

MISSION VALLEY ROP/JAMES LOGAN HIGH SCHOOL

MEDICAL AND HEALTH CAREERS CORE SYLLABUS

2018-2019

COURSE TITLE: Medical and Health Careers Core
INSTRUCTOR NAME: Dr. Dhana Uppula
LOCATION: Room 228
OFFICE HOURS: By appointment
CONTACT INFO: Email: duppula@mvrop.org, duppula@nhusd.k12.ca.us
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COURSE DESCRIPTION

The one-hour Health Careers Core is designed for students interested in health related careers. This course provides the foundation needed for entry-level positions. This program combines Human Anatomy and Physiology with current Health Care Practices.

This course is designed for students interested in Health Related Careers. It also helps students to plan to achieve their career goals by having a first-hand knowledge about the health industry.

Integrated throughout this course are career preparation standards, which include workplace basic skills and behaviors, career technical skills, and job employment skills. Students will develop a career portfolio binder during this course.

This class also includes instruction on sexual harassment policy and bullying. Students are required to sign that he/she has understood the policy on sexual harassment and bullying.

PREREQUISITES

High School Counselor Approval

COURSE OBJECTIVES (INCLUDES COMMON CORE STANDARDS)

- I. **JOB EMPLOYMENT SKILLS**
(MVRP ESLR #3)
- II. **HEALTH CARE PROVIDERS**
(MVRP ESLR #2)

- III. ETHICAL ROLE & RESPONSIBILITIES OF A HEALTH CARE WORKER
(MVROP ESLR #1) (NHS Legal Practices-5.22, 5.25, 5.26; Ethical Practice- 6.23, 6,25)
- IV. HUMAN GROWTH & DEVELOPMENT
(MVROP ESLR #2)
- V. AGING & ROLE CHANGES
(MVROP ESLR #2)
- VI. HOLISTIC HEALTH/ HUMAN NEEDS
(MVROP ESLR #2)
- VII. PSYCHOLOGICAL STAGES IN THE TERMINALLY ILL
(MVROP ESLR #2)
- VIII. CPR-ADULT, CHILD, INFANT
(MVROP ESLR #2) (NHS Occupational Safety 10.13)
- IX. FIRST AID
(MVROP ESLR #2) (NHS Legal Implications-5.15, 5.16, 5.18; Legal Practices-5.27; Emergency Procedures & Protocols-7.51, 7.53; Occupational Safety-10.13, 10.14)
- X. NATURE OF MICROORGANISMS
(MVROP ESLR #2)
- XI. ASEPSIS
(MVROP ESLR #2) (NHS-Diseases & Disorders-1.22; Infection Control-7.11, 7.12, 7.13; Personal Safety-7.23; Healthy Behaviors-9.11, 9.13; Occupational Safety-10.11)
- XII. GENERAL SAFETY, INJURY, & ILLNESS PREVENTION
(MVROP ESLR #2) (NHS Personal Safety-7.21, 7.22; Environmental Safety-7.32, 7.33, 7.34; Common Safety Hazards-7.41, 7.42, 7.43, 7.44, 7.45, 7.46; Health Behaviors-9.13, 9.14; Occupational Safety-10.12)
- XIII. DISASTER PREPAREDNESS
(MVROP ESLR #2) (NHS Legal Implications-5.15, 5.16, 5.18; Legal Practices-5.27; Emergency Procedures & Protocols-7.51, 7.53)
- XIV. PRINCIPLES OF BODY MECHANICS & POSITIONS
(MVROP ESLR #2) (NHS Personal Safety-7.22)
- XV. YOUR BODY AND HOW IT FUNCTIONS
(MVROP ESLR #2)

- XVI. THE SKELETAL SYSTEM
(MVROP ESLR #2)
- XVII. INTEGUMENTARY SYSTEM
(MVROP ESLR #2)
- XVIII. THE CIRCULATORY SYSTEM
(MVROP ESLR #2)
- XIX. RESPIRATORY SYSTEM
(MVROP ESLR #2)
- XX. DIGESTIVE SYSTEM
(MVROP ESLR #2)
- XXI. NERVOUS SYSTEM
(MVROP ESLR #2)
- XXII. ENDOCRINE SYSTEM
(MVROP ESLR #2)
- XXIII. THE URINARY SYSTEM
(MVROP ESLR #2)
- XXIV. UNDERSTANDING THE PATIENT AS A PERSON
(MVROP ESLR #2) (NHS Healthy Behaviors-9.11)
- XXV. MEDICAL TERMINOLOGY & ABBREVIATIONS
(MVROP ESLR #2) (NHS Human Structure & Function-1.13; Written Communication Skills-2.26)
- XXVI. THE 24-HOUR CLOCK/ MILITARY TIME
(MVROP ESLR #2)
- XXVII. BASIC NUTRITION
(MVROP ESLR #2)
- XXVIII. TEMPERATURE, PULSE, & RESPIRATION
(MVROP ESLR #2)
- XXIX. BLOOD PRESSURE
(MVROP ESLR #2)

REQUIRED TEXT, MATERIALS, TOOLS, RESOURCES

Text: **“Health Occupations, Today’s Health Care Worker”**, 6th edition and associated workbook, provided by the instructor.

Each student will need a one-inch, three-ring binder and five sheet protectors **for his/her student portfolio project**, which will commence at the **beginning of the second semester**. The portfolio will include a cover letter, resume, completed job application, thank you letter, one outstanding work sample/project, and a **Certificate of Completion is given for every student earning a grade of “C” or better.**

GRADING POLICY

First semester and Second semester:

Test / Quizzes	25 % of grade
Labs.....	25% of grade
Class-work/Homework	10 % of grade
Projects	25 % of grade
Attendance, Work Ethics, Citizenship, attitude, behavior....	15% of grade

Course grade will be determined on total points earned. Extra credit 5% on outstanding work!

100-105% = A+, 100% - 90% = A, 89% - 80% = B, 79% - 70% = C, 69% - 60% = D, 59% or less = F

WEEKLY ASSIGNMENT SCHEDULE

Late work and make-up of missed work policy is posted in the classroom as follows: Students will get 10% less each day for late submission of the work up to a week. **Students will get 50% credit if assignments are late more than a week. (5 business days) until the end of current quarter.**

If a student is present when an assignment is announced, and they are absent on the due date, the assignment is considered late **unless they have a parent note or doctor’s note for more than 3 days of sickness** and when a student is absent for the test, **he/she must approach the instructor** about taking the missed test, on the day they return. Even if a student is not present on the day the assignment is announced, it is their responsibility to find out from the instructor or other students or Google Classroom; they will not be given extra time unless they can provide a parent note or doctor’s note.

ATTENDANCE POLICY

Mission Valley ROP’s mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day.

Make up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances. Failure to complete make up assignments will adversely affect your grade. It is the responsibility of the student to make sure all absences are cleared in the office. Failure to have the absence cleared within three days will be considered a cut. If you are tardy or miss class multiple times, your grade will be adversely affected.

Students must arrive on time to class. Talking on a cell phone or having personal conversations outside the class is unproductive and will be considered a tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies and absences may prevent the student from receiving a course certificate. It is school policy to send students to the office after the fourth tardy.

Perfect attendance certificates will only be issued to students who have no absences or tardies. Students can apply **for an honor cord** if they have 95% attendance with an “A” grade in both semesters.

EXPECTATIONS FROM THE STUDENTS

Students are **expected to demonstrate proper work ethics** and qualities: Self- discipline, reliability, responsibility, **respect for others**, good attendance, **positive attitude**, neat appearance, commitment to class goals and objectives. Students must participate in all class activities and/or events.

Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

Students completing this course with a grade of “C” or better will receive a Mission Valley ROP Certificate of Completion listing the competencies achieved during the course.

Expected Behavior:

1. Students are responsible for their behavior
2. Students will follow directions the first time they are given
3. **Students will stay in their assigned work areas**
4. Students will talk only when they have permission to do so
5. Students will keep their hands, feet, and other objects to themselves
6. Students will not make disruptive noises
7. Students will not wear hats or eat/drink except water in the classroom
8. **All cell phones must be turned off and put away while in the classroom**
9. Students using computers will abide by the **ACCEPTABLE USE POLICY AND ALL RULES REGARDING COMPUTER USE**. Rules will be explained to students before they will be allowed to use the computers. (Refer to students’ Handbook and rules will be posted in the classroom.)

If a student chooses to break a rule and/or rules, the consequences will be as follows:

Occurrence	Consequence
1 st Occurrence	Student will be given a warning
2 nd Occurrence	15 minutes detention
3 rd Occurrence	15 minutes detention and a call home
4 th Occurrence	All the above and the student sent to the Assistant Principal

Severe Disruption

When a student causes a severe disruption, he/she will be given an immediate referral to the Assistant Principal. Actions that constitute a severe disruption are as follows:

1. Verbal or physical abuse to anyone
2. Fighting
3. Willful destruction of property
4. **Refusal to do what he/she has been told by the instructor**
5. Stops the class from functioning
6. Using or dealing drugs

Course Competencies:

- Identify health care systems and facilities
- Describe various health careers and qualifying requirements
- Demonstrate professional qualities of a health care worker
- State basic legal and ethical responsibilities in health care
- Identify basic medical terminology
- Identify anatomy and physiology functions of the human body systems
- Demonstrate appointment scheduling
- State cultural diversity areas of concern
- Demonstrate Vital Signs skills, TPR charting
- Identify appropriate nutrition and related diets
- Demonstrate proper infection control techniques
- Record Growth charts based on age and weight for male and female babies
- Identify first aid procedures and BLS/CPR techniques

Medical and Health Careers Class Expectations: The course syllabus is available to print anytime from the MVROP instructor's website: Go to the following site and find your instructor!
<https://www.mvrop.org/Page/239>

Register in Google Classroom with the following code:

Code – cdpfdo

KEEP CHECKING GOOGLE CLASSROOM

Student/Parent Agreement

Medical and Health careers class Expectations: The course syllabus is available to print anytime from the MVROP instructor's website: Go to the following site and find your instructor!

<https://www.mvrop.org/Page/239>

Must be signed and returned to instructor by 09-21-18 Friday

Dear Student,

I have read and understood the topics listed in the Medical and Health Careers course syllabus. I agree to come to class on time and prepared, abide by the rules and policies, and be courteous and respectful in order to have a positive learning environment for myself and my classmates. I understand I have access to my progress report via Q Student Connect and access to Google Classroom.

Student Name: _____

Student e-mail address: _____

Student Signature:

Date:

Dear Parent,

I have read and understood the topics listed in my son/daughter's Medical and Health Careers course syllabus. I will ensure my son/daughter will abide by the rules and policies in order to have a positive learning environment and have every opportunity to succeed in the course. I understand I have access to my student's progress report via Q Parent Connect. **I understand not finishing required curriculum hours means a reduction in the grade and I will be notified timely.**

Name of the parent (PRINT): _____

E-mail address of the parent: _____

Phone number for contact: _____

Parent Signature:

Date: