

### Basic Course Information

Semester	<b>Spring 2016</b>	Instructor (s) Name	<b>Lidia A. Trejo, CCMA-AC Jason Hobbs, RN</b>
Course Title & #	<b>MA080</b>	Email	<a href="mailto:lidia.trejo@imperial.edu">lidia.trejo@imperial.edu</a> <a href="mailto:Jason.hobs@imperial.edu">Jason.hobs@imperial.edu</a>
CRN #	<b>20906</b>	Webpage (optional)	
Room	<b>2139 CLIN, (T,R) (S) This Sat: 3/12/16 in RM:201</b>	Office	<b>Part-Timers: Room 809</b>
Class Dates	<b>February 16 – April 16</b>	Office Hours	<b>n/a for part-time faculty</b>
Class Days	<b>Tuesdays, Thursdays &amp; Saturdays</b>	Office Phone #	<b>760 – 355 - 6468</b>
Class Times	<b>6:30 – 9:40 pm 8:00 – 2:20 pm</b>	Office contact if student will be out or emergency	<b>Same as above</b>
Units	<b>3.5</b>		

### Course Description

This course is designed to prepare students to comply with OSHA regulations, laboratory safety, bio-hazard awareness, usage of the microscope and other laboratory equipment, obtainment of capillary and venous blood samples, bacterial smears and cultures, urine, sputum and stool specimens.

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify regulations related to blood withdrawal and dispose of used laboratory equipment.
2. Describe appropriate steps for obtaining specimens via capillary and venous sampling.
3. Demonstrate correct utilization of laboratory microscope and other laboratory equipment.

### Course Objectives

See list.

### Textbooks & Other Resources or Links

1. Text: Today's Medical Assistant and the accompanying workbook.  
Author: Bonewit-West, Hunt, Applegate  
Publisher: Saunders  
ISBN:

### Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

Testing: Every student is responsible for taking all examinations. **THERE ARE NO MAKE UPS!** Unless prior arrangements are made with the instructor, except for written final or skills final.

To be eligible for a make-up exam, you must notify me (by phone or email) before the start of the exam as to why you cannot be present for the exam. Make up exams must be taken within one week of the scheduled exam day.

Tests are usually given at the beginning of the lecture or laboratory period. Tardy people may attempt the exam if he or she arrives before the last non-tardy student has turned his or her test. When the last non-tardy person turns in the test, all others must be turned in at that time.

Grading system:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79% minimal requirement to pass this class and to advance to MA082

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- Class will be held on Tuesdays, Thursdays and alternating Saturdays. However, the instructor reserves the right to change alternating Saturdays according to time constraints and the holiday schedule.
- Students are required to attend all classes, and will be dropped upon the third absence. Tardiness will be counted as an absence after the third incident, regardless of time missed. Leaving early counts as a tardiness.
- Attendance is recorded and reported with your test scores and final grades to the registrar's office at the end of the term. Attendance itself does not constitute to the calculation of the grade.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. If your job or family situation requires constant contact, use the vibrating device on your phone or pager. Students who do not comply will be asked to leave the room for the day.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

#### **Additional Help – Discretionary Section and Language**

Laboratory Policy: You will be responsible for conducting yourself properly and safely during laboratory practice. This includes handling supplies and equipment carefully, following instructions, putting items back where you found them, and cleaning your area before leaving.

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program.
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

#### **Disabled Student Programs and Services (DSPS)**

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

#### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

#### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

#### **Information Literacy**

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

**Anticipated Class Schedule / Calendar**

Date	Lecture	Test/ Quiz	Assignment	Skill
2/16/16 Tuesday	Introduction to AHP 080		Read Ch 17	
2/18/16 Thursday	Chapter 17 Medical Asepsis and the OSHA Standard			
2/20/16 Saturday	Chapter 17			17-2 Applying an alcohol based hand rub 17-1 Handwashing 17-3 Application and removal of clean disposable gloves
2/23/16 Tuesday	Chapter 17		Read Ch 18	
2/25/16 Thursday	Chapter 18 Sterilization and Disinfection	CH 17	Bring a sample MSDS	18-1 Sanitization of instruments 18-3 Wrapping instruments using a pouch
2/27/16 Saturday	Chapter 18		Read Ch 29	18-2 Wrapping instruments using paper or muslim
3/1/16 Tuesday	Chapter 29 Introduction to the Clinical Laboratory	CH 18		29-1 Collecting a specimen for transport to an outside laboratory
3/3/16 Thursday	Chapter 29		Read Ch 34	
3/8/16 Tuesday	Chapter 34 Medical Microbiology	CH 29		34-1 Using the microscope 34-2 Collecting a specimen for a throat culture
3/10/16 Thursday	Chapter 34		Read Ch 32	34-3 Preparing a smear
3/12/16 Saturday	Chapter 30 Urinalysis	CH 34	Read Ch 33	30-1 Clean-catch midstream Specimen collection instructions 30-2 Chemical testing of urine with a reagent strip 30-4 Performing a urine pregnancy test
3/15/16 Tuesday	Chapter 30		Read Ch 31	
3/17/16 Thursday	Chapter 32 Hematology	CH 30		32-2 Preparation of a blood smear for a differential cell count

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3/22/16 Tuesday	Chapter 33 Blood chemistry with Serology		Read Ch 30	33-1 Blood glucose measuring using a glucometer
3/24/16 Thursday	Chapter 25 Minor Office Surgery	CH 32 & 33	NOTE: Deadline to drop with a "W" is March 26	25-1 Applying and removing sterile gloves 25-2 Opening a sterile package
4/5/16 Tuesday	Chapter 25		Read Ch 25	25-3 Pouring a sterile solution 25-7 Assisting with minor office surgery
4/7/16 Thursday	Chapter 31 Phlebotomy	CH 25		
4/9/16 Saturday	Chapter 31			31-1 Venipuncture – Vacuum tube method 31-2 Venipuncture – Butterfly method
4/12/16 Tuesday	Chapter 31	CH 31	STUDY FOR FINALS	
4/14/16 Thursday	Written Final			
4/16/16 Saturday	Skills Final			