



**MAST 1090 Medical Assisting Skills II**  
**COURSE SYLLABUS**  
**Spring Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/3750  
Class Location: Building 8 Room 8166  
Class Meets: Monday through Thursday 8:00 am - 9:55 am  
Course Reference Number (CRN): 40242

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Kimberly Brown  
Office Location: Building 8 Room 8168  
Office Hours: Monday thru Thursday 3:00 – 5:00 pm  
Email Address: [Kimberly Brown \(kbrown@southeasterntech.edu\)](mailto:kbrown@southeasterntech.edu)  
Phone: 478-289-2243  
Fax Number: 478-289-2336  
Tutoring Hours (if applicable): 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, 2<sup>nd</sup> edition – Heller – Cengage Publishing  
ISBN: 978-1-305-11086-1

**REQUIRED SUPPLIES & SOFTWARE**

Activsim for Medical Assisting by McGraw Hill – ISBN - 9780077862015  
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 (human chorionic gonadotropin) etc.); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV (intravenous) administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

## **MAJOR COURSE COMPETENCIES**

1. Collection/Examination of Specimens and Clinical Laboratory Improvement Act 1988 (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)**

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 Cardiopulmonary Resuscitation (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 Student Handbook Related Policies and Procedures are found online at [STC 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

## **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 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 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 will determine whether missed work may be allowed to be made up and the content and dates for makeup work are at the discretion of the instructor.

In Allied Health Programs, an instructor may withdraw students for lack of attendance. All instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

## **SPECIAL NEEDS**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](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' (withdraw), 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" (Withdraw 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>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@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

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

### GRADING SCALE

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

Letter Grade	Range
F	0-59



**CORE CURRICULUM FOR MEDICAL ASSISTANTS MEDICAL ASSISTING EDUCATION REVIEW BOARD (MAERB)**

2015 Curriculum Requirements

<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<p><b>I.C. Anatomy and Physiology</b>                      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><b>I.P. Anatomy and Physiology</b>                      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><b>I.A Anatomy &amp; Physiology</b>                      None are listed.</p>
<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<p><b>II.C Applied Mathematics</b>                      None are listed.</p>	<p><b>II.P Applied Mathematics</b>                      1. Calculate proper dosages of medication for administration                      2. Differentiate between normal and abnormal test results                      3. Maintain lab test results using flow sheets</p>	<p><b>II.A Applied Mathematics</b>                      1. Reassure a patient of the accuracy of the test results</p>

<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<b>III.C Infection Control</b> None are listed.	<b>III.P Infection Control</b> 10. Demonstrate proper disposal of biohazardous material a. Sharps b. Regulated wastes	<b>III.A Infection Control</b> None are listed.
<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<b>IV.C Nutrition</b> 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	<b>IV.P Nutrition</b> 1. Instruct a patient according to patient's special dietary needs.	<b>IV.A Nutrition</b> 1. Show awareness of patient's concerns regarding a dietary change

<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<p><b>XII.C Protective Practices</b></p> <ol style="list-style-type: none"> <li>1. Identify               <ol style="list-style-type: none"> <li>a. Safety signs</li> <li>b. Symbols</li> <li>c. Labels</li> </ol> </li> <li>2. Identify safety techniques that can be used in responding to accidental exposure to               <ol style="list-style-type: none"> <li>a. Blood</li> <li>b. Other body fluids</li> <li>c. Needle sticks</li> <li>d. Chemicals</li> </ol> </li> <li>3. Discuss fire safety issues in an ambulatory healthcare environment</li> <li>4. Describe fundamental principles for evacuation of a healthcare setting</li> <li>5. Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting</li> <li>6. Discuss protocols for disposal of biological chemical materials</li> <li>7. Identify principles of               <ol style="list-style-type: none"> <li>a. Body mechanics</li> <li>b. Ergonomics</li> </ol> </li> <li>8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency</li> </ol>	<p><b>XII.P Protective Practices</b></p> <ol style="list-style-type: none"> <li>1. Comply with               <ol style="list-style-type: none"> <li>a. Safety signs</li> <li>b. Symbols</li> <li>c. Labels</li> </ol> </li> <li>2. Demonstrate proper use of               <ol style="list-style-type: none"> <li>a. Eyewash equipment</li> <li>b. Fire extinguishers</li> <li>c. Sharps disposal containers</li> </ol> </li> <li>3. Use proper body mechanics</li> <li>4. Participate in a mock exposure event with documentation of specific steps</li> <li>5. Evaluate the work environment to identify unsafe working conditions</li> </ol>	<p><b>XII.A Protective Practices</b></p> <ol style="list-style-type: none"> <li>1. Recognize the physical and emotional effects on persons involved in an emergency situation</li> <li>2. Demonstrate self- awareness in responding to an emergency situation.</li> </ol>

## MAST 1090 Medical Assisting Skills II Spring Semester 2018 Lesson Plan

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competenc y 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	<b>Quiz 1 – Chapter 13</b> 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"> <li>• Snellen Chart (13-1)</li> <li>• Near Vision (13-2)</li> <li>• Ishihara Color Vision (13-3)</li> <li>• Eye Instillation (13-4)</li> <li>• Eye Irrigation (13-5)</li> </ul>	Workbook Chapter 13 MindTap exercises	2 a, c
January 11	Chapter 13	LAB <ul style="list-style-type: none"> <li>• Hearing Acuity Test (13-6)</li> <li>• Ear Instillation (13-7)</li> <li>• Ear Irrigation (13-8)</li> </ul>	Workbook Chapter 13 <ul style="list-style-type: none"> <li>• Read Chapter 16</li> <li>• Prepare for Chapter 16 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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	<b>Quiz 2 – Chapter 16</b> 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"> <li>• Instruct how to collect fecal specimen (16-1)</li> <li>• Fecal Occult Test (16-2)</li> <li>• Sigmoidoscopy (16-3)</li> </ul>	Workbook Chapter 16 <ul style="list-style-type: none"> <li>• Study for Test 1</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by January 17 at 11:59 pm Complete Workbook exercises Due January 18	2 a, c

<b>Date/Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competenc y Area</b>
January 18	Chapters 13&16	<b>Test 1 – Chapters 13 &amp; 16</b>	<b>Workbooks Due</b> <ul style="list-style-type: none"> <li>• Read Chapter 20</li> <li>• Prepare for Chapter 20 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	2 a, c
January 22	Chapter 20	Diet and Nutrition	<b>Quiz 3 – Chapter 20</b> 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	<b>Quiz 4 – Chapter 22</b> 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"> <li>• Splint an Arm (22-1)</li> <li>• Instruct a Patient to Use a Cane (22-2)</li> <li>• Instruct a Patient to Use Axillary Crutches (22-3)</li> <li>• Instruct a Patient to Use a Walker (22-4)</li> <li>• Assist a Patient from the Wheelchair to the Exam Table and Back to the Wheelchair (22-5)</li> <li>• Administer Heat Therapy Treatments (22-6)</li> <li>• Administer Cold Therapy Treatments (22-7)</li> </ul>	Workbook Chapter 22 <ul style="list-style-type: none"> <li>• Study for Test 2</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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"> <li>• Study for Test 2</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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	<b>Test 2 – Chapters 20 &amp; 22</b>	<b>Workbooks Due</b> <ul style="list-style-type: none"> <li>• Read Chapter 23</li> <li>• Prepare for Chapter 23 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Handout – Parts of a Microscope	8, 10 a, c
January 30	Chapter 23	Fundamentals of the Medical Laboratory Videos – 38, 39	<b>Quiz 5 – Chapter 23</b> 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"> <li>• Run a Control (23-1)</li> <li>• Review and Report Laboratory Results (23-2)</li> <li>• Specimen Collection for Offsite Testing (23-3)</li> <li>• Use the Microscope (23-4)</li> </ul>	<b>Microscope Quiz</b> <ul style="list-style-type: none"> <li>• Read Chapter 29</li> <li>• Prepare for Chapter 29 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	1 a, c
February 1	Chapter 29	Diagnostic Imaging Videos – 60, 82, 87	<b>Quiz 6 – Chapter 29</b> Workbook Chapter 29 <ul style="list-style-type: none"> <li>• Study for Test 3</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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"> <li>• Study for Test 3</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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	<b>Test 3 – Chapters 23 &amp; 29</b>	<b>Workbooks Due</b> <ul style="list-style-type: none"> <li>Read Chapter 27</li> <li>Prepare for Chapter 27 Quiz</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	1, 9 a, c
February 7	Chapter 27	Microbiology Videos – 40, 41, 42	<b>Quiz 5 – Chapter 27</b> 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"> <li>Self-Protection Throat Culture</li> <li>Throat Culture &amp; Strep A Test</li> </ul> LAB <ul style="list-style-type: none"> <li>Collect a Throat Specimen and Perform a Rapid Strep Test (27-1)</li> <li>Collect a Wound Specimen (27-2)</li> <li>Prepare a Wet Mount (27-3)</li> <li>Instruct a Patient on Fecal Specimen Collection for Ova &amp; Parasite Testing (27-4)</li> </ul>	Workbook Chapter 27 <ul style="list-style-type: none"> <li>Read Chapter 28</li> <li>Prepare for Chapter 28 Quiz</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	5 a, c
February 12	Chapter 28	Clinical Chemistry and CLIA-Waived Testing Videos - 51, 52, 53	<b>Quiz 6 – Chapter 28</b> 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"> <li>Self-Protection capillary puncture</li> <li>Capillary Puncture &amp; glucometer</li> <li>Mono Test</li> <li>Diabetes Patient</li> <li>HIV/AIDS Patient</li> </ul>	Workbook Chapter 28 <ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by February 8 at 11:59 pm Complete Workbook exercises Due February 19	1, 4 a, c
February 14	Chapter 28	LAB – <b>Fasting! Do not eat or drink after Midnight on February 13!</b> <ul style="list-style-type: none"> <li>Measure Blood Glucose Using a Handheld Monitor (28-1)</li> <li>Perform a Urine Pregnancy Test (28-2)</li> <li>Perform CLIA-Waived Mono Test (28-3)</li> <li>Cholesterol Screening</li> </ul>	Workbook Chapter 28 <ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by February 8 at 11:59 pm Complete Workbook exercises Due February 19	1, 4 a, c

<b>Date/Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competenc y Area</b>
February 15	Chapter 27 & 28	Blood Typing MindTap exercises	Workbook Chapter 28 <ul style="list-style-type: none"> <li>• Study for Test 4</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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	<b>Test 4 – Chapters 27 &amp; 28</b>	<b>Workbooks Due</b> <ul style="list-style-type: none"> <li>• Read Chapter 26</li> <li>• Prepare for Chapter 26 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	1, 4, 5 a, c
February 20	Chapter 26	Hematology and Coagulation Studies Videos – 46, 47, 48, 49, 50	<b>Quiz 7 – Chapter 26</b> 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"> <li>• Perform a Capillary Puncture (24-4)</li> <li>• Perform a Capillary Puncture and Microhematocrit Test (26-1)</li> <li>• Perform a Hemoglobin Using the Hemocue System (26-2)</li> <li>• Perform an Erythrocyte Sedimentation Rate (26-3)</li> <li>• Perform a Prothrombin Time (PT) and International Normalized Ratio (INR) (26-4)</li> </ul>	Workbook Chapter 26 <ul style="list-style-type: none"> <li>• Read Chapter 24</li> <li>• Prepare for Chapter 24 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	1, 4 a, c
February 22	Chapter 24	Blood Collection Techniques	<b>Quiz 8 – Chapter 24</b> 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"> <li>• Self-Protection Venipuncture</li> <li>• Venipuncture</li> </ul>	Workbook Chapter 24 <ul style="list-style-type: none"> <li>• Study for Test 5</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 6 at 11:59 pm Complete Workbook exercises Due March 7	1, 3 a, c



<b>Date/Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competenc y Area</b>
February 27	Chapter 24	LAB <ul style="list-style-type: none"> <li>• Perform Venipuncture (Syringe Method) 24-1</li> <li>• Perform Venipuncture (Vacuum Tube Method) 24-2</li> <li>• Perform Venipuncture (Butterfly Method) 24-3</li> </ul>	Workbook Chapter 24 <ul style="list-style-type: none"> <li>• Study for Test 5</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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"> <li>• Study for Test 5</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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"> <li>• Study for Test 5</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 6 at 11:59 pm Complete Workbook exercises Due March 7	1, 3 a, c
March 5	Chapter 24	Chapter 24 Continued	Workbook Chapter 24 <ul style="list-style-type: none"> <li>• Study for Test 5</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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"> <li>• Study for Test 5</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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 7	Chapters 24 & 26	<b>Test 5 – Chapters 24 &amp; 26</b>	<b>Workbooks Due</b> <ul style="list-style-type: none"> <li>• Read Chapter 25</li> <li>• Prepare for Chapter 25 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	1, 3, 4 a, c
March 8	Chapter 25	Urinalysis	<b>Quiz 9 – Chapter 25</b> 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"> <li>• Urinalysis</li> </ul> 60% point	Workbook Chapter 25 <ul style="list-style-type: none"> <li>• Study for Test 6</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 6 at 11:59 pm Complete Workbook exercises Due March 7	2 a, c
March 13	Chapter 25	LAB <ul style="list-style-type: none"> <li>• Instruct a Patient on a Clean-Catch Midstream Urine Collection (25-1)</li> <li>• Perform Physical and Chemical Urinalysis and Prepare a Microscope Slide for the Provider (25-2)</li> <li>• Utilizing a Urine Transport System for Culture and Sensitivity (25-3)</li> <li>• Urinary Catheterization (25-4)</li> </ul>		2 a, c
March 14	Chapter 25	MindTap Exercises	Workbook Chapter 25 <ul style="list-style-type: none"> <li>• Study for Test 6</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 18 at 11:59 pm Complete Workbook exercises Due March 19	2 a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
March 15		STAFF DEVELOPMENT – NO CLASS	Workbook Chapter 25 <ul style="list-style-type: none"> <li>• Study for Test 6</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 18 at 11:59 pm Complete Workbook exercises Due March 19	
March 19	Chapter 25	<b>Test 6 – Chapter 25</b> 65% point – Last Day to Withdraw without academic penalty	<b>Workbooks Due</b> <ul style="list-style-type: none"> <li>• Read Chapter 33</li> <li>• Prepare for Chapter 33 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	2 a, c
March 20	Chapter 33	Responding to Medical Emergencies Assign Project for Emergency Preparedness	<b>Quiz 10 – Chapter 33</b> 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
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 <ul style="list-style-type: none"> <li>• Study for Test 7</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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 <a href="https://www.cdc.gov/phpr/documents/zombie_gn_final.pdf">CDC Zombie Pandemic https://www.cdc.gov/phpr/documents/zombie_gn_final.pdf</a>	Workbook Chapter 33 <ul style="list-style-type: none"> <li>• Study for Test 7</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 8 at 11:59 pm Complete Workbook exercises Due April 9	7 a, c

<b>Date/Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competenc y Area</b>
March 26	Chapter 33	Emergency Preparedness Projects	<b>Work on Projects!</b> Workbook Chapter 33 <ul style="list-style-type: none"> <li>• Study for Test 7</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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	<b>Work on Projects!</b> Workbook Chapter 33 <ul style="list-style-type: none"> <li>• Study for Test 7</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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
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"> <li>• Study for Test 7</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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	<b>Test 7 – Chapter 33 &amp; Emergency Preparedness</b>	<b>Workbooks Due</b> <ul style="list-style-type: none"> <li>• Read Chapter 30</li> <li>• Prepare for Chapter 30 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	7 a, c
April 10	Chapter 30	Fundamentals of Pharmacology	<b>Quiz 11 – Chapter 30</b> Procedures 30-1, 30-2	6 a, b, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
April 11	Chapter 30	MindTap Exercises	Workbook Chapter 30 <ul style="list-style-type: none"> <li>• Read Chapter 31</li> <li>• Review Dosage Calculations</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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	<b>Quiz 12 – Chapter 31</b> 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"> <li>• Review Dosage Calculations</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 29 at 11:59 pm Complete Workbook exercises Due April 30	6 a, b, c
April 17	Chapter 31	Drug Calculations Test	Workbook Chapter 31 <ul style="list-style-type: none"> <li>• Review Dosage Calculations</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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	<b>Quiz 13 – Chapter 32</b> Procedure 32-1, 32-2, 32-3, 32-4, 32-5, 32-6, 32-7, 32-8	6 a, b, c

<b>Date/Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competenc y Area</b>
April 19	Chapter 32	Videos – 12, 13, 14, 15, 16, 17, 18, 19, 20	Workbook Chapter 32 <ul style="list-style-type: none"> <li>• Study for Test 8</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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"> <li>• Withdraw Medication from a Vial (32-1)</li> <li>• Withdraw Medication from an Ampule (32-2)</li> <li>• Reconstitute a Powdered-Base Medication with a Diluent (32-3)</li> <li>• Mix Two medications into One Syringe (32-4)</li> <li>• Load a Cartridge or Injector Device (32-5)</li> </ul>	BRING an ORANGE to CLASS! Workbook Chapter 32 <ul style="list-style-type: none"> <li>• Study for Test 8</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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"> <li>• Administer an Intradermal Injection (32-6)</li> <li>• Administer a Subcutaneous Injection (32-7)</li> <li>• Administer an Intradermal Injection (32-8)</li> </ul>	Workbook Chapter 32 <ul style="list-style-type: none"> <li>• Study for Test 8</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 29 at 11:59 pm Complete Workbook exercises Due April 30	6 a, b, c
April 25	Chapter 32	LAB Continued	Workbook Chapter 32 <ul style="list-style-type: none"> <li>• Study for Test 8</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 29 at 11:59 pm Complete Workbook exercises Due April 30	6 a, b, c

<b>Date/Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
April 26	Chapter 32	LAB Continued	Workbook Chapter 32 <ul style="list-style-type: none"> <li>• Study for Test 8</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> 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	<b>Test 8 – Chapters 30-32</b>	<b>Workbooks Due</b> 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 Clinical Laboratory Improvement Act 1988 (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.

**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.