

San Joaquin Valley College

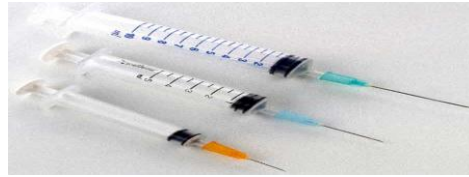
Course Syllabus



Course:	CMA 160: Medical Assisting Procedures 2
Total Semester Units:	5.0
Instructor: Advising Times: Phone: Email:	Corinna Burnias 12:00 TO 1:00 559 584-8840 or 559-309-1125 Corinna.Burnias@sjvc.edu
Class Schedule:	Monday to Thursday March 12, 2012 thru April 12, 2012 12:30pm to 5:15pm
	<ol style="list-style-type: none"> 1. Medical Assisting Administrative and Clinical Procedures 4e with workbook 2. Math for Health Care Professionals with Workbook 3. Taber's Dictionary
Total Points: 500	<ul style="list-style-type: none"> • Homework/Projects: 100 points • Quizzes: 80 points • Skills/Competencies: 100 points • Professional Development: 20 points • Exams: 200 points
Course Description:	
<p>This course will review the anatomy, physiology and terminology as it pertains to pharmacology, injections, immunizations, and medication administration. Patient charting and instrumentation for injections and general medical procedures pertaining to the administration of medication are covered. Students will learn the components of a prescription and the terminology associated with medication orders. Students will review basic math concepts and learn dosage calculations. Patient education, quality care and professional behavior are emphasized throughout this course.</p>	
Student Learning Outcomes	
Upon completion of this course, the student will be able to:	
<ol style="list-style-type: none"> 1. Review basic math concepts of ratio and metric 2. Briefly summarize the history of pharmacology and drug development 3. Apply the basic concepts of pharmacology, medication administration, and injection techniques 4. Identify the schedules of controlled substances 5. Determine diseases that are routinely immunized and explain the immunization schedule 6. Provide examples of alternative and holistic forms of medication 7. Demonstrate the ability to administer injections for adults and explain the process to administer injections for pediatrics 	

San Joaquin Valley College

Course Syllabus



Total points: 500

Grade Categories:

Homework / Projects: 100 points

Homework comes from the medical assisting text(s) and workbook(s). NOTE: If there is "critical thinking" questions in the homework it is expected to be completed. In the Medical Assisting text – DO NOT do the "applications" unless the syllabus directs you to as part of the homework assignment. Projects are designed to further your knowledge of the material used in this course. See syllabus for dates your work is due

Skills: 100 points

In this course you will be doing various lab skills which include injections. You will be expected to complete all skills to standard and verification of the instructor. There is a certification exam as part of this course you must pass the exam with 80% or higher in order to receive a certificate. You have 2 changes to pass the exam. Skill points are always dependent of completing the skills as well as passing the exam. All skills must be completed by the end of day 18 to be eligible to take the practical portion of the final exam.

Quizzes: 80 points

Quizzes are based on lecture material unless otherwise notified.

Exams: 200 points

Mid-term and final exams are 100 point each

Professional Development: 20 points

Our campus is a professional training ground for students who will soon enter the workplace. As such, this instructor will reward students who model professionalism in appearance and attitude. As a student in my class, your best efforts are expected every day and 20 Professional Development points can be earned by attendance (being in class daily and staying entire class period), professional attire (dress code) and language as well as attitude.

Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts.

90	-	100%	=	A
80	-	89%	=	B
70	-	79 %	=	C
65	-	69%	=	D
Below 65			=	F

NOTE: Students may be required to submit course paperwork through TurnItIn. TurnItIn checks paperwork for originality and generates a report which may help improve citation and/or avoid potential plagiarism.

San Joaquin Valley College

Course Syllabus



Week 1	Daily Objectives	SLO #	Assignments & Activities
Day 1 Mon.	<p>Orientation to class, introduction of students Review: class project on immunization</p> <p>Lecture: Roman Numerals Lab: Orientation to laboratory – issue PPE Math</p>	1,2	<ol style="list-style-type: none"> 1. Define: key-terms handout 2. Math text read Chap. 1 & 2 3. Handout: Roman numerals <p>Homework: 4. Study: roman numerals <i>delmar</i></p>
Day 2 Tues.	<p>Quiz: Roman Numerals Lecture: principal of drug action Lab: 1) Charting and Math chap. 3 3.1-3.4</p>	2,3	<p>Homework: 1. Math text – chap. 3 3.2-3.10 Due: Wed PDR assignment</p>
Day 3 Wed.	<p>Quiz: principal of drug action AND Quiz on Roman Numerals Lecture: Drug Classifications – important to understand how drugs affect body functions MA text: Read CH. 50 and write summary of chapter</p>	4,7	<p>Homework: 1. Math text – chap. 4 4.3-4.7pages 47-57 Do workbook ch. 50 pages 371-378 stop @ critical thinking Due: tomorrow PDR assignment #1</p>
Day 4 Thurs.	<p>Quiz: Drug Classifications Lecture: The patient's six rights LECTURE ON ID INJECTIONS: DEMO ID Grade ch. 50 MA W/B and turn in summary</p> <div style="text-align: center;"> </div>	7	<p>Homework: 1. MA text read and write summary of ch. – chap. 51 pagesW/B 382-386 2. Study for abbreviation quiz on monday</p> <p>In class: 1. Start ID injections</p>

San Joaquin Valley College

Course Syllabus




Week 2	Daily Objectives	SLO #	Assignments & Activities
Day 5 Mon.	<p>Quiz: Six rights Math: post test chap. 4</p> <p>Lab: Demo Intra-dermal Injection Perform ID injections w/charting</p>	3,7	<p>Homework: Math: chap. 5 5.1-5.5 Due: Tue In class: PDR assignment: 1-10</p>
Day 6 Tues.	<p>Quiz: spelling words chap. 51 Lecture: drug forming lecture Lab: Perform ID injections w/charting</p>	3,7	<p>Homework: 1. Math text – chap. 6 2. Read Chapter 51 in MA text, do chapter 51 in workbook page 371-374 Due: Wed.</p>
Day 7 Wed.	<p>Quiz: drug schedule Lecture: Injection and admin. Lab: Perform sub-Q injections w/charting</p>	3,7	<p>Homework: 1. Math text – read chap 8</p>
Day 8 Thurs.	<p>PDR: look up 5 meds and indicate its use Lab: Skill off on drawing ampule medications; perform ID injections, sub-Q w/charting</p>	3,7	<p>Homework: 1. MA text – chap. 50 pages 375-380 2. Study guide Due: Mon</p>
Week 3	Daily Objectives	SLO #	Assignments & Activities
Day 9 Mon.	<p>Quiz: spelling test chap. 50 Presentation: power point on immunization</p> <p style="text-align: center;">Review for MID_TERM</p> <p>Lab: Demo IM injection and cont: subcutaneous Injections, perform IM injections w/charting</p>	3,7	<p>Homework: 1. Study for Mid-term Exam</p>

San Joaquin Valley College

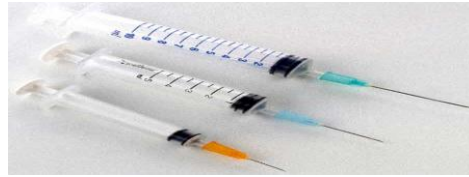
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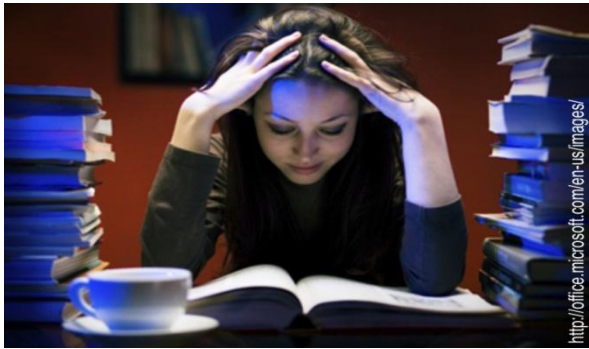



Day 10 Tues.	<p>Mid-Term Examination (goal pass with >80%)</p> <p>Lab: Perform SQ, IM, ID inj ns</p> <p>Skill of in Nomogram chap. 9 math book</p>	1,2,3,4 ,7	<p>Homework:</p> <p>1. Math text – chap. 9</p> <p>IN CLASS:</p> <p>Applications activity in groups</p>
Day 11 Wed.	<p>Lecture: Rx translations</p> <p>Lab: Perform SQ, IM and catch up in lab</p>	5,7	<p>Homework:</p> <p>1. Math text – cont: chap. 9</p>
Day 12 Thurs.	<p>Lecture: Holistic vs. Traditional Medicine paper – research the difference in medicines and write a 500 word essay APA style</p> <p>Lab: Demo Intramuscular Injections gluteus. Perform Deltoid, gluteus IM Injections</p>	6,7	<p>Homework:</p> <p>1. Math text chap. 9 post test</p> <p>2. Read Chapter 44 in MA text – do chapter 44 in workbook pages -331</p>
Week 4	Daily Objectives	SLO #	Assignments & Activities
Day 13 Mon.	<u>OPEN LABS</u>	7	
Day 14 Tues.	<p>Research paper: cont: paper</p> <p>Lab: Demo Z-track injections and continue other techniques</p> 	7	<p>Homework:</p> <p>1. Math Text: chap. 10</p> <p>In Class:</p> <p>2. MA workbook chap. 44 page 316 case study 1-5 work in groups</p>
Day 15 Wed.	<p>Lab: Perform IM injections</p> <p>Study immunization schedule</p>	7	Take Injection Certification Examination – Must pass with 80% or higher
Day 16 Thurs.	<p>Quiz: Spelling test chap. 44</p> <p>Lab: open lab</p>	7	Work on Project

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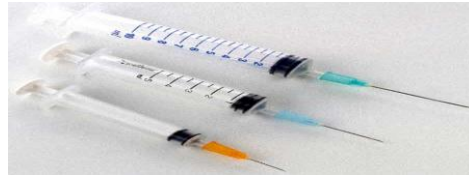
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Week 5	Daily Objectives	SLO #	Assignments & Activities
Day 17 Mon.	<p>Injection Certification Exam – must pass with 80% or higher</p> <p>Lab: perform IM injections, z-Track w/charting</p>	7	<p>Homework:</p> <p>MA workbook: chap. 50 page 380 applications 1-3</p>
Day 18 Tues.	<p>Review: study guide for Final</p> <p>Lab: Perform IM injections per & Z-track w/charting</p> <p>Résumé building</p>	7	<p>Skills must be completed by end of day</p>
Day 19 Wed.	 <p style="text-align: center; background-color: magenta; color: white; font-weight: bold; margin-top: 10px;">FINAL PRESENTATIONS</p>	3	 <p style="text-align: center; background-color: yellow; font-weight: bold; margin-top: 10px;">STUDY FOR FINALS</p>
Day 20 Thurs.	<p>Final Examination – goal pass with >80% or Better!!!</p> <p>GREAT JOB!</p>	1-7	

San Joaquin Valley College

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Institutional Classroom Standards

As a working professional, you will have policies and procedures on the job. In preparing you for a future as a successful professional, the college expects students to follow policies as presented in the *Student Handbook* and the *College Catalog*. In addition, your classroom experience is structured to prepare you for a successful career. The following are examples of how your classroom experience relates to and influences those skills and behaviors required of professionals:

- A. As a professional, you are expected to follow a dress code. At SJVC you will dress for success. In all classes, including General Education courses, students are expected to follow their program dress codes.
- B. As a professional, you are required to be present and punctual every day. Just as you would give notification at work, you are to contact your instructor ahead of class time if absence or tardiness is unavoidable.
- C. On the job, you are expected to complete work on time. Your training for meeting deadlines begins now:
 - i. I accept NO LATE HOMEWORK!!!!!!**
 - ii. Missed quizzes may not be taken. EXCEPTION: If you will be late to class and you have notified the instructor PRIOR to class you may take the quiz with no reduction of points. The quiz can ONLY be taken during the class period it was originally scheduled for.
 - iii. Missed midterms or final exams, however, may be taken in accordance with college policy.
- D. As an employee, you are expected to conduct yourself with integrity. In your class work you are expected to fulfill the principles and standards of academic integrity. Cheating or plagiarism on tests or assignments is cause for formal disciplinary action.
- E. On the job your performance must be exceptional. The expectation at school is the same. To help improve classroom performance students who score below 70% on quizzes or assignments should attend tutoring sessions to review the material or skills missed.
- F. As an employee, you are expected to show respect for your supervisors, fellow employees, and clients by silencing your cell phone and appropriately using other electronic devices. Students are expected to show the same respect in class.
- G. Students may bring water into the classroom only in a screw cap bottle; no food is allowed.

CHANGE is the only constant in life. The professional environment can be unpredictable with changing deadlines, meetings, and demanding customers. Be flexible and adaptable.

This syllabus is only a guideline and subject to change.

