



Palm Beach State College
 Career Pathway Agreement Course Award
 Assessment Overview



PHARMACY TECHNICIAN (Modified Program)

In addition to applying to Palm Beach State College, declaring the appropriate Palm Beach State award program code:

Postsecondary Adult Vocational Certificates in:

Massage Therapy (PSAV 5232)	Patient Care Assistant (PSAV 5233)	Surgical Technology (PSAV 5235)
Medical Assisting (PSAV 5236)	Practical Nursing (PSAV 5234)	

and completing specific high school CTE courses with a grade of C or higher, the following assessment will be made for the awarded courses below:

HSC0003 Health Care Concepts (78 clock hours)

Assessment- High School CTE program completion certificate and Health certifications listed below

MEA0230 Medical Terminology (95 clock hours)

Course Description: The course is designed to acquaint the student, who is preparing for a health-related vocation with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and the use of a medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields.

Course Learning Outcomes: (Any of these learning outcomes may be included in the challenge exam)

- Divide, analyze and define complex medical words by recognizing their components: prefixes, suffixes, combining forms and root words.
- Build basic medical words using prefixes, suffixes, root words and combining forms.
- Use, spell and pronounce medical terms, demonstrating awareness of meaning of medical homonyms and sound-alike terms.
- Name major organs and parts of body systems and describe their locations and meanings.
- Identify major pathological conditions and disease processes that affect each body system.
- Identify common diagnostic and laboratory tests and clinical and radiological procedures common to each body system and the conditions for which they are performed.
- Identify and use major abbreviations and brief forms pertaining to each body system.
- Describe and use major eponyms pertaining to each body system.
- Apply proper word endings for plurals, including those of Greek and Latin origin.
- Locate and identify terms describing anatomical positions, directions, and planes of the body; identify body cavities and recognize organs contained therein; locate and identify the anatomical and clinical divisions of the abdomen.
- Identify and use appropriate medical references and other resources to research and study common diseases and conditions and to stay current with trends and developments in medicine.

Assessment-75% on MEA0230 challenge exam (written). **Exam located at any Campus Testing Center.**

High School CTE program completion certificate and Health certifications listed below.

MEA0242 Pharmacology for the Medical Assistant (95 clock hours)

Course Description: This course introduces the Medical Assisting student to medications, stressing sources, classifications, administration, dosages, contraindications and side effects of medications. Detailed attention is given to the correct administration of medications by various routes. It also provides students with knowledge to perform mathematical calculations necessary for the safe administration of medications.

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Course Learning Outcomes

- Use correct mathematical calculations to administer adult and children's medication dosages.
- Demonstrate the use of Celsius and Fahrenheit scales.
- Instruct patients regarding self-administration of medications.
- Demonstrate diagnostic testing using methods of quality control.
- Demonstrate pharmacology principles to prepare and administer oral and parenteral (excluding IV) medications.
- Using correct pharmaceutical abbreviations and terminology, maintain medication and immunization records by appropriate documentation.
- Identify commonly administered drugs, their uses and effects and various methods and routes of drug administration.
- Calculate dosage and administer pharmaceuticals to correct anatomical sites, to correct patient, by correct route of administration, at the correct time and documents correctly.
- Demonstrate knowledge of the legal and ethical standards related to the administration and dispensing of drugs in the office setting under the doctor's supervision.
- Prepare and administer non-parental medications (solids & liquids) and parenteral medications.
- Prepare injections from ampules, vials and reconstitute powdered drugs.
- Demonstrate administering intradermal, subcutaneous, intramuscular and z-track injections.
- Perform eye and ear irrigations and instillations.
- Describe correct disposing of biohazardous materials, according to appropriate government guidelines such as OSHA using Standard Precautions.

Assessment-75% on MEA0242 challenge exam (written and practical). **Written exam located at any Campus Testing Center. Go to program contact for practical exam.** Show high school program completion certificate and health certifications listed below.

OTA0100 Introduction to Keyboarding/Word Processing (60 clock hours)

Course Description: This course provides instruction in basic keyboarding and word processing. Students will develop touch control of the keyboard and use word processing features to create and enhance documents. Course Learning Outcomes:

- Demonstrate proper keyboarding and 10-key keypad skills.
- Demonstrate how to type a minimum of 25 wpm with 3 or fewer errors.
- Demonstrate ability to create, edit, format, and revise reports, letters, envelopes, memos, and tables using MS Word.
- Identify correct usage of capitals, commas, and apostrophes.
- Recognize and apply proofreaders' marks.
- Demonstrate the ability to follow written and oral directions.
- Produce documents that are error free.

Assessment-75% on OTA0100 challenge exam (practical) **See contact below for challenge exam location**

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OTA 0100, Introduction to Keyboarding/Word Processing
 Exemption Exam

Student's Name: _____ Student's Grade: _____

NOTE: Students must earn 80 percent or higher on the exam to be exempt from taking this class.

1. 3-Minute Timings

Typing Speed	Errors	Grade
35+	3 or fewer errors	100
Any Speed	4 or more errors	Fail

Students must be able to type 35 wpm with 3 or fewer errors in order to proceed with the rest of the exam. Students not able to type at 35 wpm with 3 or fewer errors must register for OTA 0100.

2. Keyboarding/WP Written Exam
 (100 Questions, 100 points)

Exam will cover keyboarding principles and theory; proofreading skills; business and academic reports, letters, emails, memos, and tables; proper formatting; and basics of Microsoft Word 2007.

3 Production Projects (2-Hour Limit)

Projects (4) will be graded according to mailability standards; i.e., free of formatting, typographical, and grammatical errors.

Points/Project	Points Earned	Grade
<u>Mailable</u> 1 pt.	4 pts.	100
Minor Error/s .5 pt.	3.5 pts.	90
Unusable 0 pt.	3 pts.	85
	2.5 pts.	80
	2 pts.	75
	1.5 pts.	70

OTA 0100, Exemption Exam		Score	Required
3-Minute Timings	wpm/ errors		80% or higher required
Written Test	(Correct Answers) x 1 pts. =		
Projects Start Time: _____ Ending Time: _____	Report	pt/s.	
	Letter with Envelope	pt/s.	
	Table	pt/s.	
	Memo	pt/s.	
	Total Points	pt/s.	
Final Score—Average of Written Tests, Timings, and Projects			

*Exam for Keyboarding used for OTA0100 Intro to Keyboarding/Word Processing and OST1100C Beginning Keyboarding

PRN0022 Body Structure and Function (69 clock hours)

Assessment- High School CTE program completion certificate and Health certifications listed below

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All medical high school programs graduates are required to provide the following health care certifications to qualify for the articulated courses:

Certificate for at least 4 hours of training for Bloodborne Pathogens and HIV
A certificate for a minimum of 2 hours training in Domestic Violence
A current CPR card from the American Heart Association showing certification in Basic Life Support (BLS) for the Healthcare Provider

Contact Information Position/Program column includes assistance provided in parentheses. Ex. (*Testing Center*):

Belle Glade Campus			
Position/Program	Name	Phone	MS/Room
All Academic Programs (<i>Testing Center</i>)	Moore, Barry	993-1134	43 / CRA105.2
Boca Raton Campus			
Position/Program	Name	Phone	MS/Room
Associate Dean, Academic Affairs – Architecture, Art & Humanities, Developmental Education (excluding Math), Economics, English & Literature, Foreign Language, Massage Therapy (PSAV), Social Sciences, Speech, Student Learning Center (SLC) (<i>Testing Center</i>)	Bruton, Leonard	862-4414	44 / AD-414
Program Director – Massage Therapy (PSAV) (<i>HSC0003, PRN0022-High School CTE program completion certificate & health certifications</i>)	Platt, Sheryl	862-4720	44 / BT 134
Associate Dean, Academic Affairs - Business & Technology (including Computer Programs), Entrepreneurship, Health & Nutrition, Mathematics Credit & Prep, Natural & Physical Science (<i>Testing Center</i>)	Coleman-Ferrell, Nika	862-4415	44 / AD-405
Lake Worth Campus			
Position/Program	Name	Phone	MS/Room
Associate Dean, Academic Affairs , Business Programs, Computer Science (<i>Testing Center, OTA0100 practical challenge exam</i>)	Knopp, David	868-3689	49 / BA-302.1
Associate Dean, Academic Affairs (Health Sciences)-Dental Assisting, Dental Hygiene, Health Education, Physical Education, Nutrition, Medical Assisting, Medical Information Coder/Biller, Medical Transcription, Health Informatics Specialist, Health Information Technology, Patient Care Assistant, Practical Nursing, Surgical Technology, Center for Health Sciences and Public Safety Advanced Education (<i>Testing Center</i>)	Zinser, Nancy	868-3744	60 / ETA-150
Program Director -Surgical Technology (PSAV) (<i>HSC0003, PRN0022-High School CTE program completion certificate & health certifications</i>)	Fisher, Jane	868-3561	60 / ETA 209
Program Director -Medical Assisting (PSAV), Medical Coding (CCC), Medical Transcription (ATD), Health Information Management (AS) (<i>HSC0003, PRN0022-High School CTE program completion certificate & health certifications, MEA0230- written challenge exam, MEA0242-written & practical exam</i>)	Kalfin, Barbara	868-3562	60 / ETA 258

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Program Director-Patient Care Assistant (PSAV) Practical Nursing (PSAV) (HSC0003, PRN0022-High School CTE program completion certificate & health certifications)	Roche, Rose Ann	868-3560	60/ ETA 233
Palm Beach Gardens			
Position/Program	Name	Phone	MS/Room
Associate Dean, Academic Affairs- Developmental Education, Speech, Humanities, Visual Arts, English (Testing Center)	Gingras, Robert	207-5421	45 / BB108.3
Associate Dean, Academic Affairs- Environmental Science, IEES, Ophthalmic Medical Technology, - Biotechnology, Electrical Power Technology, Environmental Horticulture, Paralegal, Science, Business, Accounting, Computer Science, Economics, Health Education, Radiography, Respiratory Care, Sonography (Testing Center)	Van Der Velde, Robert	207-5416	45 / SC-160

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