**Electrocardiogram 3/ Phlebotomy**

 **Syllabus**

Ms. Barriel

**Contact Information**

Email: dbarriel@coheaedu.com

Room: Cafeteria

**Course Description**: The EKG and Phlebotomy Certification Course is an engaging and comprehensive program designed for 12th-grade students who are interested in pursuing a career in healthcare. This hands-on course offers a unique opportunity to learn about two critical aspects of patient care: Electrocardiography (EKG) and phlebotomy. In the EKG component, students will study the functions of the heart and how to accurately interpret EKG results, developing essential skills to recognize normal and abnormal heart rhythms. The phlebotomy section focuses on blood collection techniques, emphasizing safety practices, proper sample handling, and patient care during blood draws. Throughout the course, students will learn the importance of professionalism, communication, and ethics in healthcare, all while preparing for the certification test that follows. Successful completion of the course and passing the exam will lead to a nationally recognized certification in EKG and phlebotomy, opening doors to entry-level positions in hospitals, clinics, and laboratories. This course promises to equip students with essential skills while igniting their passion for making a positive impact in the healthcare field.

**Teacher/Parent Resources**: Zoom, Google Classroom

Conferences are available by appointment. Parents and teachers can connect via email for communication.

**Curriculum**

The EKG and Phlebotomy Certification Course curriculum is meticulously designed to provide 12th-grade students with a solid foundation in both Electrocardiography (EKG) and phlebotomy, utilizing the **JbLearning** platform to enhance the learning experience. The program begins with an introduction to the fundamentals of human anatomy and physiology, particularly focusing on the cardiovascular system. As students transition into the EKG segment, they will engage in interactive lessons that cover the principles of heart function, the significance of EKGs in diagnosing cardiac conditions, and detailed training in interpreting various heart rhythms. Complementing this, the phlebotomy module offers instruction on venipuncture techniques, proper specimen collection, and the importance of patient interaction to ensure comfort and safety during the process. Throughout the course, students will have access to a robust range of online resources, including video demonstrations, quizzes, and simulated practice scenarios provided by **JbLearning**, which will reinforce their understanding and skills. The curriculum also emphasizes professionalism, ethics, and effective communication in healthcare settings, preparing students not only for the certification exams but also for real-world applications in medical environments. By the end of the course, students will have developed a comprehensive skill set that will enable them to pursue certification in both EKG and phlebotomy, setting a strong foundation for their future careers in healthcare.

**Materials**

Students are expected to bring the following materials listed below to each class:

· Pencil

· Eraser

· (1) 1 inch binder w/ dividers

· Pack of loose-leaf paper

· Color Pencils

· Highlighters

**Homework**

Homework is an essential part of the learning process at our Nursing Academy. It reinforces the material covered in class and allows students to practice their skills and knowledge independently. Completing homework on time is crucial, as it contributes to overall academic success and helps students stay on track with their studies. Additionally, any incomplete class assignments may be sent home to ensure that all work is finished and understood. Timely submission of homework not only fosters responsibility but also prepares students for the professional demands they will face in their nursing careers.

**Late Work**

Students are required to submit assignments on time; late submissions will not be accepted. If a student is absent, they are responsible for reaching out to a classmate or myself to inquire about any missed assignments. They will have a maximum of three days to complete any outstanding work after providing an acceptable excuse to the school. In cases of extenuating circumstances, parents should contact me to discuss alternative arrangements.

**MDCPS Grading Policy**

100% - 90% - A

89% - 80% - B

79% - 70% - C

69% - 60% - D

59% or below – F

**Weighted Grading Scale**

· 30% Assessments

· 25% Quizzes

· 20% Classwork

· 5% Homework

· 20% Projects & Cooperative Presentations

**General Classroom Rules**

Policies can be found in the school-wide Parent-Student Handbook.

* Come prepared each day with all necessary materials.
* Listen attentively and follow instructions.
* Always show respect to others.
* Keep your hands, feet, and belongings to yourself.
* Take care of school property.
* No food, drinks, or gum are allowed in class.

Consequences for Not Following Rules

1. Verbal warning
2. Change of seating arrangement
3. Detention
4. Parent/Teacher conference
5. Office referral

Depending on the severity of the offense, some steps may be omitted.

Conduct Grades - Conduct grades, represented by the letters A, B, C, D, or F, are used to communicate the teacher's assessment of a student's behavior to both the student and their parents. These grades are separate from academic and effort grades. The conduct grade reflects the student's overall behavior in class and is determined by multiple factors, rather than a single criterion.

Effort Grades - Effort grades, indicated by numbers 1-3, are used to communicate the teacher's assessment of a student's effort in relation to the instructional program to both students and their parents. These grades are distinct from academic and conduct grades. When assigning an effort grade, careful consideration will be given to the student's potential, study habits, and overall attitude.

Zero Policy (Z) A grade of "Z" signifies that the student has neither submitted nor completed the assignment. This policy serves to clearly communicate that the work required for the assignment has not been turned in, and as a result, the student will not receive credit for that task. It's important for students to understand that timely submission and completion of assignments are essential for their overall progress and grading in the course. If a student receives a "Z," they are encouraged to reach out to the teacher for guidance on how to make up the missed work, if possible.

Homework must be completed and submitted on time, ready at the start of class. All written assignments should be done in pencil, not pen.

Ensure that all supporting work is included for each problem. (Clearly show your answers.)

Each assignment must be properly labeled with your name, date, period, and assignment title.

Extra credit opportunities will be available.

Notebook Guidelines:

* Students are required to bring their notebooks to class daily to organize and document their work.
* Notes should be kept up to date, appropriately dated, and clearly labeled.
* Students will assess their own work and make corrections using pen.
* Notebooks will be collected and graded at random without prior notification.
* Plagiarism/Academic Integrity: All assignments must be completed with integrity. Plagiarism is defined as representing someone else's work as your own. Cheating on any assignment or assessment also constitutes a violation of ethical standards and school policies. Any work deemed to have cheating or plagiarism will receive a score of zero, parents will be notified, and disciplinary measures may be implemented.

**Syllabus Acknowledgment**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period: \_\_\_\_

Student’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign below to confirm that you have read and understood the expectations for students this new school year. Students will receive a grade for returning this signed form. Thank you!

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Student Signature

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Parent/Guardian Signature