

**COURSE SYLLABUS
WINTER QUARTER
MAS 108 Medical Assisting Skills I**

INSTRUCTOR: LaKisha R. Robinson, BS, CMA (AAMA)

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OFFICE PHONE: 478.274.7885

OFFICE HOURS: M, T, W 3:30pm- 4:30pm

OFFICE LOCATION: LL Hall 224J

COURSE LENGTH AND CREDIT: 6 clock hours, 6 credit hours

CLASS TIMES AND LOCATION: M- R 1:00pm- 2:30pm, Room 202 & 202 A

COURSE DATES: January 11, 2010- March 23, 2010

PREREQUISITE: MAS 106, BUS 101, MAS 112

COREQUISTE: MAS 103, MAS 110

METHOD OF INSTRUCTION: This class will be taught using a variety of methods of instruction, including lecture, group discussions, audio/ visual aids, demonstrations/ demo videos, and other activities deemed necessary, appropriate, and helpful by the instructor. Majority of the class/ lab will be in the form of role play.

HARDWARE – SOFTWARE REQUIREMENTS:

In order to fulfill the requirements for this course you will need the following:

- Either a Macintosh or Windows-based computer (Windows 98 or higher, Mac OS 10 or higher, 64 MB of RAM or greater, sound card, and speakers)
- Internet access (Microsoft Internet Explorer (7 or higher) or Moxilla Firefox (2 or higher))
- HGTC e-mail account (Students must use this assigned account.)
- Microsoft Office (Word, Excel)

HGTC STUDENT E-MAIL ACCOUNT:

Students at Heart of Georgia Technical College are assigned an e-mail account. To access your account, go to HGTC's webpage, www.heartofgatech.edu and click on the *Heartmail* link under the *Current Student* tab. Students who have questions or issues with their e-mail account should contact their instructor or contact the Instructional Technology Specialist at (478) 274-7835.

E-MAIL RESPONSE TIME

Unless there are extenuating circumstances, your instructor will respond to emails within 24 hours, Monday through Thursday.

REQUIRED TEXTBOOK(S):

Bonewit- West. (2008). Clinical procedures for medical assistants. 7th Edition. Saunders (Textbook). ISBN 0721684068.

Bonewit- West. (2008). Student manual for clinical procedures for medical assistants. 7th Edition. Saunders (Workbook). ISBN 0721684068.

REQUIRED SUPPLIES: Pens and highlighters
Taber's Medical Dictionary

COURSE DESCRIPTION: MAS 108 introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. The topics include: infection control and related OSHA guidelines; patient preparation and physician assistance with age and gender- specific examinations and diagnostic procedures; vital signs/ mensuration; medical office surgical procedures and electrocardiography.

MAJOR COURSE COMPETENCIES/LEARNING OUTCOMES:

- ✓ Infection Control and Related OSHA Guidelines
- ✓ Prepare Patients/ Assist Physician with Age and Gender Specific Examinations and Diagnostic Procedures
- ✓ Vital Signs/ Mensuration
- ✓ Medical Office Surgical Procedures
- ✓ Electrocardiography

COURSE OBJECTIVES: Upon completion of this course, student will have knowledge about:

Infection Control

- ✓ Maintain and use aseptic technique.
- ✓ List the principles of medical asepsis.
- ✓ Perform the aseptic handwash.
- ✓ Perform sanitizing procedures.
- ✓ Set up for any procedure requiring knowledge of aseptic techniques and sterilization of instruments and equipment.
- ✓ Identify chemical sterilizing agents.
- ✓ Perform gloving techniques.
- ✓ Comply with OSHA guidelines.

Prepare Patients/ Assist Physician with Age and Gender Specific Examinations and Diagnostic Procedures

- ✓ Assist the physician in all aspects of an age and gender specific complete history.
- ✓ Obtain and record patient data.
- ✓ Assist the physician in a complete age and gender specific examination.
- ✓ Position patient.
- ✓ Prepare patient.
- ✓ Prepare examining room.
- ✓ Prepare exam table.
- ✓ Prepare patient for special exams (i.e. proctoscopy, gynecology).
- ✓ Identify examples of flexible sigmoidoscope and gynecological equipment.

Vital Signs/ Mensuration

- ✓ Explain the importance of vital signs and know the normal rhythm.
- ✓ Measure vital signs.
- ✓ Record vital signs.
- ✓ Measure height and weight.

Medical Office Surgical Procedures

- ✓ Identify surgical instruments.
- ✓ Prepare the basic surgical setup.
- ✓ Assist the physician with minor office procedures.

Electrocardiography

- ✓ Explain the conduction system of the heart.
- ✓ Describe the electrocardiograph cycle as related to heart function.
- ✓ Identify the parts of an EKG machine.
- ✓ Prepare the patient for the EKG procedure.
- ✓ Run an accurate EKG.
- ✓ Mounting the EKG strips.
- ✓ Apply problem solving techniques associated with the EKG procedure.

COURSE OUTLINE:

Week 1	Chapter 4 Vital Signs
Week 2	Chapter 4 Vital Signs
Week 3	Chapter 5 The Physical Examination Chapter 8 The Gynecological Examination and Prenatal Care
Week 4	Chapter 8 The Gynecological Examination and Prenatal Care Chapter 9 The Pediatric Examination

Week 5	Chapter 5 The Physical Examination Chapter 8 The Gynecological Examination and Prenatal Care Chapter 9 The Pediatric Examination
Week 6	Chapter 5 The Physical Examination Chapter 8 The Gynecological Examination and Prenatal Care Chapter 9 The Pediatric Examination
Week 7	Chapter 2 Medical Asepsis and the OSHA Standard Chapter 3 Sterilization and Disinfection Chapter 10 Minor Office Surgery
Week 8	Chapter 2 Medical Asepsis and the OSHA Standard Chapter 3 Sterilization and Disinfection Chapter 10 Minor Office Surgery
Week 9	Chapter 2 Medical Asepsis and the OSHA Standard Chapter 3 Sterilization and Disinfection Chapter 10 Minor Office Surgery Chapter 12 Cardiopulmonary Procedures
Week 10	Chapter 12 Cardiopulmonary Procedures

EVALUATION:

A student's final course grade will be derived using the following percentages.

ACTIVITIES	%	GRADING SCALE
Exams	60%	A (90-100)
Homework/ Assignments	5%	B (80-89)
Research	5%	C (70-79)
Final Exam	30%	D (60-69)
		F (0-59)

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.

Students must maintain a minimum grade of "C" in this course if it is a prerequisite for other classes.

REQUIREMENTS:

Complete all tests and assignments with an average passing grade of at least 70 %.

To complete MAS 10 and continue in the program, the student must:

1. Achieve a final grade of "C" or better
2. Complete and turn in all assignments
3. Complete all unit exams
4. Complete the Comprehensive Final Exam
5. Complete an investigative research project via electronic or other library resources. *
6. Successfully complete each competency/ skill check- off with an 80 or better.

Each competency/skill check-off must be completed with at least 80% accuracy; if you miss a step, I will deduct the appropriate points according to the check- off sheet (deductions range from 2- 15 points, according to the step being critical, essential, or theory). Critical steps are -15, essential steps are -6, and theory questions are -2. The student will only have **two attempts** to complete **each** skill, if a competency is not "mastered" within these two attempts, you will be dropped from the course.

Lab time is for students to practice and become familiar with each competency as they are introduced. Use the time wisely because once you approach the instructor stating "you are ready to be checked off", you will not have a "go-by" guide in front of you. Do not approach the instructor without YOUR check off sheet, you will not be checked off. If any additional assistance is needed feel free to schedule time with the instructor.

All competency worksheets must be given to the instructor (following successful completion of the competency) with any necessary materials attached and proper documentation completed, which would indicate the successful completion of the competency. These competency sheets should be available as the instructor evaluates the performance of the competency. After completion by the instructor, the competency evaluation should be placed in the student's file.

* **Research Project:** Choose either of the following:

1. Create a poster/ binder that describes the infection process cycle. Have students identify where in the cycle the process can be stopped and by what means. Be creative!
2. A model Exposure Control Plan is on the OSHA website and can be assessed as follows: www.osha.gov. Click on About OSHA, click on publications/posters, enter OSHA3186-06N, and select Blood-borne Pathogens and Hazard, Communications Standard. Identify its different components.
3. Discuss your feelings and experiences of visiting a doctor's office and putting on a gown or drape prior to an examination. Did the medical assistant make them feel comfortable? What can medical assistants do to make patients more comfortable? Must be 2 pages.
4. Create posters/ binders promoting the necessity of Pap tests. They should outline why they are necessary, what the procedure is, how often it should be done, and what the patient must do in preparation for the test. Be creative!
5. Create brochures explaining direct smear and liquid-based Pap tests to patients. Brochures should detail how each test is conducted and include advantages and disadvantages of each. Be creative!
6. Create a binder that describes different childhood immunization types. Identify the most important aspects of the immunization, such as the child's age group, route of administration, and common side effects.

The project you choose to complete is due on **February 22, 2010**. **No late assignments will be accepted, no exceptions, no excuses.**

ATTENDANCE POLICY: Your success in this course is highly dependent upon your active engagement with the material presented throughout the course. Regular and punctual attendance is an important part of preparing a student for employment and is often a critical factor when employers review a student's record. Absences seriously disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. Regular and punctual attendance in all classes is the student's responsibility. Attendance is counted from the first scheduled class meeting of each quarter. Absence from class for any reason does not excuse a student from full responsibility for class work or assignments missed. I expect you to be at every class. Information is given in class that is not found in the textbook, so you may miss important material if you miss class. There will be penalties for absences; your absences will affect your work ethics grade.

1. This class meets four days a week, which means on your fourth absence, YOU WILL BE DROPPED. The appeal process is in your HGTC handbook.
2. In no case may cumulative absences exceed the 10% limit established by HGTC and Medical Assisting policy. If you miss greater than 10% of the total classes during the quarter, you will be dropped from the class in adherence to HGTC and Medical Assisting policies.
3. If you are late for the Final Exam, you will not be allowed in the room and you will receive a grade of "0".
4. If you are late for an exam, you will not be allowed in the room and you will receive a grade of "0". Please do not knock on the door, if it is closed you are late.
5. During exams, cell phones are required to either be OFF/ SILENT; **NO** vibrate, it disrupts the class, any violation you will be asked to leave and receive a grade of "0" for the exam.
6. No talking, popping gum, turning of heads while exams are out. Once you begin your exam, you will not be permitted to leave the classroom. Any violation and you will receive a "0" for the exam. Please take care of personal matters before entering the classroom; restroom, phoning home to check in, expecting calls. If there is a question about the exam, please raise your hand and I will be at your desk.

SUBMISSION OF WORK: This course is fast-paced and students are expected to keep up with course activities. All course assignments/tests are due by the date indicated on the course schedule. Students who do not submit assignments or take tests on time will receive a grade of "0". Students will be provided specific guidelines to follow for all

assignments. Failure to complete ALL of the required work will result in the student receiving a final grade of "F." Assignments cannot be emailed, must be turned in on assigned dates by the student. Check-offs must be completed by the due date, NO EXCEPTIONS.

MAKE-UP POLICY

Unless approved otherwise by the instructor, students who have received prior approval from their instructor to make up work must make up work missed within three instructional days, or the grade is a zero. Check-offs cannot be made up.

MAKE-UP TEST REQUIREMENTS:

The Testing Center proctors make-up exams unless otherwise notified by the instructor. Students needing to schedule an appointment for proctoring may access HGTC's home page on its website (www.heartofgatech.edu) and click on the *Proctored Exam Schedule for Current Students* link or may click on the Current Students tab and click the *Proctored Exam Registration* link. Appointments must be made with at least 48 hours notice of the desired testing time. Failure to allow a 48-hour notification may result in the student receiving an incomplete grade or a failing grade for the exam and/or course. Students must present a photo ID at each appointment.

WORK ETHICS: Instruction in the development of good work ethics which aid in job retention and advancement is included in this course. This instruction will include weekly activities on a topic related to work ethics including attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, and respect. A student is assigned a work ethics grade quarterly in addition to the academic grade for the course. Work Ethics Grade Definitions include:

3	Exceeds Expectations
2	Meets Expectations
1	Needs Improvement
0	Unacceptable

ACADEMIC DISHONESTY: HGTC assumes that all students will be truthful to each other and to members of the college community. All forms of academic dishonesty, including but not limited to, the following will call for discipline:

- knowingly helping, procuring or encouraging another person to engage in academic misconduct.
- obtaining assistance with, or answers to, examination questions from another person, with or without, that person's knowledge.
- Furnishing assistance with or answers to examination to another person.
- Possessing, using, distributing or selling unauthorized copies of any examination or computer program.
- Representing as one's own an examination taken by another person.
- Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- Obtaining teacher edition text books, test banks, or instructional materials that are only intended to be accessed by technical college personnel.
- Falsification of information.
- Plagiarism.

Any student guilty of any form of dishonesty in academic or laboratory work will receive a grade of zero for that work. The second incidence of dishonesty will result in the student being subject to dismissal from HGTC.

TRACS (Tutoring, Referral, Assessment, Career Services Center):

The TRACS Center offers a variety of services for all students. Services are provided in Room 113, W. R. Stewart Building, or available online through the HGTC website, under tab *Career Services*.

Tutoring services are provided to assist all HGTC students in achieving their maximum level of performance in their coursework. Free tutoring is available to students enrolled in credit programs by making a request to an instructor or by contacting TRACS. Study skills and test-taking skills also are available. Interested students should contact the TRACS Center at (478) 274-7786 or (478) 274-7643.

Referrals are made for students who need services provided on the campus of HGTC as well as services available in the community. Guidance services are available and designed to help students deal with personal, social and education concerns. Referral to professional counselors and/or community agencies will be arranged upon the request of the

student. Personal counseling is voluntary and is strictly confidential. Students may be self-referred, referred by their instructors, or referred by outside agencies and organizations. For additional information contact the Career Center in Room 113 in the W. R. Stewart Building on the main campus.

Assessments are provided for the college placement assessment; third party assessments for updating professional credentials, earning certifications and licensure and work force development. For information about assessments, visit Room 306, W. R. Stewart Building, or call (478) 275-5193.

Career Services is a vital component of the Tutoring, Referral, Assessment, Career Services Center (TRACS). The Center offers a variety of services for all enrolled students, prospective students, and graduates. Students are provided with the skills and knowledge needed to make realistic career decisions in choosing a program of study. Support services to current students which will assist toward successful completion of their career goals and eventual gainful employment also are available. Heart of Georgia Technical College graduates are eligible for career services regardless of the amount of time since graduation occurred. Available services include:

- Career planning which is designed to equip students with the skills and knowledge they need to make career decisions. Counseling, testing and evaluation resources to help students match their aptitudes, interests and abilities are used to develop career and education goals.
- Career placement is committed to assisting active students and graduates in the pursuit of suitable, rewarding employment. With the combined efforts of the faculty and the administration a cooperative relationship is maintained with business and industry. Career placement services include pre-employment preparation of students and placement and follow-up activities aimed at improving the quality of technical education.
- Assistance with resume and application preparation, interviewing skills, and development of other job search skills. Job boards and computerized job searches identify jobs that are available. Job fairs and recruiters on campus are other ways to assist students and employers in finding job opportunities or qualified employees. Follow-up activities are conducted with former students and employers. Questionnaires are periodically sent to graduates and employers and the data collected assists HGTC in meeting its training objectives and developing up-to-date curricula for its courses of study. The Career Center is located in Room 113 in the W. R. Stewart Building at the main campus.

Special needs counseling and services are available in the TRACS Center to those students with disabling conditions who may need individual educational plans, assistive technology, specialized equipment or books, or referral services. Evaluation and program development services are available through the Georgia Division of Rehabilitation Services. Students who know they need these services should contact the Director of Career Services at (478) 274-7643 or the Special Needs Facilitator at (478) 274-7786.

LIBRARY: Please use one of your best resources—the HGTC library located in Room 110 in Louie Livingston Hall on the Dublin campus. It is a new facility which has study rooms, a computer lab, casual seating, carrels for DVD/CD viewing, a coffee area, a children’s area all in a wireless environment. The library is open from 7:30 a.m. to 8:00 p.m. during the quarter. Please access www.heartofgatech.edu, Library Services link, for hours during quarter breaks. From any computer, students have access 24/7 to electronic resources with a quarterly password provided by their instructors. The friendly and helpful staff are available by phone (478) 275-6593, email www.library@heartofgatehc.edu or FAX (478) 275-6594 during business hours and electronically through the “Ask the Librarian” link (on the left side of the library home page) after hours for information the next day. The library welcomes suggestions for new materials from its patrons.

WITHDRAWING FROM CLASS: Students needing to withdraw from class should contact their instructor or program advisor. If the withdrawal date occurs prior to midterm/midcourse, the student will receive a grade of “W.” If the withdrawal occurs between midterm/midcourse and the end of the 8th academic week (or 80%) of the quarter and the student has a “60” or above average, the grade is “WP.” For learning support classes, the student must have a “70” or above average. If the student has a “59” or lower average, or “69” or lower average for learning support classes, the grade is “WF.” If the withdrawal occurs after the 8th academic week (or 80%) of the quarter, the grade is “F.”

GENERAL EDUCATION COMPETENCIES: Heart of Georgia Technical College has identified a set of core general education competencies designed to prepare graduates for successful careers. HGTC has identified the following general education competencies that graduates **must** attain prior to graduation:

- Basic Computer Skills
- Mathematical Reasoning and Problem Solving
- Reading Comprehension

- Standard Written English Usage

All graduates from a degree, diploma, or Technical Certificate of Credit with a general education component will be required to demonstrate a minimum level of achievement in each area prior to graduation. Degrees, diploma, or technical certificates of credit will not be issued to students prior to completion of this requirement nor will participation in graduation commencement be permitted. Students not attaining the required level must participate in remediation prior to taking the general education competency assessments again. Remediation is done through GAP training, and is available free to all students any time prior to or after testing. The assessments and required levels are as follows:

	Competency	Assessment	Level of Achievement
Associate degree students	Basic Computer Skills	In house computer competency exam	11 of 13 criteria met
	Mathematical Reasoning and Problem Solving	WorkKeys Applied Mathematics Exam and Locating Information Exam	Level 4
	Reading Comprehension	WorkKeys Reading for Information Exam	Level 4
	Standard Written English Usage	WorkKeys Writing Exam	Level 3
Diploma students and students enrolled in a TCC with a general education component*	Basic Computer Skills	In house computer competency exam	11 of 13 criteria met
	Mathematical Reasoning and Problem Solving	WorkKeys Applied Mathematics Exam and Locating Information Exam	Level 3
	Reading Comprehension	WorkKeys Reading for Information Exam	Level 3
	Standard Written English Usage	WorkKeys Business Writing Exam	Level 3

*For TCC's with a general education component, visit the HGTC webpage at www.heartofgatech.edu.

The Reading for Information assessment will be administered as part of your course (EMP 1000, PSY 1010, or PSY 1101). The Writing Test or Business Writing assessment will be administered as part of your course (ENG 1010 or ENG 1101). The computer competency exam will also be administered as part of your course (SCT 100).

To schedule the Applied Mathematics and Locating Information assessments (MAT 1011, MAT 1012, MAT 1013, or MAT 1111), contact the Assessment Specialist/Career Planner at (478) 274-7903 or register online at www.heartofgatech.edu. Click on the Georgia Work Ready logo on the bottom right of the screen. Indicate you are a HGTC student when you register.

All TCC students are required to participate in the following assessments: WorkKeys Applied Mathematics, WorkKeys Locating Information, and WorkKeys Reading for Information. No minimum score is required unless the TCC has a general education requirement.

COLLEGE POLICIES: Policies that affect all HGTC students can be located in the *Catalog/Student Handbook*, which is issued to all students at orientation. A copy of this publication is posted at www.heartofgatech.edu, click *Current Students* tab, click *Catalog/Student Handbook* link. The web version supersedes all other forms of publications in terms of revisions.

NON-DISCRIMINATION STATEMENT: As set forth in its student catalog, Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Title IX Coordinator: Director of Career Services, W. R. Stewart Building, Room 113F, (478) 274-7643
 Section 504 Coordinator: Special Needs Facilitator, W. R. Stewart Building, Room 113E, (478) 274-7786

