

**Dakota College at Bottineau Course Syllabus
Spring Semester, 2011**

Course Prefix/Number/Title
AH 137- Clinical Specialties

Number of credits: 2

Course Description

This class will introduce the learner to the entry-level competencies identified as essential to entering the medical workforce as a Medical Assistant by reviewing various anatomical structures, the diseases associated with those structures, the tests to diagnose these diseases, and the Medical Assistant's role in the clinical setting.

Course Objective

This course will lay the groundwork for understanding the role and responsibilities of the multi-skilled medical assistant. The students will learn select clinical procedures, professional procedures, the importance of patient education, and correct and thorough documentation in the clinical setting.

Instructor:

Joanne R. Vandal, RN

Phone:

Home: 701-228-2941

Cell: 701-263-5116

Email:

joannevandal@yahoo.com

Lecture/Lab Schedule

MW 11:00-11:50AM

Relationship to Campus Theme:

A focus on the natural, human condition as it relates to Laboratory and Diagnostic Tests in the United States- Discovering how these tests can help diagnose diseases.

Textbooks:

Clinical Medical Assisting (2006) Linda, W., Pooler, M.S., Tamparo, C.D., Dahl, B.M. (3rd Ed. or 4th Ed.). Thompson Delmar Learning

Workbook to accompany Clinical Medical Assisting, 3rd Ed. Thompson Delmar Learning

Course Requirements:

3 Exams (non-cumulative), 50 points

3-4 presentations (grading rubric to be handed out with assignment), 50 points per presentation

Correlating workbook chapters and or quizzes, 10 points per chapter or quiz

Final test (cumulative), 75 points

Grading:

90-100% A

80-90% B

70-80% C

60-70% D

< 59% F

No incompletes will be given.

Non cumulative chapter exams will be multiple choices with matching

The final test will be cumulative

Classroom Policies:

Class attendance is expected. After the third missed class period, the grade will drop by one letter for each class missed after 3.

It is the student's responsibility to read the assigned text before we cover that particular chapter in class, as it aids in your understanding of the course material. Deadlines on assignments are final, and late work will be deducted 10% for every day it is late.

Dates of all exams will be announced before hand. Students are expected to take exams on scheduled date unless prior arrangement has been made with the instructor. Notification must take place before the class is to begin. An email or message may be left using the information above. Classroom IVAN techs are NOT to be expected to schedule exam make-up times!!

Students may be expected to present class lectures as part of the teaching/learning strategy and to encourage student participation. The academic experience should include interaction and participation from all involved to help facilitate a higher level of learning.

Please show respect to others in the class by turning off cell phones and other electronic devices. Lap tops are not a required part of this class so they will not be allowed to be operated during lecture periods.

Respectful behavior toward other students, technicians, instructors, and guests is expected of everyone.

Academic Integrity:

Webster's Encyclopedia Unabridged Dictionary defines plagiarism as: "the appropriation or imitation of the language, ideas, and thoughts of another author, and representation of the as one's original work." There will be zero tolerance of any form of academic dishonesty. Anyone not adhering to the academic integrity policy will receive an "F" in the course. This includes cheating on test, not doing own work, and plagiarism. References will be checked.

Disabilities and Special Needs

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact your instructor and Jan Nahinurk in the Learning Center (228-5479) as early as possible during the beginning of the semester.

Tentative Course Outline

Week 1: January 12, 2011

Chapter 1-Introduction to the class and role & scope of practice on the Medical Assistant

Week 2: January 19, 2011, Chapter 14: OB & Gynecology (Student presentations assigned)

Week 3: January 24 & 26, 2001, Student presentations on OB & Gynecology

- Week 4: January 31, 2011, Chapter 15 Pediatrics Video
February 2, 2011, Chapter 15 Lecture (Student presentations assigned)
- Week 5: February 7 & 9, 2011, Pediatrics, Cont., (Student presentations)
- Week 6: February 14, 2011, *Exam 1* (Ch. 1, 14, & 15)
February 16, 2011, Chapter 16, the Male Reproductive System
- Week 7: February 23, 2011, Chapter 17: Gerontology (Students presentations assigned)
- Week 8: February 28 & March 2, 2011, Chapter 17 cont. and Student presentations on Gerontology
- Week 9: March 7, 2011, Student presentations on Gerontology
March 9, 2011, *Exam 2*: Ch. 16 & 17
- Week 10: March 14-18, 2011, No School, Spring Break
- Week 11: March 21 & 23, 2011, Chapter 25 Electro cardiology (Student presentation assigned)
- Week 12: March 28 & 30, 2011, Electro cardiology continued & student presentations on electro cardiology
- Week 13: April 4 & 6, 2011, Chapter 32: Specialty Laboratory Tests
- Week 14: April 11 & 13, 2011, Oncology (Student presentations assigned)
- Week 15: April 18, 2011, Student presentations on Oncology
April 20, 2011, Dermatology
- Week 16: April 27, 2011, Student presentations on Dermatology
- Week 17: May 2, 2011, Student presentations on Dermatology
May 4, 2011, *Exam 3*, chapter 25, 32, Oncology, & Dermatology
- Week 18: May 9 & 11, 2011, Final Exam Review- Test date & time to be determined