# Administrative Master Syllabus

## Cover Sheet

**Purpose:** The Administrative Master Syllabus provides a general course description, defines the required elements of the course, and establishes a faculty-driven foundation for course assessment to ensure continuous improvement in student learning, irrespective of the course timeframe, or mode of course delivery.

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Clinical-Nursing Assistant/Aide and Patient Care Assistant/Aide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Prefix and Number:</td>
<td>NURA 1160</td>
</tr>
<tr>
<td>THECB Approval Number (10 digit):</td>
<td>5139020000</td>
</tr>
<tr>
<td>Department:</td>
<td>Nurse Aide</td>
</tr>
<tr>
<td>Division:</td>
<td>Nursing and Allied Health</td>
</tr>
<tr>
<td>Course Type: (check only one)</td>
<td>☑ WECM Course (Special Topics or Unique Needs Course: Y [ ] or N [✓ ])</td>
</tr>
<tr>
<td>Weekly Contact Hours (Lecture – Lab – External):</td>
<td>0 - 0 - 4</td>
</tr>
</tbody>
</table>

**Course Catalog Description:**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Prerequisites/Co-requisites:**

NURA 1301

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**Approval:** The contents of this document have been reviewed and are found to be accurate.

- **Prepared by (Content Expert):** Karen Berryhill  
  Digitally signed by Karen Berryhill  
  Date: 2022.11.18 08:45:53 -06'00'

- **Reviewed by Director or Coordinator:** Karen Berryhill  
  Digitally signed by Karen Berryhill  
  Date: 2022.11.18 08:46:12 -06'00'

- **Approved by Dean of CTE or NAH or TGE:** Loana Hernandez  
  Digitally signed by Loana Hernandez  
  Date: 2022.11.17 16:50:28 -06'00'

**Revised 8/11/2021**
Master Course Syllabus

Course Name: NURA 1160 Clinical-Nursing Assistant/Aide and Patient Care Assistant/Aide

Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Semester Hour Credit: 1

Lecture Hrs. per Week/Lab Hrs. per Week/External Hrs. per Week: 0/0/4

Curriculum Capacity:
- Face-to-Face Lab -10
- Online Lab
- Face-to-Face Lecture
- Online
- Virtual Face-to-Face
- Interactive video (multi-locations)
- Hybrid
- Clinical -10

Recommended enrollment threshold:
- Face-to-Face Lab -7
- Online Lab
- Face-to-Face Lecture
- Online
- Virtual Face-to-Face
- Interactive video (multi-locations)
- Hybrid
- Clinical -7

Textbook and/or other major required readings:

- Title: Hartman's Nursing Assistant Care The Basics
- Author: Fuzy
- Publisher: Hartman
- Edition: 6th
- ISBN: 9781604251425

Revised 2021-2022
The Student Learning Outcomes for the course are the same regardless of modality or location.

Course Outcomes
(WECM or LDACGM)

1. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.

2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

The following general education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) are addressed in this course: General education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) assessed are indicated with an asterisk *.

- Service Orientation - Actively look for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Communication with Active Listening and Speaking Skills-Give full attention to what others are saying, taking time to understand the points being made. Talk with others asking questions as appropriate, conveying information effectively and not interrupting at inappropriate times.
- Coordination-Adjusting actions in relation to others’ actions.
- Critical Thinking-Using Logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Monitoring/Assessing performance of yourself and others, making improvements and taking corrective action.

The following program student learning outcome are assessed for this course:

- Communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs.
- Adhere to the rights of the residents.
- Provide safety and preventive measures in the care of residents.
- Demonstrate skills in observing and reporting.
- Assist residents in attaining and maintaining maximum functional independence.
- Function effectively as a member of the health care team.

Evaluation Methods:

- Clinical Evaluations
- Assignments

Revised 2021-2022
**Course Grading:** Please see individualized instructor policies for course evaluation methods. Students will be assessed on the same measure across each discipline as per CBC guidelines.

**Major Course Assignments and/or exams counting for at least 10% of a final course grade:**

| Clinical Evaluations |

**Grade Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-90</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
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</tbody>
</table>

Students must achieve a grade of 75 or better to pass this course and receive credit for the nursing program.

**Course Subject Matter Outline:**

- Patient Centered Care
- Long Term Care
- Role of the Nurse Aide
- Observation, Reporting, and Documentation to the Nurse
- Infection Control
- Communication, Nutrition and Hydration
- Resident’s Environment
- Basic Nursing Skills
- Personal Care
- Elimination Care
- Caring for Resident Death
- Basic Restorative Services
- Prevention of Pressure Ulcers

**Additional Course Requirements:**

**Class Attendance and Classroom Conduct Policies**

**Attendance Policy:** Please see individualized instructor policies for attendance, which is pursuant to any related policy as outlined by the college handbook, financial aid agreements, or any other college related understanding (e.g., athletics, organizations).

Revised 2021-2022
**Telephone Support:** Toll Free: 866-722-2838 or Direct Line: 361-354-2508

**I.T. Support Blackboard**

[http://coastalbend.edu/it/](http://coastalbend.edu/it/)

IT Help Desk
1-361-354-2508
helpdesk@coastalbend.edu

**Live Chat:** Fall/Spring Hours: Monday - Thursday from 8 a.m. to 5 p.m. Summer Hours: Monday – Thursday from 7 a.m. to 6 p.m.

**Tutoring Services:** Coastal Bend College is committed to the academic success of all students enrolled at the college. A variety of services, including academic support, individual tutoring sessions, group tutoring sessions, and online tutoring, are available to students depending on the availability of tutors for the subject matter requested. All tutoring is provided at no cost to current CBC students who are currently enrolled at CBC. On-demand tutoring services are accessible 24 hours a day, seven days a week through the TutorMe platform, which may be accessed through your Blackboard account. To request a tutor, please complete the online tutor request form found at [http://www.coastalbend.edu/tutoring/](http://www.coastalbend.edu/tutoring/) to submit your request. If you have any questions about tutoring programs, you can contact tutoring@coastalbend.edu.

<table>
<thead>
<tr>
<th>Beeville</th>
<th>Alice</th>
<th>Kingsville</th>
<th>Pleasanton</th>
</tr>
</thead>
<tbody>
<tr>
<td>3800 Charco Road</td>
<td>704 Coyote Trail</td>
<td>1814 Brahma Blvd.</td>
<td>1411 Bensdale</td>
</tr>
<tr>
<td>Beeville, TX 78102</td>
<td>Alice, TX 78332</td>
<td>Kingsville, TX</td>
<td>Pleasanton, TX</td>
</tr>
<tr>
<td>1-866-722-2838</td>
<td>1-866-891-2981</td>
<td>1814 Brahma Blvd.</td>
<td>1-866-361-4222</td>
</tr>
<tr>
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<td>78363</td>
<td>78364</td>
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<tr>
<td></td>
<td></td>
<td>1-866-262-1615</td>
<td>1-866-361-4222</td>
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</tbody>
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**Grady C. Hogue Learning Resource Center (Library):** Located on the Beeville campus, the operation hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

(Summer semesters will observe the CBC campus operation hours) For locations and hours of the CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page link below.

Grady C. Hogue Learning Resource Center (Library): [http://lrc.coastalbend.edu/about](http://lrc.coastalbend.edu/about)

**Financial Aid:** Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at [http://coastalbend.edu/finaid](http://coastalbend.edu/finaid) or contact us at 361-354-2238. Office hours: Monday - Friday from 8:00 a.m. to 5:00 p.m.
**ADA Statement:** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g). See at: [GA (Legal)](mailto:GA@coastalbend.edu)

**Students with Disabilities:** Please notify your instructor of any modification/adaptation you may require to accommodate a disability-related need. You will need to provide documentation to the Director of Accessibility Services so the most appropriate accommodations can be determined. Specialized services are available through the Office of Accessibility Services (OAS) (SSB 4.104, 471-6259). For more information, please email oas@coastalbend.edu.

**Scholastic Dishonesty:** Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College’s rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. See at: [FLB (Local)](mailto:FLB@coastalbend.edu) and [FM (Local)](mailto:FM@coastalbend.edu).

**Use of E-mail for Official Correspondence to Students:** All students should be familiar with the college’s official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical.

**Copyright Law and Intellectual Property Rights Policy:** Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner’s permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, [CT (Legal)](mailto:CT@coastalbend.edu).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT (Legal)](mailto:CT@coastalbend.edu) and [CT (Local)](mailto:CT@coastalbend.edu).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

**Intellectual Property:** Student /Third Party Works: Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT (Legal)](mailto:CT@coastalbend.edu) and [CT (Local)](mailto:CT@coastalbend.edu).

Revised 2021-2022
Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

NOTE: The College website (http://coastalbend.edu) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.

Student success is our number one priority at Coastal Bend College and we realize that prompt, effective communication (such as emails, assignment feedback, discussion boards and announcements) plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. **Faculty schedules can be located online at** [http://coastalbend.edu/hb2504/](http://coastalbend.edu/hb2504/)

If you have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Dean or Division Coordinator/Program Director as soon as possible. Their contact information is provided below:

<table>
<thead>
<tr>
<th>LoAna Hernandez, RN</th>
<th>Karen Berryhill, RN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Nursing and Allied Health</td>
<td>Nurse Aide Director</td>
</tr>
<tr>
<td>361-664-2981 ext. 3037</td>
<td>361-354-2732</td>
</tr>
<tr>
<td><a href="mailto:lhernandez@coastalbend.edu">lhernandez@coastalbend.edu</a></td>
<td><a href="mailto:ksberryhill@coastalbend.edu">ksberryhill@coastalbend.edu</a></td>
</tr>
</tbody>
</table>

We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Keeping student success in sight, faculty in each of the courses will review the course information, including specific reading schedules, assignments, and testing information, with students during the first week of class.

Additionally, the course information will be posted to Blackboard.

*This master syllabus is subject to change due to unforeseen circumstances.*