration
4. Medical Office Surgical Procedures
5. Cardiopulmonary

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.