

LUNA COMMUNITY COLLEGE

Allied Health Certificate Curriculum Profile 2012-2015

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Program Goals

The Certificate in Allied Health provides students with an educational background to facilitate possible admission into an Allied Health/Nursing program or employment opportunities in healthcare, such as medical office assistant or nursing assistant. The intent of the certificate is to provide foundational knowledge in the Allied Health Profession.

Graduates of the program will:

- Identify and scientifically discuss the fundamental parts of the human body within the realm of anatomy and physiology.
- Demonstrate an understanding of those same parts and their role in normal functioning of the human body.
- Identify and practice effective communication techniques.
- Identify general medical terminology related to structure of the human body.
- Discuss the origin, prognosis, and treatment of major homeostatic imbalances of major organ systems.
- Identify and apply the steps involved in the writing process
- Compose different types of sentence structures and paragraphs with correct spelling, punctuation and grammar
- Define the science of psychology and distinguish its varied fields.
- Recognize the different theories of psychology as they relate to life development

**Allied Health
Certificate**
Minimum of 31 Credit Hours

The Certificate in Allied Health provides students with an educational background to facilitate possible admission into an Allied Health/Nursing program or employment opportunities in healthcare, such as medical office assistant or nursing assistant. The intent of the certificate is to provide foundational knowledge in the Allied Health Profession.

Students interested in pursuing a career as a medical office assistant should complete the following electives: CSA150, HD260, OADM223, SPAN212 and SPCH112. Students interested in pursuing a career as a nursing assistant should complete the following electives: AH105, AH210, BIO201, PSYC242 and SPAN212.

The Certificate in Allied Health can be applied toward the **Associate Degree in General Studies**. See page 106 for details.

Institutional Proficiency Requirement

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of MATH075 that is outlined on page 77 to meet all graduation requirements.

Certificate Requirements

Credit Hours: 31

Program Requirements..... (16 hours)

AH113	Medical Terminology	2
BIO217	Human Anatomy and Physiology I	4
BIO218	Human Anatomy and Physiology II	4
ENG111	Freshman Composition I	3
PSYC101	Introduction to Psychology	3

Approved Electives..... (15 hours)

AH105	Nursing Assistant Training	4
AH210	Nutrition	3
BIO201	Medical Microbiology	4
CSA150	Computer Fundamentals	3
HD260	Critical Thinking and Problem Solving	3
OADM223	Medical Office Procedures	4
PSYC242	Developmental Life Span	3
SPAN212	Spanish for Health Professionals	3
SPCH112	Interpersonal Communication	3

PROGRAM REQUIREMENTS**(16 HOURS)**

AH113 Medical Terminology for Health Care Professionals 2;(2,0)**Course Description:**

This course offers a systematic study of medical terms for health professionals who need to acquire a medical vocabulary for their professional training. The student becomes proficient with prefixes, suffices, and key words that formulate medical terms and the pronunciation of medical terms. A basic review of the major anatomical systems is included.

Learning Outcomes:

1. Identify and utilize word parts to systemically build up knowledge of medical language.
2. Learn the “sounds like” pronunciation system Identify the guidelines for medical dictionary use.
3. Identify and utilize guidelines for plural forms of words.
4. Identify general medical terminology related to structure of the human body.

BIO217 Human Anatomy and Physiology I 4;(3,2)**Course Description:**

Course includes the structure and function of the human body at the cellular, tissue, organ, and organ system levels of organization. The integumentary, skeletal, muscular and nervous systems are addressed in detail. Three essential concepts – the complementarity of structure and function, the hierarchical nature of structural organization, and homeostasis – will be running themes throughout our study of the human body.

Prerequisites: ENG095 and READ095 or equivalent COMPASS/ACT scores. NM
Common Course Number: BIOL2414.

Learning Outcomes:

1. Identify and scientifically discuss the fundamental parts of the human body within the realm of anatomy and physiology
2. Demonstrate an understanding of those same parts and their role in normal functioning of the human body
3. Identify and scientifically discuss the fundamental parts of the body within the scheme of organ systems.
4. Discuss the origin, prognosis, and treatment of major homeostatic imbalances of major organ systems given descriptions of symptoms.

BIO218 Human Anatomy and Physiology II 4;(3,2)**Course Description:**

This course includes the nervous, endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, reproductive systems with genetics and fetal development.

Prerequisites: ENG095 and READ095 or equivalent COMPASS/ACT scores. NM
Common Course Number: BIOL2424.

Learning Outcomes:

1. Identify and scientifically discuss the fundamental parts of the human body within the realm of anatomy and physiology.
2. Demonstrate an understanding of those same parts and their role in normal functioning of the human body.
3. Identify and scientifically discuss the fundamental parts of the body within the scheme of organ systems.
4. Discuss the origin, prognosis, and treatment of major homeostatic imbalances of major organ systems.

ENG111**English Composition I****3;(3,0)****Course Description:**

This course is designed to develop composition skills. Emphasis of the course is on the development of the multi-paragraph essay and includes practice in selection, organization, and development of topics. The course further provides the student opportunities to improve proficiency with sentence structure, diction, and mechanics. In addition, the student is exposed to research documentation techniques. Students will be required to write several essays demonstrating an understanding of different writing situations and rhetorical modes of exposition. Prerequisites: ENG095 and READ095 or equivalent COMPASS/ACT scores. NM Common Course Number: ENGL1113.

Learning Outcomes:

1. Identify and apply the steps involved in the writing process
2. Compose a strong thesis statement for various types of scenarios
3. Organize an essay into a well written introduction, body, and conclusion
4. Identify and compose the following types of writing: exemplification, cause and effect, analysis, compare/contrast, descriptive, and summary
5. Compose different types of sentence structures and paragraphs with correct spelling, punctuation and grammar

PSYC101**Introduction to Psychology****3;(3,0)****Course Description:**

This course is a survey of the major concepts of modern psychology and their application to some of the issues in modern society. Several topics include: human development, biopsychology, perception, learning, thinking, motivation, and social interaction. NM Common Course Number: PSYC1113

Learning Outcomes:

1. Define the science of psychology and distinguish its varied fields.
2. Recognize the different theories of psychology as they relate to life development.
3. Compare the relationship between physiology and behavior.
4. Recognize the theories of learning, differentiating between classical and operant conditioning.
5. Illustrate the process of Memory of encoding, storage and retrieval of memory.

6. Recognize Motivation and its effect on emotional response and behavior.
7. Identify stress and its damaging effects and the resources for coping and health
8. Distinguish the psychological disorders and their categories through DSM IV Manual.
9. Indicate the proper therapeutic process effective for upholding mental health.
10. Appraise the social influence on attitude and behavior as values taught socially.

APPROVED ELECTIVES

(15 HOURS)

AH105

Nurse Assistant Training

4;(3,2)

Course Description:

This course provides the basic knowledge and skills necessary by nursing assistants to deliver safe and effective care in an acute and long-term health care setting. The nursing assistant works under the direct supervision of a Licensed Practical Nurse or Registered Nurse within the guidelines set by the institution and New Mexico Department of Health and Human Services Department certification guidelines. Upon successful completion of this course, the student is eligible to take the New Mexico Nurse Aide Certification Examination.

Learning outcomes:

1. Identify the needs of the clients and their families in order to create a safe and comfortable environment.
2. Demonstrate skills, which will enable the caregiver to meet the physical and hygienic needs of the client.
3. Effectively record and report client data in lab simulation and clinical setting.
4. Apply principles of body mechanics in performing nursing assistant skills in the lab and clinical settings
5. Identify and practice effective communication techniques.
6. Identify the special needs of the elderly.
7. Recognize the changes that occur during the dying process and discuss care of the terminally ill client and the family.

AH210

Nutrition

3;(3,0)

Course Description:

This course is geared for health occupation majors and provides a basic foundation of nutrition and the application of dietary modifications for clients within various health care settings. The overall goal is to encourage the consumer to take responsibility for his/her nutritional status and to provide ongoing education on nutrition.

Learning outcomes:

1. Explain the differences between various therapeutic diets.
2. Establish base line knowledge of common nutrition theories.
3. Define the process involved with digestion, absorption and metabolism of nutrients.
4. Describe the various nutrients needed to maintain health.
5. Describe nutritional implications involving common diseases.

BIO201**Medical Microbiology****4;(3,2)****Course Description:**

This course is designed to give the student a basic understanding of the microbial world and the role of microbes in human disease. Microbial identification, metabolism, and reproduction will be addressed. Diseases of the organ systems will be identified along with diagnosis and treatment of microbial infection. *Prerequisites: ENG095 and READ095 or equivalent COMPASS/ACT scores. NM Common Course Number: BIOL2514.*

Learning Outcomes:

1. Discuss the role of microbes in normal human health.
2. Understand and discuss the immune system and how it functions.
3. Discuss the diagnosis and treatment of microbial infection.
4. Identify an unknown bacterial species by utilizing a variety of laboratory techniques.
5. Understand how antibiotics and other antimicrobials exert their antimicrobial action.

CSA150**Computer Fundamentals****3;(2,2)****Course Description:**

This course provides an overview of the basic components and functions of the computer with an emphasis on current business software applications. The course will cover computer operating principles, file management, the Internet, Microsoft Office Suite using Word processing, Excel spreadsheets, Access database, and PowerPoint Presentations.

Learning Outcomes:

1. Describe basic information technology terminology;
2. Identify and use hardware components of IT systems;
3. Describe and apply concepts of file management;
4. Describe the basic concepts of application and operating systems software;
5. Describe and use IT systems for communication (e.g. word processing, presentation software, email, etc.,)
6. Describe the concepts of information management, databases, and database management systems;
7. Describe the social impact of information technology
8. Describe the international impact of IT issues;
9. Identify and explain important ethical, security, and privacy issues in information systems;
10. Create and use spreadsheets;
11. Create and use databases;
12. Use internet search engines for research.

HD260**Critical Thinking****3;(3,0)****Course Description:**

This course prepares students to constructively analyze problems/issues; evaluate

the validity of the problem statement or argument; identify relevant issues and assumptions; use logic, sound reasoning, and critical thinking skills to identify the best method/approach to use in analyzing and solving the problem; examine formal logic and common mistakes that are made in reasoning; and demonstrate evidence supporting alternative and optimal solutions/recommendations. Emphasis will be placed on practical application of the skills acquired throughout this course as well as on oral and written communication skills.

Learning Outcomes:

1. Identify the best method/approach to use in analyzing and solving a problem.
2. Examine formal logic and common mistakes that are made in reasoning.
3. Demonstrate evidence supporting alternative and optimal solutions/recommendations.

OADM223

Medical Office Procedures

4;(3,2)

Course Description:

This course is designed to prepare students who desire to pursue a career in a medical office or hospital. Students will learn the duties of a medical office specialist/assistant. Topics to be covered throughout this course include: medical terminology, transcription, medical records, insurance, ethics, human relations, and billing procedures.

Learning Outcomes:

1. Demonstrate knowledge of the preparation for the Medical Billing Process
2. Prepare patient records and transactions
3. Explain the use of Information Technology and the exchange of information and HIPAA
4. Organize data and enter Patient Information for insurance billing and accounts
5. Enter data and record Patient Payments
6. Apply knowledge for creating and editing claims
7. Prepare reports in the Medical Office
8. Understand the importance in preparing and organizing the appointment schedule

PSYC242

Developmental Life Span

3;(3,0)

Course Description:

This course is a survey of the major concepts of modern psychology and their application to some of the issues in modern society. Several topics include: human development, biopsychology, perception, learning, thinking, motivation, and social interaction.

Learning Outcomes:

1. Describe and apply knowledge of the different developmental theories across the lifespan.
2. Describe and apply knowledge of development of key behaviors and concepts during one's life span.

3. Describe and identify appropriate intervention for observed normal and abnormal characteristics and behaviors of an individual or various age groups.
4. Describe and apply knowledge of the impact of ethnicity and gender throughout the life span of the individual.
5. Identify tools and demonstrate appropriate use to assess developmental status.
6. Apply scientifically evidenced- based knowledge to learn of developmental differences throughout the life span.
6. Articulate both commonalities and diversity of today's multicultural society.
7. Implement verbal and written communication skills in class discussions and homework assignments.

SPAN212**Spanish for Healthcare Providers****3;(3,0)****Course Description:**

This course is designed to acquaint the student with medical terminology in Spanish translations. It also assists the student with basic communication for conversational Spanish with patients and co-workers through the use of scenarios in group activities. Spanish for Health Professionals introduces essential medical vocabulary, practical reference information, and medical notes written from a cross-cultural perspective. It provides students with opportunities to apply in a wide variety of practical contexts the grammatical structures presented in the text.

Learning Outcomes:

1. Progress throughout the semester to be able to communicate in Spanish at a basic level with the Spanish speaking patient
2. Progress throughout the semester to give simple directions and simple instructions to the patient.
3. Therapeutically communicate in such a way that puts the patient at ease.
4. Feel comfortable to make mistakes as all new speakers of any language do.

SPCH112**Interpersonal Communication****3;(3,0)****Course Description:**

This course is an analysis of human communication theories relevant to enhancing inter and intrapersonal communication skills. Topics studied include: self-esteem, perception, verbal and nonverbal language, listening, gender communication, interpersonal conflict, etc

Learning Outcomes:

1. Analyze and evaluate oral and written communication in terms of situation, audience, purpose, aesthetics, and diverse points of view.
2. Express a primary purpose in a compelling statement and order supporting points logically and convincingly.
3. Engage in reasoned civic discourse while recognizing the distinctions among opinions, facts, and inferences

New Mexico Lab Science Competencies

In addition to the learning objectives for each lab science course, all lab science courses must also meet the New Mexico Lab Science Competencies.

1. Students will describe the process of scientific inquiry.

Students should:

- a. Understand that scientists rely on evidence obtained from observations rather than authority, tradition, doctrine, or intuition.
- b. Students should value science as a way to develop reliable knowledge about the world.

2. Students will solve problems scientifically.

Students should:

- a. Be able to construct and test hypotheses using modern lab equipment (such as microscopes, scales, computer technology) and appropriate quantitative methods.
- b. Be able to evaluate isolated observations about the physical universe and relate them to hierarchically organized explanatory frameworks (theories).

3. Students will communicate scientific information.

Students should:

Communicate effectively about science (e.g., write lab reports in standard format and explain basic scientific concepts, procedures, and results using written, oral, and graphic presentation techniques.)

4. Students will apply quantitative analysis to scientific problems.

Students should:

- a. Select and perform appropriate quantitative analyses of scientific observations.
- b. Show familiarity with the metric system, use a calculator to perform appropriate mathematical operations, and present results in tables and graphs.

5. Students will apply scientific thinking to real world problems.

Students should:

- a. Critically evaluate scientific reports or accounts presented in the popular media.
- b. Understand the basic scientific facts related to important contemporary issues (e.g., global warming, stem cell research, cosmology), and ask informed questions about those issues.

Assessment

Luna Community College defines assessment as a process that will lead to the improvement of student learning. The process must follow four steps as illustrated below.

LCC Assessment Plan

All course offerings, including degree and certificate programs, at Luna Community College are required to follow the four-step assessment process. They include:

1. A list of expected learning outcomes
2. Assessment tools that directly measure those learning outcomes
3. The results of the data, and
4. How the data will be used to improve student learning

Academic Departments at Luna Community College are required to participate in semester "Improving Student Learning" assessment reporting and Student Learning Outcomes Assessment (SLOA) Committee presentations. Every semester, academic departments focus on specific learning outcomes with a targeted student population. Faculty are selected to participate in SLOA; selected faculty participate in developing assessment methods and procedures for their particular course or courses. The faculty give oral presentations at the end of the semester and information gathered is disseminated among SLOA members, faculty and staff. The purpose is to provide a baseline for future improvements.

Visit our web site at www.luna.edu to review LCC's Improving Student Learning (ISL) reports. LCC also abides by the New Mexico state competencies for general education.



Appendix "A"

LUNA COMMUNITY COLLEGE Standard "Minimal" Requirements for Course Syllabus

Course	course title and other course information including meeting times, dates, room number, credits, semester, prerequisites and/or co-requisites
Faculty	information about the instructor and his or her contact information (e.g., phone number and email). List time and day of office hours for full time faculty
Course Description	use catalog description, 2012-2015
Expectations of Students	What do you expect from your students? For example, description of students' responsibilities in the learning process; how you hope the students will approach the course subject/content; take responsibility for their learning; the amount of study time expected in the course, and suggestions on how to succeed in the course.
Course Learning Outcomes (Competencies)	this section will include a list of skills or techniques students will develop from the course. This list will consist of a <u>minimum of four to six quantifiable statements</u> about what students will be able to do after completing the course.
New Mexico CORE Competencies	If teaching a CORE course, the State HED competencies must be stated (e.g., Communications, Mathematics, Laboratory Science, Social & Behavioral Sciences, Humanities & Fine Arts).
Methods of Measuring Learning Outcomes (Competencies)	What tools are used to measure student success based on the learning outcomes?

Evaluation	Indicate how the student will earn a particular grade, such as information about assignments including types of assignments, nature of exams (e.g., take home, open book, in-class) due dates, grading criteria and so forth.
Course Schedule	Add a tentative schedule indicating the course content that will be covered throughout the course (e.g., eight week or sixteen week schedule).
Policies	<p>Include policies such as attendance, academic responsibilities, late assignments, missed exams, cell phones, etc.</p> <p>Add a statement that indicates: for additional student information, refer to the 2012-2015 Student Handbook</p>
Grading Standard	Refer to the LCC 2012-2015 Catalog
Textbook(s)	Name of required textbooks(s) and any recommended materials. Include ISBN number(s)
Important Dates	List important dates such as last day to withdraw from the course, holidays, add/drop, midterm, final exam week, spring break and other important dates.
ADA Statement	Add a statement regarding accommodations for students with disabilities. See Academic Policies & Procedures Manual 2012-2013 for additional information.
Academic Integrity	See Academic Policies and Procedures Manual 2012-2013 for additional information.
Syllabus Revisions or Changes	Add a statement that indicates the syllabus is subject to change

Internet Courses

See Academic Policies & Procedures Manual 2012-2013 for additional information.