

**ATHENS TECHNICAL COLLEGE  
AHS 104  
COURSE SYLLABUS**

**TITLE:** INTRODUCTION TO HEALTH CARE

**PREREQUISITE:** PROVISIONAL ADMISSION

**CREDIT HOURS:** 3

**CONTACT HOURS:** CLASS – 2/ D.LAB – 3

**QUARTER(S) OFFERED:** Quarterly

**INSTRUCTOR:** Please refer to addendum

**INSTRUCTOR AVAILABILITY:** Please refer to addendum

**COURSE DESCRIPTION:**

Introduces a grouping of fundamental principles, practices, and issues common to many specializations 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, and blood/air-borne pathogens.

**ASSIGNMENT:** Please refer to addendum

**REQUIRED TEXT:**

Diversified Health Occupations (7<sup>th</sup> ed.), Louise Simmers, 2009, Delmar.

Fundamentals of BLS for Healthcare Providers

2006, American Heart Association; provided by course instructor for the CPR portion of the course.

Students will be required to obtain and borrow the Fundamentals of BLS for Healthcare Providers from the ATC library. Students will be allowed to check out these manuals for a period of 8 days beginning 4days prior to the start of the CPR course. Any and all policies that govern the use of books on loan from the ATC library will apply.

**MANDATORY SUPPLEMENTARY MATERIALS**

Course Syllabus and Addendum

Stethoscope

Sphygmomanometer

“Simple” Calculator (no cell phones)

Pen

#2 pencils (necessary for exams)

Scantron sheets corresponding with number of tests scheduled for the course.

**STUDENT LEARNING OUTCOMES:**

Upon completion of this course, the student will be able to meet the requirements of the following outline. The competency areas will include specific objectives for five main areas as well as hands-on performance of specific health care tasks.

<b>Competency</b>	<b>After completing this section, the student will:</b>	<b>Domain</b>
<b>Blood/Air-Borne Pathogens</b>		
Terminology	Define blood/air-borne pathogens.	<i>Cognitive</i>
Pathogen Transmission	Describe and list the modes of transmission.	<i>Cognitive</i>
Occupational Risk Factors	Identify and list exposure risks related to health occupations.	<i>Cognitive</i>
Diseases of concern	Describe causative agent, symptoms, occurrence, reservoir, mode of transmission, incubation period, period of communicability, prevention and control measures of the following diseases:	<i>Cognitive</i>
	Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome	
	All types of Hepatitis (A,B,C,D,E,G)	
	Tuberculosis	
	Meningitis	
	Mumps	
	Measles	
	Chickenpox	
	Herpes	
<b>Infection Control</b>		
Federal agencies	Differentiate and state the roles, standards and guidelines for the following agencies:	<i>Cognitive</i>
	Department of Technical and Adult Education(D	<i>Cognitive</i>
	Center for Disease Control and Prevention (CDC)	<i>Cognitive</i>
	Occupational Health and Safety Administration (OSHA)	<i>Cognitive</i>
	Environmental Protection Agency (EPA)	<i>Cognitive</i>
	Clinical Laboratory Improvement Amendments (CLIA)	<i>Cognitive</i>
	Federal Drug Administration (FDA)	<i>Cognitive</i>
Infectious disease process	List and describe the characteristics of each link of the infection chain.	<i>Cognitive</i>
Immunity	Differentiate forms of immunity.	<i>Cognitive</i>
Aseptic practices	*Demonstrate pre and post exposure precautions to include handwashing, gloving (sterile/nonsterile, Personal Protective Equipment (PPE), sanitizing and disinfecting.	<i>Cognitive/Psychomotor</i>
<b>Vital Signs</b>		
Vital signs	*Demonstrate accuracy in obtaining weight and height and documenting blood pressure, temperature, pulse, respiration, weight and height.	<i>Cognitive/ Psychomotor</i>

<b>Competency</b>	<b>After completing this section, the student will:</b>	<b>Domain</b>
	Describe factors that affect vital signs including normal and abnormal values.	<i>Cognitive</i>
<b>Basic Emergency Care</b> A course from an accredited agency (American Safety and Health Institute, American Red Cross) leading to certification in First Aid is acceptable in lieu of the following recommended outline.		
Initial assessment	*Perform initial assessment.	<i>Cognitive/Psychomotor</i>
Bleeding	*Demonstrate various techniques for the control of bleeding.	<i>Cognitive/Psychomotor</i>
Shock	*Describe first aid for various types of shock	<i>Cognitive/Psychomotor</i>
Bandages/splints	*Demonstrate application of bandages and splints.	<i>Cognitive/Psychomotor</i>
Other conditions	Describe assessment and treatment of burns, poisoning, seizures, insect stings/bites, heat and cold exposure, syncope.	<i>Cognitive</i>
<b>*Basic Life Support/CPR</b> Acquire certification in CPR for Healthcare Providers (including 2 person CPR) by a certified instructor from American Heart Association or American Red Cross (or) CPR-PRO For the Professional Rescuer from the American Health and Safety Institute		<i>Cognitive/Psychomotor</i>

**INSTRUCTIONAL DELIVERY METHOD:**

Any or all of the following methods may be utilized to facilitate learning: lecture, group discussion, audio/visual aids, independent reading and outlines, examinations, learning packets/handouts, student seminars, clinical lab practice, and supervised hands-on care. Although every attempt will be made by the instructor to cover assigned material in class, the student is responsible for all material listed in the syllabus and course calendar outline.

**ATTENDANCE:**

Regular class attendance is important and expected. The college considers both tardiness and early departure from class as forms of absenteeism. Students absent from class for any reason are still responsible for all work missed. Instructors have the right to determine whether work missed can be made up and have the liberty to set reasonable expectations for attendance based on frequency of class meetings and on the instructional delivery method, subject, type, and level of the class. Class attendance policies will be clearly stated for students by their respective instructors on separate documents or appendices to the master syllabus. Students who sleep in class will be counted absent for that class period.

\* A grade for the attendance category will be determined in the following manner:

Student's total number of hours in attendance divided by the total number of hours a course meets for the entire quarter (30).

**TARDIES:**

A student will be considered tardy if he/she arrives no later than 10 minutes past the hour. For example, if your class begins at 8:00am, a student is considered tardy if he/she arrives at 8:10am or earlier. Four (4) tardies will equate to one (1) hour absence of class time.

**LATE:** A student will be considered late if he/she arrives to class beyond the 10 minute time frame consistent with a tardy, i.e., greater than eleven (11) minutes past the hour. If a student is late to class on test day, he/she will be considered “absent” from class and qualifies to take a make-up exam.

**EVALUATION PROCEDURE:**

Evaluation of the student’s achievement of the coursed objectives will be based on satisfactory completion of all the required classroom activities, lab performances/check-offs, written assignments, and the examinations. Grading will be computed as follows:

<b>UNIT EXAMS (5):</b>	<b>40%</b>
<b>SKILLS ASSESSMENT</b>	<b>30%</b>
<b>*ATTENDANCE:</b>	<b>10%</b>
<b><u>FINAL EXAM:</u></b>	<b><u>20%</u></b>
<b>TOTAL</b>	<b>100%</b>

Note: The CPR test grade will be computed as one of the unit exams; however an 84% is required to obtain the AHA certification. The CPR hands-on is graded as a mastery (pass/fail) level and is separate from the lab skills assessments.

**NOTE: STUDENT MUST ATTEND 7 OUT OF 8 HOURS OF CPR INSTRUCTION TO RECEIVE CREDIT. If students are absent more than hours, the students will be allowed challenge the CPR written exam, but the student will not receive a CPR card. THE CPR CARD IS CURRENT FOR 2 YEARS.**

**FAILURE TO OBTAIN A PASSING GRADE OF 84% ON THE CPR/FIRST AID PORTION OF THE COURSE, THUS CPR CERTIFICATION, WILL RESULT IN FAILURE OF THE COURSE. STUDENTS WILL BE ALLOWED TWO (2) ATTEMPTS TO PASS THE WRITTEN PORTION OF THE COURSE AND THE SKILLS ASSESSMENT EVALUATION PORTION.**

Inquiries regarding recertification, additional copies of CPR cards or any other information, needs to be directed to:

Miccoli & Webb Educational Services  
 2834 Cascade Drive  
 Gainesville, GA 30504  
 770-535-2733

Students who miss an exam on the scheduled test day for a particular unit, will be awarded the same exam but only given 90% of the total graded score. Exams must be made up within a three (3) day window of the original scheduled date. For each day the student does not take the exam beyond the three (3) day window, an additional 10% will be deducted from the final score. **Exams will not be given early.**

The ATC grading system is stated in the ATC catalog under “Calculation of Grade Point Averages on p. 42. Grades will be computed as follows:

	<b>Grade</b>	<b>Grade Points</b>
A	(90-100) Excellent	4.0
B	(80-89) Good	3.0
C	(70-79) Satisfactory	2.0
D	(60-69) Poor	1.0
F	(59 and lower) Failing	0.0
I	Incomplete	GPA not computed
IP	In Progress	Not computed
W	Withdrew (no grade)	GPA not computed
WP	Withdrew Passing	GPA not computed
WF	Withdrew Failing	0.0 (computed)

Due to the uniqueness of the healthcare programs offered by ATC and the responsibilities of the healthcare provider, a high level of academic and technical competence is required of all students in the course. Therefore, the student must achieve a final grade of “C” to meet minimal academic standards in AHS 104.

***Specified courses in diploma programs of study require a grade of ‘C’ or higher as stated in the program description of the ATC catalog.***

#### **MAKE-UP EXAMS:**

Any student who misses a unit exam must take a make-up exam within two (3) school days of missing the exam. Failure to make up the exam within the allotted timeframe will result in a grade of zero (0) for the exam. It is the student’s responsibility to schedule the make-up exam with the instructor or her faculty representative. This policy includes the final exam.

**The student is highly encouraged not to miss an exam or be late on exam dates.**

The final exam will be a comprehensive exam which will cover all materials covered over the 10 weeks of the quarter. The student should not merely memorize the material for each exam, but, incorporate the new knowledge into his / her long-term memory.

#### **ACADEMIC HONESTY:**

Academic honesty is expected at all times. Any student found to have engaged in academic misconduct such as cheating, plagiarism, or collusion is subject to disciplinary sanctions as outlined in the Student Code of Conduct details in the *ATC Catalog and Student Handbook*. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. The term “collusion” includes, but is not limited to, the unauthorized collaboration with any other person in preparing work offered for academic credit. Students are advised that faculty routinely use **turnitin.com** both to prevent plagiarism and to assist in verifying when/if it has occurred. Refer to the *ATC Catalog and Student Handbook* pp. 87-95 for further details.

#### **COURSE WITHDRAWAL:**

Students may withdraw from a course without academic penalty until the midpoint of the quarter (as stated by the Academic Calendar published in the *ATC Catalog and Student Handbook*). By withdrawing before the midpoint of the quarter, the student is automatically assigned a grade of W, which does not affect quarterly or cumulative grade point average. Grades of W will affect satisfactory academic progress for financial aid purposes. **Students who stop attending class(es) without formally withdrawing risk earning a final grade of F, which will appear on the academic transcript.** Refer to the *ATC Catalog and Student Handbook* for further details.

#### **ACADEMIC SUPPORT CENTER:**

The Academic Support Centers of Athens Technical College (ATC) provide free tutoring for enrolled students. Both instructors and peer tutors provide tutoring in almost all subjects offered by the college. Information about the Center is accessible via the ATC website at [www.athenstech.edu](http://www.athenstech.edu). To find out the specific services available on the Athens, Greene, and Walton Campuses, please call (706) 583-2839. To contact the Academic Support Center on the Elbert County Campus, please call (706) 213-2129.

**WORK ETHICS:**

A Work Ethics grade will be given each quarter for each course completed. Work Ethics grades will not affect the academic grade point average (GPA) of a student; that is, Work Ethics grade(s) remain separate from academic grades. Work Ethic grades will be printed on quarterly Student Grade Reports and Transcripts. The Work Ethics grade is designed to evaluate and encourage good work habits. The areas being evaluated are: attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, and respect. The rating scale is:

- 3 – Exceeds Expectations
- 2 – Meets Expectations
- 1 – Needs Improvement
- 0 – Unacceptable

2008-2010. Athens Technical College; pp.42-43.

**AMERICANS WITH DISABILITIES ACTS:**

Any student who believes he/she is eligible for accommodations in the classroom and/or during testing due to a documented disability is encouraged to contact the Director of Student Support Services at (706) 355-5081, or the Coordinator of Disability Services at (706) 355-5006, to apply for assistance. It is our goal at Athens Technical College to provide equal access to education for all students.

**STUDENT RIGHTS/RESPONSIBILITIES/CONDUCT:**

Students are expected to follow all the policies set forth in the ATC catalog, with special attention to the Discipline Code, Code of Conduct, dress code, use of electronic devices, and attendance policies. For the AHS 104 course the following policy applies:

**CELL PHONES AND ELECTRONIC DEVICES:**

Students are strictly prohibited from using cell phones and personal electronic devices within college-owned/operated facilities without the explicit permission of a faculty or staff member.

**FOOD/DRINKS IN CLASSROOM:**

Food and beverages (other than water) are not allowed in classrooms/lab.

**DRESS CODE**

Students are expected to dress appropriately at all times. Dress requirements will vary in the classroom, laboratory and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Students shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to detract unreasonably the attention of the other students or otherwise to cause disruption or interfere with the operation of the College. The President or duly authorized administrator shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, as its cause, to all students by announcements or posting at the College.

## **DRESS CODE POLICY**

In order to have a standard against which students may be measured in preparation for employment in business and industry, a dress code is required as follows:

- All clothing will be suitable for specific laboratory or industrial activities of the student's chosen occupation. Students should select clothing for school wear that does not create a safety hazard in meeting their performance requirements of their lab, shop, or class.
- Shirts will cover midriff area. Halter tops, backless blouses and tank tops are not authorized. Gym shorts, sweat gear (sweat shirt and pants) are not considered appropriate attire and will not be worn.
- Shoes must be worn at all times. Additionally, shoes in the trade and technical areas will cover the entire top of the foot. Refer to program orientation by the instructor for specific uniform requirements.
- Shorts may be worn as long as they are in good taste, are consistent with the attire of the area of training received, and do not constitute a safety hazard to the student. Shorts, skirts, and dresses will be no shorter than the tip of the student's longest finger when arms held straight down at the side.
- Long hair must be secured while student is undergoing skills assessments.

Individuals who violate the dress code policy will not be allowed to participate in skills assessments. Please dress appropriately and accordingly to ensure the highest level of learning.

## **MAKE-UP OF ANY MISSED ASSIGNMENTS:**

Students will need to make-up missed exams within **3** days of the original unit exam date. Students will be required to make-up and missed skills assessments within **3** days of the original skills assessment date. Any and all make-up work shall be coordinated with the instructor's schedule and any assignments not completed within the established time frames will receive a grade of "0".

## **WARRANTY OF GRADUATES:**

The Department of Technical and Adult Education warrants every graduate of technical programs in which students may earn technical certificates of credit, diplomas, or associate degrees. The warranty guarantees that graduates demonstrate the knowledge and skills and can perform each competency as identified in the industry-validated standards established for every program of study. If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the course/program standards, Athens Technical College will retrain the employee at no instructional cost to the employee or the employer. The guarantee is in effect for two years after graduation.

## **TEACH ACT:**

According to the TEACH act of 2002, Athens Technical College is obligated to advise you that instructional material included in this course may be subject to copyright protection. As such, you must not share, duplicate, transmit, or store the material of this course beyond the purpose and time frame explicitly stated in the syllabus of your course. If you are not certain whether a particular piece of material is covered by copyright protection, you should contact your instructor and obtain his/her written clarification. Failing to observe copyright protection is a violation of law.

July 2009

ATHENS TECHNICAL COLLEGE  
AHS 104  
ACKNOWLEDGEMENT STATEMENT

I, \_\_\_\_\_ have received a copy of the course syllabus, course  
Student's Name (Printed)

addendum and course calendar for AHS 104. I understand it is my responsibility to obtain any information for those days that I am absent from class and making up any missed assignments. By not signing this form, does not exclude the student from being held responsible for the policies and procedures outlined in this document, any other documents supporting this course, or the handbook for Athens Technical College.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date