



**ALHS 1040  
INTRODUCTION TO HEALTH CARE  
COURSE SYLLABUS  
SUMMER SEMESTER 2016**

**Semester:** Summer 2016  
**Course Title:** Introduction To Health Care  
**Course Number:** ALHS 1040  
**Credit Hours/ Minutes:** 3/3750  
**Class Location:** Room 8164, Building 8  
**Class Meets:** 8:30AM-12:15 PM/Monday and Wednesday  
**CRN:** 60132

**Instructor:** Joanna Bell, RN  
**Office Hours:** M-R 4:00-5:00pm  
**Office Location:** Room 8160, Building 8  
**Email Address:** jbell@southeasterntech.edu  
**Phone:** 478-289-2201  
**Fax Number:** 478-289-2336

**Tutoring Hours:** Please schedule an appointment

**REQUIRED TEXT:**

Introduction to Health Care. Mitchell & Haroun. 4<sup>th</sup> edition. Delmar Cengage Learning  
Heartsaver First Aid. American Heart Association **2010 Guidelines**  
BLS for Healthcare Providers Student Manual. American Heart Association **2015 Guidelines**



**REQUIRED SUPPLIES & SOFTWARE:** Pen, pencil, paper, notebook, highlighter, watch with a second hand, CPR resuscitator mask adult and infant size (Available for purchase in bookstore). **Students will not be allowed to perform skill check-offs without these items.**

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

**MAJOR COURSE COMPETENCIES:**

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

**PREREQUISITE(S):** Provisional Admission

**COURSE OUTLINE:**

Infection control/blood and air-borne pathogen

1. Differentiate the roles, standards and guidelines for the following agencies: Center for Disease Control and Prevention (CDC); Occupational Health and Safety Administration (OSHA); and Federal Drug Administration (FDA).
2. Describe the characteristics of each link of the infection chain.
3. Define blood/air-borne pathogens.
4. Identify exposure risks related to health occupations.

5. Demonstrate pre and post exposure precautions to include handwashing, gloving (sterile/non-sterile, Personal Protective Equipment (PPE),
6. Describe causative agent, symptoms, occurrence, reservoir, mode of transmission, incubation period, period of communicability, prevention and control measures of the following diseases: Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome, all types of Hepatitis (A,B,C,), Tuberculosis, Meningitis, antibiotic resistant microbes and Herpes Viruses.
7. Differentiate forms of immunity.

#### Vital Signs

1. Demonstrate proficiency in obtaining and documenting blood pressure, temperature, pulse, respiration, weight and height.
2. Describe factors that affect vital signs including normal and abnormal values.

#### Basic Emergency Care/first aid and triage

1. A course from an accredited agency (American Safety and Health Institute, American Heart Association, American Red Cross) leading to certification in First Aid is acceptable in lieu of the following recommended outline.
2. Perform initial assessment.
3. Demonstrate various techniques for control of bleeding.
4. Describe first aid for various types of shock.
5. Apply bandages and splints.
6. Describe assessment and treatment of burns, poisoning, seizures, insect stings/bites, heat and cold exposure, syncope.

#### Basic life support/CPR

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

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS: Students are required to complete all exams and daily assignments.**

**Prior to each class, the student is expected to complete the following:**

1. Read the assigned chapter.
2. Complete the answers to the review questions at the end of the chapter.
3. Complete the definitions of the key terms listed at the beginning of the chapter.

#### **Skill Performance Evaluations:**

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

#### Chapter 10

Handwashing  
Donning sterile gloves  
Applying & removing mask, gown and gloves

#### First Aid Skills

Finding the Problem  
Stopping Bleeding and Bandaging  
Splinting  
Using an Epinephrine Pen

## Chapter 20

Taking Oral temperature  
Taking Tympanic temperature  
Taking Radial pulse  
Counting Respirations  
Taking Blood Pressure  
Measuring Height and Weight

## CPR Skills

1 and 2 Rescuer Adult BLS with AED  
1 and 2 Rescuer Infant BLS

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

### **Evaluation Procedures:**

Students will be given a total of 7 written exams throughout the semester and 1 final exam at the end of the semester. The exam format consists of true false, multiple choice, matching, short answer, fill in the blank, and essay questions. A total of 100 points may be earned on each exam.

**In order to sit for the final exam, a student must first, successfully complete all Skills Performance Evaluations prior to the date of the scheduled final and maintain a final chapter/unit Test Average of 70 or above.** Grades of 69.9 will not be rounded up. If the student has below a 70 average or fails to complete the required skills, the student will be given a grade of "0" for the final exam.

### **CPR:**

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

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

**STC Policies:** Students are also responsible for policies and procedures in the *STC E-Catalog*.

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

## **ADDITIONAL ATTENDANCE PROVISIONS**

### ***Health Sciences***

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

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

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

**For this class, which meets 2 days a week for 9 weeks, the maximum number of days a student may miss is 2 days during the semester.**

**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.

**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 Jan Brantley, Building One office 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

**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 (**6-30-16**) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" 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, (**6-30-16**), 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 (**6-30-16**) 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 also 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.

#### **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 the Special Needs Office. Swainsboro Campus: Jan Brantley (478) 289-2274 -- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126

**MAKEUP GUIDELINES:** In the event of an excused absence on an exam day, the student will be allowed to make-up one exam (excluding the final exam) which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. Failure to show up for a make-up exam results in a grade of zero.

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

If a student **misses CPR or First Aid**, he or she **will not be allowed to makeup these classes with the Instructor**. Unless there is another CPR class the student can attend, the student may contact Tommy Jenkins, STC Training Center Manager, at 912-538-3200 to schedule a makeup class additional fees will apply. Remember all skills and exams must be completed prior to taking the final exam and the exam makeup rule still applies.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook*.

#### **Procedure for Academic Misconduct**

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

##### **--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.

##### **--Second Offense--**

Student is given a grade of "WF" 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.

##### **--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 second 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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY.** Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**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:**

Unit Exams	75%
Final Exam	25%
Skills	P/F

#### **GRADING SCALE:**

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

**Each student's final course grade will be determined as follows:**

Average of Exams                      x 0.75 = \_\_\_\_\_  
 Final Exam                                x 0.25 = + \_\_\_\_\_  
 Numerical Course Grade                = \_\_\_\_\_

**\*\*Disclaimer Statements\*\***

**\*\*\*Instructor reserves the right to change the syllabus and/or lesson plan as necessary. \*\*\***

**\*\*\*The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.\*\*\***

**ALHS 1040 INTRODUCTION TO HEALTH CARE  
 SUMMER SEMESTER 2016 LESSON PLAN**

<b>Date</b>	<b>Chap / Less</b>	<b>Content</b>	<b>Assignments &amp; Tests Due</b>	<b>Comp Area</b>
<b>Week 1</b>				
5/18 Wed	Videos	Introduction to the course ***** Video "Protecting Yourself from Bloodborne Pathogens" Video "Protecting Yourself from Airborne Pathogens"	Bloodborne Pathogens Airborne Pathogens Read Chapter 10	* 1 ** a,c
5/23 Mon		MEMORIAL DAY HOLIDAY		
<b>Week 2</b>				
5/25 Wed	Chapter 10	<u>Infection Control</u>	<b>Air/Bloodborne Pathogens Test</b> Complete Review Questions & any assignments	* 1 ** a,c
		<b><u>HOLIDAY MAY 30, 2016</u></b>	<b>NO CLASS</b>	
6/1 Wed	Chapter 10	<u>Infection Control</u> <b>Handwashing</b> Infection control Universal Precautions PPE Sterile gloves	Lab Study for Chapter 10 Test	*1,2 ** a,c
<b>Week 3</b>				
6/6 Mon	Chapter 10	Infection Control Chap 9 Body Mechanics lecture	<b>Test Chapter 10</b> <b>Infection Control</b>	* 1 ** a,c

			Complete Review Questions & any assignments	
6/8 Wed	Chapter 9 Chapter 11	Chap 9 Body Mechanics Environmental Safety lecture	<b>Test</b> <b>Chapter 9</b> <b>Body Mechanics</b> Read Chapter 11	* 1 ** a,c
<b>Week 4</b>				
6/13 Mon	Chapter 11	Environmental Safety	<b>Test Chapter 11</b> <b>Environmental Safety</b> Read Chapter 20	* 1 ** a,c
6/15 Wed	Chapter 20	Physical Assessment	Read Chapter 20 Complete Review Questions & any assignments	* 2 ** a,b,c
<b>Week 5</b>				
6/20 Mon	Chapter 20	Physical Assessment Video Vital Signs	Complete any assignments	* 2 ** a,b,c
6/22 Wed	Chapter 20	Blood Pressure, Pulse, Respirations	Lab	* 2 ** a,b,c,
<b>Week 6</b>				
6/27 Mon	Chapter 20	Physical Assessment Blood Pressure, Pulse , Respirations	Lab	* 2 ** a,b,c
6/29 Wed	Chapter 20	Temperature, Height, Weight	Lab	* 2 ** a,b,c
		<b>HOLIDAY 7-4-16 – 7-7-16</b>	<b>NO CLASS</b>	
<b>Week 7</b>				
7/11 Mon	Chapter 20 AHA	Physical Assessment First Aid Basics Finding the Problem Skill Check-off Medical Emergencies Epi Pen Skill Check-off Injury Emergencies	<b>Test Chapter 20</b> <b>Physical Assessment</b> Complete Questions at end of each section in First Aid book	* 2,3 ** a,b,c
7/13 Wed	AHA	First Aid Basics Splinting Skill Check-off Stop Bleeding Skill Check-off Environmental Emergencies	Read First Aid Book Complete Questions at end of each section in First Aid book <b>First Aid Test</b>	* 3 ** a,c
<b>Week 8</b>				
7/18 Mon	AHA	<u><b>CPR Video and Practice</b></u>	Lab	*4 ** a,c
7/20 Wed	AHA	<u><b>CPR Practice</b></u>	Lab	*4 ** a,c
<b>Week 9</b>				

7/25 Mon	All Chapters	<b>Make up skills check offs/remediation</b> Instructor's discretion		* 1-4 ** a,b,c,
<b>Finals Week</b>				
7/27 Wed	All Chapters	Final Review		* 1,2 ** a,b,c
8/1 Mon	All Chapters	<b>Comprehensive Final Exam Chapters 9, 10, 11, 20</b>	<b>Final Exam</b>	* 1,2 ** a,b

**\* Competency Areas:**

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

**\*\*General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

**For CPR Wear Comfortable Clothing But Must Be Appropriate For Class. No low cut tops. Pants must fit so that when bending over there is no exposure of the buttocks. Anyone dressed inappropriately will be dismissed from the class.**

**WAIT-LISTED STUDENTS-The instructor reserves the right to admit greater than the maximum number of students to this class. (14 students). The students that are wait-listed may be subject to have check-off skills evaluated by instructor outside of scheduled class time as documented on this syllabus.**

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