



ALHS 1040 INTRODUCTION TO HEALTH CARE

COURSE SYLLABUS

Hybrid

Summer Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/3750

Campus/Class Location: Vidalia Campus, Gillis Building 619 and Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: FTF 60% (2250 minutes) Tuesdays and Thursdays 10:16-12:31pm; Hybrid 40% (1500 minutes)

Course Reference Number (CRN): 60173

Preferred Method of Contact: EMAIL for hybrid portion or in person during classroom portion

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Brooke Hinson, RN, MSN

Office Location: Vidalia Campus, Gillis Medical Building-Office 707

Office Hours: Monday through Thursday, 3-5:30

Email Address: [Brooke Hinson \(bhinson@southeasterntech.edu\)](mailto:bhinson@southeasterntech.edu)

Phone: 912-538-3144

Fax Number: 912-538-3106

Tutoring Hours (if applicable): contact course instructor to set up appointment

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 (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

Introduction to Health Care- Custom Book and MindTap Access Code by Mitchell & Haroun (Must be purchased in STC bookstore)

Heartsaver First Aid. American Heart Association 2015 Guidelines

BLS for Healthcare Providers Student Manual. American Heart Association 2015 Guidelines

REQUIRED SUPPLIES & SOFTWARE

Pencils, Paper, reliable computer and reliable internet access (Firefox is recommended- DO NOT use Internet Explorer). Students will also need an adult and infant CPR mask which should be purchased in the STC bookstore.

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

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: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

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 pathogens

Order	Description	Learning Domain	Level of Learning
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).	Cognitive	Analysis
2	Describe the characteristics of each link of the chain of infection.	Cognitive	Comprehension
3	Define blood/air-borne pathogens.	Cognitive	Knowledge
4	Identify exposure risks related to health occupations.	Cognitive	Knowledge
5	Demonstrate pre and post exposure precautions to include handwashing, gloving (sterile/nonsterile, personal protective equipment (PPE).	Cognitive	Application
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 Virus.	Cognitive	Comprehension
7	Differentiate forms of immunity.	Cognitive	Analysis

Vital Signs

Order	Description	Learning Domain	Level of Learning
1	Demonstrate proficiency in obtaining and documenting blood pressure, temperature, pulse, respiration, weight, and height.	Cognitive	Application
2	Describe factors that affect vital signs including normal and abnormal values.	Cognitive	Comprehension

Basic Emergency care/First Aid and Triage

Order	Description	Learning Domain	Level of Learning
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.	Cognitive	Application
2	Perform initial assessment.	Cognitive	Synthesis
3	Demonstrate various techniques for control of bleeding.	Cognitive	Application
4	Describe first aid for various types of shock.	Cognitive	Comprehension
5	Apply bandages and splints.	Psychomotor	Mechanism
6	Describe assessment and treatment of burns, poisoning, seizures, insect stings/bites, heat and cold exposure, syncope.	Cognitive	Comprehension

Basic life support/CPR

Order	Description	Learning Domain	Level of Learning
1	Acquire certification in CPR for Healthcare Providers (including 2 person CPR) by a certified instructor from American Heart Association.	Cognitive	Application

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 (HYBRID)

Hybrid (MindTap) Assignments: Students are required to complete assignments in blackboard utilizing MindTap for the hybrid portion of the course. Graded assignments (those with due dates assigned) are due by 8am the morning of each corresponding test. Any missed graded assignment will result in a grade of zero.

Evaluation Procedures

Students will be given multiple written examinations throughout the semester and 1 final exam at the end of the semester. **A final chapter/unit test average of 70 or higher is required to sit for the final** (grades of 69.9 will not be rounded up). If the student has below a 70 average, the student will be given a final exam grade of "0". The final exam grade is 20% of the course grade. No grades are dropped.

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

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

First Aid Skills

Finding the Problem

Stopping Bleeding and Bandaging

Splinting

Using an Epinephrine Pen

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 test, students will be given the opportunity to remediate and retest once. After passing the second test, the two tests will be averaged together and recorded for the CPR test 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 test. **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 test (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.

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 tests must be completed prior to taking the final test and the test makeup rule still applies.

For CPR classes you must arrive on time. 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.

CPR dates have extended class time. Please see the lesson plan for dates and extended times.

HYBRID ATTENDANCE

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.

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. All 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.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

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

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the

course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

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

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of "W", will count in attempted hour calculations for the purpose of Financial Aid.

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

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

HYBRID- There are no make-ups allowed for hybrid assignments. Any assignment missed in blackboard will receive a grade of zero.

CLASSROOM- 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.

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

ACADEMIC DISHONESTY POLICY

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

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. First Offense

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

2. Second Offense

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

3. Third Offense

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

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas 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's 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
Chapter Tests	55%
MindTap	25%
Final Exam	20%

GRADING SCALE

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

ALHS 1040 Introduction to Health Care

Summer Semester 2018- Hybrid Lesson Plan

The lesson plan is subject to change at the discretion of the instructor.

Date/Week	Chapter/ Lesson	Content	Assignments and Tests Due Dates	Competency Area
5/15	Intro to Course	<p>By 8am, Monday, May 21 students are required to do the following:</p> <ul style="list-style-type: none"> ➤ Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz" by 8am, Monday, May 21. If this is not done on time you will be dropped from the course. <p>Read and print your syllabus and lesson plan</p> <p>Read Handouts on Tuberculosis (TB) and Blood Borne Pathogens (BBP) for next class (handouts found on Blackboard)</p>	<p>By 8am, Monday, May 21 students are required to do the following:</p> <ul style="list-style-type: none"> ➤ Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz" by 8am, Monday, May 21. If this is not done on time you will be dropped from the course. ➤ Read Handouts on Tuberculosis and Blood Borne Pathogens for next class (handouts found on Blackboard) 	1 a-c
5/17	TB and BBP Videos	Tuberculosis and Blood Borne Pathogen videos and handouts	Read handouts at home for test	1 a-c
5/22	TB and BPP	Study at home	Read handouts at home for test	1 a-c
5/24	Test Then Begin Chapter 10	Test (TB and BPP) Then Infection Control	Read and study Chapter 10 Complete MindTap Assignments for Chapter 10 Study for test	1 a-c
5/29	Chapter 10	Infection Control	Read and study Chapter 10 Complete MindTap Assignments for Chapter 10 Study for test	1 a-c

Date/Week	Chapter/ Lesson	Content	Assignments and Tests Due Dates	Competency Area
5/31	Chapter 10	Infection Control	Read and study Chapter 10 Complete MindTap Assignments for Chapter 10 Study for test	1 a-c
6/5	Test Then Chapter 9	Test Chapter 10 Then Body Mechanics	Read and study Chapter 9 Complete MindTap Assignments for Chapter 9 Study for test	a-c
6/7	Chapter 9	Body Mechanics	Read and study Chapter 9 Complete MindTap Assignments for Chapter 9 Study for test	a-c
6/12	Test Then Chapter 11	Test Chapter 9 Then Environmental Safety	Read and study Chapter 11 Complete MindTap Assignments for Chapter 11 Study for test	3 a-c
6/14	Chapter 11	Environmental Safety	Read and study Chapter 11 Complete MindTap Assignments for Chapter 11 Study for test	3 a-c
6/19	Test	Test Chapter 11	Make sure to have First Aid book for next class	3 a-c
6/21	American Heart Association (AHA) First Aid	First Aid	Bring First Aid book to next class	3 a-c
6/26	No Class	No class		
6/28	First Aid	First Aid	Bring AHA Cardiopulmonary Resuscitation (CPR) book and mask to next class	3 a-c
7/3 & 7/5	Holidays	Holidays		
7/10	AHA CPR	AHA CPR	AHA CPR study at home for test	4 a-c
7/12	AHA CPR	AHA CPR	AHA CPR study at home	4

Date/Week	Chapter/ Lesson	Content	Assignments and Tests Due Dates	Competency Area
			for test	a-c
7/17	Chapter 20	Physical Assessment	Read and study Chapter 20 Complete MindTap Assignments for Chapter 20 Study for test	2 a-c
7/19	Chapter 20	Physical Assessment	Read and study Chapter 20 Complete MindTap Assignments for Chapter 20 Study for test	2 a-c
7/24	Test	Test Chapter 20	Study for final exam	2 a-c
7/26	Final Exam	Final Exam		1-4 a-c

* 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.