

De Anza College  
HTEC 091-61  
Medical Office Diagnostic Tests  
Spring Quarter 2015

**Units:** 1.5 (3 hours lecture/lab)  
**Class:** Monday 8:30AM – 11:10PM, Room S74  
**Advisory:** Health Technology 60A  
**Corequisites:** Health Technology 91. Students must also enroll in HTEC 101F  
**Instructor:** Patricia Williams, R.N., M.S.N., CCRN Office: S91J  
Telephone: (408) 864-8641  
**Office Hours:** Friday: 8:30-10:20AM & 11:30AM-12:20PM

**Course Description:** The purpose of this course is for the student to learn and practice diagnostic lab procedures and instructions. The student will be exposed to the theory of assisting with physical therapy, x-ray examinations, and performance and interpretation of electrocardiograms. Ample time will be provided to apply learned theory to clinical practice.

**Student Learning Outcome:** Demonstrate knowledge of measurement and assessment of cardiac rhythms by analyzing normal and abnormal electrocardiograms.

**Course Outline:** Electrocardiography (limb and chest leads, ECG interpretation), assisting with x-ray examinations, and physical therapy.

**General Plan:** It is crucial that you come to class prepared to discuss and practice the assigned content. At almost every class there will be assignments due. Assignments will be eligible for full credit only if turned in at the start of class on the due date. Late work will receive 3/4 credit (maximum) if received by the end of class on due date; half credit (maximum) will be given on work submitted between end of class on due date and the following (week after) class period. No work will be accepted after that time.

Each class we will begin with a theory presentation. We will then move into small groups to practice and apply the material presented. Some of the work you complete in small groups may be the assignments due for the next class period.

**Attendance:** Attendance and punctuality are mandatory and crucial to student success in the course. Students will be dropped from the course on the 3rd absence, provided the drop date has not passed and the teacher may still drop students. Students who “disappear” without dropping will earn a grade of “F” if drop deadlines have passed (backdating drops is illegal). Attendance at the first course meeting is mandatory; any registered student who does not attend the first class meeting will be dropped from the course.

- NOTE: tardiness is disruptive to the class and is not allowed. If you are not present at roll call, you are considered tardy; 2 tardy marks = 1 absence.
- The classroom door will be locked **10 minutes** after the start time for the class, and students will not be allowed into class.
- NOTE: early departure from the class (more than 15 minutes before instructor dismisses the class) also counts as an absence.
- NOTE: grade of I (incomplete) will not be given for lack of time to complete assigned course work

### **Required Texts:**

Bonewit-West, K. (2015). *Clinical procedures for medical assistants (9<sup>th</sup> edition)*. Philadelphia: W.B. Saunders.

Bonewit-West, K. (2015). *Clinical procedures for medical assistants – Study Guide (9<sup>th</sup> edition)*. Philadelphia: W.B. Saunders.

Huff, J. (2012). *ECG workout: exercises in arrhythmia interpretation (6<sup>th</sup> edition)*. Philadelphia: Lippincott.

**Grading Policy:** The course grade will be based upon the points earned for a variety of class activities, a written midterm examination, and a written final examination.

### **Examinations and Quizzes:**

Exams must be taken on the date noted; the only exceptions to this rule are at the sole discretion of the instructor for reasons such as serious illness (with MD documentation) or death in the family. The Final Exam may not be given early for any reason per Department policy.

### **Special Note to Students Requiring Exam Accommodations under the ADA (EDC Examinations):**

Special Envelope MUST be submitted to instructor by dates specified on course calendar. Exam must be scheduled to be the same day as scheduled for the class, to begin a minimum of 2 hours prior to the beginning of the class exam.

### **Point Breakdown:**

<u>Learning Activity</u>	<u>Total Points Possible</u>
Uniform	10 points
Participation	20 points
Homework	30 points
Quizzes (total)	40 points
Midterm Examination	194 points
Final Examination	206 points
<u>Total</u>	<b>500 points</b>

**Final Course Grade / Grading Scale:** A = 470-500 points (94-100%), B = 430-469 points (86-93%), C = 380-429 points (76-85%), D = 350-379 points (70-75%), F = <349 points (<70%)

**Uniforms:** Each student will attend class in uniform by the 3rd week:

- professional uniform dress or *uniform* top/pants, white or pastel, or matching scrubs
- white professional shoes (no open toe shoes, no shoes with heels, no athletic shoes except *pure* white with no colors on them)
- name tag (3 lines: name, program, De Anza College)
- minimal jewelry
- hair pulled back or above the collar

**Name Tag Procedure:** If you need to order a name tag, please place \$5 cash in a sealed envelope to class **on the second class day**; have the following information written on the front of the envelope: your name (in BLOCK CAPITAL LETTERS, program, De Anza College). We will recruit a student volunteer to take all orders to Jean Burke in the nursing program skills lab. Name tag will be delivered when it is received. Please allow at least 3 weeks for your name tag to arrive.

**Note:** De Anza College will enforce all policies and procedures set forth in the *Standards of Student Conduct* (see catalog). Any student disrupting a class may be asked to leave that class. Administrative follow-up may result.

**Cheating Policy:** All assignments and homework are considered to be individual (not group) work unless explicitly stated by the instructor. “Copying” ECGs (running multiple copies when a student is “hooked up”) is considered cheating. Cheating is not tolerated. Any student who is caught cheating on examinations or quizzes, or “copying” ECGs will receive a grade of 0 for that assignment (see: *Accountability* in BHS Student Handbook). In the case of “copying” ECGs, all involved students will receive a grade of “0”

**The BHS Division Student Handbook:** You are also required to comply with all rules and regulations as outlined in the Biological, Health and Environmental Sciences Division Student Handbook as well as those of De Anza College (see the De Anza College Catalog). The BHES Division Student Handbook is available on line at:

<http://bhes.deanza.edu/StudentHandbook.pdf> as well as in the Science Center and Kirsch Center for Environmental Studies Resource Centers in hard copy. All information in the Student Handbook applies in this course and students will be held accountable for this information. In addition to outlining expectations of classroom behavior, this handbook contains many helpful resources for students as well as ideas to help students

succeed in the sciences!

**Library Web Address:**

[www.deanza.fhda.edu/depts/library/index.html](http://www.deanza.fhda.edu/depts/library/index.html)