



MAST 1090 Medical Assisting Skills II
COURSE SYLLABUS
Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 4/3750
Class Location: Gillis Building Room 735
Class Meets: Monday through Thursday 8:00-9:55
Course Reference Number (CRN): 40238

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Stephannie Waters
Office Location: Gillis Building Room 731
Office Hours: Monday through Thursday 2:00-5:30
Email Address: [Stephannie Waters \(swaters@southeasterntech.edu\)](mailto:swaters@southeasterntech.edu)
Phone: (912) 538-3195
Fax Number: (912) 538-3106
Tutoring Hours (if applicable): Available by appointment.

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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

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

This course furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc.); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

MAJOR COURSE COMPETENCIES

1. Collection/Examination of Specimens and CLIA Regulations/Risk Management.
2. Urinalysis.
3. Venipuncture.
4. Hematology and Chemistry Evaluations.
5. Applied Clinical Microbiology.
6. Administration of Medications.
7. Medical Office Emergency Procedures/Emergency Preparedness.
8. Rehabilitative Therapy Procedures.
9. Principles of Radiologic Safety.
10. Nutrition.

PREREQUISITE(S)

ENGL 1010, MATH 1012, PSCY 1010, ALHS 1011, ALHS 1090, COMP 1000, COLL 1040, ALMA 1000, MAST 1080, MAST 1100, MAST 1120

COURSE OUTLINE

Collection/Examination of Specimens and CLIA Regulations/Risk Management

1. Demonstrate collection of specimens for diagnostic testing.
2. Demonstrate correct labeling of specimens for diagnostic testing.
3. Maintain lab test results using flow sheets. (II.P.3)
4. Perform a quality control measure. (I.P.10)
5. Identify CLIA waived tests associated with common diseases. (I.C.10)
6. Identify quality control assurance practices in healthcare. (I.C.12)
7. Reassure a patient of the accuracy of the test results. (II.A.1)
8. Demonstrate proper disposal of biohazardous material: a. sharps, b. regulated wastes. (II.P.10)

Urinalysis

1. Obtain specimens and perform a CLIA waived urinalysis. (I.P.11c)
2. Instruct patients in clean catch specimen collection.
3. Demonstrate use of microscope.

Venipuncture

1. Establish sites for venipuncture.
2. Perform: a. venipuncture, b. capillary puncture. (I.P.2b) (I.P.2c)

Hematology and Chemistry Evaluations

1. Differentiate between normal and abnormal test results. (II.P.2)
2. Obtain specimens and perform: a. CLIA waived hematology test, b. CLIA waived chemistry test. (I.P.11a) (I.P.11b)

Applied Clinical Microbiology

1. Obtain specimens and perform: a. CLIA waived immunology test, b. CLIA waived microbiology test. (I.P.11d) (I.P.11b).

Administration of Medications

1. Use proper health and safety precautions of both the patient and self when administering medications.
2. Identify the most commonly used syringes and needles and explain their basic use.

3. Demonstrate preparation of the patient for administration of each type of medication including oral, topical, subcutaneous, intramuscular, and intradermal.
4. Demonstrate accurate documentation of the administration of medications.
5. Perform verification of ordered doses/dosages prior to administration.
6. Administer parenteral (excluding IV) medications. (I.P.7)
7. Administer oral medications. (I.P.6)
8. Demonstrate correct documentation and maintenance of medication and immunization records.
9. Select proper sites for administering parenteral medications. (I.P.5)
10. Calculate proper dosages of medication for administration. (II.P.1)
11. Verify the rules of medication administration: a. right patient, b. right medication, c. right dose, d. right route, e. right time, f. right documentation. (I.P.4)
12. Demonstrate proper disposal of biohazardous material: a. sharps, b. regulated waste. (III.P.10)

Medical Office Emergency Procedures/Emergency Preparedness

1. Identify safety techniques that can be used in responding to accidental exposure to : a. blood, b. other body fluids, c. needle sticks, d. chemicals (XII.C.2)
2. Evaluate the work environment to identify unsafe working conditions. (XII.P.5)
3. Describe the importance of Safety Data Sheets (SDS) in a health care setting. (XII.C.5)
4. Identify: a. safety signs, b. symbols, c. labels. (XII.P.1)
5. Comply with: a. safety signs, b. symbols, c. labels. (XII.P.1)
6. Describe fundamental principles for evacuation of a healthcare setting. (XII.C.4)
7. Discuss fire safety issues in an ambulatory healthcare environment. (XII.C.3)
8. Discuss protocols for disposal of biological chemical materials. (XII.C.6)
9. Identify principles of: a. body mechanics, b. ergonomics. (XII.C.7)
10. Identify critical elements of an emergency plan for a response to a natural disaster or other emergency. (XII.C.8)
11. Discuss potential role(s) of the medical assistant in an emergency.
12. Recognize the physical and emotional effects on persons involved in an emergency situation. (XII.A.1)
13. Demonstrate self-awareness in responding to an emergency situation. (XII.A.2)
14. Demonstrate proper use of the following: a. eyewash equipment, b. fire extinguishers, c. sharps disposal containers. (XII.P.2)
15. Participate in a mock exposure event with documentation of specific steps. (XII.P.4)
16. Use proper body mechanics. (XII.P.3)
17. List principles and steps of professional/provider CPR. (I.C.13)
18. Produce up-to-date documentation of provider/professional level CPR. (I.P.12)
19. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting. (I.C.14)
20. Perform first aid procedures for: a. bleeding, b. diabetic coma or insulin shock, c. fractures, d. seizures, e. shock, f. syncope. (I.P.13)

Rehabilitative Therapy Procedures

1. Demonstrate identification, explanation and application of appropriate rehabilitative therapy equipment and procedures (eg., crutches, heat and cold therapy).

Principles of Radiologic Safety

1. Describe the role of the medical assistant as related to radiologic procedures.
2. Articulate the components of patient preparation for a radiologic procedure.
3. Discuss common patient positions used in basic radiology procedures.
4. Explain precautions related to radiology procedures.

Nutrition

1. Describe dietary nutrients: a. carbohydrates, b. fat, c. protein, d. minerals, e. electrolytes, f. vitamins, g. fiber, h. water. (IV.C.1)
2. Define the function of dietary supplements. (IV.C.2)
3. Identify the special dietary needs for: a. weight control, b. diabetes, c. cardiovascular disease, d. hypertension, e. cancer, f. lactose sensitivity, g. gluten-free, h. food allergies. (IV.C.3)
4. Instruct a patient according to patient's dietary needs. (IV.P.1)
5. Show awareness of patient's concerns regarding a dietary change. (IV.A.1)

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 Catalog and Handbook*. STC Catalog and Handbook Related Policies and Procedures are found online at [STC's Website http://www.southeasterntech.edu](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" (Withdrawn Failing) or "F" (Failing 0-59). 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

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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

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" (Withdrawn) 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 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 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 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:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
hthomas@southeasterntech.edu	bwilcox@southeasterntech.edu

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

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

GRADING SCALE

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

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

Cognitive (Knowledge Base)	Psychomotor (Skills)	Affective (Behavior)
<p>I.C. Anatomy and Physiology 10. Identify CLIA waived tests associated with common diseases. 12. Identify quality assurance practices in healthcare. 13. List principles and steps or professional/provider cardiopulmonary resuscitation. 14. Describe basic principles of first aid as they pertain to the ambulatory care setting.</p>	<p>I.P. Anatomy and Physiology 15. Perform b. Venipuncture c. Capillary puncture 17. Verify the rules of medication administration 18. Select proper sites for administering parenteral medication 19. Administer oral medications 20. Administer parenteral (excluding IV) medications. 23. Perform a quality control measure 24. Obtain specimens and perform a. CLIA waived hematology test b. CLIA waived chemistry test c. CLIA waived urinalysis d. CLIA waived immunology test e. CLIA waived microbiology test 25. Produce up-to-date documentation of provider/professional level CPR 26. Perform first aid procedures for a. Bleeding b. Diabetic coma or insulin shock c. Fractures d. Seizures e. Shock f. Syncope 27. Perform immunology testing. 28. Screen test results.</p>	<p>I.A Anatomy & Physiology None are listed.</p>
<p>Cognitive (Knowledge Base)</p>	<p>Psychomotor (Skills)</p>	<p>Affective (Behavior)</p>
<p>II.C Applied Mathematics None are listed.</p>	<p>II.P Applied Mathematics 1. Calculate proper dosages of medication for administration 2. Differentiate between normal and abnormal test results</p>	<p>II.A Applied Mathematics 1. Reassure a patient of the accuracy of the test results</p>

Cognitive (Knowledge Base)	Psychomotor (Skills)	Affective (Behavior)
	3. Maintain lab test results using flow sheets	
Cognitive (Knowledge Base)	Psychomotor (Skills)	Affective (Behavior)
III.C Infection Control None are listed.	III.P Infection Control 10. Demonstrate proper disposal of biohazardous material a. Sharps b. Regulated wastes	III.A Infection Control None are listed.
Cognitive (Knowledge Base)	Psychomotor (Skills)	Affective (Behavior)
IV.C Nutrition 1. Describe dietary nutrients including a. carbohydrates b. fat c. protein d. minerals e. electrolytes f. vitamins g. fiber h. water 2. Define the function of dietary supplements 3. Identify the special dietary needs for a. weight control b. diabetes c. cardiovascular disease d. hypertension e. cancer f. lactose sensitivity g. gluten-free h. food allergies	IV.P Nutrition 1. Instruct a patient according to patient's special dietary needs.	IV.A Nutrition 1. Show awareness of patient's concerns regarding a dietary change
Cognitive (Knowledge Base)	Psychomotor (Skills)	Affective (Behavior)
XII.C Protective Practices 1. Identify a. Safety signs b. Symbols c. Labels 2. Identify safety techniques that can be used in responding to accidental exposure to	XII.P Protective Practices 1. Comply with a. Safety signs b. Symbols c. Labels 2. Demonstrate proper use of a. Eyewash equipment b. Fire extinguishers	XII.A Protective Practices 1. Recognize the physical and emotional effects on persons involved in an emergency situation 2. Demonstrate self-awareness in responding to an emergency situation.

Cognitive (Knowledge Base)	Psychomotor (Skills)	Affective (Behavior)
<ul style="list-style-type: none"> a. Blood b. Other body fluids c. Needle sticks d. Chemicals 3. Discuss fire safety issues in an ambulatory healthcare environment 4. Describe fundamental principles for evacuation of a healthcare setting 5. Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting 6. Discuss protocols for disposal of biological chemical materials 7. Identify principles of <ul style="list-style-type: none"> a. Body mechanics b. Ergonomics 8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency 	<ul style="list-style-type: none"> c. Sharps disposal containers 3. Use proper body mechanics 4. Participate in a mock exposure event with documentation of specific steps 5. Evaluate the work environment to identify unsafe working conditions 	

MASTA 1090 Medical Assisting Skills II Spring Semester 2018 Lesson Plan

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 8		SEMESTER BEGINS First day of class: Introduction to course, syllabi, etc.		
January 9	Chapter 13	Eye & Ear Examinations & Procedures Videos – 66, 67, 68, 69, 70, 71, 72	Quiz 1 – Chapter 13 Procedure 13-1, 13-2, 13-3, 13-4, 13-5, 13-6, 13-7, 13-8 Workbook Chapter 13 MindTap exercises	2 a, c
January 10	Chapter 13	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 MindTap exercises	2 a, c
January 11	Chapter 13	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 Chapter 16 Quiz • Complete Chapter objectives and terms/definitions Complete MindTap exercises Due by January 17 at 11:59 pm	2 a, c
January 15		HOLIDAY		
January 16	Chapter 16	Gastrointestinal Examinations & Procedures Videos - 40, 82, 83	Quiz 2 – Chapter 16 Competency 16-1, 16-2, 16-3 Workbook Chapter 16 MindTap exercises	2 a, c
January 17	Chapter 16	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 1 • Complete Chapter objectives and terms/definitions MindTap exercises Due by January 17 at 11:59 pm Complete Workbook exercises Due January 18	2 a, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 18	Chapters 13&16	Test 1 – Chapters 13 & 16	Workbooks Due <ul style="list-style-type: none"> • Read Chapter 20 • Prepare for Chapter 20 Quiz • Complete Chapter objectives and terms/definitions MindTap exercises	2 a, c
January 22	Chapter 20	Diet and Nutrition	Quiz 3 – Chapter 20 Workbook Chapter 20 MindTap exercises	10 a, c
January 23	Chapter 22	Orthopedics, Rehabilitation, and Physical Therapy Videos – 85, 86, 88, 89, 90, 91, 92	Quiz 4 – Chapter 22 Procedure 22-1, 22-2, 22-3, 22-4, 22-5, 22-6, 22-7 Workbook Chapter 22 MindTap exercises	8 a, c
January 24	Chapter 22	LAB <ul style="list-style-type: none"> • Splint an Arm (22-1) • Instruct a Patient to Use a Cane (22-2) • Instruct a Patient to Use Axillary Crutches (22-3) • Instruct a Patient to Use a Walker (22-4) • Assist a Patient from the Wheelchair to the Exam Table and Back to the Wheelchair (22-5) • Administer Heat Therapy Treatments (22-6) • Administer Cold Therapy Treatments (22-7) 	Workbook Chapter 22 <ul style="list-style-type: none"> • Study for Test 2 • Complete Chapter objectives and terms/definitions MindTap exercises Due by January 25 at 11:59 pm Complete Workbook exercises Due January 29	8 a, c
January 25	Chapter 20 & 22	MindTap exercises	Workbook Chapter 22 <ul style="list-style-type: none"> • Study for Test 2 • Complete Chapter objectives and terms/definitions MindTap exercises Due by January 25 at 11:59 pm Complete Workbook exercises Due January 29	8 a, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 29	Chapter 20 & 22	Test 2 – Chapters 20 & 22	Workbooks Due <ul style="list-style-type: none"> • Read Chapter 23 • Prepare for Chapter 23 Quiz • Complete Chapter objectives and terms/definitions MindTap exercises Handout – Parts of a Microscope	8, 10 a, c
January 30	Chapter 23	Fundamentals of the Medical Laboratory Videos – 38, 39	Quiz 5 – Chapter 23 Procedure 23-1, 23-2, 23-3, 23-4 Workbook Chapter 23 MindTap exercises	1 a, c
January 31	Chapter 23	LAB <ul style="list-style-type: none"> • Run a Control (23-1) • Review and Report Laboratory Results (23-2) • Specimen Collection for Offsite Testing (23-3) • Use the Microscope (23-4) 	Microscope Quiz <ul style="list-style-type: none"> • Read Chapter 29 • Prepare for Chapter 29 Quiz • Complete Chapter objectives and terms/definitions MindTap exercises	1 a, c
February 1	Chapter 29	Diagnostic Imaging Videos – 60, 82, 87	Quiz 6 – Chapter 29 Workbook Chapter 29 <ul style="list-style-type: none"> • Study for Test 3 • Complete Chapter objectives and terms/definitions MindTap exercises Due by January 25 at 11:59 pm Complete Workbook exercises Due February 6	9 a, c
February 5	Chapter 23 & 29	MindTap exercises	Workbook Chapter 29 <ul style="list-style-type: none"> • Study for Test 3 • Complete Chapter objectives and terms/definitions MindTap exercises Due by February 5 at 11:59 pm Complete Workbook exercises Due February 6	9 a, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
February 6	Chapter 23 & 29	Test 3 – Chapters 23 & 29	Workbooks Due <ul style="list-style-type: none"> • Read Chapter 27 • Prepare for Chapter 27 Quiz • Complete Chapter objectives and terms/definitions MindTap exercises	1, 9 a, c
February 7	Chapter 27	Microbiology Videos – 40, 41, 42	Quiz 5 – Chapter 27 Procedure 27-1, 27-2, 27-3, 27-4 Workbook Chapter 27 MindTap exercises	5 a, c
February 8		ACTIVSIM <ul style="list-style-type: none"> • Self-Protection Throat Culture • Throat Culture & Strep A Test LAB • Collect a Throat Specimen and Perform a Rapid Strep Test (27-1) • Collect a Wound Specimen (27-2) • Prepare a Wet Mount (27-3) • Instruct a Patient on Fecal Specimen Collection for Ova & Parasite Testing (27-4) 	Workbook Chapter 27 <ul style="list-style-type: none"> • Read Chapter 28 • Prepare for Chapter 28 Quiz • Complete Chapter objectives and terms/definitions MindTap exercises	5 a, c
February 12	Chapter 28	Clinical Chemistry and CLIA-Waived Testing Videos - 51, 52, 53	Quiz 6 – Chapter 28 Procedure 28-1, 28-2, 28-3 Workbook Chapter 28 MindTap exercises	1, 4 a, c
February 13	Chapter 28	ACTIVSIM <ul style="list-style-type: none"> • Self-Protection capillary puncture • Capillary Puncture & glucometer • Mono Test • Diabetes Patient • HIV/AIDS Patient 	Workbook Chapter 28 <ul style="list-style-type: none"> • Study for Test 4 • Complete Chapter objectives and terms/definitions MindTap exercises Due by February 8 at 11:59 pm Complete Workbook exercises Due February 19	1, 4 a, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
February 14	Chapter 28	LAB – Fasting! Do not eat or drink after Midnight on February 13! <ul style="list-style-type: none"> • Measure Blood Glucose Using a Handheld Monitor (28-1) • Perform a Urine Pregnancy Test (28-2) • Perform CLIA-Waived Mono Test (28-3) • Cholesterol Screening 	Workbook Chapter 28 <ul style="list-style-type: none"> • Study for Test 4 • Complete Chapter objectives and terms/definitions MindTap exercises Due by February 8 at 11:59 pm Complete Workbook exercises Due February 19	1, 4 a, c
February 15	Chapter 27 & 28	Blood Typing MindTap exercises	Workbook Chapter 28 <ul style="list-style-type: none"> • Study for Test 4 • Complete Chapter objectives and terms/definitions MindTap exercises Due by February 8 at 11:59 pm Complete Workbook exercises Due February 19	1, 4 a, c
February 19	Chapter 27 & 28	Test 4 – Chapters 27 & 28	Workbooks Due <ul style="list-style-type: none"> • Read Chapter 26 • Prepare for Chapter 26 Quiz • Complete Chapter objectives and terms/definitions MindTap exercises	1, 4, 5 a, c
February 20	Chapter 26	Hematology and Coagulation Studies Videos – 46, 47, 48, 49, 50	Quiz 7 – Chapter 26 Procedure 26-1, 26-2, 26-3, 26-4, 24-4 Workbook Chapter 26 MindTap exercises	1, 4 a, c
February 21	Chapter 26	LAB <ul style="list-style-type: none"> • Perform a Capillary Puncture (24-4) • Perform a Capillary Puncture and Microhematocrit Test (26-1) • Perform a Hemoglobin Using the Hemocue System (26-2) • Perform an Erythrocyte Sedimentation Rate (26-3) • Perform a Prothrombin Time (PT) and International Normalized Ratio (INR) (26-4) 	Workbook Chapter 26 <ul style="list-style-type: none"> • Read Chapter 24 • Prepare for Chapter 24 Quiz • Complete Chapter objectives and terms/definitions MindTap exercises	1, 4 a, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
February 22	Chapter 24	Blood Collection Techniques	Quiz 8 – Chapter 24 Procedure 24-1, 24-2, 24-3 Workbook Chapter 24 MindTap exercises	1, 3 a, c
February 26	Chapter 24	VIDEOS – 43, 44, 45, 46 ACTIVSIM <ul style="list-style-type: none"> • Self-Protection Venipuncture • Venipuncture 	Workbook Chapter 24 <ul style="list-style-type: none"> • Study for Test 5 • Complete Chapter objectives and terms/definitions MindTap exercises Due by March 6 at 11:59 pm Complete Workbook exercises Due March 7	1, 3 a, c
February 27	Chapter 24	LAB <ul style="list-style-type: none"> • Perform Venipuncture (Syringe Method) 24-1 • Perform Venipuncture (Vacuum Tube Method) 24-2 • Perform Venipuncture (Butterfly Method) 24-3 	Workbook Chapter 24 <ul style="list-style-type: none"> • Study for Test 5 • Complete Chapter objectives and terms/definitions MindTap exercises Due by March 6 at 11:59 pm Complete Workbook exercises Due March 7	1, 3 a, c
February 28	Chapter 24	Chapter 24 LAB Continued	Workbook Chapter 24 <ul style="list-style-type: none"> • Study for Test 5 • Complete Chapter objectives and terms/definitions MindTap exercises Due by March 6 at 11:59 pm Complete Workbook exercises Due March 7	1, 3 a, c
March 1	Chapter 24	Chapter 24 Continued MIDTERM	Workbook Chapter 24 <ul style="list-style-type: none"> • Study for Test 5 • Complete Chapter objectives and terms/definitions MindTap exercises Due by March 6 at 11:59 pm Complete Workbook exercises Due March 7	1, 3 a, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
March 5	Chapter 24	Chapter 24 Continued	Workbook Chapter 24 <ul style="list-style-type: none"> • Study for Test 5 • Complete Chapter objectives and terms/definitions MindTap exercises Due by March 6 at 11:59 pm Complete Workbook exercises Due March 7	1, 3 a, c
March 6	Chapter 24	Chapter 24 Continued	Workbook Chapter 24 <ul style="list-style-type: none"> • Study for Test 5 • Complete Chapter objectives and terms/definitions MindTap exercises Due by March 6 at 11:59 pm Complete Workbook exercises Due March 7	1, 3 a, c
March 7	Chapters 24 & 26	Test 5 – Chapters 24 & 26	Workbooks Due <ul style="list-style-type: none"> • Read Chapter 25 • Prepare for Chapter 25 Quiz • Complete Chapter objectives and terms/definitions MindTap exercises	1, 3, 4 a, c
March 8	Chapter 25	Urinalysis	Quiz 9 – Chapter 25 Procedure 25-1, 25-2, 25-3, 25-4	2 a, c
March 12	Chapter 25	VIDEOS – 54, 55, 56, 57, 58, 101 ACTIVSIM <ul style="list-style-type: none"> • Urinalysis 60% point	Workbook Chapter 25 <ul style="list-style-type: none"> • Study for Test 6 • Complete Chapter objectives and terms/definitions MindTap exercises Due by March 6 at 11:59 pm Complete Workbook exercises Due March 7	2 a, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
March 13	Chapter 25	LAB <ul style="list-style-type: none"> • Instruct a Patient on a Clean-Catch Midstream Urine Collection (25-1) • Perform Physical and Chemical Urinalysis and Prepare a Microscope Slide for the Provider (25-2) • Utilizing a Urine Transport System for Culture and Sensitivity (25-3) • Urinary Catheterization (25-4) 		2 a, c
March 14	Chapter 25	MindTap Exercises	Workbook Chapter 25 <ul style="list-style-type: none"> • Study for Test 6 • Complete Chapter objectives and terms/definitions MindTap exercises Due by March 18 at 11:59 pm Complete Workbook exercises Due March 19	2 a, c
March 15		STAFF DEVELOPMENT – NO CLASS	Workbook Chapter 25 <ul style="list-style-type: none"> • Study for Test 6 • Complete Chapter objectives and terms/definitions MindTap exercises Due by March 18 at 11:59 pm Complete Workbook exercises Due March 19	
March 19	Chapter 25	Test 6 – Chapter 25 65% point – Last Day to Withdraw without academic penalty	Workbooks Due <ul style="list-style-type: none"> • Read Chapter 33 • Prepare for Chapter 33 Quiz • Complete Chapter objectives and terms/definitions MindTap exercises	2 a, c
March 20	Chapter 33	Responding to Medical Emergencies Assign Project for Emergency Preparedness	Quiz 10 – Chapter 33 Procedure 33-1 (will be done with CPR/First Aid Course) Pay for mask fit testing \$20 in business office before this date!!!	7 a, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
March 21	Chapter 33	N95 Mask Fit Testing 9 am – payment of \$20 should be made at business office by this day with receipt in hand, no exceptions!	Workbook Chapter 33 • Study for Test 7 • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 8 at 11:59 pm Complete Workbook exercises Due April 9	7 a, c
March 22	Chapter 33	VIDEOS – 74, 75, 76, 77, 78, 79, 80, 81 CDC Zombie Pandemic https://www.cdc.gov/phpr/documen ts/zombie_gn_final.pdf	Workbook Chapter 33 • Study for Test 7 • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 8 at 11:59 pm Complete Workbook exercises Due April 9	7 a, c
March 26	Chapter 33	Emergency Preparedness Projects	Work on Projects! Workbook Chapter 33 • Study for Test 7 • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 8 at 11:59 pm Complete Workbook exercises Due April 9	7 a, c
March 27	Chapter 33	Emergency Preparedness Projects	Work on Projects! Workbook Chapter 33 • Study for Test 7 • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 8 at 11:59 pm Complete Workbook exercises Due April 9	7 a, c
March 28	Chapter 33	Emergency Preparedness Projects	Complete Emergency Preparedness Project Presentations	7 a, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
March 29	Chapter 33	Emergency Preparedness Project Presentations begin at 8:15 am NO LATE ASSIGNMENTS ACCEPTED – COMPUTERS WILL BE DISABLED DURING PRESENTATIONS – BE READY!	Workbook Chapter 33 <ul style="list-style-type: none"> • Study for Test 7 • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 8 at 11:59 pm Complete Workbook exercises Due April 9	7 a, c
April 2-5		SPRING BREAK		
April 9	Chapter 33	Test 7 – Chapter 33 & Emergency Preparedness	Workbooks Due <ul style="list-style-type: none"> • Read Chapter 30 • Prepare for Chapter 30 Quiz • Complete Chapter objectives and terms/definitions MindTap exercises	7 a, c
April 10	Chapter 30	Fundamentals of Pharmacology	Quiz 11 – Chapter 30 Procedures 30-1, 30-2	6 a, b, c
April 11	Chapter 30	MindTap Exercises	Workbook Chapter 30 <ul style="list-style-type: none"> • Read Chapter 31 • Review Dosage Calculations • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 29 at 11:59 pm Complete Workbook exercises Due April 30	6 a, b, c
April 12	Chapter 31	Dosage Calculations Review Dosage Calculations	Quiz 12 – Chapter 31 Review Dosage Calculations Procedure 31-1	6 a, b, c
April 16	Chapter 31	Drug Calculations Test	Workbook Chapter 31 <ul style="list-style-type: none"> • Review Dosage Calculations • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 29 at 11:59 pm Complete Workbook exercises Due April 30	6 a, b, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
April 17	Chapter 31	Drug Calculations Test	Workbook Chapter 31 <ul style="list-style-type: none"> • Review Dosage Calculations • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 29 at 11:59 pm Complete Workbook exercises Due April 30	6 a, b, c
April 18	Chapter 32	Administration of Parenteral Medications	Quiz 13 – Chapter 32 Procedure 32-1, 32-2, 32-3, 32-4, 32-5, 32-6, 32-7, 32-8	6 a, b, c
April 19	Chapter 32	Videos – 12, 13, 14, 15, 16, 17, 18, 19, 20	Workbook Chapter 32 <ul style="list-style-type: none"> • Study for Test 8 • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 29 at 11:59 pm Complete Workbook exercises Due April 30	6 a, b, c
April 23	Chapter 32	LAB <ul style="list-style-type: none"> • Withdraw Medication from a Vial (32-1) • Withdraw Medication from an Ampule (32-2) • Reconstitute a Powdered-Base Medication with a Diluent (32-3) • Mix Two medications into One Syringe (32-4) • Load a Cartridge or Injector Device (32-5) 	BRING an ORANGE to CLASS! Workbook Chapter 32 <ul style="list-style-type: none"> • Study for Test 8 • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 29 at 11:59 pm Complete Workbook exercises Due April 30	6 a, b, c
April 24	Chapter 32	LAB <ul style="list-style-type: none"> • Administer an Intradermal Injection (32-6) • Administer a Subcutaneous Injection (32-7) • Administer an Intradermal Injection (32-8) 	Workbook Chapter 32 <ul style="list-style-type: none"> • Study for Test 8 • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 29 at 11:59 pm Complete Workbook exercises Due April 30	6 a, b, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
April 25	Chapter 32	LAB Continued	Workbook Chapter 32 <ul style="list-style-type: none"> • Study for Test 8 • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 29 at 11:59 pm Complete Workbook exercises Due April 30	6 a, b, c
April 26	Chapter 32	LAB Continued	Workbook Chapter 32 <ul style="list-style-type: none"> • Study for Test 8 • Complete Chapter objectives and terms/definitions MindTap exercises Due by April 29 at 11:59 pm Complete Workbook exercises Due April 30	6 a, b, c
April 30	Chapters 30, 31, 32	Test 8 – Chapters 30-32	Workbooks Due Review MindTap exercises Study for Final	6 a, b, c
May 1		Study for Final	Review MindTap exercises Study for Final	
May 2 & 3		Final Exams		

COMPETENCY AREAS:

1. Collection/Examination of Specimens and CLIA Regulations/Risk Management
2. Urinalysis
3. Venipuncture
4. Hematology and Chemistry Evaluations
5. Applied Chemical Microbiology
6. Administration of Medications
7. Medical Office Emergency Procedures/Emergency Preparedness
8. Rehabilitation Procedures
9. Principles of Radiologic Safety

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.