

**COURSE OUTLINE**

**Course:** 30961 HEALTH CAREERS II

**Total Course Hours:** 90.00

**CBEDS Title:** MEDICAL OFFICE SERVICES CONTINUING SERVICES

**CBEDS #:** 4225

**Job Title(s):**

Pharmacy Clerk, Medical Purchaser

**Prerequisites:**

**Course Description:**

This class equips students with tools for success in future medical coursework and provides entry level skills for employment in some health care facilities. Sequential skill building in basic arithmetic skills, a variety of practice opportunities with occupation-based problems, and self-tests promote confidence and skill building.

Integrated throughout the course are Academic and CTE standards, which include safety, communication, technology, ethics, career planning and other employability skills.

Upon successful completion of this medical mathematics class students may be given preferential enrollment in ROP Health Occupations courses as long as they meet all other pre-entrance requirements.

Hours	
Class	OJT

**Occupational Competencies**

1-7 on the Course Outline are generic to all BVROP courses and include the BVROP Student Outcomes

2.00	
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**1 ORIENTATION**

- A Identifies and discusses course objectives and competencies.
- B Discusses ROP Student Outcomes.
- C Explains class attendance and behavior objectives.

3.00	
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**2 HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT**

- A Describes accident procedure.
- B Demonstrates appropriate safety practices (e.g. bending, lifting, etc.).
- C Demonstrates knowledge of classroom procedures and drills (e.g. earthquake, fire and emergency).

3.00	
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**3 ETHICS AND LEGAL RESPONSIBILITIES**

- A Defines sexual harassment and discusses tactics for handling harassment situations.
- B Applies appropriate workplace behavior and standards.

3.00	
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**4 LEADERSHIP AND TEAMWORK**

- A Describes the characteristics and benefits of teamwork and leadership.
- B Demonstrates ability to make appropriate decisions.
- C Works well with others and gives/takes constructive criticism.

Hours	
Class	OJT

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|-------|------|-----------|---|--|
| 12.00 | 3.00 | <b>5</b>  | <b><u>CAREER PLANNING</u></b>                     | <ul style="list-style-type: none"> <li>A Prepares a finished, professional portfolio showing the best work that has been completed during the class.</li> <li>B Locates job opportunities through the use of want-ads and placement agencies.</li> <li>C Visits at least one facility related to area of training and observes jobs performed.</li> <li>D Completes a job application correctly.</li> <li>E Prepares for and critiques a simulated employment interview.</li> <li>F Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity.</li> <li>G Identifies acceptable procedures to leave a job.</li> <li>H Applies for a scholarship.</li> <li>I Completes a professional resume.</li> <li>J Demonstrates appropriate personal grooming and dress.</li> </ul> |
| 3.00  |      | <b>6</b>  | <b><u>COMMUNICATION</u></b>                       | <ul style="list-style-type: none"> <li>A Uses effective workplace conversation.</li> <li>B Reads and interprets written information and directions.</li> <li>C Practices various forms of written communication appropriate to the occupation.</li> </ul>  |
| 5.00  |      | <b>7</b>  | <b><u>STUDENT OUTCOMES</u></b>                    | <ul style="list-style-type: none"> <li>A Demonstrates Occupational Specific, Communication and Critical Thinking Skills</li> <li>B Demonstrates Responsible Work Ethics</li> <li>C Demonstrates Career/Employment Literacy</li> <li>D Demonstrates Effective Use of Technology</li> </ul>  |
| 3.00  |      | <b>8</b>  | <b><u>MATRIX OF MATH SKILLS BY OCCUPATION</u></b> | <ul style="list-style-type: none"> <li>A Students will develop a general idea of what math skills are needed in various chosen occupations.</li> <li>B Students will complete a self-assessment of their basic math skills.</li> <li>C Students will develop a study plan for improving their math skills to meet occupation requirements.</li> </ul>  |
| 2.00  |      | <b>9</b>  | <b><u>WHOLE NUMBERS</u></b>                       | <ul style="list-style-type: none"> <li>A Students will review addition, subtraction, multiplication, division, rounding, averages.</li> <li>B Students will complete a whole number self-test.</li> </ul>  |
| 5.00  |      | <b>10</b> | <b><u>COMMON FRACTIONS</u></b>                    | <ul style="list-style-type: none"> <li>A Students will add, subtract, multiply, and divide fractions with combined operations.</li> </ul>  |
| 5.00  |      | <b>11</b> | <b><u>DECIMAL FRACTIONS</u></b>                   | <ul style="list-style-type: none"> <li>A Students will add, subtract, multiply, and divide decimal fractions with combined operations.</li> </ul>  |
| 5.00  |      | <b>12</b> | <b><u>PERCENT, INTEREST, AND AVERAGES</u></b>     | <ul style="list-style-type: none"> <li>A Students will identify and apply basic principles of percentages, interest, and discounts.</li> <li>B Students will recognize and apply basic principles of mass and weight measurement.</li> </ul>   |
| 3.00  |      | <b>13</b> | <b><u>METRIC AND OTHER MEASUREMENTS</u></b>       | <ul style="list-style-type: none"> <li>A Students will recognize and apply basic principles of volume and liquid measurement.</li> <li>B Students will recognize and apply basic principles of mass and weight measurement.</li> </ul>   |
| 3.00  |      | <b>14</b> | <b><u>RATIO AND PROPORTION</u></b>                | <ul style="list-style-type: none"> <li>A Students will solve problems of ratio and proportion.</li> </ul>  |
| 2.00  |      | <b>15</b> | <b><u>MEASUREMENT INSTRUMENTS</u></b>             | <ul style="list-style-type: none"> <li>A Students will develop and apply knowledge of measurement instruments used in health occupations.</li> </ul>   |
| 3.00  |      | <b>16</b> | <b><u>GRAPHS AND CHARTS</u></b>                   | <ul style="list-style-type: none"> <li>A Students will analyze conversion charts used in health occupations. (Temperature, pulse, respiration, height, weight)</li> </ul>  |

Hours	
Class	OJT

5.00		<b>17 <u>ACCOUNTING AND BUSINESS</u></b>
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**A** Students will recognize accounting technique strategies used by today's health care professionals.

20.00		<b>18 <u>MATH FOR MEDICATIONS</u></b>
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**A** Students will identify equipment used in the administration of medications.

**B** Students will identify various syringes by total volume, use, and calibration.

**C** Students will read a given volume of medication contained in a syringe.

**D** Students will identify commonly used medications.

**E** Students will express the difference between dosage strength and supply dosage.

**F** Students will calculate oral drug dosages using proportion.

**G** Students will determine numbers of tablets needed to deliver a prescribed dose.

**H** Students will determine the volume liquid needed to deliver a prescribed dose.

**I** Students will calculate pediatric dosages based on recommended usual doses using a proportion.

**J** Students will explain and apply how to set the flow rate of IV fluids in milliliters per hour based on the physician's order.

**K** Students will convert milliliter per hour to a flow rate expressed in drops per minute.

**TOTAL HOURS**

Class	OJT	Course
<b>87.00</b>	<b>3.00</b>	<b>90.00</b>