

Course Information

Semester & Year: Spring 2022

Course ID & Section #: MA-201-E3184

Instructor's name: Daniel Doble

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

Location: Labs – 525 D Street, Eureka

Number of proctored exams: 2

Course units: Noncredit

Instructor Contact Information

Office location or *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)*

1. The student will demonstrate knowledge of and the ability to perform front and back office medical procedures.
2. 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.
3. 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

Grading of The Spring 2022 Medical Assisting class is a pass/fail class and is divided into 3 sections, each one representing approximately 1/3rd of your grade.

The Academic section includes all Assignments, Quizzes, Discussions and Attendance. The points will be tallied and a score of 70% will be required to pass. Please note, Discussions are due on the last Friday of the current Module, and Quizzes are due on the last Saturday. As a rule, late Quizzes and discussions are **not accepted** and will result in a 0 grade. Any exemptions must be arranged with the instructor in advance.

The Lab grade is based on the assessment of your performance of the instructed lab skills and is also pass/fail. You must be able to demonstrate proficiency in all of the labs. Successful completion of CPR, Injections and Venipuncture entitle you to certificates in those skills. **All health and safety rules will be strictly enforced!**

Note: Labs cannot be repeated due to the tight time frame of the class and availability of the lab space. Please do not miss a lab, it is unlikely that you will be able to pass the class if you do.

The Mid-Term and the Final Exam will be held in person at the D Street classroom. The questions will be multiple choice, taken from our 2 textbooks, and will be representational of the National Examination. You must pass each one with a grade of 70% or higher.

Admissions deadlines & enrollment policies

Spring 2022 Dates

- *Classes begin: 01/15/22*
- *Last day to add a class: 01/21/22*
- *Martin Luther King, Jr's Birthday (all campuses closed: 01/17/22*
- *Last day to drop without a W and receive a refund: 01/28/22*
- *Census date (or 20% into class duration): 01/31/22*
- *Last Day to file P/NP (only courses where this is an option) 02/11/22*
- *Lincoln's Birthday (all campuses closed): 02/18/22*
- *Presidents Day (all campuses closed): 02/21/22*
- *Last day to petition to graduate or apply for certificate: 03/03/22*
- *Spring Break (no classes): 03/14/22-03/19/22*
- *Last day for student-initiated W (no refund): 04/01/22*
- *Last day for faculty-initiated W (no refund): 04/01/22*
- *Final examinations: 05/07/22-05/13/22*
- *Semester ends: 05/13/22*
- *Grades available for transcript release: approximately 05/30/22*

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://webapps.redwoods.edu/tutorial/>

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

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 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 Spring 2022 Schedule – Subject to change

| Day/Date | Topic | Mode | Notes – Additional notes at end of document. |
|-------------------------|---|------|--|
| Tuesday 01/18/2022 | Welcome, Intro to Medical Assisting Class | FF | Orientation Day 9:00am – 12:00pm <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. 12:00pm Picky Picky Picky - Measure for Scrubs |
| Wednesday 01/19/2022 | First Daily Zoom Introduce Canvas Module 1: Open Reading assignments: Pearson, Ch. 1, 2, 3, 4, 5 NHA, Ch. 1, 2, 10 | V | Daily Zoom 9:00am - 9:50am |
| Thursday 01/20/2022 | Chapter Overview | V | Daily Zoom 9:00am - 9:50am Discussion |
| Monday 01/24/2022 | Lab Prep Ch. 33 & 34 | V | Daily Zoom 9:00am - 9:50am Discussion |
| Tuesday 01/25/2022 | Chapter Overview | V | Daily Zoom 9:00am - 9:50am |
| Wednesday 01/26/2022 | Lab Day Infection control/Autoclaving Hand Washing/Gloving Intro to Vitals | FF | Lab Day 9:00am – 5:00pm |
| Thursday 01/27/2022 | Lab Prep Positioning Pg.851 | V | Daily Zoom 9:00am - 9:50am |
| Monday 1/31/2022 | Lab Day Positioning/Draping Patient Transfers Vital Signs Module 2: MA Administration - Open Reading assignments: Pearson, Ch. 6,8,9,10,11,12,13 NHA, Ch. 15, 16, 17 | FF | Lab Day 9:00am – 5:00pm |
| Tuesday 02/01/2022 | Chapter Overview | V | Daily Zoom 9:00am - 9:50am |
| Wednesday 02/02/2022 | Lab Day EKG (cont. vital signs) | FF | Lab Day 9:00 – 5:00pm |
| Thursday 02/03/2022 | Chapter Overview | V | Daily Zoom 9:00am - 9:50am |
| Monday 02/07/2022 | Lab Day Urinalysis/Hemocult Culture Collection: Throat & | FF | Lab Day 9:00am – 5:00pm |

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| | Nasal | | |
| Tuesday 02/08/2022 | Chapter Overview | V | Zoom 9:00am - 9 :50am |
| Wednesday 02/09/2022 | CPR - Offsite | FF | CPR 9:00am – 1:30pm Location: 1619 California St., Eureka – Norway Building |
| Thursday 02/10/2022 | Chapter Overview | V | Zoom 9:00am - 9:50am |
| Monday 02/14/2022 | Module 3: Anatomy & Physiology Open Reading Assignments: Pearson: Ch. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32 NHA Ch. 6 | V | Zoom 9:00am - 9:50am |
| Tuesday 02/15/2022 | Chapter Overview | V | Zoom 9:00am - 9:50am |
| Wednesday 02/16/2022 | Lab Day Vision/Hearing DM sensory testing | FF | Lab Day 9:00am – 5:00pm |
| Thursday 02/17/2022 | Chapter Overview | V | Zoom 9:00am - 9:50am |
| Monday 02/21/2022 | Presidents Day | V | No Zoom or class |
| Tuesday 2/22/2022 | Chapter Overview | V | Zoom 9:00am - 9:50am |
| Wednesday 02/23/2022 | Lab Day Ortho/Goniometry Crutch Training Gate Belt, First Aid | FF | Lab Day 9:00am – 5:00pm |
| Thursday 02/24/2022 | Chapter Overview | V | Zoom 9:00am - 9:50am |
| Monday 02/28/2022 | Clinical lab Injections Module 4: Clinical MA Open Reading assignments: Pearson: Remainder of Unit 4 NHA: Any remaining parts of Ch. 11 & 12 | FF | Lab Day 8:30am – 5:00pm |
| Tuesday 03/01/2022 | Chapter Overview | V | Zoom 9:00am - 9:50am |
| Wednesday 03/02/2022 | Chapter Overview | V | Zoom 9:00am - 9:50am |
| Thursday 03/03/2022 | Speaker | V | Zoom 9:00-9:50 |
| Monday 03/07/2022 | Clinical lab Venipuncture | FF | No Zoom 8:30am – 5:00pm |
| Tuesday 03/08/2022 | Chapter Overview | V | Daily Zoom 9:00am - 9:50am |
| Wednesday 03/09/2020 | Review for Midterm | V | Daily Zoom 9:00am - 9:50am |
| Thursday 03/10/2022 | Midterm Module 4 Discussion due 3/11/22 | FF | No Zoom 9:00am – 12:00pm |

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| | Module 4 Quizzes due 3/12/22 | | |
| Monday – Friday 03/14 – 18/2022 | Module 5: Real World MA Open Reading Assignment: Pearson: Ch. 58 & 59 NHA: Ch. 14 Spring Break | | No Zoom or Class |
| Monday 03/21/2022 | Lab Day Suture & Staple Removal, Intake Scenarios | FF | Lab 9:00am – 5:00pm |
| Tuesday 03/22/2022 | Externship Begins | FF | Clinical Site |
| Monday 3/28/2022 | Midterm Analysis, Final Exam Prep. | FF | 9:00am – 5:00pm |
| Friday 04/01/2022 | FINAL EXAM | FF | No Zoom 9:00am – 12:00pm |
| Date TBD | NHA Certification Exam | | NHA Certification Exam: May 6, 2022 Time: 9:00am - Noon |

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 (see 3/10/2022).