ALHS 1040 B       INTRODUCTION TO HEALTHCARE

Course Information

Course Date:          Fall 2013
Course Meeting Times: Monday, Tuesday, Wednesday, Thursday
                      2:30 pm – 3:35 pm
Course Location:      Room # 508        Health Science Building
Course Type:          Traditional lecture
Instructor:           Virginia E Watkins
                      vwatkins@ogeecheetech.edu
                      Full-Time Mentor:
                      Keith Waters 912-688-6968     Room # 550
                      bkwaters@ogeecheetech.edu
Course Description:   Introduces a grouping of fundamental principles, practices, and
                      issues common 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/blood and air-borne pathogens.
Credit/Contact Hours: 3 credit hours.
                      75 contact hours
Prerequisite/Corequisite: Provisional Admission
Competency Areas:
1.  Infection control/blood and air-borne pathogens.
2.  Vital Signs
3.  Basic Emergency Care/First Aid and Triage
4.  Basic Life Support/CPR

Textbook & Materials
Textbook Title:        Introduction to Health Care in a Flash!
Author(s):            Marilyn Turner, RN, CMA (AAMA)
Materials: Pen, pencil, paper, highlighter, scantrons

Stethoscopes and blood pressure cuffs will be available in labs, but students wishing to purchase and use their own are encouraged to do so.

Assessment
Distribution of Grades:

Labs/Tests – 70%
Comprehensive Final Exam – 30%

Homework assignment grades are averaged together and count as one test grade. Homework assignment grades cannot be made up. If a student misses a Homework assignment grade because of an absence, the student receives a zero for that Homework assignment grade.

Average of Labs/Tests Grades $\times 0.70 = _____$
Final Exam Grade $\times 0.30 = _____$

ADD these two totals to get your FINAL SEMESTER GRADE!!!

NOTE: Be responsible and write down your grades throughout the semester. It is YOUR grade and YOUR responsibility to keep up with YOUR grades throughout the semester.

Grading Scale:

A  90-100
B  80-89
C  70-79
D  60-69
F  59 and below

Final Exam: TBA

Work Ethics Information:
The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. As a student in this Ogeechee Technical College course, you will be expected to adhere to the highest
standards of these 10 character traits in your behavior as well as your coursework.

### Classroom Policies

#### Attendance:

As a part of professional development, attendance of every class and being on time are expected. OTC Attendance Policy states students must meet for a minimum of 90% of instructional class time.

If you come in after class has started, you are marked as tardy. If you leave prior to class ending you will also be marked and/or not counted as present. Three times tardy, three times leaving early, or any combination of this is equal to one absence. **If a student is 15 or more minutes late to class or leaves 15 minutes prior to class ending then he/she will be marked as absent.** If you come in tardy please check with me after class to make certain that I marked you appropriately and do not still have you “Absent”.

#### Course Withdrawal:

Students may withdraw from a course without academic penalty until the midpoint of the term (as stated in the Academic Calendar and in the *OTC Catalog and Student Handbook*). By withdrawing before the midpoint of the term, the student is automatically assigned a grade of W, which does not affect term 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 *OTC Catalog and Student Handbook* for further details.

#### Classwork/Assignments:

Students will have assignments to complete and submit. These assignments may be worksheets, textbook assignments or Study Guide assignments (optional), website reviews, or videos. Power point presentations will also be available to print.

#### Late Work:

Not accepted and will receive a “0”.

#### Missed Exams:

A student is allowed to **MAKE UP ONLY ONE TEST. Any additional missed tests will receive a “0”. NO TEST GRADES WILL BE DROPPED.** The student will be given a different test versus the one given to the class on the original assigned date. All tests must be made-up prior to taking the Final Exam.
Absences: A student may be dropped from the class in which his/her absences exceed 10% of the scheduled class hours. THERE ARE NO EXCUSED ABSENCES EXCEPT FOR JUDICIAL, MILITARY REASONS, OR FUNERAL ATTENDANCE OF FAMILY. OTHERWISE, AN ABSENCE IS AN ABSENCE.

Cheating/Plagiarism: 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 detailed in the OTC 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.

Safety: In case of emergency while on campus, please refer to the Emergency Operations and Safety Plan and the Blood Borne Pathogen Exposure Control Plan found by the door of all classrooms and labs on the OTC campus. A copy of the OTC Safety Plan can be found online at: http://www.ogeecheetech.edu/student_services/campus_safety.html.

The Director of Campus Safety & Security contact information is as follows: Stan York, 912.681.5667, syork@ogeecheetech.edu.

Disability Statement: Students with disabilities who believe that they may need accommodations in this class based on the impact of the disability are encouraged to contact Penny Hendrix, Disability and Student Support Services Coordinator, Office 171E, Kennedy Bldg., 912.486.7211, to coordinate reasonable accommodations.

Special Populations Assistance Program: Students who may qualify for services on campus depending on the special needs they have and if they qualify as a special population should contact Kelli Waters, Student Activities & Special Populations Coordinator, Office 143D, Kennedy Bldg., 912.871.1885 for assistance.

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.
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.

**Communication**

Important communication about this course will be transmitted through the Ogeechee Tech student e-mail system. Students should check their student e-mail accounts before each class in order to receive the most up-to-the-minute information about classes and assignments.

Ogeechee Tech sends vital information about financial aid, registration, and college news through the student e-mail system. Students should check their student e-mail accounts periodically for this information.

Student e-mail may be accessed through the college website, www.ogeecheetech.edu, under the Current Students tab.

**OTC Alert**

Students are encouraged to sign up for OTC Alert, a system designed to notify students of any emergency on campus. Alerts are sent by text messaging and/or by e-mail. To subscribe to OTC Alert, a student can go to www.ogeecheetech.edu and click on Current Students → Banner Web → OTC Alert Information.

**Library Resources**

The Ogeechee Technical College Library provides students access to books, periodicals, ebooks, GALILEO, and other electronic resources. Students are encouraged to use the Library for class research projects. Help with research and projects is available within the Library. Computers are available for student use. A student ID is required in order to check out any materials from the Library or to use a computer. A self-service, black and white copier is also available. Hours of operation are Monday-Thursday from 7am until 9:30pm.

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