

Course Information

Semester & Year: Fall 2021

Course ID & Section #: MA-201A-E2479

Instructor's name: Daniel Doble

Day/Time of required meetings: 9:00-9:50 AM M-TH

Location: 525 D Street, Eureka

Number of proctored exams: 2

Course units: Noncredit

Instructor Contact Information

Office location or *Online: Online

Office hours: TBA

Phone number:

Email address: Daniel-Doble@redwoods.edu

Catalog Description

This is the didactic portion of a 14-week course focused on preparing the student to work as a Medical Assistant in private or public medical offices, clinics, hospital based-clinics, specialty offices, and other health care facilities. The course covers basic medical office procedures. It also includes medical terminology, point of care testing, (CLIA) waived laboratory testing, documentation, including electronic health records, and equipment management.

Course Student Learning Outcomes (*from course outline of record*)

- The student will demonstrate knowledge of and the ability to perform front and back office medical procedures.
- The student will be able to demonstrate learning through scoring on quizzes and tests showing they have the knowledge to successfully pass the national Clinical Certified Medical Assisting (CCMA) examination.
- The student will demonstrate through testing and skills demonstration that they are a viable candidate for employment in a medical/health care facility.

Prerequisites/co-requisites/ recommended preparation

Prerequisites: High School Diploma or GED

Co-Requisites: MA-201A – MA Training Program Externship

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Evaluation & Grading Policy

[Should include info such as final grade calculations, rubrics, late assignment policy, and other grading practices]

Admissions deadlines & enrollment policies

Fall 2021 Dates

- *Classes begin: 8/21/21*
- *Last day to add a class: 8/27/21*
- *Last day to drop without a W and receive a refund: 9/03/21*
- *Labor Day Holiday (all campuses closed): 09/06/21*
- *Census date: 9/07/21 or 20% into class duration*
- *Last day to petition to graduate or apply for certificate: 10/28/21*
- *Last day for student-initiated W (no refund): 10/29/21*
- *Last day for faculty-initiated W (no refund): 10/29/21*
- *Veteran's Day (all campuses closed): 11/11/21*
- *Fall Break (no classes): 11/22/21 – 11/26/21*
- *Thanksgiving Holiday (all campuses closed): 11/24/21 – 11/26/21*
- *Final examinations: 12/11/21 – 12/17/21*
- *Last day to petition to file P/NP option: 12/17/21*
- *Semester ends: 12/17/21*
- *Grades available for transcript release: approximately 01/07/22*

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the

student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones.

Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact Jolene Gates 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413
 - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:

- a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
- b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
- c. Close all window curtains.
- d. Get all inside to safe location Kitchen area is best internal location.
- e. If a police officer or higher official arrives, they will assume command.
- f. Wait until notice of all is clear before unlocking doors.
- g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
- h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

Medical Assisting Fall 2021 Schedule – Subject to change

Day/Date	Topic	Mode	Notes – Additional notes at end of document.
Monday 8/23/2021	Welcome, Intro to Medical Assisting Class	FF	Orientation Day 9:00am – 12:30pm <ul style="list-style-type: none"> Give out books, PPE, any lab supplies Review American Databank Introduce Instructor Initial assignments. All Assignments, Quizzes, Discussions and Discussion groups, Videos, Power Points etc. will be opened and available to students in Canvas as class progresses. 1:00pm Picky Picky Picky - Measure for Scrubs
Tuesday 8/24/2021	First Daily Zoom Introduce Canvas Module 1 How to succeed as a student. Before we start Chapter assignments for Module 1	V	Daily Zoom 9:00am - 9:50am
Wednesday 8/25/2021	Discussions Chapter. 1 Study guide ppt Chapter.4	V	Daily Zoom 9:00am - 9:50am Discussion
Thursday 8/26/2021	Healthcare today, Discussion Chapters 2-3 Inventors quiz Medical Terminology Assign Chapter. 23	V	Daily Zoom 9:00am - 9:50am Canvas <ul style="list-style-type: none"> Video Discussion Quiz
Monday 8/30/2021	Medical Terminology Quiz Due Chapter. 23, Module 2 Administration /Front office Assign Chapters 10, 11 & 12	V	Daily Zoom 9:00am - 9:50am Canvas <ul style="list-style-type: none"> Video Lecture Discussion Office Hrs. TBA Zoom
Tuesday 8/31/2021	Discussion <ul style="list-style-type: none"> Chapter 10 Office Environment. Chapt.11 Phone techniques. Chapter 12, Appointment scheduling. Assign Chapters. 13, 14 & 15	V	Daily Zoom 9:00am - 9:50am Canvas <ul style="list-style-type: none"> Video lecture Front Office Practice Chapters. 10,11,12 Discussion
Wednesday 9/01/2021	Quiz - Phones and scheduling Discussion <ul style="list-style-type: none"> Chapter. 13 Written communication, Chapter 14 Records management/EMR Chapter. 15 Office 	V	Daily Zoom 9:00am - 9:50am Canvas <ul style="list-style-type: none"> Video Lecture Discussion Office Hrs. TBA Zoom

	management Assign Chapter. 5 & 9		
Thursday 9/02/2021	<p>Discussion</p> <ul style="list-style-type: none"> Chapter 5, Therapeutic Communication. Chapter. 9 Pt. Education <p>Assignment Law, Ethics, & HIPPA Chapts.6, 7, 8 Chapters 16,17,18 Billing and Coding</p>	V	<p>Daily Zoom 9:00am - 9:50am</p> <p>Canvas</p> <ul style="list-style-type: none"> Video Lecture Discussion (Quiz 10,11,12 available 3/5/21) (Quiz 13, 14 available 3/7/21) <p>Canvas Watch</p> <ul style="list-style-type: none"> Video Handwashing/Sterile Gloving Video-Instruments. Instruments and their uses.
Monday 9/06/2021	Labor Day – No Class	V	NO Daily Zoom Today, Labor Day!
Tuesday 9/7/2021	<p>Lab: Autoclave, Instrument Wrapping Hand Washing Intro to Vitals</p> <p>Chapter 24 Surgical Asepsis.</p> <p>Microbiology Chapter 45 Assign Chapters. 22 & 27</p>	FF	<p>No Zoom 9:00am-4:00pm</p> <p>Discussion</p> <ul style="list-style-type: none"> Infection control in the time of Covid-19.
Wednesday 9/08/2021	<p>CPR Class</p> <p>Assign Quiz Law, Ethics, & HIPPA Chapts.6, 7, 8 Due</p> <p>Module 3 Intro to Clinical Assign Chapter. 19 & 24,45 Psychology NHA</p> <p>Chapter. 45</p>	FF V	<p>No Zoom 9:00am - 1:00pm</p> <p>Location: 1619 California St., Norway Building Eureka,</p> <p>Canvas Quiz Law and Ethics Due Read 16,17,18</p>
Thursday 9/09/2021	Assign Psychology Discussions	V	<p>Daily Zoom 9:00am – 9:50am</p> <p>Guest Speaker Sandra Murray-Shelton MED MA roles in Behavioral Health</p> <p>Canvas</p> <ul style="list-style-type: none"> Video Microbiology
Monday 9/13/2021	<p>Physical Exam Chapter. 22</p> <p>MODULE 4 Body Systems. Cardiology and Lymphatics, Chapt.27 EKG</p> <p>Assign –Cardiology. Sketch, Combine and label FIG 27-1 and 27-4. Bring to EKG Lab</p>	V	<p>Zoom 9:00am -9 :50am</p> <p>Videos</p> <ol style="list-style-type: none"> Prepare patient for Physical Exam, Positioning/Draping. Cardiology/EKG Lecture & Discussion <p>Office Hrs. Zoom</p>
Tuesday	Cardio sketch due	FF	Lab 8:30am – 5:00pm

9/14/2021	Assign Chapter. 28 & 29		<ul style="list-style-type: none"> EKG Lab Positioning/Draping Vitals
Wednesday 9/15/2021	Quiz Cardiovascular and Lymphatics	V	Zoom 9:00am - 9:50am Canvas Office Hrs. Zoom
Thursday 9/16/2021	Endocrine system, Diabetes Chapter. 29 Watch Video Instructing patient how to collect a clean catch, Male and Female. Assign Senses Vision and Hearing Chapter. 36	V	Zoom 9:00am - 9:50am Cardio Quiz <ul style="list-style-type: none"> Video lecture Endocrine System Discussion Drawing/labeling FIG 29-1, Glands of the Endocrine System Diabetic foot check demonstration video.
Monday 9/20/2021	LAB Urinalysis/Hemocult Vision/ Hearing Respiratory System Chapter 28 Endo Drawing Due Assign Chapter 31	FF	No Zoom 9:00am – 4:00pm Bring, urine sample in the cup you were given at orientation to test. Bring Hemocult card & sample Canvas <ul style="list-style-type: none"> Video Psychology Discussions due
Tuesday 9/21/2021	Kidney system- Urine chemistries Chapter 31, Assign Chapters 26 & 30	V	Zoom 9:00-9:50am <ul style="list-style-type: none"> Endo Quiz
Wednesday 9/22/2021	Neurology Chapter. 26 Assign Drawing Nerves	V	Zoom 9:00am - 9:50am Canvas <ul style="list-style-type: none"> Kidney Quiz Video lecture Neurology Discussion Office Hrs. Zoom
Thursday 9/23/2021	GI Chapter. 30 Assign Chapters. 35, & 48	V	Zoom 9:00-9:50am Canvas
Monday 9/27/2021	Orthopedics - Chapter 35. Imaging Chapter 48 Neuro Drawing Due	V	Zoom 9:00am - 9:50am

Tuesday 9/28/2021	Discussion Orthopedics Practical Goniometry Assign Chapters 31 & 32	V	Canvas <ul style="list-style-type: none"> • Ortho Quiz
Wednesday 9/29/2021	Reproduction and OB Chapter 32 Assign Chapters. 38 & 39	V	Zoom 9:00am - 9:50am Canvas Video <ul style="list-style-type: none"> • Discussion Office Hrs. Zoom
Thursday 9/30/2021	Medication Admin. Pharmacology & math Chapter 38 Phlebotomy/Venipuncture Read Chapters. 39, 40, 41, 42, & 43	V	Zoom 9:00am - 9:50am Canvas <ul style="list-style-type: none"> • Video Medication & Pharmacology • Discussion • Quiz Chapter 38 Pharmacology (due 4/4/21)
Monday 10/4/2021	MODULE 5 Open	V	Zoom 9:00am - 9:50am Prep for Injection Labs
Tuesday 10/05/2021	Clinical Lab Injection	FF	No Zoom 8:30am – 5:00pm IM, Sub Cue, Finger stick
Wednesday 10/06/2021		V	Zoom 9:00-9:50 Prep for Venipuncture Lab
Thursday 10/07/2021	Clinical lab Venipuncture	FF	No Zoom 8:30am – 5:00pm
Monday 10/11/2021	Module 6 open Nutrition Chapter. 37 Pediatrics Chapter. 31, Geriatrics Chapter. 34 Dermatology Chapter. 25	V	Daily Zoom 9:00am - 9:50am Canvas <ul style="list-style-type: none"> • Video • Discussion
Tuesday 10/12/2021	MIDTERM	FF V	Midterm 9:00am - 12:00pm Canvas <ul style="list-style-type: none"> • Video
Wednesday 10/13/2021	Lab: Suture Removal First Aid	V	No Zoom 9:00am – 5:00pm
Thursday 10/14/2021	Externship & Career Strategies Chapt.49	FF V	Daily Zoom 9:00am - 9:50am Canvas Video Discussion Office Hrs. Zoom
Monday 10/18/2021	Pediatrics Geriatrics	V	Daily Zoom 9:00am - 9:50am Canvas Due 10/22/21 Ped & Geri Quiz

			Growth Chart plotting <ul style="list-style-type: none"> • Video • Discussion
Tuesday 10/19/2021	Externship Begins	FF	Clinical Site
Monday 10/25/2021	Humboldt Disasters Discussion Chapters 46, Bioemergency Response Chapter ,47 Office emergencies	V	Daily Zoom 9:00am - 9:50am Quiz Due 10/29/21
Monday 11/01/2021	FINAL EXAM	FF	No Zoom 9:00am – 12:00pm
Date TBD	NHA Certification Exam		NHA Certification Exam: Time TBA

Annotation:

- Video Lectures may be Video, Power Point, Slide presentation etc.
- Guest speakers will be recorded (Zoom or Video)
- Daily Zoom meetings: every morning (9:00am) except lab or FF days and are mandatory,
- Discussion will usually be written, but may be in real time as part of a breakout group or joint class discussion. Discussions are mandatory and will be graded on participation and content.
- Instructor will hold Zoom office hours twice a week on a regular schedule and by appointment. (M&W).
- **Always check your Calendar for changes**
- Unanticipated changes in the daily schedule will be sent by email ASAP.
- Modules will open on Monday and due at end of week except for Module 4.