



**TENTATIVE—SUBJECT TO CHANGE**  
**MAST 1080 Medical Assisting Skills I**  
**HYBRID COURSE SYLLABUS**  
**Fall Semester 2021 (202212)**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/6750

Campus/Class Location: Swainsboro/Building 8, Room 8166

Class Meets: Tuesday and Wednesday 9:00 a.m. - 11:30 a.m. (40% Hybrid/60% Face to Face)

Course Reference Number (CRN): 20311

Preferred Method of Contact: Email or In Class

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Kimberly Brown, CMA(AAMA), CCS-P, CPPM

Email Address: Kimberly Brown (kbrown@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus Room 8168

Office Hours: by appointment only

Phone: (478) 289-2243

Fax Number: (478) 289-2336

Tutoring Hours (if applicable): By appointment only

**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

**REQUIRED TEXT**

Clinical Medical Assisting: A Professional, Field Smart Approach to the Workplace, 2<sup>nd</sup> edition, Heller, Cengage Publishing Cengage Unlimited – access codes available in STC bookstore or online through Cengage (paper books can be rented through Chegg after obtaining access through Cengage Unlimited link in Blackboard)

12 month - International Standard Book Number (ISBN): 9780357700044 – MA diploma, in MAST 1080, 1100

**REQUIRED SUPPLIES & SOFTWARE**

Watch with a second hand

Stethoscope

3 ring binder, paper, pens, highlighters, index cards

Jump drive/flash drive

**Desktop or Laptop computer with camera/microphone and reliable internet**

SIMTICS Simulation Software code purchased in bookstore

EHRGo (18 month): 978-0-9858379-2-1 – available in STC bookstore or online purchase (see instructions on Blackboard)

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **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 experiences 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 Procedures
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**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
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	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
	Occupational Safety and Health Administration. (OSHA)		
11	Select appropriate barrier/personal protective equipment (PPE). (III.P.2)	Psychomotor	Guided Response
12	Perform handwashing. (III.P.3)	Psychomotor	Guided Response
13	List major types of infectious agents. (III.C.1)	Cognitive	Knowledge
14	Describe the infection cycle including: (III.C.2) <ul style="list-style-type: none"> <li>a. The infectious agent</li> <li>b. Reservoir</li> <li>c. Susceptible host</li> <li>d. Means of transmission</li> <li>e. Portals of entry</li> <li>f. Portals of exit</li> </ul>	Cognitive	Comprehension
15	Identify methods of controlling the growth of microorganisms. (III.C.4)	Cognitive	Knowledge
16	Define the principles of standard precautions. (III.C.5)	Cognitive	Knowledge
17	Define personal protective equipment (PPE) for: (III.C.6) <ul style="list-style-type: none"> <li>a. All body fluids, secretions, excretions</li> <li>b. Blood</li> <li>c. Non-intact skin</li> <li>d. Mucous membranes</li> </ul>	Cognitive	Knowledge
18	Participate in Blood borne pathogen training. (III.P.1)	Psychomotor	Guided Response
19	Identify the Center for Disease Control (CDC) regulations that impact healthcare practices. (III.C.7)	Cognitive	Knowledge
20	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) <ul style="list-style-type: none"> <li>a. Reflection</li> <li>b. Restatement</li> <li>c. Clarification</li> </ul>	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) <ul style="list-style-type: none"> <li>a. Health maintenance</li> <li>b. Disease prevention</li> <li>c. Compliance with treatment plan</li> <li>d. Community resources</li> <li>e. Adaptations relevant to individual patient needs.</li> </ul>	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
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
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 procedure.	Psychomotor	Mechanism
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

Southeastern Technical College 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.

Tests will consist of true/false, multiple choice, matching, fill-in-the blank questions.

### **RESPONDUS ONLINE TESTING GUIDELINES:**

Due to the COVID 19 pandemic the Medical Assisting program is making an exception in offering online/offsite testing. The programs will use **Respondus Monitor** through Blackboard to administer and proctor the examinations. If a student violates any of these guidelines, his/her test score/attempt will not be counted, and the student may be required to take a makeup/additional test.

The following are faculty expectations of the student during the online/offsite testing process.

1. The student will download Respondus to their devices from the STC website.  
<https://download.respondus.com/lockdown/download.php?id=492358809>
2. The student will log in at least 15 minutes before the exam is scheduled to begin.
3. The student will secure an area with reliable internet service prior to beginning the exam. It is the student's responsibility to secure a location with reliable internet connection before beginning the examination. Specific Requirements listed below:
  - Windows: 10, 8, 7. Windows 10S is not a compatible operating system.
  - Mac: OS X 10.12 to macOS 10.15.
  - Web camera (internal or external) & microphone
  - A broadband internet connection
4. Mobile Hotspots are not to be used since as they are not considered a reliable internet source.
5. The student will perform all required Respondus checks prior to being allowed to test. (examples- Webcam Check and Facial Recognition Check) Faculty are not responsible for student technology issues. It is the student's responsibility to maintain their equipment in working order.
6. The student will have in place a monitoring camera as Respondus Monitor will be used to ensure test integrity. The student will take a complete, 360-degree scan of the testing environment, showing floor, desk, and walls. In addition, the student will use a handheld mirror held up to the camera to show that their screen and keyboard is clear of any unnecessary items. The student will need to show the front and back of the mirror.
7. During the exam, students will be both audio and visually recorded.
8. The student exams will be timed, just like in the face-to-face setting.
9. The student will not use any books, notes, or third-party supplies during the test. The desk/table will be cleared of additional items. There will be no paper or writing materials allowed.
10. The student has reviewed the Dishonesty Policy and Procedure for Academic Dishonesty as noted on the course syllabus.
11. The student will not be allowed to use smart watches, cell phones, tablets, calculators, earphones or other electronic devices during the exam.
12. The student will not wear a hat or any items that obscures the face or eyes while testing.
13. The student will keep the face in clear view of the camera while testing.
14. The student will have all background noise silenced while testing.
15. The student will have no other operating functions open on the computer during testing. (ie: Word, Excel, PowerPoint)
16. The student will be prohibited from taking screen shots or recording of the exam in anyway.
17. The student is prohibited from reading questions or any test material out loud during the test.

18. Question rationales will not be available at this time for test security. Instructors will be available later for missed content review. Students are encouraged to set up individualized meetings with their faculty to discuss specific content areas which were missed.
19. After the exam, the final grade will not be issued or posted to the Blackboard gradebook until the validity of the test is reviewed and approved by the instructor(s). Be aware that the downloads may take 24-72 hours. This includes reviewing the Respondus Monitor report and the video recording of the testing session. At any time, the validity is questionable, the student may be required to take a different version of the examination.
20. If a student believes a test question needs to be challenged, the student must email their instructor the evidence-based rationale for consideration. This request must be received via email within 24 hours of the examination.

### COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while ~~on the campus~~ in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

### COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
Cough: new or worsening, not attributed to another health condition
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

## **COVID-19 SELF-REPORTING REQUIREMENT**

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## **HYBRID ATTENDANCE**

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 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" (Failing 0-59) 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.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**For this class, which meets 2 days a week for 15 weeks, the maximum number of days a student may miss is 3 days during the semester.**

## **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

## **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 make arrangements with the appropriate campus coordinator.



Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.  
Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

### **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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## **GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## **TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.*

## **GRADING POLICY**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Unit Tests	50%
Quizzes	10%
MindTap	10%
SIMTICS	10%
Final Exam	20%

## **GRADING SCALE**

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

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

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

# **MAST 1080 Medical Assisting Skills I**

## **Fall Semester 2021 Lesson Plan**

Weeks will begin on Tuesday of each week and end on Wednesday of the following week. Graded assignments available during the designated week for you to complete by due dates are in **bold**.

**Make sure you check your EMAIL every day!!!**

**Do not get behind on assignments!**

**READ EVERYTHING TWICE** before you ask questions and **ALWAYS** refer to your syllabus and Blackboard before you ask. I am happy to answer questions and help you, but I do expect you to attempt to figure things out on your own to a certain extent.

I frequently send reminder emails when assignments are upcoming or are due. If you get a reminder and the assignment is not due for a few days, please don't be alarmed; it is simply a reminder for you to know the assignment will be due during the week. If you get a reminder on the date that an assignment is due, that means you have not submitted it and need to get it done asap.

**On the first day of class before you begin ANY assignments, complete the following in BLACKBOARD**

Complete the following by **08/23** to reserve your spot in the class!!

### Getting Started Tab

1. Getting Started presentation
2. Pledge Acknowledgement
3. Student Introduction
4. Technology Access video

### Blackboard Orientation Tab

1. Blackboard Online Orientation
2. Online Orientation Quiz

### COVID-19 Tab

1. Covid 19 Presentation
2. Covid 19 Presentation Acknowledgment

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 1</b> 08/17 to 08/23	Chapter 1  Chapter 2	Journey to Professionalism  Clinical Trends in Healthcare  <b><u>Bolded assignments available 08/17/21 at 8:00 am to 08/23/21 at 11:59 pm</u></b>	Read Chapters 1 and 2 and prepare for quizzes  Complete chapter objectives and terms/definitions  <b>MindTap Chapters 1 and 2</b>  <b>TEST 1 – Chapters 1 and 2</b>  Read Chapters 3 and 4 and prepare for quizzes	2 a,c
Tuesday 08/17	Chapter 1	Journey to Professionalism Discussion/Lecture Journey to Professionalism  <u>LAB Competencies</u> Locate State Scope of Practice (1-1) Apply Patient Bill of Rights (1-2)  MindTap exercises	Complete and submit <u>LAB Competencies</u> via MindTap – Due 08/17 before you leave class	2 a,c
Wednesday 08/18	Chapter 2	Clinical Trends in Healthcare Discussion/Lecture  Clinical Trends in Healthcare  MindTap exercises	<b>Quiz 1 – Chapter 1 in class</b> available 8:30 a.m. to 9:30 a.m. <b>Quiz 2 – Chapter 2 in class</b> available 8:30 a.m. to 9:30 a.m.	2 a,c
<b>Week 2</b> 08/24 to 08/30	Chapter 3  Chapter 4	The Complete Medical Record and Electronic Charting  Fundamentals of Documentation  <b>SIMTICS purchase deadline 08/26 (last day to use financial aid in bookstore)</b>  <b>SIMTICS is only available for purchase in the STC bookstore!!!</b>  <b><u>Bolded assignments available 08/24/21 at 8:00 am to 08/30/21 at 11:59 pm</u></b>	Complete Chapter objectives and terms/definitions  <b>MindTap Chapter 3 and 4</b>  Read Chapter 5 and prepare for quiz	2 a,c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday 08/24	Chapter 3	<p>The Complete Medical Record and Electronic Charting Discussion/Lecture</p> <p><u>LAB Competencies</u> Create and organize medical record (3-1)</p> <p>MindTap exercises</p>	<p><b>Quiz 3 – Chapter 3 in class</b> available 8:30 a.m. to 9:30 a.m.</p> <p>Complete and submit <u>LAB Competencies</u> via MindTap – Due 08/24 before you leave class</p>	2 a,c
Wednesday 08/25	Chapter 4	<p>Fundamentals of Documentation Discussion/Lecture</p> <p><u>LAB Competencies</u> Documenting med (4-1) Documenting phone call (4-2)</p> <p><b>SIMTICS purchase deadline 08/26 (last day to use financial aid in bookstore)</b></p> <p>MindTap exercises</p>	<p><b>Quiz 4 – Chapter 4 in class</b> available 8:30 a.m. to 9:30 a.m.</p> <p>Complete and submit <u>LAB Competencies</u> via MindTap – Due 08/25 before you leave class</p>	2 a,c
<b>Week 3</b> 08/31 to 09/06	Chapter 5	<p>Conducting a Patient Screening</p> <p><b>SIMTICS purchase deadline 08/26 (last day to use financial aid in bookstore)</b></p> <p><b>SIMTICS is only available for purchase in the STC bookstore!!!</b></p> <p><b><u>Bolded assignments available 08/31/21 at 8:00 am to 09/06/21 at 11:59 pm</u></b></p>	<p>Complete Chapter objectives and terms/definitions</p> <p><b>MindTap Chapter 5</b></p> <p><b>TEST 2 – Chapters 3-5</b></p> <p>Read Chapters 6 and 7 and prepare for quizzes</p>	2 a,c
Tuesday 08/31	Chapter 5	<p>Conducting a Patient Screening Discussion/Lecture</p> <p><u>LAB Competencies</u> Patient Screening (5-1)</p> <p>MindTap exercises</p>	<p><b>Quiz 5 – Chapter 5 in class</b> available 8:30 a.m. to 9:30 a.m.</p> <p>Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/01 before you leave class</p>	2 a,c



Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday 09/01	Chapter 5	SIMTICS overview and orientation EHRGo overview and orientation  <u>SIMTICS</u> Tutorial  <u>EHRGo</u> EHR Orientation  MindTap exercises	EHR Orientation  <b>NOTE: All SIMTICS assignments should be completed before entering the lab area for competency check-offs – Please work on these ahead of lab assignments</b>	2 a,c
<b>Week 4</b> 09/07 to 09/13	Chapter 6  Chapter 7	Assisting Patients with Special Needs  Health Coaching and Patient Navigation  <b>Bolded assignments available 09/07/21 at 8:00 am to 09/13/21 at 11:59 pm</b>	Complete Chapter objectives and terms/definitions  <b>MindTap Chapters 6 and 7</b>  <b>EHRGo</b>  <b>TEST 3 – Chapters 6 and 7</b>  Read Chapters 8 and 9 and prepare for quizzes	2 a,c
Tuesday 09/07	Chapter 6	Assisting Patients with Special Needs Discussion/Lecture  <u>LAB Competencies</u> 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)  <u>EHRGo</u> Adding Orders A Adding Orders B  MindTap exercises	<b>Quiz 6 – Chapter 6 in class</b>  Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/07 before you leave class  <b>NOTE: All SIMTICS assignments should be completed before entering the lab area for competency check-offs – Please work on these ahead of lab assignments</b>	2 a,c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday 09/08	Chapter 7	Health Coaching and Patient Navigation Discussion/Lecture  <u>LAB Competencies</u> Coach Patients (7-1) Community Resources (7-2) Referral to Community Resources (7-3)  MindTap exercises  Review Surgical Instruments – PowerPoint in Blackboard	<b>Quiz 7 – Chapter 7 in class</b> available 8:30 a.m. to 9:30 a.m.  Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/08 before you leave class  <b>Complete all SIMTICS for week 5 before class on 09/14</b>	2 a,c
<b>Week 5</b> 09/14 to 09/20	Chapter 8  Chapter 9	Principles of Infection Control  Sterilization Procedures, Instrument Identification, and Surgical Supplies  <b>Complete all SIMTICS for week 5 before class on 09/14</b>  <b>Bolded assignments available 09/14/21 at 8:00 am to 09/20/21 at 11:59 pm</b>	Complete Chapter objectives and terms/definitions  <b>MindTap Chapters 8 and 9</b>  Read Chapter 10 and prepare for quiz  Watch Videos via Blackboard OSHA Bloodborne Pathogens Airborne Pathogens Hazard Communication  <b>Bloodborne Pathogens Exam</b> <b>Hazard Communication Exam</b>	1 a,c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday 09/14	Chapter 8	<p>Principles of Infection Control Discussion/Lecture</p> <p><u>LAB Competencies</u> Medically Aseptic Handwashing (8-1) Alcohol Based Hand Rub (8-2) Remove Contaminated Gloves (8-3) PPE (8-4) Clean and disinfect instruments before 09/15</p> <p><u>SIMTICS</u> Disinfection and Sterilization in the Outpatient Setting 1 Disinfection and Sterilization in the Outpatient Setting 2 Hand Hygiene (Soap &amp; Water, Hand Sanitizer) Isolation Room PPE Protocol</p> <p>MindTap exercises</p>	<p><b>Quiz 8 – Chapter 8 in class</b> available 8:30 a.m. to 9:30 a.m.</p> <p>Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/14 before you leave class</p> <p><b>Complete all SIMTICS for week 5 before class on 09/14</b></p> <p><b>Bloodborne Pathogens Exam Hazard Communication Exam</b></p>	1,4 a,c
Wednesday 09/15	Chapter 9	<p>Sterilization Procedures, Instrument Identification, and Surgical Supplies Discussion/Lecture</p> <p><u>LAB Competencies</u> Wrapping Instruments (9-3) Autoclave (9-4) Apply skin closures (9-5) Suture removal (9-6) Staple removal (9-6)</p> <p><u>SIMTICS</u> Perform Suture Removal</p> <p>MindTap exercises</p>	<p><b>Quiz 9 – Chapter 9 in class</b> available 8:30 a.m. to 9:30 a.m.</p> <p>Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/15 before you leave class</p> <p><b>Complete all SIMTICS for week 6 before class on 09/21</b></p>	1,4 a,c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 6</b> 09/21 to 09/27	Chapter 10	Assisting with Minor Surgeries  <b>Complete all SIMTICS for week 6 before class on 09/21</b>  <b>Bolded assignments available 09/21/21 at 8:00 am to 09/27/21 at 11:59 pm</b>	Complete Chapter objectives and terms/definitions  <b>MindTap Chapter 10</b>  <b>TEST 4 – Chapters 8-10</b>  Read Chapter 11 and prepare for quiz  Study for Instrument Test	1,4 a,c
Tuesday 09/21	Chapter 10	Assisting with Minor Surgeries  Discussion/Lecture  <u>SIMTICS</u> Prepare for Minor Surgical Procedures Assist with Minor Surgical Procedures Perform Skin Preparation for Minor Surgical Procedures  MindTap exercises	<b>Quiz 10 – Chapter 10 in class</b> available 8:30 a.m. to 9:30 a.m.  Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/22 before you leave class  <b>Complete all SIMTICS for week 6 before class on 09/21</b>	1,4 a,c
Wednesday 09/22	Chapter 10	<u>LAB Competencies</u> Sterile Scrub (10-1) Sterile Skin preparation (10-2) Sterile Field (10-3, 10-4, 10-5) Sterile Gloves (10-6) Sterile Dressing Change (10-7)  MindTap exercises	Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/22 before you leave class  <b>Complete all SIMTICS for week 7 before class on 09/28</b>	1,4 a,c
<b>Week 7</b> 09/28 to 10/04	Chapter 11	Vital Signs & Measurements  <b>Complete all SIMTICS for week 7 before class on 09/28</b>  <b>Bolded assignments available 09/28/21 at 8:00 am to 10/04/21 at 11:59 pm</b>	Complete Chapter objectives and terms/definitions <b>MindTap Chapter 11</b>  <b>Vital Signs Worksheet</b>  <b>EHRGo</b>  Read Chapter 12 and prepare for quiz  Study for Instrument Test	3,4 a,c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday 09/28	Chapter 11	Vital Signs & Measurements Discussion/Lecture <u>SIMTICS</u> Obtain Vital Signs – Adult <u>EHRGo</u> Vital Signs, Pain and Measurements Alec Allard – Entering Vital Signs and UA MindTap exercises	<b>Quiz 11- Chapter 11 in class</b> available 8:30 a.m. to 9:30 a.m.  <b>Instrument Test</b>  <b>Complete all SIMTICS for week 7 before class on 09/28</b>	3,4 a,c
Wednesday 09/29	Chapter 11	<u>LAB Competencies</u> Height & Weight (11-1) Temperature – axillary, temporal, oral, aural (11-2) Pulse – radial & Respirations (11-3) Pulse – apical (11-4) Pulse oximetry (15-3) MindTap exercises	Complete and submit <u>LAB Competencies</u> via MindTap – Due 10/06 before you leave class	3,4 a,c
<b>Week 8</b> 10/05 to 10/11  10/11 Mid-term	Chapter 12	The Physical Exam  <b>Bolded assignments available 10/05/21 at 8:00 am to 10/11/21 at 11:59 pm</b>	Complete Chapter objectives and terms/definitions  <b>MindTap Chapter 12</b>  <b>TEST 5 – Chapters 11 &amp; 12</b>  Read Chapter 14 and prepare for quiz	2,3 a,c
Tuesday 10/05	Chapter 12  Chapter 11	The Physical Exam Discussion/Lecture  <u>LAB Competencies</u> Blood Pressure (11-5) MindTap exercises	<b>Quiz 12 – Chapter 12 in class</b> available 8:30 a.m. to 9:30 a.m.  Complete and submit <u>LAB Competencies</u> via MindTap – Due 10/5 before you leave class	2,3 a,c
Wednesday 10/06	Chapter 12	<u>LAB Competencies</u> Prepare exam room (12-1) Patient positions (12-2) Assist with General Physical Exam (12-3) MindTap exercises	Complete and submit <u>LAB Competencies</u> via MindTap – Due 10/6 before you leave class  <b>Complete all SIMTICS for week 9 before class on 10/12</b>	2,3 a,c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 9</b> 10/12 to 10/18	Chapter 14	Cardiovascular Exams and Procedures  <b>Complete all SIMTICS for week 9 before class on 10/12</b>  <b>Bolded assignments available 10/12/21 at 8:00 am to 10/18/21 at 11:59 pm</b>	Complete Chapter objectives and terms/definitions  <b>MindTap Chapter 14</b>  Read Chapter 15 and prepare for quiz	2,5 a,c
Tuesday 10/12	Chapter 14	Cardiovascular Exams and Procedures Discussion/Lecture  <u>SIMTICS</u> 12-lead Electrocardiogram for Medical Professionals Perform ECG and Interpret  MindTap exercises	<b>Quiz 14 – Chapter 14 in class</b> available 8:30 a.m. to 9:30 a.m.  <b>NOTE:</b> You will need a <b>loose</b> button-down shirt for the EKG and Holter Monitor. Bring to school and leave or have in book bag.  <b>Complete all SIMTICS for week 9 before class on 10/12</b>	2,5 a,c
Wednesday 10/13	Chapter 14	<u>LAB Competencies</u> EKG (14-1) Holter Monitor (14-2)  MindTap exercises	Complete and submit <u>LAB Competencies</u> via MindTap – Due 10/13 before you leave class  <b>Complete all SIMTICS for week 10 before class on 10/19</b>	2,5 a,c
<b>Week 10</b> 10/19 to 10/25  10/26 65% point	Chapter 15	Pulmonary Exams and Procedures  <b>Complete all SIMTICS for week 10 before class on 10/19</b>  <b>Bolded assignments available 10/19/21 at 8:00 am to 10/25/21 at 11:59 pm</b>	Complete Chapter objectives and terms/definitions  <b>MindTap Chapter 15</b>  <b>TEST 6 – Chapters 14 and 15</b>  Read Chapters 17 and 18 and prepare for quizzes	2,5 a,c
Tuesday 10/19	Chapter 15	Pulmonary Exams and Procedures Discussion/Lecture  <u>SIMTICS</u> Administer Nebulizer Treatment and Assess Peak Flow Perform Pulmonary Function Testing  MindTap exercises	<b>Quiz 15 – Chapter 15 in class</b> available 8:30 a.m. to 9:30 a.m.  <b>Complete all SIMTICS for week 10 before class on 10/19</b>	2,5 a,c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday 10/20	Chapter 15	<u>LAB Competencies</u> Spirometry (15-1) Peak Flow (15-2) Sputum Specimen (15-4) Nebulizer (15-5)	Complete and submit <u>LAB Competencies</u> via MindTap – Due 10/19 before you leave class  <b>Complete all SIMTICS for week 11 before class on 10/26 and 10/27</b>	
<b>Week 11</b> 10/26 to 11/01	Chapter 17  Chapter 18	Women’s Health Issues: Obstetrics & Gynecology  Urology & Male Reproductive Exams and Procedures  <b>Complete all SIMTICS for week 11 before class on 10/26 and 10/27</b>  <b>Bolded assignments available 10/26/21 at 8:00 am to 11/01/21 at 11:59 pm</b>	Complete Chapter objectives and terms/definitions  <b>MindTap Chapters 17 and 18</b>  <b>TEST 7 – Chapters 17 &amp; 18</b>  Read Chapters 13 and 16 and prepare for quizzes	2 a,c
Tuesday 10/26  10/26 65% point – last day to formally withdraw without academic penalty	Chapter 17	Women’s Health Issues: Obstetrics & Gynecology Discussion/Lecture  <u>LAB Competencies</u> Instruct Breast Self-Exam (17-1) Assist w/ GYN and Pap (17-2) Assist w/ Prenatal Exam (17-3)  <u>SIMTICS</u> Assist with Pap Smear and Breast Exam Cervical Smear for Medical Professionals  MindTap exercises	<b>Quiz 17 – Chapter 17 in class</b> available 8:30 a.m. to 9:30 a.m.  Complete and submit <u>LAB Competencies</u> via MindTap – Due 10/26 before you leave class  <b>Complete all SIMTICS for week 11 before class on 10/26</b>	2 a,c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday 10/27	Chapter 18	Urology & Male Reproductive Exams and Procedures Discussion/Lecture  <u>VIDEOS</u> Miracle of Life Video Guts & Gore Video  <u>SIMTICS</u> Digital Rectal Examination for Medical Professionals  MindTap exercises	<b>Quiz 18 – Chapter 18 in class</b> available 8:30 a.m. to 9:30 a.m.  <b>Complete all SIMTICS for week 11 before class on 10/27</b>  <b>Complete all SIMTICS for week 12 before class on 11/02 and 11/03</b>	2 a,c
<b>Week 12</b> 11/02 to 11/08	Chapter 13  Chapter 16	Eye & Ear Examinations & Procedures  Gastrointestinal Examinations & Procedures  <b>Complete all SIMTICS for week 12 before class on 11/02 and 11/03</b>  <b>Bolded assignments available 11/02/21 at 8:00 am to 11/08/21 at 11:59 pm</b>	Complete Chapter objectives and terms/definitions  <b>MindTap Chapters 13 and 16</b>  <b>TEST 8 – Chapters 13 and 16</b>  Read Chapters 19 and 21 and prepare for quizzes	2 a,c
Tuesday 11/02	Chapter 13	Eye & Ear Examinations & Procedures Discussion/Lecture  <u>LAB Competencies</u> Snellen Chart (13-1) Near Vision (13-2) Ishihara Color Vision (13-3) Eye Instillation (13-4) Eye Irrigation (13-5) Hearing Acuity Test (13-6) Ear Instillation (13-7) Ear Irrigation (13-8)  <u>SIMTICS</u> Irrigate the Ear and Instill Ear Medication Irrigate the Eye and Instill Eye Medication  MindTap exercises	<b>Quiz 13 – Chapter 13 in class</b> available 8:30 a.m. to 9:30 a.m.  Complete and submit <u>LAB Competencies</u> via MindTap – Due 11/02 before you leave class  <b>Complete all SIMTICS for week 12 before class on 11/02</b>	2 a,c



Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday 11/03	Chapter 16	Gastrointestinal Examinations & Procedures Discussion/Lecture  <u>LAB Competencies</u> Instruct how to collect fecal specimen (16-1) Fecal Occult Test (16-2) Sigmoidoscopy (16-3)  <u>SIMTICS</u> Rigid Sigmoidoscopy for Medical Professionals Proctoscopy for Medical Professionals  MindTap exercises	<b>Quiz 16 – Chapter 16 in class</b> available 8:30 a.m. to 9:30 a.m.  Complete and submit <u>LAB Competencies</u> via MindTap – Due 11/03 before you leave class  <b>Complete all SIMTICS for week 12 before class on 11/03</b>  <b>Complete all SIMTICS for week 13 before class on 11/09</b>	
<b>Week 13</b> 11/09 to 11/15	Chapter 19	Other Specialty Procedures  Evaluation and Care of the Pediatric Patient  <b>Complete all SIMTICS for week 13 before class on 11/09</b>  <b>Bolded assignments available 11/09/21 at 8:00 am to 11/15/21 at 11:59 pm</b>	Complete Chapter objectives and terms/definitions  <b>MindTap Chapters 19 and 21</b>  <b>EHRGo</b>  <b>Test 9 – Chapters 19 and 21</b>  Study for Final	2,3 a,c
Tuesday 11/09	Chapter 19	Other Specialty Procedures Discussion/Lecture <u>LAB Competencies</u> Allergy Testing (19-1)  <u>SIMTICS</u> Obtain Vital Signs - Pediatric Pediatric Vital Signs for Medical Professionals Pediatric Assessment (Infant)  <u>EHRGo</u> Growth Milestones and Documenting in the EHR  MindTap exercises	<b>Quiz 19 – Chapter 19 in class</b> available 8:30 a.m. to 9:30 a.m.  Complete and submit <u>LAB Competencies</u> via MindTap – Due 11/09 before you leave class  <b>Complete all SIMTICS for week 13 before class on 11/09</b>	2,3 a,c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday 11/10	Chapter 21	Evaluation and Care of the Pediatric Patient Discussion/Lecture  <u>LAB Competencies</u> Obtain the Height/Length and Weight of an Infant (21-1) Obtain the Temperature of an Infant or Young Child (21-2) Perform a PKU on a newborn (21-3)	<b>Quiz 21 – Chapter 21 in class</b> available 8:30 a.m. to 9:30 a.m.  Complete and submit <u>LAB Competencies</u> via MindTap – Due 11/10 before you leave class	2,3 a,c
<b>Week 14</b> 11/16 to 11/22		Make up Tests and MindTap Study for final exam		1,2,3,4,5 a,c
Tuesday 11/16 Wednesday 11/17		Make up skills competencies MindTap <b>No Assignments can be submitted via Blackboard 11/20 through 11/27 due to upgrades</b>		1,2,3,4,5 a,c
<b>Week 15</b> 11/30 to 12/02		Final Exam/Proctored Exam	<b>Comprehensive Final Exam</b>	1,2,3,4,5 a,c

**COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)**

- c. Infection Control and Related OSHA Guidelines
- d. Prepare Patients/Assist Physician with Age and Gender Specific Examinations and Diagnostic Procedures
- e. Vital Signs/Mensuration
- f. Medical Office Surgical Procedures
- g. Cardiopulmonary

**GENERAL CORE EDUCATIONAL COMPETENCIES:**

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.