



**ALHS 1040 Introduction to Health Care  
COURSE SYLLABUS  
Spring Semester 2019**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/3750  
Class Location: Building 8, Room 8164  
Class Meets: Tuesday and Thursday 8:30am to 10:45am  
Course Reference Number (CRN): 40079

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Tiffany Thompson, BSN, RN  
Campus/Office Location: Swainsboro Campus, Building 8, Office 8164  
Office Hours: 1:30 pm to 4:30 pm  
Email Address: [Tiffany Thompson thompson@southeasterntech.edu](mailto:Tiffany.Thompson@southeasterntech.edu)  
Phone: 912-538-3252  
Fax Number: 478-289-2249  
Tutoring Hours (if applicable): speak with instructor for appointment.

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

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

**REQUIRED TEXT**

Introduction to Health Care, Dakota Mitchell and Lee Haroun, 4th edition.  
Heartsaver First Aid, American Heart Association (AHA), 2015 Guidelines. ISBN (International Standard Book Number) 978-1-61669-422-7  
BLS (Basic Life Support) for Healthcare Providers, American Heart Association, 2015 Guidelines. ISBN 978-1-61669-407-4

**REQUIRED SUPPLIES & SOFTWARE**

Pen, pencil, paper, notebook, highlighter, a watch with a second hand, CPR (Cardiopulmonary Resuscitation) resuscitator masks for both adult and infant (Available for purchase in STC bookstore). Performance skills by the student require a watch with a second hand as well as the adult and infant pocket masks. If the student is utilizing a USED First Aid book and/or BLS (CPR) book, the student must purchase a First Aid Voucher and/or a CPR Voucher. Vouchers can be purchased in the STC bookstore. Voucher cost is included with the purchase of a new First Aid and BLS book from the STC bookstore.

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

## **COURSE DESCRIPTION**

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: Blood/Air-borne Pathogens, Infection Control, Vital Signs, Basic Emergency Care/First Aid and triage, and Basic Life Support/CPR.

## **MAJOR COURSE COMPETENCIES**

1. Infection control/blood and air-borne pathogens
2. Vital Signs
3. Basic emergency care/first aid and triage
4. Basic life support/CPR

## **PREREQUISITE(S)**

Provisional admit

## **COURSE OUTLINE**

Infection control/blood and air-borne pathogens

Differentiate the roles, standards and guidelines for the following agencies: Center for Disease Control and Prevention (CDC); Occupational Health and Safety Administration (OSHA); and Federal Drug Administration (FDA).

Describe the characteristics of each link of the infection chain.

Define blood/air-borne pathogens.

Identify exposure risks related to health occupations.

Demonstrate pre and post exposure precautions to include hand-washing, gloving (sterile/non-sterile, Personal Protective Equipment (PPE),

Describe causative agent, symptoms, occurrence, reservoir, mode of transmission, incubation period, period of communicability, prevention and control measures of the following diseases: Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome, all types of Hepatitis (A,B,C), Tuberculosis, Meningitis, antibiotic resistant microbes and Herpes Viruses.

Differentiate forms of immunity.

Vital Signs

Demonstrate proficiency in obtaining and documenting blood pressure, temperature, pulse, respiration, weight and height.

Describe factors that affect vital signs including normal and abnormal values.

Basic Emergency Care/first aid and triage

A course from an accredited agency (American Safety and Health Institute, American Heart Association, American Red Cross) leading to certification in First Aid is acceptable in lieu of the following recommended outline.

Perform initial assessment.

Demonstrate various techniques for control of bleeding.

Describe first aid for various types of shock.

Apply bandages and splints.

Describe assessment and treatment of burns, poisoning, seizures, insect stings/bites, heat and cold exposure, syncope.

Basic life support/CPR

Acquire certification in CPR for Healthcare Providers (including 2 person CPR) by a certified instructor from American Heart Association or American Red Cross (or) CPR-PRO (Professional Rescuer) For the Professional Rescuer from the American Health and Safety Institute.

### **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**

Prior to each class, the student is expected to read the assigned chapter or content as specified on the lesson plan.

#### Skills Performance Evaluation

The following skill performance evaluations will be conducted throughout the semester. The student will be given specified equipment and supplies (except a watch and CPR resuscitation mask), time for completion, and 3 possible attempts to complete the skill. Students will be graded pass or fail.

#### **Chapter 10**

Handwashing

Donning sterile gloves

Applying & removing PPE (Personal Protective Equipment), mask, gown and gloves

#### **Chapter 20**

Taking Oral temperature

Taking Tympanic temperature

Taking Radial pulse

Counting Respirations

Taking Blood Pressure

Measuring Height and Weight

#### **CPR Skills**

1 and 2 Rescuer Adult BLS with AED (Automatic External Defibrillator)

1 and 2 Rescuer Infant BLS

#### **First Aid Skills**

Finding the Problem

Stopping Bleeding and Bandaging

Splinting

Using an Epinephrine Pen

### **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" (zero). 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.

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.

### **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: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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" is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a “WP” or “WF” for the semester. 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.

## **EXAMS**

During an exam, students are required to place all textbooks and personal property on the counter located in the classroom. Students are to be seated with an empty seat between each student, if possible. No talking is allowed once the test begins. Students found with their cell phone or any other personal communication device during a test will be considered cheating and given a zero for the exam grade. No grades are dropped.

### **Exit Exam**

In order to sit for the final exam, a student must first, successfully complete all performance skills prior to the date of the scheduled final and maintain a final chapter/lesson test average of 70 or above. Grades of 69.9 will not be rounded up. If the student has below a 70 average or fails to complete the required performance skills, the student will be given a grade of “0” for the final exam.

## **FINAL COURSE GRADE**

The final course grade will not be rounded up. As an example, a final course grade of 89.6 reflects a numeric grade of 89. A numeric grade of 89 reflects a letter grade of “B”. The Chapter Exam average, Proctored Exam grade, Discussion Board average, and Final Exam grades are all rounded to the nearest tenth.

### **CPR (Cardiopulmonary Resuscitation)**

Since CPR is a critical competency for this course, an American Heart Association mandated grade of 84% or higher must be achieved on the CPR test along with passing the CPR skill check-offs in order to pass the class. In the event of a failing grade on the exam, students will be given the opportunity to remediate and retest once. After passing the second exam, the two exams will be averaged together and recorded for the CPR exam grade for this class. Failure to pass the second CPR Test will require student to repeat ALHS 1040 (Introduction to Health Care).

If a student is already certified in BLS/CPR, and has a current BLS (Basic Life Support) card, they still must attend the CPR class and take the CPR exam. Any exception(s) to this requirement will require Dean Approval and would only be in some exceptional circumstance. If the student is approved, he or she must re-take the CPR exam (student is allowed only one chance) with the class and must pass with a grade of 84 or higher. However, if the student scores less than 84, they must attend the CPR class. Since the CPR test is given at the end of the CPR class, the student may need to re-take the CPR class with Tommy Jenkins. The student may contact Tommy Jenkins, STC Training Center Manager, at 912-538-3200 to schedule a makeup class additional fees will apply. The two CPR test will be averaged together.

## **MAKEUP GUIDELINES (EXAMS, QUIZZES, HOMEWORK, PROJECTS, ETC...)**

In the event of an **excused absence** on an exam day, the student will be allowed to make-up **one** exam (excluding the final exam) which will be given at the discretion of the instructor. Student will provide instructor a written excuse within **3** days of missed exam. This will be based on a 4-day week. (Monday,

Tuesday, Wednesday, and Thursday). Instructor will not consider student holidays in this 4-day week. As an example, if an exam is missed on a Tuesday, a written excuse is due to instructor by the following Monday. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. Failure to show up for a make-up exam results in a grade of zero.

An excused absence is jury duty, military duty, court duty, or required job training. Other excused absences may also include illness, hospitalization or a death in the student's immediate family. Official, written documentation such as a subpoena or a doctor's excuse must be provided by the student prior to taking the make-up exam. The instructor reserves the right to refuse for the student to take the make-up exam based on the merit of the documentation.

Any exceptions to the makeup guidelines for this class will require instructor approval and would only be allowed for exceptional circumstances.

**If a student misses CPR and/or First Aid class, he or she will not be allowed to makeup these classes with the instructor.** Unless there is another CPR or First Aid class the student can attend, the student may contact Tommy Jenkins, STC Training Center Manager, at 912-538-3200 to schedule First Aid and CPR training, certification, examination, and skill performance. Additional fees will apply.

### **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" (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 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:

<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 108 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: 912-538-3147 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 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 [Southeastern Technical College 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

Assessment/Assignment	Percentage
Bloodborne/Airborne Pathogens Exam, Chapters 9,10, 11, and 20 Exams, First Aid Exam, and CPR Exam	75 %
Final Exam	25 %
Skills	Pass/Fail

**GRADING SCALE**

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



# ALHS 1040 Introduction to Health Care

## Spring Semester Lesson Plan

### DISCLAIMER STATEMENT

Instructor reserves the right to change the syllabus and/or lesson plan as necessary. The official copy of the syllabus is located inside the student's online course shell or will be given to student during face to face class time during the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course student is enrolled in is for planning purposes only.

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 1</b> 1-8-19 Tuesday		Introduction to course Go over syllabus/lesson plan Go over STC policies Go get books	Get required books	
1-10-19 Thursday	TB and BBP	TB and BBP pathogen videos Discuss handout information	Read over TB and BBP handouts	1 a-c
<b>Week 2</b> 1-15-19 Tuesday	HIV	HIV handout Review Infection Control over BBP and TB.	Study for TB, BBP, and HIV test	1 a-c
1-17-19 Thursday	Test TB, BBP, and HIV  Chapter 10	<b>EXAM 1</b> TB, BBP, and HIV Then begin Chapter 10 Infection Control	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1 a-c
<b>Week 3</b> 1-22-19 Tuesday	Chapter 10	Chapter 10 Infection Control and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1 a-c
1-24-19 Thursday	Chapter 10	Chapter 10 Infection Control and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1 a-c
<b>Week 4</b> 1-29-19 Tuesday	HOLIDAY	HOLIDAY	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1 a-c
1-31-19 Thursday	Chapter 10	Chapter 10 Infection Control and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1 a-c
<b>Week 5</b> 2-5-19	Chapter 10	Chapter 10 Infection Control and Skills	Read appropriate chapter in textbook	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday			Complete worksheets Study for upcoming test	
2-7-19 Thursday	Test Chapter 10	<b>EXAM 2</b> Chapter 10 Then begin Body Mechanics	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	
<b>Week 6</b> 2-12-19 Tuesday	Chapter 9	Chapter 9 Body Mechanics	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	3 a-c
2-14-19 Thursday	Test Chapter 9	<b>EXAM 3</b> Chapter 9 Body Mechanics then start Chapter 11 Environmental Safety	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	3 a-c
<b>Week 7</b> 2-19-19 Tuesday	Chapter 11	Chapter 11 Environmental Safety	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1,3 a-c
2-21-19 Thursday	Test Chapter 11	<b>EXAM 4</b> Chapter 11: Environmental Safety	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1,3 a-c
<b>Week 8</b> 2-26-19 Tuesday	Chapter 20	Chapter 20 Physical Assessment Temperature	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1,3 a-c
2-28-19 Thursday	Chapter 20	Chapter 20 Physical Assessment Height and Weight	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1,2,3 a-c
<b>Week 9</b> 3-5-19 Tuesday	Chapter 20	Chapter 20 Physical Assessment Pulse and Respirations	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
3-7-19 Thursday	Chapter 20	Chapter 20 Physical Assessment Pulse and Respirations	Read appropriate chapter in textbook Complete worksheets	2 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			Study for upcoming test	
<b>Week 10</b> 3-12-19 Tuesday	Chapter 20	Chapter 20 Physical Assessment Blood Pressure	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
3-14-19 Thursday	Chapter 20	Chapter 20 Physical Assessment Blood Pressure	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
<b>Week 11</b> 3-19-21 Tuesday	Chapter 20	Chapter 20 Physical Assessment and Skills  <b>65% Mark</b>	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
3-21-19 Thursday	Chapter 20	<b>EXAM 5</b> Chapter 20 Physical Assessment	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
<b>Week 12</b> 3-26-19 Tuesday	First Aid	American Heart Association First Aid	Make sure to have your First Aid book or voucher	2 a-c
3-28-19 Thursday	First Aid	American Heart Association First Aid	First Aid DVD and check-offs	3 a-c
4-1-19 to 4-4-19	NO CLASS	<b>SPRING BREAK</b>		
<b>Week 13</b> 4-9-19 Tuesday	Test First Aid	<b>EXAM 6</b> First Aid American Heart Association	Finish First Aid  Make sure to have your CPR book (or voucher) and mask	3 a-c
4-11-19 Thursday	CPR	American Heart Association Basic Life Support	CPR DVD and check-offs	
<b>Week 14</b> 4-16-19 Tuesday	CPR	American Heart Association Basic Life Support	CPR DVD and check-offs	
4-18-19	TEST CPR	<b>EXAM 7</b> CPR	Finish CPR	

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Thursday				
<b>Week 15</b> 4-23-19 Tuesday	Review	Review for final exam	Study at home for Final Exam	1-4 a-c
4-25-19 Thursday	<b>Final Exam</b>	<b>Final Exam</b>	Final Exam today	1-4 a-c

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

1. Vital signs
2. Basic emergency care/first aid and triage
3. Basic life support/CPR

**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.