

**HLTH 102 – STANDARD FIRST AID AND CPR (Ticket #3331) - (3 Units)**  
**Days: Monday and Wednesday. Hours: 10:45am-12:10pm (1 hour and 25mnts)**  
**Room: VGT 6**  
**SPRING 2017 (Start/Stop Date(s): 02/21/2017 - 06/14/2017)**

**Instructor: Jorge A. Mena Freitas**

**Title: INSTRUCTOR: OF FIRST AID/CPR/AED, PHYSICAL EDUCATION, HEALTH, KINESIOLOGY AND ATHLETICS.  
WOMEN'S SOCCER HEAD COACH.**

**Office: Verdugo Gym Office 215**

**OFFICE HOURS:**

**TUESDAY-THURSDAY: 3:15- 5:15PM.**

**Phone: (818) 240-1000 x5522**

**E-Mail Address: [jmena@glendale.edu](mailto:jmena@glendale.edu)**

## **COURSE SYLLABUS**

### **I. Course Description:**

**In Health 102 – Standard First Aid and CPR (American Red Cross First Aid/CPR/AED Program) you will watch a number of Video segments that show specific emergencies. The purpose of the course is to help participants recognize and respond appropriately to cardiac, breathing and first aid emergencies. The courses in this program teach skills that participants need to know to give immediate care to a suddenly injured or ill person until more advanced medical personnel arrive and take over. This program offers first aid, CPR and AED courses to meet the various training needs of a diverse audience.**

### **II. Student Learning Outcomes:**

- 1. Recognize that health emergencies exist.**
- 2. Demonstrate the appropriate skills required to properly perform rescue breathing on children and infant and cardiopulmonary resuscitation on infants, children and adults.**
- 3. Identify injuries and sudden illness that require immediate first aid treatments.**

### **III. Materials (Required):**

- Responding to Emergencies: Comprehensive First Aid/CPR/AED, by American Red Cross.  
ISBN-13: 978-1-58480-554-0**
- Face Shield**
- Latex Gloves**
- First Aid Training Kit**
- Bring materials to every day class.**

### **IV. Class Conduct:**

**Disruptive and rude behavior for the instructor and fellow classmates will not be tolerated and may result in suspension or dismissal from the class.**

- Students are expected to come to class prepared with paper, pen/pencil, notes, assignments, etc.**
- Please turn off cell phones and beepers. iPods or mp3 players are not allowed.**
- Attending class late is considered disruptive behavior.**

As a student at Glendale Community College you will behave in such a manner so not to bother students and disrupt the instructor during class.

- If you fail to act in such a manner, disciplinary action will be taken. **Ultimately you can be asked to drop the class.**
- 1<sup>st</sup> Warning – Verbal
- 2<sup>nd</sup> Warning – Verbal- Written Notice
- 3<sup>rd</sup> Warning – Written Notice and Meeting with Division Chair

#### V. Students with Disabilities:

All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities.

#### VI. Academic Dishonesty Policy:

College study is the process of becoming an independent scholar. All students are expected to do their own work. All forms of cheating and plagiarism are absolutely forbidden. This is the official policy of Glendale Community College and the instructors of this course. Students found cheating will have their assignments marked 0 for Failure and may receive a failing grade for the course.

Examples of cheating include, but are not limited to, the following:

- Using unauthorized materials on exams
- Copying other student exams
- Submitting any assigned work not the student's own
- Copying other written materials without proper credit to the original author
- Downloading from computer networks
- Purchasing papers

Incidents of academic dishonesty will be reported to the Vice President of Instruction and will become part of the student's Glendale College file.

#### VII. Attendance:

Attendance is essential. You will receive 1 point for attending Class on time. If you are late to class you will be credited with 0 point. Attendance will be taken every meeting promptly. It is the student's responsibility to alert the instructor, AFTER CLASS that he/she attended late. College rules allow an instructor to drop a student for missing two weeks of class (4 class meetings). Each class is equivalent to half of a week.

#### VIII. Research Paper:

The Research Paper will be an area of health that interests you. You will write an 8 to 10-pages research paper using APA reference format. You will have at least 3 sources.

**During class, by Wednesday, March-8-17, you must turn in your topic of health that you will write the research paper.**

**Due date: Friday April -29-17. Email it to: [jmena@glendale.edu](mailto:jmena@glendale.edu) by 10:00pm.**

**Late papers will receive 0 points. Your papers will grade through TURNIT IN.COM**

**Term Paper: 0 -100 POINTS**

The course requires you to write an 8 to 10 pages research. The Student will take the time and look into topics related to the health field. He or she will then follow through a step by step instructional packet to set-up, research, put together an 8 to 10 pages typed research project. Upon completion of this project, Student will have completed the following:

**A. Selected a Topic of Interest – CPR or First-Aid.**

**B. Outline of material.**

**C. Used at least 3 sources (Journals, class book, periodicals etc...)**

**D. Put together a rough draft.**

**E. 8 to 10 typed pages of research -- in addition to Title Page/ Bibliography (American Psychological Association format-- APA)**

APA (American Psychological Association) is the most commonly used style guide for writing and documentation in papers and manuscripts in the biological science and social science disciplines.

APA specifically regulates:

○ Stylistics

○ In-text citations (references to sources within the paper)

○ References (all sources used in the paper)

○ This presentation focuses on APA as a documentation format.

**Your essay should:**

○ **be typed, double-spaced**

○ **on standard-sized paper (8.5" x 11")**

○ **with 1" margins on all sides**

○ **in 10-12 pt. Times New Roman or a similar font**

○ **include a running page head (title) in the upper left-hand of every page and a page number in the upper right-hand side of every page**

**Your paper needs to include three major sections:**

○ **Title page**

○ **Main Body**

○ **References**

**An abstract is a summary of the paper in a few hundred words. Students can find examples of abstracts for published journal articles.**

**Researchers and students working at an advanced level will often include an abstract in their papers.**

Page header: Running head: JWCC WRITING CENTER'S EXCELLENT APA PAPER 1  
(use Insert Page Header) **Title flush left with**

**Page number flush right. JWCC Writing Center's Excellent APA Paper**

- Jane Doe
- John Wood Community College
- Title:** Centered on the upper half of the page **Name (no title or degree) Affiliation (college, university, etc.)**
- Almost all research papers have a page at the end that lists the sources used in the paper.
- For APA, this page is titled "References"; this should be typed at the top of a separate page and put at the end of the paper
- The References page should be double spaced throughout, even the entries themselves; each entry ends with a period.
- Center the word "References" at the top of the page.
- Double-space reference entries.
- Use hanging indentation.
- Entries are placed alphabetically by the author's last names.
- See the following example.
- References**
- Critser, G. (2003). *Fat Land: How Americans became the fattest people in the world.*
- Boston: Houghton. Frye, C. & Heinrich, J. (2003). Trends and predictors of overweight and obesity in East German children. *International Journal of Obesity*, 27 (8), 963-969.
- Hellmich, N. (2006, Jan.5). Good health starts at home. *USA Today*, p. 08d.
- United States. Center for Disease Control (n.d.). *Healthy youth! Health topics childhood obesity.* Retrieved from <http://www.cdc.gov/healthyyouth/obesity>.
- Warner, M. & Libby, B. (2005, Dec 7). Lines drawn for big suit over sodas.

□ *The New York Times*, p. C1-C4.

**SOURCES:** Glendale Library can be one of your best source of information but not your only source. You can use any public or University library. All sources ( Journals, periodicals etc...) used in your project should be properly sited. Footnotes are not required since you will be using the APA format

### **IX. Evaluation – American Red Cross Certification (Cards):**

The requirements for successful course completion and certification are –

- Attending class sessions and participating in all activities, skill sessions, and skill scenarios.
- Correctly demonstrating all required hands on skills.
- **Correctly answering at least 80 percent of the questions on the American Red Cross exams (You must complete the course with a minimum of 80% score, and receive the grade of “A” or “B” as your final grade)**

**American Red Cross certificates will be mailed to you; there is an additional cost of \$19.00 for the card(s). You’ll need to make out a check for American Red Cross and bring a self-addressed, stamped envelope upon successful completion of the course. I will mail you the ARC Card(s) as soon as I receive it/them.**

**American Red Cross First Aid/ CPR /AED certificate is valid for 2 years. See instructor for more details.**

### **X. Glendale College Final Grade:**

**Four Exams: 50 points EACH Test.**

**200 POINTS**

Exam 1 (Chapters 1 – 5)

Exam 2 (Chapters 6 – 9)

Exam 3 (Chapters 10 – 14)

Exam 4 (Chapter 15 – 19), **this will be your FINAL. (June-1-16; Time: 9:10-11-30)**

**8 Quizzes:**

**80 POINTS**

You will be required to take 8 quizzes (Quizzes are 10 points each).

Quizzes will have time limits. Read instructions carefully before beginning.

**NO MAKE UPS!!! For exams and quizzes**

**Participation: 31 POINTS**

Class Attendance: including holiday and spring break.

**Research Paper: 100 POINTS**

Research Paper

### **XI. GRADING SCALE:**

**Exams: 200 points + Quizzes: 80 points + Participation: 31 points + Research Paper: 100 points + Research Paper Presentation = 411 points.**

#### **POINTS**

**411 – 366 = A**

**365 – 320 = B**

**319 – 276 = C**

**275 – 230 = D**

**229 – 0 = F**

# COURSE OUTLINE

## TENTATIVE

Week 1: February 21-26

### Wednesday: February 22

First Meeting - Class VGT 6  
Orientation  
Introduction  
Roll Call, Drop/Add  
Syllabus

### Homework: #1

What is First Aid?

What is an EMERGENCY?

### Homework: #2 Read Chapter # 1, #2 and #3.

Removing Gloves Skill Sheet

Pages 41

Week 2: February 27-March 5

### Monday February 27

1<sup>st</sup>. set up the sign sits

2<sup>nd</sup>. If Not You... Who (Chapter 1)

Pages 1 – 15

1. What is First Aid?

2. What is an EMERGENCY?

Watch Video: Introduction (Video 2:13)

Watch Video: What would you do? (Video 1:36)

3<sup>rd</sup>.

Responding to an Emergency (Chapter 2)

Pages 17 – 25

4<sup>th</sup>.

Before Giving Care (Chapter 3)

Pages 27 – 40

Removing Gloves Skill Sheet

Pages 41

Review: PowerPoint – Ch. 1, 2 & 3

Homework: Read Chapter # 4

### Wednesday March 1

1<sup>st</sup>. Quiz # 1. Chapters 1, 2 and 3. (10 questions, 10 points, scantron) Time: 10:45-11:05, 20 minutes

**#2: Topic Selection Due. During class, by Wednesday March 1/17, you must turn in your topic of health which you will write the research paper. We will talk about topics and expectation of the research papers.**

**Chapter # 4 and 4B will be on MOODLE>**

3<sup>rd</sup>. The Human Body (Chapter 4) Pages 45 – 65  
CHAPTERS 4a and 4b.  
Review: Power Point-Ch. 4a and 4b.

**Homework: Read Chapter # 5**

Week 3: March 6-12

**Monday March 6**

Checking the Person (Chapter 5) Pages 77 – 84  
Review: Power Point-Ch. 5

Watch Video: Checking an Unconscious Adult/Child (video 3:36)  
Watch Video: Checking an Unconscious infant (video 1:51)

Checking the Person Skill Sheet Pages 85 – 89

**Homework: Read chapter # 6, (pages 94-117), and review the skill sheet pages 118-124.**

**Wednesday March 8**

**#1: Quiz # 2. Chapters# 4 and # 5. (10 questions, 10 points, scantron) Time: 10:45-11:05, 20 minutes.**

Cardiac Emergencies (Chapter 6) Pages 94-117  
CPR – Adult, Child, Infant Skill Sheet Pages 118-120  
AED – Adult, Child Skill Sheet Pages 121-124  
Review: Power Point-Ch. 6

Watch Video: Recognizing/Caring for Cardiac Emergencies.  
Watch Video: Heart Attack/The Cardiac Chain of Survival.  
Watch Video: CPR – Adult and Child.  
Watch Video: Putting it all together CPR-Adult.  
Watch Video: CPR – Infant  
Watch Video: Putting it all together CPR-Infant

Review: Power Point-Ch. 6

Watch video: Using an AED/ adult and child and infant (Video 4:40)

**Homework: Skill Sheet Pages 118- 124**

**Homework: Review chapters # 1, 2, 3, 4and 5 for Exam # 1 on Monday.**

Week 4: March 13-19

**Monday March 13:**

**Exam #1 Chapters 1,2,3,4 and 5. (50 questions, 50 points, scantron)**

**Time for Exam # 1: 10:45-12:10.**

**Wednesday March 15**

**Review: Power Point-Ch. 6 Videos**

- Watch Video: Recognizing/Caring for Cardiac Emergencies.**
- Watch Video: Heart Attack/The Cardiac Chain of Survival.**
- Watch Video: CPR – Adult and Child.**
- Watch Video: Putting it all together CPR-Adult.**
- Watch Video: CPR – Infant**
- Watch Video: Putting it all together CPR-Infant**

**Review: Power Point-Ch. 6 Video**

**Watch video: Using an AED/ adult and child and infant (Video 4:40)**

**Homework: Skill Sheet Pages 118- 124**

**Homework: Create and conduct a scenario / one of your leader groups will read it for you to follow it.**

**Watch Video: Conducting scenarios. (Video 4:04)**

Week 5: March 20-26

**Monday March 20**

**Time 10:45-12:10**

**Hands on Skills – Group A, first 3 groups of five/six.**

Checking an unconscious victim

CPR – Adult, Child, Infant

AED – Adult, Child

**Homework: Read Chapter # 7, # 8 and # 9.**

**Wednesday March 22**

**Time 10:45-12:10**

**Hands on Skills – Group B, second 3 groups of five/six**

Checking an unconscious victim

CPR – Adult, Child, Infant

AED – Adult, Child

**Homework: Read Chapter # 7,**

Week 6: March 27-April 2

**Monday March 27**

**Review: Power Point Chapter # 7.**



Breathing Emergencies (Chapter 7)	Pages 125-147
Assisting with an Asthma Inhaler Skill Sheet	Pages 148-149
Conscious Choking – Adult, Child, Infant Skill Sheet	Pages 150-152
Unconscious Choking – Adult, Child, Infant Skill Sheet	Pages 153-154

Watch Video: Conscious Choking – Adult/Child  
 Watch Video: Conscious Choking – Infant  
 Watch Video: Unconscious Choking – Adult/Child  
 Watch Video: Unconscious Choking – Infant

### Wednesday March 29

#### Hands on Skills – Group B

**Time 10:45-12:10**

Conscious Choking – Adult, Child, Infant  
 CPR – Adult, Child, Infant  
 Unconscious Choking – Adult, Child, Infant  
 Unconscious Choking – Adult, Child, Infant

### Homework: Read Chapter # 8

Week 7: April 3-9

### Monday April 3

#### Hands on Skills – Group A

**Time 10:40-11:40**

Conscious Choking – Adult, Child, Infant  
 CPR – Adult, Child, Infant  
 Unconscious Choking – Adult, Child, Infant  
 Unconscious Choking – Adult, Child, Infant

### Homework: Read Chapter # 8

### Wednesday April 5

**Quiz # 3. Chapters# 6 and # 7. (10 questions, 10 points, scantron) Time: 10:45-11:05, 20 minutes.**

#### Power Point: Chapter # 8

Bleeding (Chapter 8) Pages 155-164  
 Controlling External Bleeding Skill Sheet Pages 165  
 Watch Video: Controlling Bleeding (Video 2:25)

### Homework: Read Chapter # 9

Week 8: April 10-16

### Monday April 10

Power Point: Chapter # 9

**Homework: Review chapters # 6, 7, 8 and 9.**  
**Homework: Also, Read chapters # 10**

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**Wednesday April 12**

**Quiz # 4. Chapters 8 and 9. (10 questions, 10 points, scantron) Time:  
Time: 10:45-11:05, 20 minutes.**

**Power Point # 10**  
Soft Tissue Injuries (Chapter 10)

Pages 177-201

**Homework: Read chapters # 11**

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**Week 9: April 17-23    **SPRING BREAK.....****

**Monday April 17**  
**Wednesday April 19**

**Week 10 April 24-30**

**Monday April 24:**

**Moodle Login for Chapter 11 as  
well as to review the study guide for  
Exam# 2.**

**Power Point # 11**  
Muscular Injuries (Chapter 11)

Pages 203-218

**Homework: Review Chapters # 6, 7, 8 and 9 for Exam # 2 for Wednesday  
April 20**

**Wednesday April 26:**

**Exam #2 Chapters 6, 7, 8 and 9. (50 questions, 50 points, scantron)  
Time for Exam # 2: 10:45-12:10.**

**Homework: Read Chapter # 12, Pages 219-234 and Splints Skill Sheets, pages  
235-242.**

**SATURDAY APRIL 29, 2017:**

**RESEARCH PAPER DUE BEFORE 10:00pm. Email to  
jmena@glendale.edu**

Week 11: May 1-7

**Monday May 1**

**Power Point # 12**

Injuries to Extremities (Chapter 12)  
Splints Skill Sheets

Pages 219-234  
Pages 235-242

**Homework: Read Chapters # 13.**

**Homework: Review Chapters # 10 and 11 for Quiz # 5 on Wednesday**

Finishing Reading Chapters you were not able to complete

**Wednesday May 3**

**Quiz # 5. Chapters # 10 and 11. (10 questions, 10 points, scantron) Time:  
Time: 10:45-11:05, 20 minutes.**

**Power Point Chapter # 13**

Injuries to the Head Neck and Spine (Chapter 13) Pages 243-258

**Homework: Read Chapters # 14**

Week 12: May 8-14

**Monday May 8:**

**Moodle Login for Chapter 14.**

**Power Point Chapter # 14**

Injuries to Chest Abdomen and Pelvis (Chapter 14) Pages 261-271

**Homework: Read Chapters # 15**

**Wednesday May 10**

**Power Point Chapter # 15**

Sudden Illness (Chapter 15)

Pages 275-293

Watch Video: Recognizing Sudden Illness (Video 8:27)

**Homework: Read Chapters # 16**

Week 13: May 15-21

**Monday May 15:**

**Moodle Login for Chapter 16.**

**Power Point Chapter # 16**

Poisoning (Chapter 16)

Pages 295-312

Assisting with an Epinephrine Auto-Injector  
Skill Sheet

Pages 313

**Homework: Read Chapters # 17**

**Homework: Review Chapters # 12, 13 and 14 for Quiz # 6 on Wednesday.**

**Wednesday May 17:**

Quiz # 6. Chapters # 12, 13 and 14. (10 questions, 10 points, scantron) Time:  
Time: 10:45-11:05, 20 minutes.

Power Point Chapter # 17  
Bites and Stings (Chapter 17)

Pages 315-332

**Homework: Read Chapters # 18**

**Homework: Review Chapters # 10, 11, 12, 13 and 14 for Exam # 3 on Monday**

Week 14: May 22-28

**Monday May 22:**

Quiz # 7. Chapters # 15, 16 and 17. (10 questions, 10 points, scantron) Time:  
Time: 10:45-11:05, 20 minutes.

Power Point Chapter # 18  
Substance Misuse and Abuse (Chapter 18)

Pages 333-349

**Homework: Read Chapters # 19**

**Homework: Review Chapters # 10, 11, 12, 13 and 14 for Exam # 3 on Wednesday.**

**Wednesday May 24:**

**Exam #3 Chapters 10, 11, 12, 13 and 14. (50 questions, 50 points, scantron)**  
**Time for Exam # 3: 10:45-12:10.**

Week 15: May 29- June-4

**Monday May 29:**

**Monday May 29, Campus Closed “Memorial Day”**

**Wednesday May 25:**

Power Point Chapter # 19  
Heat-Related Illnesses and Cold-Related  
Emergencies (Chapter 19)

Pages 351-366

Week 16: June-5-11

**Monday June 5:**

**LAST DAY OF REGULAR CLASSES**

Quiz # 8. Chapters # 18 and 19. (10 questions, 10 points, scantron)  
Time: 10:45-11:05, 20 minutes

## **PRACTICE CPR> CONTROLING EXTERNAL BLEEDING.**

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### **Evaluation – American Red Cross Certification (Cards)**

- **The requirements for successful course completion and certification are:**
  - ❖ **Attending class sessions and participating in all activities, skill sessions, and skill scenarios.**
  - ❖ **Correctly demonstrating all required hands on skills.**
  - ❖ **Correctly answering at least a “B” 80 percent of the questions on the American Red Cross exams.**
- **American Red Cross CPR certificate, AED certificate, and First Aid certificates are valid for 2 years. There is an additional cost of \$19 if you want these cards. See instructor for more details.**

**WEEK 17: FINAL WEEK JUNE 7-14**

## **HEALTH 102 FINAL**

**WEDNESDAY JUNE 12, 2017.**

**TIME: (9:10 am – 11:30 am)**

**Exam #4 Chapters 15, 16, 17, 18 and 19. (50 questions, 50 points, scantron)**

**Time for Exam # 4: 9:10-11:30.**