ECRD 1101 Electrocardiography – 60 hours
ECRD 1091 Special Topics in EKG Technology – 40 hours
EKG Technician Certification Program
Course Syllabus: Summer 2015

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

Keith Kelley and Russell VanBibber
Office: UHS 154
Phone: (903) 434-8350
Email: TBD and Administered in Class

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<thead>
<tr>
<th>Office Hours</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Online</th>
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<td>By Appointment</td>
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<td>Sunday’s 6pm-9pm</td>
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The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description: Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Required Textbook(s): The Only EKG Book You’ll Ever Need, 7th Edition Textbook, Malcolm S. Thaler
Publisher: Lippincott Williams & Wilkins
ISBN Number: 978-1451119053
Recommended Reading(s): None

Student Learning Outcomes:

1. Know and understand heart and EKG Terminology
2. Know and label the structure of the heart.
3. Know and understand circulation of the blood within the heart.
4. Know and understand the cardiac conduction system.
5. Know why an EKG is done.
6. Know the 12 leads of an EKG, their placement and what they represent.
7. Know a 3 lead EKG and their placement.
8. Know a 5 lead EKG and their placement.
9. Identify and spot common artifacts on an EKG.
10. Be able to prep a patient for an EKG and run it accurately.
11. Recognize the cardiac cycle and how it relates to an EKG.
12. Successfully meet AHA criteria for certification in CPR.
14. Be able to calculate a patient’s heart rate from EKG tracing.
15. Discuss the waveforms of a cardiac cycle and identify symmetry, direction, and amplitude.
16. Identify the major classifications of arrhythmias
17. Identify major variances om waveforms
18. Be able to obtain patient vital sign
Required Course Activities:

Completion of the course will be determined as follows:

1.) Active class participation (attendance and class discussion)
2.) Completion of Required Hours: 60 classroom and 40 clinical hours
3.) Read textbook chapters as assigned and complete all handouts and activities
4.) Complete all certification practice exams
5.) Obtain CPR Certification
6.) Complete 10 live patient EKG’s

Please be aware that NO EXTRA CREDIT WILL BE GIVEN at the end of the course and no additional work is possible.

Attendance: Attendance is mandatory and it is at the instructors discretion on whether missed course time or clinical may be made up. Only extenuating circumstances will be considered.

General:
Students should review their syllabus and certification test requirements ASAP and carefully read all documents. Student email should be checked DAILY for new announcements or messages.

Questions are welcomed by appointment, or if more convenient, they can be directed to me either by phone or e-mail. Please do not hesitate to ask questions! There is no such thing as a stupid question. It is only stupid NOT to ASK them. It is VERY difficult to catch up after you fall behind, so PLEASE contact the instructor for help or studying tips EARLY in the course, before it is too late to make a difference.

Make-Up Policy: If a student is unable to attend class or clinical as scheduled, a make-up will be arranged ONLY if the reason is legitimate, and the instructor is notified IN ADVANCE of the time the class or clinical is scheduled (or becomes unavailable), either through the telephone or e-mail. Students who fail to make appropriate arrangements will not be able to make up time. There will be no exceptions.

Student Responsibilities/Expectations:
If you attend this class or a portion of this class on-campus then class etiquette dictates that you will:
1. Attend class each time the class meets.
2. Be on time for class and remain for the entire period. You may not receive credit if you do not attend all sessions.
3. Refrain from talking while the professor is lecturing. Idle chattering and giggling are disruptive to the class and disrespectful to your professor and your classmates.
4. Be attentive and participate in class.

NTCC Academic Honesty Statement:
"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics
The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such
as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:
It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (FERPA):
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

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<tr>
<th>DATE</th>
<th>CONTENT</th>
<th>CHAPTERS</th>
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<tr>
<td>June 9th</td>
<td>Class Orientation - Syllabus and Textbook</td>
<td>CH 1: 1-9</td>
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<td>Getting Started &amp; The Basics</td>
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<td>June 11th</td>
<td>The Basics Continued</td>
<td>CH 1</td>
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<td>June 16th</td>
<td>Atrial Enlargement</td>
<td>CH 2: 61-82</td>
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<td>June 18th</td>
<td>Ventricular Hypertrophy</td>
<td>CH 2: 82-95</td>
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<td>June 23rd</td>
<td>Arrhythmias Supraventricular</td>
<td>CH 3: 95-136</td>
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<td>June 25th</td>
<td>Ventricular Arrhythmias</td>
<td>CH 3: 136-163</td>
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<td>June 30th</td>
<td>AV and Bundle Branch Blocks</td>
<td>CH 4: 163-184</td>
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<td>July 2nd</td>
<td>Hemiblocks and Pacemakers</td>
<td>CH 4: 184-203</td>
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<td>July 7th</td>
<td>Pre-Excitation Syndromes</td>
<td>CH 5: 203-219</td>
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<td>July 9th</td>
<td>Myocardial Infarction</td>
<td>CH 6: 219-246</td>
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<td>July 14th</td>
<td>Angina and Stress Testing</td>
<td>CH 6: 246-261</td>
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<td>July 16th</td>
<td>Skills Check Off Day</td>
<td>Classroom</td>
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<td>July 21st</td>
<td>Electrolytes and Drugs</td>
<td>CH 7: 261-276</td>
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<td>July 23rd</td>
<td>COPD, CNS, and Athletes Heart</td>
<td>CH 7: 276-291</td>
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July 28th  11 Step Method to EKG  
July 30th  Testing Your Knowledge  
August 4th  EKG Practice Certification Exam #1  
August 6th  Remediation & Skill Review  
August 11th  EKG Practice Certification Exam #2  
August 13th  Wrap Up Skills, Prepare for Testing  

In addition to the scheduled course meetings above students will need to complete 40 hours of clinical time between July 13th through August 13th. These dates and times will be scheduled between the student, Instructor, and the clinical site. Students should be prepared to travel up to 45 miles to complete clinical rotations.