

**Dakota College at Bottineau**  
**Course Syllabus**  
**Clinical Specialties – AH 137**  
**16-week Course**

**Credits:** 2

**Course Prefix/Number/Title:** AH 137 – Clinical Specialties

**Course Description:** This course is designed to provide students with knowledge in the clinical specialty areas giving them a basic understanding of terminology, exams, diagnostic testing and procedures in these areas. This course will focus on the knowledge and procedures related to the specialty areas in the clinical setting including geriatrics, OB-GYN, male reproductive system, pediatrics, general body systems, minor surgery, rehabilitation, emergencies and cardiology.

**Prerequisites:**

- AH 134 – Medical Disorders
- AH 171 – Medical Terminology

**Course Objectives:**

- Describe and apply the principles of aseptic technique and infection control.
- Demonstrate principles of confidentiality.
- Collect and process specimens according to policy and procedures
- Prepare the patient for examination, procedures and treatments.
- Assist the physician with minor surgery and other procedures.
- Obtain a patient history and vital signs.
- Teach methods of health promotion and disease prevention.
- Document completely and accurately.
- Demonstrate an understanding of terminology and various procedures used in specialty areas of health care

**Instructor:** Susan Indvik BSN, RN

**Office:** Online

**Office Hours:** Online

**Phone:** (701)871-5342

**E-mail:** [susan.e.indvik@dakotacollege.edu](mailto:susan.e.indvik@dakotacollege.edu) a response from the instructor can usually be expected within 24 hours.

**Lecture/Lab Schedule:** The chapters must be completed in the order they are listed in the syllabus. All assignments/discussions must be completed prior to 11:59 PM CST on the Sunday of the week in which they are assigned. All exams need to be taken in order and are timed.

**Textbook(s):**

- Comprehensive Medical Assisting, Lindh et al, 6<sup>th</sup> ed. (ISBN: 978-1-305-96479-2) - **REQUIRED**

- Study Guide to Accompany Comprehensive Medical Assisting, Lindh et al, 6<sup>th</sup> ed. (ISBN: 978-1-305-96485-3) – **REQUIRED**
- Medical Dictionary of your choice – recommended
- Bundle for the text and study guide (cost effective option at the DCB bookstore) (ISBN: 978-1-337-74015-9)

**Course Requirements:**

- The student is expected to read the assigned chapters, as well as any lecture notes and slides posted by the instructor.
- The student is expected to participate and provide feedback on all discussion questions within the week they are assigned. This is not option and is a part of the grade for the course.
- All discussions must be well thought out and contain relevant content, including responses to other students' discussion threads.
- Students are expected to behave in a professional manner. Inappropriate communication will not be tolerated.
- The instructor reserves the right to give assignments that may not be listed in this syllabus.

**Tentative Course Outline:**

Week 1:

- Chapter 25 – Obstetrics

Week 2:

- Chapter 25 – Obstetrics Continued

Week 3:

- Chapter 25 – Gynecology

Week 4:

- Chapter 25 – Gynecology Continued
- **Exam 1** (Ch. 25)

Week 5:

- Chapter 26 – Pediatrics

Week 6:

- Chapter 21 – Infection Control and Medical Asepsis (Immunizations)
- **Quiz 1** (Ch. 21, 26)

Week 7:

- Chapter 27 – Male Reproductive System

Week 8:

- Chapter 28 – Gerontology

Week 9:

- **Midterm Exam** (Ch. 25-28)

Week 10:

- Spring Break

Week 11:

- Chapter 29: Examinations and Procedures of Body Systems
- Chapter 38 – Introduction to Medical Laboratory

Week 12:

- Chapter 29: Examinations and Procedures of Body Systems Continued
- **Quiz 2** (Ch. 29)

Week 13:

- Chapter 30 – Assisting with Minor Surgery

Week 14:

- Chapter 30 – Assisting with Minor Surgery Continued
- **Exam 2** (Ch. 29-30)

Week 15:

- Chapter 32 – Rehabilitation and Therapeutic Modalities

Week 16:

- Chapter 36 – Cardiac Procedures
- **Quiz 3** (Ch. 32, 36)

Week 17:

- **Final Exam** (Comprehensive)
- Course Evaluation

**General Education Goals/Objectives:** General education exists on the DCB campus to provide students with an opportunity to develop knowledge and skills to become life-long learners in a dynamic, global community that will continue to change.

**Relationship to Campus Theme:**

*Nature*

- Explains the relationship between humans and our environment and the role of science in our lives
- Works collaboratively with others
- Identifies the differences between healthy life choices and consequences of negative behaviors

*Technology*

- Demonstrates knowledge and application of technology in the medical assistant field
- Uses electronic resources for course related assignments and information
- Relates to the ever-changing technology in the health care arena

*And Beyond*

- Demonstrates effective communication
- Employs the principles of wellness
- Demonstrates the ability to create and analyze; synthesize relationships among society

**Classroom Policies:**

- Students are encouraged to use the publisher's website. The access code for the website can be found in the front of each new textbook.
- If a student desires a video meeting with the instructor, there is a link in Blackboard.
- The student will not be allowed to start/continue/complete internship if they receive a failing grade in the course.

- Any unprofessional conduct by the student may result in dismissal from the course.

**Student E-mail Policy:** Dakota College at Bottineau is increasingly dependent upon e-mail as an official form of communication. A student's campus-assigned e-mail address will be the only one recognized by the campus for official meetings. The liability for missing or not acting upon important information conveyed via campus e-mail rests with the student.

**Course Evaluation Method:** Final grades are based on the total number of points received for the course.

- There are several exams throughout the course.
- Each exam will be 60 questions each.
- Clinical skills practice and return demonstrations via video uploads are required and will receive a pass or fail grade.
- All students must pass the online portion of the course as well as receive a "pass" in the demonstration of clinical skills to receive a passing grade for the course.

Grading Scale:

A (94% - 100%)

B (85% - 93%)

C (75% - 84%)

D (65% - 74%)

F (0% - 64%)

**Academic Integrity:** All students are expected to adhere to the highest standards of academic integrity. Students must complete all work themselves. Cheating or plagiarism is a serious offense and is subject to disciplinary action by the instructor and the college administration. Please see campus policies online. All references used must be properly cited.

**Disabilities and Special Need:** If you have a disability for which you need accommodations, you are encouraged to contact Jacalyn Migler of Disability Support Services at (701) 228-5672 and then your instructor to request disability support services as early as possible.