



TENTATIVE—SUBJECT TO CHANGE
MAST 1090 MEDICAL ASSISTING SKILLS II
HYBRID COURSE SYLLABUS
Spring Semester 2021 (202114)

COURSE INFORMATION

Credit Hours/Minutes: 4/6750

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

Class Meets: 65% Face-to-Face (F2F)/35% online – Wednesdays 8:00 a.m. – 1:15 p.m.

Course Reference Number (CRN): 40314

Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

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

Email Address: [Kimberly Brown \(kbrown@southeasterntech.edu\)](mailto:kbrown@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus Room 8168

Office Hours: by appointment only

Phone: (478) 289-2243

Fax Number: (478) 289-2336

Tutoring Hours (if applicable): By appointment only

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

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

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

REQUIRED TEXT

Clinical Medical Assisting: A Professional, Field Smart Approach to the Workplace, 2nd edition – Heller-

Cengage Publishing – Purchase Cengage Unlimited in bookstore

Mindtap Access available through Blackboard links

REQUIRED SUPPLIES & SOFTWARE

SIMTICS Access

Watch with a second hand

Stethoscope

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither

Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

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

COURSE DESCRIPTION

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)

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.

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.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the

educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

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

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

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#) Exposure Control Coordinator swaters@southeasterntech.edu 912-538-3195.

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 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

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

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 1210.

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

SPECIFIC ABSENCES

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

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

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

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

WITHDRAWAL PROCEDURE

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

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

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

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial

Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

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

All assignments in this course are available via Blackboard and Cengage MindTap. You will have approximately 1 (one) week to complete assignments. The only time you might need to make up an assignment is if you have computer issues. In this case you need to make sure you email your instructor immediately and let them know what the issue is so that they can make arrangements for you to make it up or reset your assignment. Only 1 (one) test may reset per course per student. **It is vitally important to communicate with your instructor, they cannot work with you if you do not let them know you are having a problem. Do not wait until the last day of the assignment availability to complete required assignments.**

ACADEMIC DISHONESTY POLICY

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

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

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

3. Third Offense

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

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive

Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

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

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

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 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@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	50%
Quizzes	10%
MindTap	10%
SIMTICS	10%
Final Exam	20%

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>II.C Applied Mathematics None are listed.</p>	<p>II.P Applied Mathematics 1. Calculate proper dosages of medication for administration</p>	<p>II.A Applied Mathematics</p>

	<ol style="list-style-type: none"> 2. Differentiate between normal and abnormal test results 3. Maintain lab test results using flow sheets 	<ol style="list-style-type: none"> 1. Reassure a patient of the accuracy of the test results
III.C Infection Control None are listed.	III.P Infection Control 10. Demonstrate proper disposal of biohazardous material <ol style="list-style-type: none"> a. Sharps b. Regulated wastes 	III.A Infection Control None are listed.
IV.C Nutrition 1. Describe dietary nutrients including <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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
XII.C Protective Practices 1. Identify <ol style="list-style-type: none"> a. Safety signs b. Symbols c. Labels 2. Identify safety techniques that can be used in responding to accidental exposure to <ol style="list-style-type: none"> a. Blood b. Other body fluids c. Needle sticks d. Chemicals 	XII.P Protective Practices 1. Comply with <ol style="list-style-type: none"> a. Safety signs b. Symbols c. Labels 2. Demonstrate proper use of <ol style="list-style-type: none"> a. Eyewash equipment b. Fire extinguishers c. Sharps disposal containers 3. Use proper body mechanics 4. Participate in a mock exposure event with documentation of specific steps	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.

<p>3. Discuss fire safety issues in an ambulatory healthcare environment</p> <p>4. Describe fundamental principles for evacuation of a healthcare setting</p> <p>5. Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting</p> <p>6. Discuss protocols for disposal of biological chemical materials</p> <p>7. Identify principles of</p> <ul style="list-style-type: none">a. Body mechanicsb. Ergonomics <p>8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency</p>	<p>5. Evaluate the work environment to identify unsafe working conditions</p>	
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MAST 1090 MEDICAL ASSISTING SKILLS II

Spring Semester 2021 Lesson Plan

Weeks will begin on Wednesday and end on Tuesday of the following week. Graded assignments are available during the designated week for you to complete by the due dates are in **bold and are highlighted**. All assignments for each week will be due on each TUESDAY by 11:59p for this course. DO NOT wait until the last hour to begin completing your work. Technology issues will not be addressed if you wait to begin the assignments. Please make every attempt to complete your work during normal working hours to prevent delays in responses to your potential issues.

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 11		SEMESTER BEGINS		
Online Week 1 01/11 to 01/14	Chapter 20	Diet and Nutrition <u>Bolded and highlighted assignments available 1/11/21 at 8:00 a.m. to 1/14/21 at 11:59 p.m. in Blackboard</u>	Read Chapter 20 Prepare for Chapter 20 Quiz Quiz 1 – Chapter 20 Complete chapter objectives and terms/definitions Procedure 20-2 MindTap Chapters 20 Complete and submit LAB Competencies via MindTap	10 a,c
In Class (F2F) 1/13	Chapter 20	First Day of Class Introduction to Course Syllabi, Outline, Rules & Regulations, Completion of Forms Discussion/Lecture <u>LAB Competencies</u> Instruct a Patient According to the Patient's Special Dietary Needs (20-2)	Lab Orientation and Inventory MA Handbook Review Procedure 20-2 Complete and submit LAB Competencies via MindTap by 01/13 at 11:59 p.m. Read Chapters 22 Prepare for Chapter 22 Quiz	
Online Week 2 01/13 to 01/19	Chapter 22	Orthopedics, Rehabilitation, and Physical Therapy <u>Bolded and highlighted assignments available 1/13/21 at 8:00 am to 1/19/21 at 11:59 p.m. in Blackboard</u>	Quiz 2 – Chapter 22 Procedure 22-1, 22-2, 22-3, 22-4, 22-5, 22-6, 22-7 Complete Chapter objectives and terms/definitions	8 a, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
In Class (F2F) 01/20	Chapter 22	Discussion/Lectures Videos – 85, 86, 88, 89, 90, 91, 92 <u>LAB Competencies</u> 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)	Study for Test 1 Procedure 22-1, 22-2, 22-3, 22-4, 22-5, 22-6, 22-7 Complete and submit LAB Competencies via MindTap by 01/20 at 11:59 p.m. Read Chapters 23 Prepare for Chapter 23 Quiz	8 a, c
Online Week 3 01/20 to 01/26	Chapter 20 & 22 Chapter 23	Complete Test 1 Chapters 20 and 22 Fundamentals of the Medical Laboratory Parts of a Microscope handout in Blackboard Bolded and highlighted assignments available 1/20/21 at 8:00 a.m. to 01/26/21 at 11:59 p.m. in Blackboard	Test 1 Chapters 20 and 22 Mindtap Chapters 20 and 22 Due 01/26 at 11:59 p.m. Complete Chapter objectives and terms/definitions Quiz 3 – Chapter 23 Procedure 23-1, 23-2, 23-3, 23-4 Microscope Quiz MindTap exercises Chapter 23 Read Chapter 29	8,10 a, c
In Class (F2F) 01/27	Chapter 23	Fundamentals of the Medical Laboratory Videos – 38, 39 <u>LAB Competencies</u> Run a Control (23-1) Review and Report Laboratory Results (23-2) Specimen Collection for Offsite Testing (23-3) Use the Microscope (23-4)	Procedure 23-1, 23-2, 23-3, 23-4 Complete and submit LAB Competencies via MindTap Chapter 23 by 01/27 at 11:59 p.m. Read Chapters 29 Prepare for Chapter 29 Quiz	1 a, c
Online Week 4 01/27 to 02/02	Chapter 29	Diagnostic Imaging Bolded and highlighted assignments available 01/27/21 at 8:00 a.m. to 02/02/21 at 11:59 p.m. in Blackboard	Quiz 4 – Chapter 29 Complete Chapter objectives and terms/definitions MindTap exercises Chapter 29	9 a, c
In Class (F2F) 02/03	Chapter 29	Diagnostic Imaging Videos – 60, 82, 87	Study for Test 2 Read Chapters 27 Prepare for Chapter 27 Quiz	9 a, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Online Week 5 02/03 to 02/09	Chapter 23 & 29 Chapter 27	Complete Test 3 Chapters 23 and 29 Microbiology Bolded and highlighted assignments available 02/10/21 at 8:00 a.m. to 02/16/21 at 11:59 p.m. in Blackboard	Test 2 – Chapters 23 and 29 MindTap exercises Chapters 23 and 29 Due by 02/09 at 11:59 p.m. Complete Chapter objectives and terms/definitions MindTap exercises Chapter 27 Quiz 5 – Chapter 27 Procedure 27-1, 27-2, 27-3, 27-4 MindTap exercises	1, 9 a, c
In Class (F2F) 02/10	Chapter 27	Microbiology Videos – 40, 41, 42 <u>SIMTICS</u> Obtain Swabs for Culture Swab Culture for Medical Professionals Perform Rapid Strep Test <u>LAB Competencies</u> 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)	Procedure 27-1, 27-2, 27-3, 27-4 Complete and submit LAB Competencies via MindTap Chapter 27 by 02/10 at 11:59 p.m. SIMTICS Chapter 27 Due by 02/16 at 11:59p MindTap exercises Read Chapter 28 Prepare for Chapter 28 Quiz Complete Chapter objectives and terms/definitions MindTap exercises for Chapter 27 Read Chapters 28	5 a, c
Online Week 6 02/10 to 02/16	Chapter 28	Clinical Chemistry and CLIA-Waived Testing Videos - 51, 52, 53 Bolded and highlighted assignments available 02/10/21 at 8:00 a.m. to 02/16/21 at 11:59 p.m. in Blackboard	Quiz 6 – Chapter 28 Procedure 28-1, 28-3 SIMTICS Chapter 27 Due by 02/16 at 11:59 p.m.	1, 4 a, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
In Class (F2F) 02/17	Chapter 28	<u>SIMTICS</u> Perform Capillary Puncture and Hematology Testing Capillary Puncture and Hematology Testing for Medical Professionals Perform Mono Test <u>LAB Competencies</u> Measure Blood Glucose Using a Handheld Monitor (28-1) Perform CLIA-Waived Mono Test (28-3) Blood Typing	Study for Test 3 Complete Chapter 28 objectives and terms/definitions Procedure 28-1, 28-3 Complete and submit LAB Competencies via MindTap Chapter 28 by 02/17 at 11:59 p.m. SIMTICS Chapter 28 Due by 02/23 at 11:59 p.m. Read Chapters 26	1, 4 a, c
Online Week 7 02/17 to 02/23	Chapter 27 & 28 Chapter 26	Complete Test 3 Chapters 27 and 28 Hematology and Coagulation Studies <u>Bolded and highlighted assignments available 02/24/21 at 8:00 a.m. to 03/02/21 at 11:59 p.m. in Blackboard</u>	Test 3 – Chapters 27 and 28 MindTap Chapters 27 and 28 Due 03/02/21 at 11:59 p.m. SIMTICS Chapter 28 Due by 02/23 at 11:59 p.m. Quiz 7 – Chapter 26 Procedure 26-1, 26-2, 26-3, 26-4, 24-4 MindTap exercises	1, 4 a, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
In Class (F2F) 02/24	Chapter 26	<p>Hematology and Coagulation Studies Videos – 46, 47, 48, 49, 50</p> <p><u>SIMTICS</u> Perform Capillary Puncture and Hematology Testing #2 Capillary Puncture and Hematology Testing for Medical Professionals #2</p> <p><u>LAB Competencies</u> 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) Blood Typing</p>	<p>Complete and submit LAB Competencies via MindTap Chapter 26</p> <p>SIMTICS Chapter 26 Due by 03/02 at 11:59 p.m.</p> <p>Procedure 26-1, 26-2, 26-3, 26-4, 24-4 Complete and submit LAB Competencies via MindTap Chapter 26 by 02/24 at 11:59 p.m.</p> <p>Read Chapters 24</p>	1, 4, 5 a, c
Online Week 8 02/24 to 03/02	Chapter 24	<p>Blood Collection Techniques</p> <p><u>Bolded and highlighted assignments available 02/24/21 at 8:00 a.m. to 03/02/21 at 11:59 p.m. in Blackboard</u></p>	<p>SIMTICS Chapter 26 Due by 03/02 at 11:59 p.m.</p> <p>Quiz 8 – Chapter 24</p> <p>Procedure 24-1, 24-2, 24-3 MindTap exercises</p>	1, 3 a, c
In Class (F2F) 03/03	Chapter 24	<p>Blood Collection Techniques VIDEOS – 43, 44, 45, 46</p> <p><u>SIMTICS</u> Perform Venipuncture #1 Venipuncture for Medical Professionals #1</p>	<p>Complete Chapter objectives and terms/definitions MindTap exercises Due by March 16 at 11:59 p.m.</p>	1, 3 a, c
Online Week 9 03/03 to 03/09	Chapter 24	<p>Blood Collection Techniques</p> <p><u>Bolded and highlighted assignments available 03/03/21 at 8:00 a.m. to 03/09/21 at 11:59 p.m. in Blackboard</u></p>	<p>Complete Chapter objectives and terms/definitions MindTap exercises</p> <p>Both SIMTICS #1 Chapter 24 Due by 03/09 at 11:59 p.m.</p>	1, 3 a, c
In Class (F2F) 03/10	Chapter 24	<p>LAB Continued</p> <p><u>SIMTICS</u> Perform Venipuncture #2 Venipuncture for Medical Professionals #2</p>	<p>Complete Chapter objectives and terms/definitions</p> <p>MindTap exercises Due by March 16 at 11:59 p.m.</p>	1, 3 a, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Online Week 10 03/10 to 03/16	Chapter 24	Blood Collection Techniques Bolded and highlighted assignments available 03/10/21 at 8:00 a.m. to 03/16/21 at 11:59 p.m. in Blackboard	Complete Chapter objectives and terms/definitions MindTap exercises Due by March 16 at 11:59 p.m. Both SIMTICS #2 Chapter 24 Due 03/16 at 11:59 p.m.	1, 3 a, c
In Class (F2F) 03/17	Chapter 24	LAB Continued <u>SIMTICS</u> Perform Venipuncture #3 Venipuncture for Medical Professionals #3 Venous Cannulation for Medical Professionals MA Comprehensive Review: Vascular/General Procedures <u>LAB Competencies</u> Perform Venipuncture (Syringe Method) 24-1 Perform Venipuncture (Vacuum Tube Method) 24-2 Perform Venipuncture (Butterfly Method) 24-3	Read Chapter 25 All SIMTICS Chapter 24 Due by 03/23 at 11:59 p.m.	1, 3 a, c
Online Week 11 03/17 to 03/23 03/22 65% - Last day to drop without academic penalty	Chapter 26 & 24	Complete Test 4 Chapters 26 and 24 Bolded and highlighted assignments available 03/17/21 at 8:00 a.m. to 03/23/21 at 11:59 p.m. in Blackboard	Test 4 – Chapters 26 and 24 MindTap exercises Chapters 26 and 24 Due by 03/23 at 11:59 p.m. All SIMTICS Chapter 24 Due by 03/23 at 11:59 p.m. Read Chapter 25 Prepare for Chapter 25 Quiz Complete Chapter objectives and terms/definitions	1, 3 a, c
In Class (F2F) 03/24	Chapter 26 & 24	<u>LAB Continued</u> <u>LAB Competencies</u> Perform Venipuncture (Syringe Method) 24-1 Perform Venipuncture (Vacuum Tube Method) 24-2 Perform Venipuncture (Butterfly Method) 24-3	Procedure 24-1, 24-2, 24-3 Complete and submit LAB Competencies via MindTap Chapter 24 on 03/17 by 11:59 p.m. Read Chapter 25 Prepare for Chapter 25 Quiz	1, 3 a, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Online Week 12 03/24 to 04/06	Chapter 25	Urinalysis Bolded and highlighted assignments available 03/24/21 at 8:00 a.m. to 04/06/21 at 11:59 p.m. in Blackboard	Quiz 9 – Chapter 25 Complete Chapter objectives and terms/definitions Procedure 25-1, 25-2, 25-3, 25-4, 28-2 Read Chapter 33	2 a, c
In Class (F2F) 04/07	Chapter 25	Urinalysis VIDEOS – 54, 55, 56, 57, 58, 101 <u>SIMTICS</u> Perform Routine Outpatient Clinical Urinalysis Female Bladder Catheterization for Medical Professionals Male Bladder Catheterization for Medical Professionals MA Comprehensive Review: Lab Tests <u>LAB Competencies</u> 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) Perform a Urine Pregnancy Test (28-2)	Procedure 25-1, 25-2, 25-3, 25-4, 28-2 Complete and submit LAB Competencies via MindTap Chapter 25 on 04/07 by 11:59 p.m. Read Chapter 33 Prepare for Chapter 33 Quiz Complete Chapter objectives and terms/definitions MindTap exercises All SIMTICS Chapter 25 Due by 04/13 at 11:59 p.m.	2 a, c
Online Week 13 04/07 to 04/13	Chapter 25 Chapter 33	Urinalysis Responding to Medical Emergencies VIDEOS – 74, 75, 76, 77, 78, 79, 80, 81 Bolded and highlighted assignments available 04/07/21 at 8:00 a.m. to 04/13/21 at 11:59 p.m. in Blackboard	Test 5 – Chapter 25 MindTap exercises Chapter 25 Due by 04/13 at 11:59 p.m. SIMTICS Chapter 25 Due by 04/13 at 11:59 p.m. Quiz 10 – Chapter 33 READ CDC Zombie Pandemic	2 a, c 7 a, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
In Class (F2F) 04/14	Chapter 33	KN95 Mask Fit Testing 8 a.m. – payment of \$20 should be made at business office by this day with receipt in hand, no exceptions! CPR/First Aid	Procedure 33-1 (will be done with CPR/First Aid Course) Pay for mask fit testing \$20 in business office before this date!!! Read Chapters 30-32 Prepare for Chapters 30-32 Quiz Complete Chapter objectives and terms/definitions MindTap exercises	7 a, c
Online Week 14 04/14 to 04/20	Chapter 33 Chapter 30 Chapter 31 Chapter 32	Responding to Medical Emergencies Fundamentals of Pharmacology Dosage Calculations Review Dosage Calculations Administration of Parenteral Medications <u>Bolded and highlighted assignments available 04/14/21 at 8:00 a.m. to 04/20/21 at 11:59 p.m. in Blackboard</u>	Test 6 – Chapter 33 Quiz 11 – Chapter 30 Quiz 12 – Chapter 31 Quiz 13 – Chapter 32 Procedures 32-1, 32-2,32-3, 32-4, 32-5, 32-6, 32-7, 32-8	6 a, b, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
In Class (F2F) 04/21	Chapter 30 Chapter 31 Chapter 32	Fundamentals of Pharmacology Dosage Calculations Review Dosage Calculations Administration of Parenteral Medications Videos – 12, 13, 14, 15, 16, 17, 18, 19, 20 <u>SIMTICS</u> Administer Intradermal Injections Administer Intramuscular Injections Administer Subcutaneous Injections MA Comprehensive Review: Administering Medications MA Comprehensive Review: Injections <u>LAB Competencies</u> 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) Administer an Intradermal Injection (32-6) Administer a Subcutaneous Injection (32-7) Administer an Intradermal Injection (32-8)	Procedures 32-1, 32-2,32-3, 32-4, 32-5, 32-6, 32-7, 32-8 Complete and submit LAB Competencies via MindTap Chapter 25 on 04/28 by 11:59 p.m. All SIMTICS Chapters 32 Due by 04/28 at 11:59 p.m.	6 a, b, c
Online Week 15 04/21 to 04/29	Chapter 30 Chapter 31 Chapter 32	Bolded and highlighted assignments available 04/21/21 at 8:00 a.m. to 04/29/21 at 11:59 p.m. in Blackboard	Test 7 – Chapters 30-32	6 a, b, c
In Class (F2F) 04/28 Last Day of Class Semester ends 04/29/21	Chapter 32	LAB Continued Drug Calculations Test	MindTap exercises Chapters 30-31 Due by 04/28 at 11:59 p.m. SIMTICS Chapter 32 Due by 04/28 at 11:59 p.m.	6 a, b, c
Online Final 04/29 to 05/03		Final available via Blackboard 04/29 8:00 a.m. to 05/03 11:59 p.m.	ALL SIMTICS that are not complete by 04/29 at 11:59p.m. will be given a zero in Blackboard but will still require completion	

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

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.