

EMT/PRE-PARAMEDIC - UPSKILL PROGRAM

Certificate, 18 Credit Hours

Extraordinary circumstances call for extraordinary people to take the first step to lead others to safety. Students will gain instruction in providing emergency care including life-threatening conditions and non-life threatening situations. Upon completion, eligible students are qualified to take the National Registry Exam or pursue an advanced degree in Paramedic.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 106	WORKPLACE COMMUNICATIONS I*	
	Total	6
Technical Requirements		
EMS 101	EMERGENCY MEDICAL TECHNICIAN	6
HC 114	ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
HC 213	MEDICAL TERMINOLOGY I	3
	Total	18

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Semester Breakdown

	First Semester	CR
CIS 105	Microcomputer Software Applications I	3
EMS 101	Emergency Medical Technician	6
ENGL 101	Composition <i>or</i>	3
ENGL 106	Workplace Communications I	
HC 114	Anatomy & Physiology for the	3
HC 213	Health Professions Medical Terminology I	3
	Total Credit Hours	18

Western Dakota Technical College

800 Mickelson Drive

Rapid City, SD 57703

Master Syllabus

Course Number: CIS 105

Course Name: Microcomputer Software Applications I

Credits: 3

Contact Hours: 3 lecture

Course Description: This course is an introductory course in software applications which includes basic technical concepts as well as hands-on experience. The utility of the computer is demonstrated by introducing Windows, word processing, spreadsheet, database, and presentation software to the student.

Prerequisites: None

Textbooks: <http://bookstore.wdt.edu>

Materials: PC laptop (see WDT Laptop specifications), Microsoft Office (*contact instructor for correct version*), Windows (*contact instructor for correct version*), and high-speed Internet

Course Learning Outcomes:

- Apply word processing, spreadsheet, database, and presentation software skills and concepts to produce professional documents.
- Demonstrate basic computer skills.

Class Commitment: According to WDT Policy 3005, the minimum amount of time that a student needs to devote to this course is an average of 9 hours per week. 3 of these hours are covered by the class meeting times. The remaining 6 required hours are the

responsibility of the student and may include, but are not limited to, homework assignments, reviewing the book or other course resources, and studying for tests. The actual hours spent on individual learning activities will vary from student to student depending on prior knowledge and study skills.

Assessment: The General Education Outcomes of, critical thinking and computer literacy will be assessed throughout this course.

ADA Accommodations: Students Rights to Assistance or Accommodations: Western Dakota Technical College (hereinafter WDT) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDT will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. Students with a disability who are requesting an accommodation should contact your instructor and the Director of Student Success/Registrar who serves as the Disability Coordinator as early as possible in the semester.

Notice of Non-Discrimination: WDT will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDT for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law. WDT is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: Director of Student Success/Registrar who serves as the Title IX Coordinator.

Western Dakota Technical College
800 Mickelson Drive
Rapid City, SD 57703-4018

Master Syllabus

Course Number: EMS 101
Course Name: Emergency Medical Technician
Credits: 6
Contact Hours: 2 Lecture; 8 Lab

Course Description: This course consists of all aspects of emergency medical care at the Emergency Medical Technician level in accordance with the National Registry and the Department of Transportation guidelines. You must be at least 16 years of age to be eligible to certify as an EMT. If you are not yet 16 years old, you may enroll in the course with the understanding that your certificate will be held until the age requirement is met.

Textbooks: <http://bookstore.wdt.edu>

Materials: None

Course Learning Outcomes:

- Assess the patient for treatment plan according to signs and symptoms
- Communicate effectively to patient and medical personnel
- Operate equipment used in emergency situations
- Demonstrate EMT skills and knowledge necessary to successfully test for NREMT

Class Commitment: According to WDT Policy 3005, the minimum amount of time that a student needs to devote to this course is an average of 18 hours per week. 10 of these hours are covered by the class meeting times. The remaining 8 required hours are the responsibility of the student and may include, but are not limited to, homework assignments, reviewing the book or other course resources, and studying for tests. The actual hours spent on individual learning activities will vary from student to student depending on prior knowledge and study skills.

Assessment: Students' life skills, analytical skills, communication skills, technology skills, teamwork techniques, social values, and employability will be assessed throughout this course

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Rapid City, SD 57703

Master Syllabus

Course Number	ENGL 101
Course Name	Composition
Credits	3
Contact Hours:	3 Lecture

Course Description: This course instructs students in reading critically and writing clearly, correctly, and persuasively. Students will study principles of grammar, rhetoric, and logic in order to analyze and compose text effectively. This includes work on personal, expository, and research essays.

Prerequisites: Achieved required score on a national or a Western Dakota Tech qualifying placement test or passing grade in ENGL 091 or ENGL 106.

Textbooks: <http://bookstore.wdt.edu>

Materials: Electronic storage device, notebook paper, binder or folder, and black ink pen

Course Learning Outcomes:

- Evaluate the writing of oneself and others.
- Implement Standard American English, punctuation, and grammar and MLA or APA documentation style.
- Compose logically with a variety of rhetorical strategies (persuasion, exposition, argumentation, description).

- Integrate formal research into writing including sources obtained through modern technology-based research tools.
- Implement writing as a process by drafting, revising, and editing written work.

Class Commitment: According to WDT Policy 3005, the minimum amount of time that a student needs to devote to this course is an average of 9 hours per week. 3 of these hours are covered by the class meeting times. The remaining 6 required hours are the responsibility of the student and may include, but are not limited to, homework assignments, reviewing the book or other course resources, and studying for tests. The actual hours spent on individual learning activities will vary from student to student depending on prior knowledge and study skills.

Assessment: The General Education Outcomes of effective communication and critical thinking will be assessed throughout this course.

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Master Syllabus

Course Number: ENGL 106
Course Name: Workplace Communications I
Credits: 3
Contact Hours: 3 lecture

Course Description: This course presents the basic principles and forms of written communication in the workplace. Instruction leads students through the planning tasks, identifying audiences, and gathering information. More emphasis is on reports.

Prerequisites: Achieved required score on a national or a Western Dakota Tech qualifying placement test or passing grade in ENGL091.

Textbooks: <http://bookstore.wdt.edu>

Materials: Laptop computer, Internet access, Microsoft Office (*Contact instructor for correct version.*)

Course Learning Outcomes:

- Demonstrate the consistent use of formal grammar, vocabulary, usage, and mechanics.
- Compose effective letters, emails, reports, proposals, instructions, and memos.
- Demonstrate job-seeking skills and prepare job search documents (resumes, cover letters)
- Conduct research using a variety of resources and methods.
- Compose effective sentences and organize information into a readable format.
- Deliver effective workplace presentations

Class Commitment: According to WDT Policy 3005, the minimum amount of time that a student needs to devote to this course is an average of 9 hours per week. 3 of these hours are covered by the class meeting times. The remaining 6 required hours are the responsibility of the student and may include, but are not limited to, homework assignments, reviewing the book or other course resources, and studying for tests. The actual hours spent on individual learning activities will vary from student to student depending on prior knowledge and study skills.

Assessment: The General Education Outcomes of effective communication and critical thinking will be assessed throughout this course.

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Master Course Syllabus

Course Number: HC 114
Course Name: Anatomy & Physiology for the Health Professions
Credits: 3
Contact Hours: 3 Lecture

Course Description: Students will gain an introductory understanding of the structure and function of the human body. This course emphasizes concepts essential for student success in health program curriculum as well as in practical, work-related environments.

Prerequisites: None

Textbooks: <http://bookstore.wdt.edu>

Course Learning Outcomes:

- Demonstrate knowledge of various types, characteristics, and functions of body tissue; basic body structure; and function and levels of organization
- Describe body directions, planes, and surfaces with the proper anatomical terminology
- Describe the basic structure of cells while relating cellular components to integrated cell function
- Describe the anatomic structure, physiologic function, and regulatory mechanisms of twelve body systems

Class Commitment: According to WDT Policy 3005, the minimum amount of time that a student needs to devote to this course is an average of 9 hours per week. 3 of these hours are covered by the class meeting times. The remaining 6 required hours are the responsibility of the student and may include, but are not limited to, homework assignments, reviewing the book or other course resources, and studying for tests. The actual hours spent on individual learning activities will vary from student to student depending on prior knowledge and study skills.

Assessment: The student learning outcomes of this course address the following core abilities: analytical skills, communication skills, and technology skills.

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Master Syllabus

Course Number: HC 213
Course Name: Medical Terminology I
Credits: 3
Contact Hours: 3 Lecture

Course Description: Students will be taught the basic techniques of medical word building. These techniques will be applied to acquire an extensive medical vocabulary. The course introduces students to medical terms relating to the anatomy and physiology of body systems, pathology, diagnosis, medical treatments, and procedures.

Prerequisites: None

Textbooks: <http://bookstore.wdt.edu>

Materials: 3x5 notecards

Course Learning Outcomes:

- Explain the techniques of medical word building using basic word elements
- Categorize major suffixes in the following groups: surgical, diagnostic, symptomatic, and related suffixes
- Recite major prefixes in the following groups: position, number and measurement, negation, direction, and others
- Summarize anatomical, physiological, and pathological terms
- Recite correct pronunciations and definitions of prefixes, suffixes, and combining forms denoting anatomical directions, regions of the body, anatomical structures, colors, and others

Class Commitment: According to WDT Policy 3005, the minimum amount of time that a student needs to devote to this course is an average of 9 hours per week. 3 of these hours are covered by the class meeting times. The remaining 6 required hours are the responsibility of the student and may include, but are not limited to, homework assignments, reviewing the book or other course resources, and studying for tests. The actual hours spent on individual learning activities will vary from student to student depending on prior knowledge and study skills.

Assessment: The student learning outcomes of this course address the following core abilities: analytical skills and communication skills.

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