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	57	Revised	VETT 2L Veterinary Anatomy Laboratory

BUSINESS ADMINISTRATION

ASSOCIATE IN SCIENCE FOR TRANSFER

Description

The Associate in Science in Business Administration for Transfer degree prepares students to transfer to a CSU institution by completing required major preparatory coursework in Business Administration. Students choose from required mandated Core courses (15-18 units) in Accounting, Economics, or Business Law; List A courses (3-4 units) in specific mathematics courses; and List B (6 units) in Business-related courses. The breadth of these specific courses combined with General Education courses prepare students for upper division coursework in Business Administration at a CSU institution.

The Associate in Science in Business Administration for Transfer degree provides students with the opportunity to complete their freshman/sophomore level classes needed for a Bachelor's degree in Business Administration within the California State University System.

The Associate in Science in Business Administration for Transfer requirements (as stated in SB1440 law) requires students to also complete the following:

- A minimum of 18 semester units in the major or area of emphasis as determined by the community college district.
- 60 semester CSU transferable units.
- California State University General Education-Breadth (CSU GE-Breadth) pattern of 39 units; OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern of 37 units.
- Obtainment of a minimum grade point average (GPA) of 2.0.
- Earn a grade of "C" or better in all courses required for the major or area of emphasis.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- 1. Demonstrate the ability to analyze business data/information in addressing and evaluating problems and issues in making informed business decisions.
- Create accurate, professional, and appropriate business documents and reports for the business entity served.
- 3. Compute financial data using various business concepts and methods to understand, analyze, and communicate issues in quantitative terms.
- 4. Demonstrate effective use of technology applicable to the business field.

Program Requirements:

Required Core Courses. Choose 15-17 units. Course Block Units: (15 - 17 Required) ACCT1 and Principles of Accounting-Financial 4 ACCT1A Principles of Accounting - Financial Lab 0.5 ACCT2L Principles of Accounting-Managerial 5 **GNBUS18A Business Law** 3 ECON1A Elementary Economics-Macro 3

ECON1B	Elementary Economics-Micro	3
List A Courses.	Choose 3-4 units (3 units may be GE).	Course Block Units: (3 - 4 Required)
MATH9	Calculus for Business, Social and Life Sciences	4
STAT1	Introduction To Statistical Methods	4
MATH25	Finite Mathematics	3
List B Courses.	Choose two (6 units).	Course Block Units: (6 Required)
GNBUS21 or	Business Communications	3
GNBUS10	Introduction To Global Business	3
GNBUS30	Business Computer Applications	3
		Total: 24.00 - 27.00

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Yuba College Course Outline

Course Information

Course Number: GNBUS 53

Full Course Title: Records Management Short Title: Records Management

TOP Code: 0514.00 - Administrative Assistant and Secretarial Science, General*

Effective Term: Spring 2018

Course Standards

Course Type: Credit - Degree Applicable

Units: 3.0

Total class hours: 162.0

Total contact hours in class: 72.0

Lecture hours: 45.0 Lab hours: 27.0

Hours outside of class: 90.0

Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

- Business Machine Technology Or
- Office Technologies Or
- Business (Masters Required)

Course Description

This course introduces students to the increasingly complex field of records management. The class emphasizes the importance of effective records management for all types of documents from their creation or receipt, through their processing, distribution, organization, storage, and retrieval, to their ultimate disposition. Students will investigate the management functions necessary to operate a records management program effectively.

Conditions of Enrollment

Advisories

Language - recommended eligibility for English 1A

Content

Course Lecture Content

- 1. Records and Information Management
- 2. The Records Information Management Environment
- 3. Alphabetic Indexing Rules 1-4
- 4. Alphabetic Indexing Rules 5-8

- 5. Alphabetic Indexing Rules 9 and 10
- 6. Alphabetic Records Management, Equipment, and Procedures
- 7. Storing, Retrieving, and Transferring Records
- 8. Subject Records Management
- 9. Numeric Records Management
- 10. Geographic Records Management
- 11. Electronic Records File Management
- 12. Electronic Media and Image Records
- 13. Electronic Records Tools and Management Processes
- 14. Managing a Records Information Management Program

Course Lab/Activity Content

Hands-on and computer demonstration of the following:

- 1. Records and Information Management
- 2. The Records Information Management Environment
- 3. Alphabetic Indexing Rules 1-4
- 4. Alphabetic Indexing Rules 5-8
- 5. Alphabetic Indexing Rules 9 and 10
- 6. Alphabetic Records Management, Equipment, and Procedures
- 7. Storing, Retrieving, and Transferring Records
- 8. Subject Records Management
- 9. Numeric Records Management
- 10. Geographic Records Management
- 11. Electronic Records File Management
- 12. Electronic Media and Image Records
- 13. Electronic Records Tools and Management Processes
- 14. Managing a Records Information Management Program

Objectives

- 1. Describe the need and overall procedures for manual and electronic storage and retrieval of business documents.
- 2. Demonstrate a mastery of coding and filing methods by preparing business documents for manual and electonic storage and retrieval. **Requires Critical Thinking**
- 3. Apply knowledge of different filing systems through completion of a variety of business correspondence simulations. **Requires Critical Thinking**

Student Learning Outcomes

- 1. Upon completion of this course, students will demonstrate basic proficiency in manual standard filing procedures.
 - Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
- 2. Upon completion of this course, students will demonstrate proficiency in electronic records life cycle, retention, maintenance, and disposition.
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
- Upon completion of this course, students will demonstrate basic proficiency in electronic standard filing procedures.
 - Critical Thinking Students will analyze data/information in addressing and evaluating problems

- and issues in making decisions.
- **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.

Methods of Instruction

- Laboratory
 - Students will have both in-class and out of class lab activities to complete with each chapter.
- Lecture/Discussion

Instructor will lecture on each chapter prior to lab activities and assignments.

Distance Education

Delivery Methods

Online

Assignments

Reading Assignments

Read Chapter in preparation for lecture and to assist with lab assignment completion.

Other Assignments

Students will use a filing practice project to demonstrate knowledge of alphanumeric filing systems by performing filing and document retrieval assignments.

Methods of Evaluation

- Exams
- Homework
- Laboratory Assignments
- Participation
- Problem Solving Exercises
- Quizzes
- Skills Demonstrations/Performance Exam

Course Materials

Textbooks:

1. Read and Ginn. *Records Management*, 10th ed. Cengage/Southwestern Publishing, 2016, ISBN: 978-1-305-11916-1

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Yuba College Course Outline

Course Information

Course Number: GNBUS 55A

Full Course Title: Beginning Keyboarding

Short Title: Beg. Keyboarding

TOP Code: 0514.00 - Administrative Assistant and Secretarial Science, General*

Effective Term: Fall 2019

Course Standards

Course Type: Credit - Degree Applicable

Units: 3.0

Total class hours: 162.0

Total contact hours in class: 90.0

Lecture hours: 36.0 Lab hours: 54.0

Hours outside of class: 72.0

Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

· Office Technologies

Course Description

Acquire beginning level keyboarding skills and document formatting. Not open for credit to students with credit in OA15A-1, OA15A-2, and OA15A-3.

Conditions of Enrollment

Advisories

• Language - recommended eligibility for English 1A

Content

Course Lecture Content

- a. Touch control of the QWERTY alphanumeric keyboard
- b. Proper keyboarding techniques
- c. Basic speed and accuracy skill development
- d. Basic formatting skills (margins, centering, correspondence and report styles)
- e. Basic language arts skill development
- f. Editing and proofreading skill development
- g. Efficient use of reference materials

Course Lab/Activity Content

a. Application of skills and knowledge through the production of simple business correspondence, tabulations, and reports from both straight copy and rough-draft copy sources.

Objectives

- 1. Key for five consecutive minutes from straight copy sources at a minimum of 30 net words a minute with no more than 6 errors.
- 2. Key to mailable standards business letters, memos, reports, and tables. **Requires Critical Thinking**
- 3. Efficiently use reference materials to successfully accomplish the above items. **Requires Critical Thinking**

Student Learning Outcomes

- 1. Upon completion of this course, students will key 30 net words a minute, with 6 errors or less, on a 5-minute test.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
- 2. Upon completion of this course, students will accurately key and format a memorandum.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
- 3. Upon completion of this course, students will be able to produce simple business correspondence, tabulations, and reports.
 - **Communication** Students will effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.

Methods of Instruction

- Laboratory
 - Apply lecture content to computer lab assignments
- Lecture/Discussion
 - Lecture on tools for creating business documents
- Other
 - Demonstration

Distance Education

Delivery Methods

Online

Assignments

Reading Assignments
Read Unit 2 lesson 4 on Memos and Letters
Writing Assignments
Using tools available create a professional memo

Other Assignments

Methods of Evaluation

- Exams
- Homework
- Laboratory Assignments
- Participation
- Quizzes
- Skills Demonstrations/Performance Exam
- Other

Pass Timed drills Objective Tests

Course Materials

Textbooks:

 VanHuss, Forde Woo. Keyboarding & Word Processing Lessons 1-110, 20th ed. South-Western Cengage Learning, 2017, ISBN: 9781337103275

Equivalent text is acceptable

Software:

1. Microsoft Word. Microsoft, 2016 ed.

Other:

1. USB, memory stick, flash drive storage device

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Yuba College Course Outline

Course Information

Course Number: GNBUS 55B

Full Course Title: Intermediate Keyboarding

Short Title: Int. Keyboarding

TOP Code: 0514.00 - Administrative Assistant and Secretarial Science, General*

Effective Term: Spring 2020

Course Standards

Course Type: Credit - Degree Applicable

Units: 3.0

Total class hours: 162.0

Total contact hours in class: 90.0

Lecture hours: 36.0 Lab hours: 54.0

Hours outside of class: 72.0

Repeatable: No

Grading Method: Letter Grade or Pass/No Pass

Minimum Qualifications for Instructors

· Office Technologies

Course Description

Refinement of basic keyboarding and document formatting skills to more advanced speed and accuracy levels. Not open for credit to students with credit in OA15B-1, OA15B-2, and OA15B-3.

Conditions of Enrollment

Satisfactory completion of: OA 15A or ability to key at 30 net words a minute.

Advisories

• Language - recommended eligibility for English 1A

Content

Course Lecture Content

- a. Intermediate level of formatting skills (margins, centering, correspondence, report and other miscellaneous office documents)
- b. Editing and proofreading skill refinement
- c. Wordprocessing features necessary to complete laboratory assignments
- d. Efficient use of reference materials

Course Lab/Activity Content

- a. Speed and accuracy skill building
- b. Higher level of language arts skill development
- c. Editing and proofreading skill refinement
- d. Application of skills and knowledge through the production of higher level of business correspondence, tabulations, reports, and miscellaneous office documents from both straight copy and rough-draft copy sources

Objectives

- 1. Key for five consecutive minutes from straight copy sources at a minimum of 40 net words a minute with no more than 5 errors.
- 2. Key to mailable standards business letters, memos, tables, reports, and other miscellaneous office documents. **Requires Critical Thinking**
- 3. Complete office keyboarding simulation projects with a minimum of instructor assistance. **Requires Critical Thinking**
- 4. Efficiently use reference materials to successfully accomplish the above items. **Requires Critical Thinking**
- 5. Creative designs and formatting. Composition. **Requires Critical Thinking**

Student Learning Outcomes

- Upon completion of this course, students will key 40 net words a minute, with 6 errors or less, on a 5minute test.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
- 2. Upon completion of this course, students will accurately format a multi-page academic report
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
- 3. Upon completion of this course, students will demonstrate the ability to key to mailable standards business letters, memos, tables, reports, and other miscellaneous office documents.
 - **Communication** Students will effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.

Methods of Instruction

- Laboratory
 - Application of lecture topics to demonstrate understanding of topics.
- Lecture/Discussion
 - Presentation and discussion on topics. Determining how they apply to real-world business, academic and personal use.
- Other
 - Demonstration

Distance Education

Delivery Methods

Online

Assignments

Reading Assignments

Read part III unit 13 on Mail Merge

Writing Assignments

Using the features in Word, create a mail merge for mailing labels.

Other Assignments

Timed Drills

Methods of Evaluation

- Exams
- Homework
- Laboratory Assignments
- Participation
- Quizzes
- Skills Demonstrations/Performance Exam
- Other

Pass timed drills Objective Tests

Course Materials

Textbooks:

Software:

 VanHuss, Forde Woo. Keyboarding & Word Processing Lessons 1-120, 20th ed. South-Western Cengage Learning, 2017, ISBN: 9781337103275
 Equivalent text is acceptable

1. Microsoft Word . Microsoft, 2016 ed.

Other:

1. USB, flash drive, memory stick storage device

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Yuba College Course Outline

Course Information

Course Number: GNBUS 66

Full Course Title: Machine Calculation Short Title: Machine Calculation

TOP Code: 0514.00 - Administrative Assistant and Secretarial Science, General*

Effective Term: Fall 2019

Course Standards

Course Type: Credit - Degree Applicable

Units: 1.5

Total class hours: 81.0

Total contact hours in class: 45.0

Lecture hours: 18.0 Lab hours: 27.0

Hours outside of class: 36.0

Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

• Business Machine Technology Or

• Office Technologies

Course Description

Skill development in the operation of the electronic display and printing calculators. Functions include: addition, subtraction, multiplication, division, memory, percentages, and interest calculations to solve typical business problems. Speed and accuracy by touch method emphasized.

Conditions of Enrollment

Advisories

- Language recommended eligibility for English 1A
- Mathematics recommended eligibility for Math 52

Content

Course Lecture Content

- 1. Fundamental Features of the Electronic Calculator
- 2. The Touch Method
 - a. Addition
 - b. Subtraction
 - c. Multiplication

- d. Division
- 3. Skill Development Using Functions
 - a. Memory
 - b. Percent
 - c. Interest
 - d. Constants
 - e. Interest Calculations
 - f. Trade Discounts

Course Lab/Activity Content

Students are to use machine calculator for timed exercises and exams using machine functions for calculations.

Objectives

- 1. Demonstrate knowledge of arithmetic operations: addition, subtraction, multiplication, and division by accurately completing text exercises.
- 2. Develop mastery of accuracy and speed using the touch method of keystroking.
- 3. Solve a variety of business problems by using the functions: memory, interest, constant, and percent calculations.
- Demonstrate knowledge of the electronic calculator function keys by passing written test after every five lessons.
- 5. Demonstrate mastery of touch control by successfully passing three timed-drills with a minimum net score of 70 keystrokes per minute.

Student Learning Outcomes

- Upon completion of this course, students will use the adding machine to apply mathematical concepts and methods to understand, analyze and communicate issues in quantitative terms for business and personal use.
 - **Computation** Students will use appropriate mathematical concepts and methods to understand, analyze, and communicate issues in quantitative terms.
- 2. Upon completion of this course, students will demonstrate knowledge of arithmetic operations, addition, subtraction, multiplication and division using machine calculation.
 - **Computation** Students will use appropriate mathematical concepts and methods to understand, analyze, and communicate issues in quantitative terms.
- 3. Upon completion of this course, students will develop mastery of accuracy and speed using the touch method of keystroking.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.

Methods of Instruction

Laboratory

Use calculator to practice speed and accuracy drills.

Lecture/Discussion

Presentation of application skills needed to properly use the calculator for computation, speed, and accuracy.

Other

Timed speed and accuracy drills

Distance Education

Delivery Methods

- Online
- Hybrid
 - All lecture hours will be online; lab/activity hours will be face-to-face

Assignments

Reading Assignments

Read chapter material related to properly using GT button on calculator.

Methods of Evaluation

- Exams
- Laboratory Assignments
- Participation
- Problem Solving Exercises
- Other

Hands-on exercises and testing

Course Materials

Textbooks:

1. Pasework, William R.. Calculators Printing & Display, 5 ed. Cengage Learning, 2012, ISBN: 978-0-8400-6535-3

Equivalent text is acceptable

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Yuba College Course Outline

Course Information

Course Number: GNBUS 60

Full Course Title: General Office Procedures

Short Title: Gen Office Proced

TOP Code: 0514.00 - Administrative Assistant and Secretarial Science, General*

Effective Term: Fall 2019

Course Standards

Course Type: Credit - Degree Applicable

Units: 3.0

Total class hours: 162.0

Total contact hours in class: 54.0

Lecture hours: 54.0 Hours outside of class: 108.0

Repeatable: No

Grading Method: Letter Grade or Pass/No Pass

Minimum Qualifications for Instructors

• Business (Masters Required) Or

• Office Technologies

Course Description

Skills and procedures necessary in an automated office. Office information systems, including technology and procedures, telecommunications, information processing, mail and phone systems, time management, public relations, human relations skills, and ethics. Not open for credit to students with credit in OA60L and OA60.

Conditions of Enrollment

Satisfactory completion of: GNBUS 55A or OA 15A

Advisories

Language - recommended eligibility for English 1A

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• Mathematics - recommended eligibility for Math 52

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Content

Course Lecture Content

1. The 21st Century Office:

- a. The changing workplace
- b. Becoming a professional
- c. Managing time and controlling stress
- d. Behaving ethically in the workplace
- e. Developing interpersonal communication skills
- f. Working effectively in teams
- g. Developing a customer focus
- h. Identifying ethical behavior and consequences of unethical behaviors
- 2. Develop technical skills to work successfully with:
 - a. Office documents
 - b. Office telecommunications
 - c. Reprographics
 - d. Virtual situations
 - e. Workplace correspondence
- 3. Developing, understanding and skills in:
 - a. Human relations
 - b. Communications: Written, Verbal & Nonverbal
 - c. Office technology procedures
 - d. Customer service
 - e. Conflict resolution
 - f. Teamwork

Objectives

- 1. Analyze impact and application of telecommunications in an office environment
- 2. Analyze impact of office environment and ergonomics on worker productivity.
- 3. Identify tools of an electronic office and compare their impact on office productivity. Apply knowledge of and proficiency in automated office skills by completing a variety of assignments. Compose a variety of business documents according to proper business format.

- 4. Describe important principles relating to public relations and proper working relationships in an office environment.
- 5. Identify ethical and unethical behavior in the business environment.
- 6. Prepare a semester portfolio containing specific information related to career choice, job competencies, and office management. Includes relevant information and sample of work from each area mentioned in the course outline. **Requires Critical Thinking**

Student Learning Outcomes

- 1. Upon completion of this course, students will be able to describe and apply important principles relating to communication, public relations and proper working relationships in an office environment.
 - Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
- 2. Upon completion of this course, students will be able to develop professional office documents.
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
- 3. Upon completion of this course, students will be able to identify ethical and unethical behavior in the business environment.
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

Methods of Instruction

• Lecture/Discussion

Presentation of chapter topics and discussion on application to modern day, real-world scenarios within the office environment.

Other

Group projects

Distance Education

Delivery Methods

Online

Assignments

Reading Assignments

Read part III on Communication Essentials

Writing Assignments

Draft a 3 page paper on verbal communication and presentations.

Other Assignments

Typical assignments for GNBUS60:

- · Bank statement reconciliation
- · Appointment scheduling
- Tickler file
- · Telecommunication techniques

- · Customer and public service
- · Case studies for topics covered

The major project for the class is to prepare a procedures binder that includes categories such as document formats, vocabulary and grammar, and general office procedures of various duties. The binder then serves as a portfolio for students to take with them on job interviews.

Methods of Evaluation

- Exams
- Homework
- Participation
- Portfolio
- Problem Solving Exercises
- Research Project

Course Materials

Textbooks:

 Rankin, Shumack. The Administrative Professional: Technology & Procedures, 15th ed. Cengage, 2017, ISBN: 978-1-305-58116-6
 Equivalent text is acceptable

Software:

1. Microsoft Word. Microsoft, 2016 ed. Word processing software

Other:

1. Class Projects

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Yuba College Course Outline

Course Information

Course Number: GNBUS 61

Full Course Title: Advanced Office Procedures

Short Title: Adv Office Proced

TOP Code: 0514.00 - Administrative Assistant and Secretarial Science, General*

Effective Term: Fall 2019

Course Standards

Course Type: Credit - Degree Applicable

Units: 3.0

Total class hours: 162.0

Total contact hours in class: 54.0

Lecture hours: 54.0

Hours outside of class: 108.0

Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

• Business (Masters Required) Or

• Office Technologies

Course Description

Develop and apply advanced level of principles, knowledge, and skills necessary for the proper operation of the automated office. Emphasis is placed on higher level administrative assistant skills such as analysis, communication, decision-making, and supervision principles. Not open for credit to students with credit in OA61L or OA61.

Conditions of Enrollment

Satisfactory completion of: (GNBUS 55A or OA 15A); GNBUS 60

Advisories

Language - recommended eligibility for English 1A

• Mathematics - recommended eligibility for Math 52

Content

Course Lecture Content

- 1. Research and Organization Functions:
 - a. Collecting business information
 - b. Report writing, preparation of procedures, speeches and publications

- 2. Presentation Procedures:
 - a. Planning & writing presentations
 - b. Developing & using visual aids
 - c. Presenting statistical information
- 3. Meeting and Event Planning Functions:
 - a. Different types of meetings & conferences
 - b. Meeting responsibilities
- 4. Travel Planning Functions:
 - a. Travel arrangements
- 5. Records Management Procedures
 - a. Managing Physical & Electronic Records
- 6. Financial Procedures:
 - a. Financial Responsibilities
 - b. Processing various business documents
- 7. Placement and Advancement:
 - a. Securing employment
 - b. Planning for professional future
 - c. Fulfilling the office professional role
 - d. Supervisory & Leadership Principles

Objectives

- 1. Assist in the collection of business and related information and data.
- 2. Analyze business information and data obtained through statistical research.
- 3. Prepare written reports, procedures, speeches and publications utilizing charts and graphs.
- 4. Make travel arrangements and organize small and large scale business conventions, conferences and meetings.
- 5. Process investment and insurance documents.
- 6. Handle financial responsibilities, and prepare payroll and tax documents.
- 7. Identify management and leadership skills and deal effectively with human relations
- 8. Solve case studies in real life problematic situations which require student to use critical thinking to find solutions. **Requires Critical Thinking**

Student Learning Outcomes

- 1. Upon completion of this course, students will be able to develop and apply an advanced level of principles, knowledge, and skills necessary for the proper operation of the automated/virtual office.
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
- 2. Upon completion of this course, students will be able to identify and apply the various tasks involved in planning, arranging and coordinating meetings, events, and travel including budgeting, logistics, research and all other functions associated.
 - Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
- 3. Upon completion of this course, students will be able to identify the management and leadership skills which deal effectively with human relations.
 - Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

Methods of Instruction

• Lecture/Discussion

Presentation of chapter topics. Discussion and application to the office environment.

Other

Case Studies

Distance Education

Delivery Methods

Online

Assignments

Reading Assignments

Read Part V: Professional Responsibilities and Growth

Writing Assignments

Create an event and plan the details of the event.

Other Assignments

Typical assignments for GNBUS61:

- · Case studies involving a variety of topics including ethical situations
- Presentations
- Organization of meetings

The main project for this class is to prepare a procedures binder that includes processes and procedures for higher level administrative assistant tasks from each area mentioned in the course outline and samples of office related documents that they have completed throughout the course. The binder then serves as a portfolio for students to take with them on job interviews.

Methods of Evaluation

- Exams
- Homework
- Participation
- Portfolio
- Problem Solving Exercises
- Quizzes
- Research Project

Course Materials

Textbooks:

 Rankin, Shumack. The Administrative Professional: Technology & Procedures, 15th ed. Cengage, 2017, ISBN: 978-1-305-58116-6

Equivalent text is acceptable

Software:

1. Microsoft Word. Microsoft, 2016 ed. word processing software

Other:

1. Class projects

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Yuba College Course Outline

Course Information

Course Number: NURS 1

Full Course Title: Fundamentals of Medical Surgical

Short Title: Fund of Med Surg

TOP Code: 1230.10 - Nursing - Registered Nurse Training (RN, ASN, BSN, MSN)*

Effective Term: Spring 2020

Course Standards

Course Type: Credit - Degree Applicable

Units: 9.0

Total class hours: 486.0

Total contact hours in class: 342.0

Lecture hours: 72.0 Lab hours: 270.0

Hours outside of class: 144.0

Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

• Nursing (Masters Required)

Course Description

Introduces the first semester nursing student to concepts and practices of medical surgical (and/or skilled care) nursing, as they relate to non-critical patients (young adult through geriatric). Emphasis on recognizing alterations in physiological functioning and formulating age- and acuity-appropriate interventions. Psychomotor skills associated with meeting basic needs, medication administration, physical assessment, and sterile techniques will be studied and practiced.

Conditions of Enrollment

Satisfactory completion of: NURS 36; NURS 26 Formal admission to the Yuba College Nursing program. -

Advisories

- . Language recommended eligibility for English 1A
- Mathematics recommended eligibility for Math 52

Content

Course Lecture Content

Lecture

I. Human needs across the life span with emphasis on the adult patient (Theory)

- A. Activity, exercise, and immobility
- B. Patient safety
- C. Hygiene
- D. Oxygenation
- E. Pain management
- F. Nutrition
- G. Urinary elimination
- H. Bowel elimination
- I. Sleep
- II. Essentials for safe nursing practice
 - A. Infection control and prevention
 - B. Vital signs measurements
 - C. Health and physical assessment examination
 - D. Medication administration and safety
 - E. Introduction to fluids, electrolytes, and acid-base balance
- III. Geriatrics
 - A. Theories of aging and ageism
 - B. Age related physical changes
 - C. Assessing the needs of older adults
 - D. Ethical issues and aging
 - E. Death and dying, loss, grief, and end of life
 - F. Health promotion and maintenance
 - G. Nursing process and care planning for the older adult
- IV. Integumentary System
 - A. Skin disorders and wound care
 - B. Neoplasms
 - C. Infections and infestations
 - D. The nursing process applied to patients with impaired tissue integrity
- V. Sensory alterations
 - A. Types of sensory alterations
 - B. Factors that influence sensory function
 - C. The nursing process applied to patients with sensory alterations

Course Lab/Activity Content

- 1. Skills Demonstration and Practice:
 - a. Beds and baths/hygiene
 - b. Vitals and physical assessment
 - c. Restraints, positioning, and safe movement
 - d. Bowel and urinary elimination, bedpans, enemas, obtaining specimens
 - e. Medication dosage calculation exam
 - f. Medication administration oral, intramuscular, and subcutaneous
 - g. Sterile technique to include foley catheter insertion, straight catheterization, and moist to dry dressing change
 - h. Providing for nutrition needs, including feeding dependent patients, insertion of nasogastric tube, and calculating intake and output
 - i. Administration of oxygen via simple mask and nasal cannula

Objectives

- 1. Demonstrate responsibility for own learning, behavior, and growth as an adult learner and a professional.
- 2. Apply the nursing process, at a beginning level, to interpret and manage human responses of patients to their actual or potential health problems, taking into account the patient's cultural and spiritual needs.

 Requires Critical Thinking

- 3. Illustrate responsibilities and roles of the registered nurse including: caregiver, advocate, educator, and communicator as patient needs arise. **Requires Critical Thinking**
- 4. Develop fundamental nursing care plans utilizing evidence-based research from course related research findings and integrating knowledge of the needs of older adults. **Requires Critical Thinking**
- Demonstrate safe practice of selected fundamental nursing procedures which apply to the adult and older adult's comfort, safety, mobility, physiologic functions, and psychosocial health. **Requires Critical Thinking**
- 6. Apply the rights of medication administration; including appropriately identifying patient, ensuring it is the right drug, dose, route, time, rationale, obtaining pre and post assessments, providing patient education, and documenting, when administering medications in lab and, when opportunities arise, after being checked off in the lab setting, with clinical instructor approval and presence, in the clinical setting.

 Requires Critical Thinking
- 7. Complete basic head to toe physical assessments and obtain patient's health history, by collecting data and identifying deviations from normal health status, and communicating these findings to appropriate health care personnel. **Requires Critical Thinking**
- 8. Select appropriate nursing interventions based on findings from standardized tools for assessing risk for skin breakdown and risk for falls. **Requires Critical Thinking**
- Collaborate and communicate, using therapeutic communication, with all members of the health care team, including the patient, the patient's support network, peers, faculty, and clinical staff. **Requires Critical Thinking**
- 10. Utilize guidelines for effective documentation, meeting legal and ethical standards, following the policy and procedures set forth by the learning institution and the clinical setting. **Requires Critical Thinking**
- 11. Demonstrate understanding and comprehension of fundamental medical surgical nursing concepts.

 Requires Critical Thinking

Student Learning Outcomes

- 1. Upon successful completion of this course, students will demonstrate, at a first semester level, the ability to clinically reason variables and assessments for oral medication administration.
 - Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
 - Scientific Awareness Students will understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.
- 2. Upon successful completion of this course, students will demonstrate at a first semester level the ability to evaluate and problem solve patient care situations with emphasis on patient's basic needs and care planning needs
 - Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
- 3. Upon successful completion of this course, students will provide a shift report to their clinical instructor each clinical day
 - **Communication** Students will effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
- 4. Upon successful completion of this course, students will demonstrate evidence-based practice techniques to safely give IM and SQ injections during injection testing in the laboratory
 - **Scientific Awareness** Students will understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.

Methods of Instruction

- Laboratory
- Lecture/Discussion
- Other

Simulation, learning modules/AV, online resources, case studies.

Assignments

Reading Assignments Writing Assignments Other Assignments

Students go to the clinical area and choose a patient to care for, enter patient's medical record to obtain information on medical diagnoses, lab and diagnostic test results, medications, and medical/nursing procedures. Students then look up this information in their books, journals, and online resources. They then apply book information to their chosen patient prior to caring for the patient. They add to this information during and after care and hand the weekly assignment in for grading.

Methods of Evaluation

- Essay/Paper
- Exams
- Homework
- Laboratory Assignments
- Oral Tests/Class Performance
- Participation
- Problem Solving Exercises
- Quizzes
- Skills Demonstrations/Performance Exam
- Other

Computer modules & Simulation

Course Materials

Textbooks:

- Potter, Patricia et al. Essentials for Nursing Practice, 9th ed. Mosby, 2018, ISBN: 9780323481847
 Equivalent text is acceptable
- Perry, Ann et al.. Nursing interventions & Clinical Skills, 6th ed. Mosby, 2016, ISBN: 9780323297837
 Equivalent text is acceptable
- 3. Ackley, B.J. et al.. *Nursing Diagnosis Handbook*, 11th ed. Mosby, 2017, ISBN: 9780323322249 **Equivalent text is acceptable**
- Mosby. Mosby's Manual of Diagnostic and Laboratory Tests, 6th ed. Mosby, 2018, ISBN: 9780323446631
 Equivalent text is acceptable
- 5. Ignatavicius, Donna et al.. *Medical-Surgical Nursing*, 9th ed. Saunders, 2018, ISBN: 9780323444194 **Equivalent text is acceptable**
- 6. Vallerand, April et al.. *Davis's Drug Guide for Nurses,* 16th ed. Davis, 2019, ISBN: 978-0-8036-6945-1 **Equivalent text is acceptable**

Other:

- 1. Nurse Pak containing medical supplies for skills practice
- 2. Nursing 1 Syllabus posted on-line
- 3. Nursing Handbook, uniforms, stethoscope, ID badges, watch
- 4. ATI online module access

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Yuba College Course Outline

Course Information

Course Number: NURS 3

Full Course Title: Intermediate Medical Surgical Nursing

Short Title: Intermed MedSurg

TOP Code: 1230.10 - Nursing - Registered Nurse Training (RN, ASN, BSN, MSN)*

Effective Term: Spring 2020

Course Standards

Course Type: Credit - Degree Applicable

Units: 5.0

Total class hours: 270.0

Total contact hours in class: 198.0

Lecture hours: 36.0 Lab hours: 162.0

Hours outside of class: 72.0

Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

• Nursing (Masters Required)

Course Description

This course is designed to provide learning opportunities for in-depth application of the nursing process to the health needs of a selection of acutely ill patients and simulated acutely ill patients. Emphasis is on the application of biophysical and psychosocial knowledge to meet the health care needs of the adult with acute and chronic disorders in selected body systems.

Conditions of Enrollment

Satisfactory completion of: NURS 2

Advisories

- Computer Literacy recommended basic computer skills
- Language recommended eligibility for English 1A
- Mathematics recommended eligibility for Math 52

Content

Course Lecture Content

- I. General disease concepts of pathophysiology, pharmacology, assessment, diagnostics, and nursing care treatments of diseases of Cardiovascular, Endocrine and Neurological systems
- II. Cardiovascular

- a. General problems of perfusion with cardiovascular disease
- b. Myocardial Infarctions
- c. Congestive Heart Failure
- d. Valvular disorders
- e. Infectious and inflammatory cardiac disorders
- f. Problem with cardiac conduction
- g. Peripheral Vascular Disease
- h. Acute Coronary Syndrome
- g. Geriatric considerations with the cardiovascular
- h. Nursing responsibilities

III. Neurological

- a. General problems of sensory motor with neurological disease
- b. Acute traumatic neurological injury
- c. Spinal cord injury
- d. Neurological rehabilitation
- e. Chronic neurological disease
- f. Infectious disease of the neurological system
- g. Stroke
- h. Geriatric consideration with neurological dysfunction

IV. Endocrine

- a. Diabetes Mellitus
- b. Diseases of the thyroid gland
- c. Diabetes Insipitus
- d. Syndrome of Inappropriate Anti-Diuretic Hormone
- e. Growth hormone dysfunction
- f. Hyper/Hypo function of the pituitary gland
- g. Hyperparathyroid
- h. Disorders of the adrenal cortex
- i. Geriatric consideration with endocrine dysfunction

Course Lab/Activity Content

Hands on patient care demonstrating mastery of lecture content of cardiac, endocrine and nursing care.

Objectives

- Theory Objectives: Demonstrate knowledge in the care of: a. the patient with teaching and learning needs b. the patient with Cardiovascular needs c. the patient with Neurological needs d. clients with Endocrine needs e. clients with geriatric needs f. the client with advocacy needs
- 2. Prioritize and evaluate information relevant to the care of a patient with diseases from selected body systems.
- 3. Discuss significant psychosocial variables including age, family and culture when caring for adult and geriatric patients.
- 4. Discuss how the nursing process is applied to health problems and safety concerns of selected patients.
- 5. Demonstrate an understanding of therapeutic communication at the N3 level with selected patients.
- Demonstrate proficiency in critically evaluating selected clients' subjective and objective assessment finding.
- 7. Integrate the roles and responsibilities of the nurse into patient care planning for selected patients.
- 8. Demonstrate knowledge of assessments and diagnostics for the patient with disorders of the body systems under study.
- 9. Discuss legal/ethical issues relevant to specific patient care.

- 10. Discuss nursing concepts and theory on patients with acute and chronic illness of the Cardiovascular system, Endocrine system and Neurological system.
- 11. Laboratory Objectives: Demonstrate the roles of the RN in the care of the acutely ill patients.
- 12. Prioritize information and assessment finding on the acutely ill patient. **Requires Critical Thinking**
- 13. Take instructor guided action on abnormal assessment finding on the acutely ill patient. **Requires Critical Thinking**
- 14. Critically think about assessment findings and develop a plan to correct any problems identified from the assessment findings. **Requires Critical Thinking**
- 15. Provide verbal and written patient reports to instructor that illustrate identification of patient problems, prioritization of assessments, plans for correction and potential complications associated with patients' acute illnesses. **Requires Critical Thinking**
- Administer intravenous medication and solutions safely and therapeutically. **Requires Critical Thinking**
- 17. Evaluate and validate the effectiveness of these medications and solutions. **Requires Critical Thinking**
- 18. Administer blood and blood products. **Requires Critical Thinking**
- 19. Perform full and focused physical assessment on patients within these selected systems. **Requires Critical Thinking**
- 20. Identify acute problems or complications of pathologies of selected patients. **Requires Critical Thinking**
- 21. Initiate patient referrals.
- 22. Initiate patient teaching based upon a learning needs assessment.
- 23. Advocate for the patients when a standard of care is unmet or if the patient needs are not being met.
- 24. Communicate therapeutically with instructor, peers, patients and all other health team members.
- 25. Develop comprehensive care plans to treat patient problems.
- 26. Perform basic interpretation of basic cardiac dysrhythmias.
- 27. Demonstrate knowledge in the care of the patient with Cardiovascular needs.
- 28. Demonstrate knowledge in the care of the patient with Neurological needs.
- 29. Demonstrate knowledge in the care of clients with Endocrine needs.
- 30. Demonstrate knowledge in the care of clients with geriatric needs.
- 31. Demonstrate knowledge in the care of the client with advocacy needs.

Student Learning Outcomes

1. Upon completion of this course, students will demonstrate problem solving and clinical reasoning related to patient care of the adult medical surgical population, with a focus on IV medications.

- **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
- 2. Upon completion of this course, students will demonstrate and practice critical thinking skills in relation to safe and comprehensive patient care.
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
- 3. Upon completion of this course, students will demonstrate professional communication and collaboration with interdisciplinary health care partners in providing care to a diverse population of patients and families.
 - **Communication** Students will effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.

Methods of Instruction

Laboratory

Lab consists of on site high fidelity simulation experiences, low fidelity simulation, case study, group work, and individual skills work. Clinical consists of adult med-surg patient care at area hospitals.

• Lecture/Discussion

Lecture on cardiac, endocrine, neuro content of medical surgical adult patients, nursing care, priorities, NCLEX prep. Classroom discussions, group work, interactive discussions.

Other

computer programs, simulation, learning modules & case studies

Assignments

Reading Assignments

EReReading assignment:

Unit 1

Ignatavicius & Workman Medical Surgical Nursing, 8th edition: 33, (34), 35, 36, 38.

ATI content is found at www.atitesting.com.

Complete: ATI review modules, Complete: ATI review modules, Adult Med-Surg, Cardiovascular: pg 294-434 (2013 ed); ebook pgs 161- 239 (2016 ed).

ATI practice assessment: Targeted Medical Surgical 2013: Cardiovascular:

ATI Tutorial, Pharmacology Made Easy: Cardiovascular System.

Writing Assignments

Concept map:

Concept Map General Instructions:

 List patient acute physiological problems in order of priority; these may be written as nursing diagnoses, collaborative problems, or potential complications. For example: Ineffective tissue perfusion related to myocardial ischemia...or Collaborative Problem: Myocardial Ischemia or Potential Complication: Cardiogenic Shock

Example acute problem list, in order of priority:

- 1. Ineffective tissue perfusion
- 2. Activity intolerance
- Deficient knowledge

- 1. Analyze / evaluate / integrate information on each problem by discussing, evaluating and correlating relevant:
 - a. Physical assessment findings
 - b. Diagnostic findings
 - c. IV solutions
- 1. Complete an ongoing concept map for a patient whose nursing diagnosis/potential complication/collaborative problem is the most critical physiological problem. The concept map should incorporate all acute problems in the interventions and evaluations.

Further recommendations for concept maps:

- 1. Include pertinent recent events and history particularly since admission.
 - <u>Do not</u> use identifying patient information on this concept map, such as the patient's actual initials, room number, MR number, etc. Instead, create a false set of initials or name for each patient.
 - <u>Do</u> include age, gender, admit date, date of care, diagnosis, significant history, care up to the present, and patient's description of the problem. List admitting diagnosis, then listthe acute problem/s for the day of care with a prioritized problem list of all the **acute** problems (see #2). List the problem clearly and simply, for example if the problems has developed pneumonia on your dates of care state the problems as "Nosocomial infection".

Utilize textbooks, pharmacology, pathophysiology and diagnostics to formulate evaluations of the patient's assessment finding, medications and diagnostics.

2. Write a concept map consisting of prioritized **acute problems**, in the order of priority or severity.

A good rule of thumb to distinguish priority acute problems is to ask if this problem cause death, disability, or serious complications if left untreated. The list of problems will vary according to the acute problems; there is no specific number of problems for each patient.

3. The concept map will address each acute problem and how they are interrelated. All priority problems should be reflected in the ongoing concept map.

Analyze/Evaluate each problem by discussing, evaluating & correlating relevant physical assessment findings, diagnostic findings, medications, IV solutions. The process of evaluation is not a description of the pathophysiology. Knowledge of the patients pathophysiology is however necessary to evaluation the patient's acute problems. Remember that the evaluation process also involves making personal and or professional judgments about what specific problem under evaluation. It is best to integrate findings below together an evaluation around a problem and not just discuss the issues separately.

Physical Assessment Findings:

How are these pathologies (acute problems) reflected in your findings? What are the major complications you would be anticipating given the acute pathologies involved based on your assessment findings? (How does the acute problem affect other systems?)

Diagnostic Findings:

How do these diagnostic findings related to the acute problem (s)? What do the diagnostic findings tell the nurse about the status of the patient? Are the diagnostic findings consistent with the physical assessment findings?

Medications/Therapeutics/IV Fluids:

Evaluate only relevant medications/IV fluids related to the most acute problem(s). This includes all the ordered medications that pertain to the acute problem(s), even if not given. Think about why these medications ordered. Were they effective? How was this determined? Consider specific findings such as assessments, labs, etc. Include evaluation of IV therapies as regards patient fluid and electrolyte/acid base status.

Remember that writing a concept map is a progressive process of learning that will take a bit of trial and error. Students have nearly the entire semester to gain and document this skill of priority problem identification, analysis, evaluation, and care planning of the acutely ill client and their corresponding clinical problems and complications.

See the following rubric with concept map for grading. See concept map example in Practicum Forms section.

Other Assignments

Weekly dosage calculation worksheets:

Med Calculation/Critical Thinking Practice #1

a. Wha b. Hov	nson has this order: 1000 ml of NS to be administered every 8 hours. at is the rate per hour? 125 ml which fluid will the patient receive in 3 hours?
	you call the MD for order clarification?
Brett Butl	er has an order: NS 500 ml, IV, over 8 hours with a drip rate of 20 gtt/ml.
2. What will	the rate of administration: you give in 15 seconds? give partial drip?
	ristie has this order: 500 ml of LR, IV, over 8 hours. Indicate the rate on the ml
guidelines for d	has a history of deep vein thrombosis. Order is for Lovenox SQ, pharmacy losing, which state: 1.5 mg per kg. once daily. Patient weighs 175 pounds. vials of 100 mg. per ml.
2. What will	jor S/E (side effects): I be your dose of lovenox? y ml's of lovenox will you draw up for your dose?ml's
(0.9%) wi hospitaliz a. Clas	er reads, "Protonix 40 mg. IVP every day." Main IV fluid is normal saline th 20 mEq KCL/liter which is running at 50 ml's per hour. The patient is ed with pneumonia and is also receiving Rocephin 1 Gm. IV every 24 hours. ss/ major S/E: you dilute the Protonix?
c. How	v long will you push the Protonix over?
d. Do	you need another IV site to give this drug in?

e. You will push 1 mi over seconds. f. You will flush with fluid. g. You will push at rate. h. Pt now has S.L. How will you administer?
Evan Earning is vomiting. His PRN order is for Zofran 4 mg, IVP, every 4-6 hours prn nausea. Zofran comes in vials of 2 mg. per 1 ml.
 Class/ major S/E: How much will fluid from the vial will you draw up for your dose?
10. How long will you give this drug over?
I1. Will you dilute the drug?
Fred Franklin has a DVT and is on a heparin drip. He reports feeling nauseated; the order reads: "Phenergan 25 mg. IV every 6 hours prn nausea." He has one IV site.
12. Class/ major S/E:
13. How long will you administer this drug over?
14. Will you use an infusion pump?
15. What is one obstacle you know of in giving this drug to your patient, and as the RN managing the patient's safe care, what would be an appropriate intervention?
Formulas: Use rounding rules; see syllabus
IV pushes: Time in seconds/lines
Example: Medication Z (volume of 10 ml) over 3 minutes = 180 seconds (60 * 3)/10 ml = 18 seconds per ml
IV fluids or piggy backs:
 TV/TT (in hours)= ml/hour (can be whole numbers or decimals) TV/TT(in minutes) x gtt factor = gtt/min (must be whole numbers) IVPB: TV/TT (minutes) x 60 minutes
Methods of Evaluation
 Exams Homework Laboratory Assignments Oral Tests/Class Performance Participation Quizzes Research Project Skills Demonstrations/Performance Exam Other Clinical observations

Course Materials

Textbooks:

1. D. Ignatavicius & M. Workman. *Medical Surgical Nursing: Patient-Centered Collaborative Care*, 9th ed. Elsevier, 2018, ISBN: 9780323444194

Equivalent text is acceptable

Other:

1. Publisher online materials, syllabus, lecture Notes or power points, Nursing skills attainment equipment, numerous clinical reference books, ATI medical surgical bundle.

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LVN TO RN CAREER MOBILITY PROGRAM

ASSOCIATE IN SCIENCE

Description

GENERAL INFORMATION This degree is designed for the California Licensed Vocational Nurse (LVN) who is admitted for advanced placement into the Registered Nursing (Associate Degree) Program. The graduate of the Associate Degree Nursing program demonstrates entry-level competencies and meets the educational requirements necessary to take the National Council Licensure Examination (NCLEX-RN) to become licensed as a Registered Nurse and eligible for employment.

COSTS In addition to the expenses of regularly enrolled students (living costs, activity fees, books, tuition, etc.), Nursing students have the additional expenses of uniforms, licensing, health examination, drug testing, criminal background check, and others expenses. Nursing students are eligible for grants and loans available to any Yuba College student meeting the financial aid criteria. Upon completion of the Program, the graduate, unless otherwise disqualified by the licensing board, is eligible to take the National Council of State Boards of Nursing Licensing Examination.

DRUG POLICY Students enrolled in nursing and allied health programs are subject to the department drug policy and procedure which can be found in the Student Handbook located on the Yuba College Website for nursing (nursing.yccd.edu).

CRIMINAL BACKGROUND CHECKS Clinical agencies used in the nursing programs require criminal background screening. Applicants who are found to have certain violations that preclude clinical placement will have the offer of admission rescinded. Costs associated with the background screening is the responsibility of the applicant.

PRE-ADMISSION TESTING Prior to admission, all applicants are required to complete a pre-admission assessment exam (TEAS). Preadmission testing is required for all students.

PREREQUISITE COURSEWORK

BIOL 4, BIOL 5, BIOL 6 (minimum 2.50 GPA required):
BIOL 4 Human Anatomy4
BIOL 5 Human Physiology4
BIOL 6 Microbiology4
English (minimum 2.50 GPA required):
ENGL 1A College Composition and Reading4
Pathophysiology (minimum 2.50 GPA required):
NURS 36 Pathophysiology4
STATS 1 Introduction to Statistics4
Chemistry 2A Introductory Chemistry OR
2B Introductory Chemistry4
FCS 10 Nutrition OR3
Health 10 Principles of Nutrition3
PSYCH 1A General Psychology

SOCIL 1 Introduction to Sociology OR	3
SOCIL 2 Social Problems OR	.3
SOCIL 5 Sociology of Race & Ethnicity OR	.3
ANTHR 2 Cultural Anthropology	.3
SPECH 1 Public Speaking	3
Humanities Elective	3

Some prerequisite courses have their own prerequisite(s). Please refer to the current course description for additional information

Enrollment Eligibility:

To be eligible for enrollment in the program, the student must meet the following criteria:

- a. The program uses a multi-criteria enrollment process based on the California Community College Chancellor's Office admission formula to evaluate and admit applicants. See our website nursing.yccd.edu/ for more details. Students must reapply each semester. There is no waiting list.
- b. Current California Vocational Nurse License. Recent V.N. graduates must submit proof of licensure prior to completing application.
- c. Graduation from an accredited vocational school of nursing or demonstrated mastery of course content by Challenge Examination.
- d. Have a Certification of completion for Intravenous Therapy
- e. Successful completion of the course prerequites
- f. Completion of NURS 37 LVN to RN Bridge Course with 'C" or higher
- g. Achieve a score of >62% on the latest Test of Essential Academic Skills (TEAS), developed by Assessment Technologies Institute (ATI).
- h. Completion of the Humanities Graduation Requirement

Enrollment Process:

Eligible students are selected for the program according to the following steps:

- 1. Meet all eligibility requirements and apply to the program. Visit the nursing website <u>nursing.yccd.edu</u> for more information.
- 2. Complete our online application.
- 3. Applicants will be admitted on a space-available basis. Admitted student must complete a Yuba College application and complete the college entry requirements.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- 1. Upon successful completion, the students will communicate and collaborate with interdisciplinary healthcare partners in providing care to a diverse population of patients and families.
- 2. Upon successful completion, the students will demonstrate problem solving skills while utilizing resources to apply best practices to deliver safe and effective care.
- 3. Upon successful completion, the students will demonstrate application of evidence based practice in rendering ethical, competent and culturally sensitive care across the lifespan to all patients.

Program Requirements:

Recommended Courses Course Block Units: (0 Required)

NURS56 Advanced Nursing Skills Lab 1

NURS57 Second Year Advanced Nursing Skills Lab 1

First Semester Course Block Units: (8.5 Required)

NURS21 Pediatric Nursing 3.5

NURS3 Intermediate Medical Surgical Nursing 5

Second Semester Course Block Units: (10.5 Required)

NURS4 Advanced Medical Surgical Nursing 6.5

NURS33 Psychiatric/Mental Health Nursing 4

Total: 19

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NURSING

ASSOCIATE IN SCIENCE

Description

GENERAL INFORMATION Yuba College offers an Associate Degree Nursing program leading to licensure as an Registered Nurse (RN). A career ladder program for LVN's wishing to advance to the RN level is also available. All students are advised to check the Yuba College Website for nursing (nursing.yccd.edu) often for new information relative to application and admission. Graduates after passing the National Council of State Boards of Nursing Licensing Examination will have a variety of employment opportunities.

COSTS In addition to the expenses of regularly enrolled students (living costs, activity fees, books, tuition, etc.), Nursing students have the additional expenses of uniforms, licensing, health examination, drug testing, criminal background check, and others expenses. Nursing students are eligible for grants and loans available to any Yuba College student meeting the financial aid criteria. Upon completion of the Program, the graduate, unless otherwise disqualified by the licensing board, is eligible to take the National Council of State Boards of Nursing Licensing Examination.

DRUG POLICY All students enrolled in nursing and allied health programs are subject to the department drug policy and procedure which can be found in the Student Handbook located on the Yuba College Website for nursing (nursing.yccd.edu).

CRIMINAL BACKGROUND CHECKS All clinical agencies used in the nursing programs require criminal background screening. Applicants who are found to have certain violations that preclude clinical placement will have the offer of admission rescinded. Costs associated with the background screening is the responsibility of the applicant.

PRE-ADMISSION TESTING Prior to admission, all applicants are required to complete a pre-admission assessment exam (TEAS). Preadmission testing is required for all students.

PREREQUISITE COURSEWORK:

BIOL 4, 5, 6 (minimum cumulative 2.5 GPA required)
BIOL 4 Human Anatomy4
BIOL 5 Human Physiology4
BIOL 6 Microbiology4
English (minimum 2.50 GPA required):
ENGL 1A College Composition and Reading4
Pharmacology and Pathophysiology (minimum 2.50 cumulative GPA required):
NURS 26 Pharmacology3
NURS 36 Pathophysiology4
STATS 1 Introduction to Statistics4
Chemistry 2A Introductory Chemistry OR
2B Introductory Chemistry4
FCS 10 Nutrition OR3
Health 10 Principles of Nutrition 3

PSYCH 1A General Psychology	
SOCIL 1 Introduction to Sociology OR	3
SOCIL 2 Social Problems OR	3
SOCIL 5 Sociology of Race & Ethnicity OR	3
ANTHR 2 Cultural Anthropology	3
SPECH 1 Public Speaking	3
Humanities Elective	3

Some ADN prerequisite courses have their own prerequisite(s). Please refer to the current course description for additional information.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- 1. Communicate and collaborate with interdisciplinary health care partners in providing care to diverse population of patients and families.
- 2. Demonstrate problem solving skills while utilizing resources to apply best practices to deliver safe and effective care.
- 3. Demonstrate understanding of and apply evidence based practice in rendering ethical, competent and culturally sensitive care across the lifespan to all patients.

Program Requirements:

Course Block Units: (9 Required)		First Semester
9	Fundamentals of Medical Surgical	NURS1 and
Course Block Units: (10.5 Required)		Second Semester
7	Introduction Medical Surgical Nursing	NURS2
3.5	Obstetrical Nursing	NURS22
Course Block Units: (8.5 Required)		Third Semester
3.5	Pediatric Nursing	NURS21
5	Intermediate Medical Surgical Nursing	NURS3

Fourth Semester Course Block Units: (10.5 Required)

NOTE: To progress through the Associate Degree in Nursing Program, all courses must be passed with a "C" (75%) or better.

NURS4 Advanced Medical Surgical Nursing 6.5

NURS33 Psychiatric/Mental Health Nursing 4

Total: 38.5

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LVN TO RN ONLY (30-UNIT OPTION)

CERT OF ACHIEVEMENT WITH 30-59.5 UNITS

Description

This 30 unit option meets California State Regulation 1429, and those completing this track are eligible to apply for the National Council of State Boards of Nursing Licensing Examination in preparation for licensure as a Registered Nurse. This is a non-degree option. States other than California may not grant Registered Nurse (RN) licensure based on completion of this option. Career laddering to a higher level such as Bachelor of Science in Nursing may be limited by this option as well. It is recommended the applicant call the Nursing Department for more information. Students who qualify will be admitted each semester on a space available basis.

ADMISSION CRITERIA

- A. All applications are obtained and filed with the Nursing Office at the Yuba College main campus in Marysville. Applicants will be admitted on a space-available basis points in multi-criteria screening process and by date of receipt of completed application packet. Contact the Nursing Office for admission procedures, information.
- B. Eligibility. Minimum qualifications for admission to this track are:
- 1. Current California Vocational Nurse License. Recent V.N. graduates must submit proof of licensure prior to completing application.
- 2. Graduation from an accredited vocational school of nursing or demonstrated mastery of course content by Challenge Examination.
- 3. IV Certified
- 4. Completion of the following courses with an overall averaged GPA of 2.5 or higher in the following courses: BIOL 5 Human Physiology, BIOL 6 Introductory Microbiology; NURS 36 Pathophysiology
- 5. Completion of the following individual courses with a "C" or higher: BIOL 5 Human Physiology, BIOL 6 Introductory Microbiology; NURS 36 Pathophysiology

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

Drogram Baguiramanta, Nuraing Majar

- 1. Upon successful completion, the students will communicate and collaborate with interdisciplinary healthcare partners in providing care to a diverse population of patients and families.
- 2. Upon successful completion, the students will demonstrate problem solving skills while utilizing resources to apply best practices to deliver safe and effective care.
- 3. Upon successful completion, the students will demonstrate application of evidence based practice in rendering ethical, competent and culturally sensitive care across the lifespan to all patients.

Program Requirements:

Course Block Unite (21 Dequired)

Program Requirements: Nursing Major		Course block Units: (31 Required)
NURS21	Pediatric Nursing	3.5
NURS33	Psychiatric/Mental Health Nursing	4
NURS36	Pathophysiology: Understanding Disease	4
BIOL5	Human Physiology	4
BIOL6	Introductory Microbiology	4

NURS4	Advanced Medical Surgical Nursing	6.5
NURS3	Intermediate Medical Surgical Nursing	5

Total: 31

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Yuba Community College District

Yuba College Course Outline

Course Information

Course Number: RADT 9

Full Course Title: Advanced Modalities Short Title: Advanced Modalities

TOP Code: 1225.00 - Radiologic Technology/Science - Radiographer*

Effective Term: Fall 2018

Course Standards

Course Type: Credit - Degree Applicable

Units: 3.0

Total class hours: 108.0

Total contact hours in class: 54.0

Lecture hours: 54.0

Hours outside of class: 108.0

Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

Radiological Technology

Course Description

Computed Tomography basics, Cross-sectional anatomy, and Advanced modalities in the field of Radiologic Technology.

Conditions of Enrollment

Acceptance in Radiologic Technology Program.

Content

Course Lecture Content

- 1. Basic principles of Computed Tomography
- 2. Introduction to advanced modalties
 - Bone Density
 - Interventional Radiology
 - Magnetic Resonance Imaging
 - Mammography
 - Medical Dosimetry
 - Nuclear Medicine
 - Radiation Therapy
 - Sonography
- 3. Introduction to Sectional Anatomy

Objectives

- 1. Recognize the basic equipment used in various imaging modalities and radiation therapy.
- Explain the major components of the computed tomography computer system **Requires Critical Thinking**
- 3. Identify anatomy on sectional images in Computed Tomography and Magnetic Resonance Imaging.
- 4. Identify patient safety in Computed Tomography **Requires Critical Thinking**

Student Learning Outcomes

- 1. Upon completion of the course, the student will identify radiographic pathology of the abdomen/GI system.
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
 - Scientific Awareness Students will understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
- 2. Upon completion of this course, the student will compile a case study of chest pathology.
 - **Communication** Students will effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
 - Scientific Awareness Students will understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
- 3. Upon completion of this course, the student will identify components of a computed tomography scanner.
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.

Methods of Instruction

Lecture/Discussion
 Online lecture Online discussion board Presentations via Canvas portal Case Studies

Distance Education

Delivery Methods

Online

Assignments

Reading Assignments

CASE STUDY

Please report on a case study obtained from clinical experience or research. The topic is chest (thorax) and the modality is CT. All the criteria must be met. This must be posted in paragraph form; you may not just list the criteria with an answer. All questions must be answered.

Please read the rubric carefully...it states you "must fully describe".

You must also write these in your own words.

You must cite your sources in APA format...and your textbook may NOT be a the only resource or the source of the case study.

Writing Assignments

CASE STUDY

Please report on a case study obtained from clinical experience or research. The topic is chest (thorax) and the modality is CT. All the criteria must be met. This must be posted in paragraph form; you may not just list the criteria with an answer. All questions must be answered.

Please read the rubric carefully...it states you "must fully describe".

You must also write these in your own words.

You must cite your sources in APA format...and your textbook may NOT be a the only resource or the source of the case study.

Methods of Evaluation

- Essay/Paper
- Exams
- Homework
- Quizzes
- Research Project

Course Materials

Textbooks:

1. John Lampignano and Leslie Kendrick. *Bontrager's Textbook of Radiographic Positioning and Related Anatomy*, 9th ed. Elsevier/Mosby, 2018, ISBN: 978-0-323-39966-1

Other:

1. Computer access

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Yuba Community College District

Yuba College Course Outline

Course Information

Course Number: PLSCI 20A

Full Course Title: Principles of Plant Science Lab

Short Title: Plant Science Lab TOP Code: 0103.00 - Plant Science

Effective Term: Fall 2020

Course Standards

Course Type: Credit - Degree Applicable

Units: 1.0

Total class hours: 54.0

Total contact hours in class: 54.0

Lab hours: 54.0 Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

- Agriculture (Masters Required)
- Agricultural Production

Course Description

Lab course designed to complement PLSCI 20. Topics include microscope use, internal and external plant structures, photosynthesis, respiration, and other aspects of plant growth and development. Students enrolled in PLSCI 20L should be concurrently enrolled in PLSCI 20.

Content

Course Lecture Content

- 1. The role of higher plants in the living world
 - A. Fossil fuels
 - B. Food chains
 - C. Industrial products
 - D. Lower forms of plant life
- 2. Structure of higher plants
 - A. The life cycle of a plant
 - B. The cell

- C. Cell structure

 D. The plant body
- 3. Naming and classifying plants
 - A. Climate
 - B. Botanical names
 - C. Botanical classifications
 - D. Plant taxonomy
- 4. Origin, domestication, and improvement of cultivated plants
 - A. Origin of cultivated plants
 - B. Domestication of plants
 - C. Crop plants
 - D. Germplasm
 - E. Genetic concepts in plant improvement
- 5. Propagation of plants
 - A. Propagation methods
 - B. Sexual propagation
 - C. Vegetative propagation
- 6. Vegetative and reproductive growth and development
 - A. Vegetative growth and development
 - B. Reproductive growth and development
 - C. Plant growth regulators
- 7. Photosynthesis, respiration, and translocation
 - A. Photosynthesis
 - B. Plant respiration
 - C. Electron transport system
 - D. Assimilation
- 8. Soil and soil water

- A. Factors involved in soil formationB. Physical properties of soilC. Chemical properties of soilD. Soil organisms
- · ·
- E. Soil organic matter
- F. Soil water
- G. Water quality
- 9. Soil and water management and mineral nutrition
 - A. Land preparation
 - B. Irrigation
 - C. Mineral nutrition
 - D. Soil conservation
- 10. Climatic influences on crop production
 - A. Climatic factors affecting plant growth
 - B. Climatic requirements of some crop plants
 - C. Weather and climate
 - D. Climatic influences on plant diseases and pests
- 11. Biological competitors of useful plants
 - A. Weeds
 - B. Plant diseases
 - C. Plant pests
 - D. Nematodes
 - E. Rodents
 - F. Pesticide impacts on the environment
- 12. The scientific method
 - A. Developing a hypothesis
 - B. Scientific design
 - C. Application to plant/soil problems

- 13. Laboratory topics
 - A. The plant cell
 - B. Cellular components
 - C. Cellular transportation
 - D. Plant roots
 - E. Plant stems
 - F. Plant leaves
 - G. Reproductive structures
 - H. Soil
 - I. Propagation techniques
 - J. Tissue culture techniques

Course Lab/Activity Content

- 1. The role of higher plants in the living world
 - A. Fossil fuels
 - B. Food chains
 - C. Industrial products
 - D. Lower forms of plant life
- 2. Structure of higher plants
 - A. The life cycle of a plant
 - B. The cell
 - C. Cell structure
 - D. The plant body
- 3. Naming and classifying plants
 - A. Climate
 - B. Botanical names
 - C. Botanical classifications
 - D. Plant taxonomy
- 4. Origin, domestication, and improvement of cultivated plants
 - A. Origin of cultivated plants
 - B. Domestication of plants

- C. Crop plants
- D. Germplasm
- E. Genetic concepts in plant improvement
- 5. Propagation of plants
 - A. Propagation methods
 - B. Sexual propagation
 - C. Vegetative propagation
- 6. Vegetative and reproductive growth and development
 - A. Vegetative growth and development
 - B. Reproductive growth and development
 - C. Plant growth regulators
- 7. Photosynthesis, respiration, and translocation
 - A. Photosynthesis
 - B. Plant respiration
 - C. Electron transport system
 - D. Assimilation
- 8. Soil and soil water
 - A. Factors involved in soil formation
 - B. Physical properties of soil
 - C. Chemical properties of soil
 - D. Soil organisms
 - E. Soil organic matter
 - F. Soil water
 - G. Water quality
- 9. Soil and water management and mineral nutrition
 - A. Land preparation
 - B. Irrigation
 - C. Mineral nutrition
 - D. Soil conservation
- 10. Climatic influences on crop production
 - A. Climatic factors affecting plant growth
 - B. Climatic requirements of some crop plants
 - C. Weather and climate
 - D. Climatic influences on plant diseases and pests

- 11. Biological competitors of useful plants
 - A. Weeds
 - B. Plant diseases
 - C. Plant pests
 - D. Nematodes
 - E. Rodents
 - F. Pesticide impacts on the environment
- 12. The scientific method
 - A. Application to plant/soil problems

Objectives

- 1. Diagram and identify basic plant cell structures and organelles and explain the function of each.
- 2. Identify basic internal and external anatomy of flowering plants using proper terminology.
- 3. Apply various operational systems of classification of plants based on growth, form, fruits, life cycle, use, stem type, leaf characteristics, adaptation, and flower type.
- 4. Demonstrate various methods of sexual and asexual propagation and aftercare techniques of plants by completing a propagation activity.
- 5. Compare various methods used to manipulate plant physiological processes for increased plant productivity and quality and discuss economic, environmental and social issues related to each.

 Requires Critical Thinking
- 6. Evaluate and appraise a soil site for specific crop/plant production: collect soil samples, complete a basic soil analysis, evaluate data collected from test and compile soil management recommendations for better plant performance in a written document

Student Learning Outcomes

- 1. Upon completion of this course, students should be able to explain the standard plant propagation methods.
 - **Communication** Students will effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
 - Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
 - **Scientific Awareness** Students will understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.

Methods of Instruction

- Laboratory
- Other
 - Demonstration

Assignments

Other Assignments

Leaf Pigment Lab (20pts)		
Name :		

Procedure: Each group will carry out the following procedures on two different plants.

- 1. Take 1-3 large leaves of the variety your teacher has assigned and cut them into very small pieces before placing them in the beaker.
- 2. Put 1-2 Tablespoons of Isopropyl alcohol in the beaker, enough to cover the leaves.
- 3. Cover the top of the beaker with a piece of foil and label the foil with the leaf type and your group name or symbol.
- 4. Place the beaker on the hot plate and allow to heat for 15 mins on the LOW heat setting.

Once the pigments have been extracted from the leaves:

- 1. Turn the hot plate OFF.
- 2. Using a piece of paper towel to protect your hands, remove the beaker from the hot plate and allow to cool for at least 30 mins. Do not remove the foil. Make sure it is really cool before proceeding to the next step!

When the solution is cool:

- 1. Clean the scissors.
- 2. Select two pieces of filter paper and handle only the edges. The oils from your fingers can affect absorbency.
- 3. Cut a 1" strip from the center of each piece of filter paper.
- 4. Tape the strip to a pen or pencil so that once the end of the filter paper is set into the beaker it will just barely touch the bottom of the beaker.
- 5. Remove the foil from the beaker and place the pencil (with the filter paper attached) across the top of the beaker so the bottom of the paper is sitting in the solution and barely touching the bottom of the beaker.
- 3. Do not jiggle or move the beaker while the filter paper is in place. Wait and watch (it could take as long as an hour). You'll see the pigments begin to separate on the filter paper.

Use colored pencils for your sketches and answer the following questions:

(2)1. Sketch each of your leaves (including petiole), observing both sides of the leaf. Be sure to record the name of each leaf.

Label the pigmented areas. Write the names of the pigments, not just the colors (e.g., xanthophylls for yellow regions, etc.). These are the pigments you would expect to see on your chromatography.

Methods of Evaluation

- Exams
- Homework
- Laboratory Assignments

Course Materials

Textbooks:

1. Berg, Linda. *Introductory Botany: Plants, People, and the Environment,* 2 ed. Thomson Brooks Cole, 2008, ISBN: 10: 0534466699

Manuals:

1. Asmus, Brandi. *Plant Science 20/L Lab Manual*, -- ed. Yuba College Printshop, 2019, ISBN: -- **Equivalent text is acceptable**

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Yuba Community College District

Yuba College Course Outline

Course Information

Course Number: PLSCI 22A

Full Course Title: Introduction To Soils Lab

Short Title: Intro Soils Lab

TOP Code: 0103.00 - Plant Science **Effective Term:** Spring 2020

Course Standards

Course Type: Credit - Degree Applicable

Units: 1.0

Total class hours: 54.0

Total contact hours in class: 54.0

Lab hours: 54.0 Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

· Agriculture (Masters Required) Or

• Agricultural Production

Course Description

Laboratory to accompany Introduction to Soils (PLSCI 22). Physical, chemical and biological properties of soils as related to plant growth and soil formation. Includes the study of soil development; classification and characteristics; and soil use and management, including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Students enrolled in PLSCI 22L should be concurrently enrolled in PLSCI 22.

Content

Course Lecture Content

- 1. The soil in perspective
- 2. Soil formation, classification and survey
- 3. Physical properties of soil
- 4. Biological properties of soil
 - a. Organic matter
 - b. Soil organisms
- 5. Chemical properties of soil
- 6. Soil moisture and drainage
- 7. Soil colloids
- 8. Soil pH
- 9. Interpretation of soil maps
- 10. Soil conservation
- 11. Laboratory exercises using the scientific method in the study of soils.

Course Lab/Activity Content

- 1. Categories and nomenclature of soil taxonomy
- 2. Particle Size distribution
- 3. Soil Structure, Texture, Color
- 4. Interpretation and usage of soil maps
- 5. Organic materials and microbiology of soils
- 6. Soil Moisture
- 7. Soil Analysis and Management
- 8. Soil Ecosystems
- 9. Soil Chemistry

Objectives

- 1. Apply various operational systems of classification of plants based on growth, form, fruits, life cycle, use, stem type, leaf characteristics, adaptation, and flower type.
- Diagram and identify basic plant cell structures and organelles and explain the function of each.
 Requires Critical Thinking
- 3. Demonstrate an understanding of soil taxonomy. **Requires Critical Thinking**
- 4. Demonstrate practical soil management including soil conservation.
- 5. Describe the features of a soil profile and relate such to soil management practices.
- 6. Demonstrate how to read a soil map, explain the importance of soil mapping and how to locate a specific site using both township range and geographical information systems.
- 7. Demonstrate how to determine a Soil Storie Index Rating and a Natural Resources Conservation Service land capability class.
- 8. Evaluate a soil's water holding capacity, plant available water, properties and movement of water in soil.
 Requires Critical Thinking
- 9. Assess and evaluate the cation exchange capacity for a given soil. **Requires Critical Thinking**
- 10. Interpret a soil nutrient analysis.

Student Learning Outcomes

- 1. Upon completion of the course, students will be able to investigate aspects of soil as it relates to soil formation and plant health.
 - Critical Thinking Students will analyze data/information in addressing and evaluating problems and issues in making decisions.

• **Scientific Awareness** Students will understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.

Methods of Instruction

Laboratory

Assignments

Other Assignments

- 1. Percolation Rate:
- * Obtain 3 cups of a fine texture natural soil sample. Place a homogenized (mixed rigorously in a bowl with a wooden spoon for three minutes) portion of the natural soil sample in clear plastic tube 1.5 in. in diameter and 12 in. long mounted on a wire stand. (You may need to use a pestle to crush soil).
- * Fill the tube to within 2 in. of the top, leaving this area open for the addition of water. Cover the bottom of the tube with a cloth and/or coffee filter and rubber band to prevent the soil from pouring out the bottom (see the illustration in Figure 9-2).
- * Mix 50% coarse sand and 50% natural soil and fill a second clear plastic tube 1.5 in. in diameter and 12 in. long mounted on a wire stand to the same depth.
- * Finally, mix 50% peat moss and 50% natural soil and fill the third tube. Label the three tubes.
- * Examine the percolation rate of each sample, one at a time, by adding tap water to each tube (soil column), filling it to the top. Maintain a ¾ to 1 in. head of water on top of the soil by adding water if necessary. Measure the depth of water percolation after:
- 1. 30 seconds
- 2. 1 minute
- 3. And every other minute thereafter until the wetting front has reached the bottom of the column. It may be helpful to mark the column with a sharpie at the end of each time period to track its progression through the soil. Complete this procedure for the other two columns.
- 4. Plot the data you have collected on the graph in Figure 9-1.

Methods of Evaluation

- Exams
- Laboratory Assignments
- Participation
- Quizzes
- Research Project

Course Materials

Textbooks:

- 1. Plaster. *Soil Science and Management*, 5th ed. Delmar Publisher, 2008, ISBN: 10: 1418038652 **Equivalent text is acceptable**
- 2. Brady and Weil. *The Nature and Property of Soils*, 15th ed. Prentice Hall, 2016, ISBN: 978-0133254488 **Equivalent text is acceptable**
- 3. Brady and Weil. *Elements of the Nature and Property of Soils*, 3rd ed. Prentice Hall, 2009, ISBN: 978-0135014332

Equivalent text is acceptable

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Yuba Community College District

Yuba College Course Outline

Course Information

Course Number: VETT 2L

Full Course Title: Veterinary Anatomy Laboratory

Short Title: Vet Anat Lab

TOP Code: 0102.10 - Veterinary/Animal Health Technology/Technician and Veterinary Assistant*

Effective Term: Fall 2016

Course Standards

Course Type: Credit - Degree Applicable

Units: 2.0

Total class hours: 108.0

Total contact hours in class: 72.0

Lecture hours: 18.0 Lab hours: 54.0

Hours outside of class: 36.0

Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

· Registered Veterinary Technician or DVM

Veterinary Technology

Course Description

Gross anatomy laboratory of domestic animals. This laboratory course will introduce the veterinary technology student to basic anatomy of domestic animals. Topics include anatomical and directional terms common to veterinary medical practice as well as coverage of the skeletal, integumentary, muscular, cardiopulmonary, digestive, urogenital, endocrine, and nervous systems and the special sense organs. The structure and function of the animal body as well as discussion of the similarities and differences among domestic animal species is included.

Conditions of Enrollment

Satisfactory completion of: VETT 1; VETT 4 Concurrent enrollment or satisfactory completion of: VETT 2

Advisories

- Computer Literacy recommended basic computer skills
 Students will be asked to perform internet searches, complete online assignments, and produce homework in MS Word, Excel or Power point.
- Language recommended eligibility for English 1A

: Students will be required to read and write evaluations of case studies and patient assessments.

Content

Course Lecture Content

- Introduction to Veterinary Lab
 - a. Anatomical terms
 - b. Planes and Sections
 - c. Directions
- II. Skeletal System
 - a. Bone Identification and function
- III. Special Sense Organs
 - a. Visual (eye)
 - b. Auditory (ear)
 - c. Terminology
- IV. Muscular System
 - a. Neck and trunk
 - b. Thoracic and pelvic limb
 - c. Abdominal muscles
 - d. Action and insertion
 - e. Terminology
- V. Vertebral Column
 - a. Bone identification and function
 - b. Nerves
- VI. Cardiovascular System
 - a. Structure and Function
 - b. Major vessels, arteries and veins
 - c. Cardiac cycle
- VII. Abdominal Viscera
 - a. Body cavities and mesenteries
 - b. Digestive System
 - c. Endocrine System
 - d. Structure and function
 - e. Terminology
- VIII. Urogenital System
 - a. Kidneys
 - b. Ureters
 - c. Urinary Bladder
 - d. Urethra
 - e. Structure and function
 - f. Terminology
- IX. Reproductive Systems
 - a. Structure and function
 - b. Hormones
 - c. Terminology
- X. Nervous System
 - a. Brain
 - b. Structure and Function
 - c. Terminology

Course Lab/Activity Content

- I. Introduction to Veterinary Lab
 - a. Introduction / Skin cat / Identify structures/functions of bones of skull
- II. Skeletal System
 - a. Identify structures/functions of bones of skull (continued), neck, thoracic limbs
- III. Special Sense Organs
 - a. Identify structures/functions of eyes, ear
- IV. Muscular System
- a. Identify structures/functions/action and insertion of muscles of head, neck, abdomen, and thoracic and pelvic limbs
- V. Vertebral Column
- a. Identify structures/functions/action and insertion of muscles of vertebrae; identify structures of the nervous as they relate to the vertebral column (e.g., ganglia)

- VI. Cardiovascular System
 - a. Identify structures/functions of cardiovascular system
- VII. Abdominal Viscera
 - a. Identify structures/functions of gastrointestinal and endocrine system
- VIII. Urinary System
 - a. Identify structures/functions of urinary system
- IX. Reproductive Systems
 - a. Identify structures/functions of the reproductive system
- X. Nervous System
 - a. Identify structures/functions of the nervous system

Objectives

- 1. Define anatomical terminology, planes and sections.
- 2. Describe the circulatory system, including the blood vascular system and the lymphatic vascular system.

 Requires Critical Thinking
- 3. List major vessels, arteries and veins.
- 4. Explain the anatomy and function of muscles. **Requires Critical Thinking**
- 5. Describe the structures and functions of the respiratory system **Requires Critical Thinking**

Student Learning Outcomes

- 1. Upon completion of this course, students will demonstrate information literacy skills to access, evaluate, and use resources to stay current in the fields of anatomy and physiology.
- 2. Upon completion of this course, students will use anatomical knowledge to predict physiological consequences, and use knowledge of function to predict the features of anatomical structures.
- 3. Upon completion of this course, students will synthesize ideas to make a connection between knowledge of anatomy and real-world situations, including healthy nutritional decisions and physical activity.

Methods of Instruction

- Laboratory
- Lecture/Discussion

Assignments

Reading Assignments Writing Assignments

Example 1: List the names of the four cranial nerves (by number and name) that are both sensory and motor nerves. In addition, describe the function of these nerves.

Example 2: Describe the purpose of the digestive system and list the six basic functions of the digestive system. What systems or structures make up the digestive system?

Methods of Evaluation

- Essay/Paper
- Exams
- Homework

- Laboratory Assignments
- Participation
- Quizzes
- Skills Demonstrations/Performance Exam

Course Materials

Textbooks:

1. Sebastiani, Aurora M.and Fishbeck, Dale W.. *Mammalilan Anatomy: The Cat*, 2nd ed. Douglas Morton, 2005, ISBN: 9780895826831

Other:

1. All assignments must be compiled and submitted using Microsoft Word, PowerPoint, and/or Excel version 2003 or later.

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