

Basic Course Information

Semester	Spring 2017	Instructor (s) Name	Lidia A. Trejo, CCMA-AC Jason Hobbs, RN Laurie Middleton
Course Title & #	MA082	Email	lidia.trejo@imperial.edu jason.hobbs@imperial.edu
CRN #	20907	Webpage (optional)	
Room	200 & 2100	Office	Part-Timers: Room 809
Class Dates	04-11-17 Thru 06-08-17	Office Hours	n/a for part-time faculty
Class Days	Tuesdays, Thursdays & Saturdays	Office Phone #	760 – 355 - 6468
Class Times	6:30 – 9:40 pm (Tue & Thu) 8:00 – 2:00 pm (Saturday)	Office contact if student will be out or emergency	Same as above
Units	3.5		

Course Description

This course is designed to prepare students in preparing patients for various types of exams, procedures of the eye and ears, positioning and draping, assisting the physician, language of charting by use of abbreviations and symbols, instrument identification and usage, aseptic technique, diagnostic tests and procedures. EKG, minor surgical procedures, medical emergencies, CPR health care provider level.

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. Demonstrate preparation of patient and room for examination or treatment by a physician.
2. Demonstrate telephone and live screening and follow up with patient lab results.
3. Perform selected tests that assist with diagnosis and treatment using quality control and infection control measures.

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: 9781437701609

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

Information Literacy

Imperial Valley College Course Syllabus – MA082 Exam Room Procedures

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	Assignment	Skill
04/11/17 Tuesday	Introduction to AHP 082			
04/13/17 Thursday	Chapter 36: The medical record			Taking a medical history for a paper medical record
4/15/17 Saturday	Chapter 19: Vital signs		Read Ch 19	
4/25/17 Tuesday	Chapter 19: Vital signs	Abbreviations test	Read Ch 19	
4/27/17 Thursday	Chapter 19: Vital signs		Read Ch 20	Measuring body temperature 19-6 Pulse & respirations 19-9 blood pressure
4/29/17 Saturday	Chapter 20: The physical examination	Test Ch 19	Read Ch 20 Ch 19 Wkbook	Measuring weight & height 20-10 Assisting with physical examination
5/2/17 Tuesday	Chapter 20: The physical examination		Read Ch 21	20-2 to 20-9 Positioning the patient

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5/4/17 Thursday	Chapter 21: Eye and ear assessment and procedures	Test Ch 20	Read Ch 21 Ch 20 Wkbook	21-1 Snellen chart 21-2 Ishihara test 21-3 Eye irrigation 21-4 Eye instillation
5/6/17 Saturday	Chapter 21: Eye and ear assessment and procedures			21-5 Ear irrigation 21-6 Ear instillation
5/9/17 Tuesday	Chapter 23: The gynecological examination and prenatal care	Test Ch 21	Read Ch 23 Ch 21 Wkbook	23-1 Breast self examination
5/11/17 Thursday	Chapter 23: The gynecological examination and prenatal care		Read Ch 23	23-2 Assisting with gynecological examination
5/16/17 Tuesday	Chapter 24: The pediatric examination	Test Ch 23	Read Ch 24 Ch 23 Wkbook	
5/18/17 Thursday	Chapter 24: The pediatric examination		Read Ch 24	24-1 Measuring weight and length of an infant 24-2 Measuring head & chest of an infant 24-3 Calculating growth percentiles

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				24-4 Applying a pediatric urine collector
5/20/17 Saturday	Chapter 28: Specialty examination and procedures, male reproductive health and radiology and diagnostic imaging	Test Ch 24	Read Ch 28 Ch 24 Wkbook	
5/23/17 Tuesday	Chapter28: Specialty examination and procedures, male reproductive health and radiology and diagnostic imaging		Read Ch 27 NOTE: MAY 28 IS LAST DAY TO DROP WITH A "W"	28-1 Fecal occult blood testing 28-2 Developing the hemoccult slide test
5/25/17 Thursday	Chapter28: Specialty examination and procedures, male reproductive health and radiology and diagnostic imaging		Read Ch 22	DIAGNOSTIC IMAGING GROUP ASSIGNMENT DUE
5/30/17 Tuesday	Chapter 27: Cardiopulmonary procedures	Test Ch 28	Read Ch 22 Ch 28 Wkbook	
6/1/17 Thursday	Chapter 22: Physical agents to promote tissue healing	Test Ch 27	Ch 27 Wkbook	
6/3/17	Chapter	Test Ch 22	Ch 22 Wkbook	

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Saturday			STUDY FOR FINALS	
6/6/17 Tuesday	WRITTEN FINAL			
6/08/17 Saturday	SKILLS FINAL			

SUBJECT TO CHANGE.