CPR Non-Credit Course Syllabus

TRINITY VALLEY COMMUNITY COLLEGE

CONTINUING AND WORKFORCE EDUCATION

As the instructor of a non-credit course --complete this template as a syllabus for the course you will teach. Or, you can provide the syllabus in another format that contains all of these required items. ATTACH IT TO THIS FORM AND SIGN THIS FORM.

This syllabus is to be distributed to the students on the first day of the course.

Course Name: _ CPR Infant/child/adult_____ **Class Section #**__20200_____

(Information provided by staff)

Start Date of Course:_ 10/13/17_____ **Course End Date:** _10/13/17_____

*(Note: Should the course dates need to change for any reason, the correction should be made in the college system with a note of explanation.)

This syllabus is to be distributed to the students on the first day of the course.

1. **Name of Instructor**: _____John Miles_____

2. Campus (or other **location of training**)__Athens_____

3. Course Meeting dates and times: (Example: Mon. and Wed. – 6 p.m. to 9 p.m.)
   1. _____
   2. Time/date for other instructional activities: (Example(s) : field trip or Certification/end of course exam – if different from regular schedule)_____
   3. Topics and number of hours of self study involved in the course. Note this is not "homework", this is actual instruction provided by "distance learning" type activities such as in "hybrid" courses)
      a. Topic_ Lifesaving skills of respiratory and cardiac emergencies involving adults, children, and infants_____Time allocated to complete_____4_____hours
      b. Topic_____ Time allocated to complete___ hours
      c. Topic_____ Time allocated to complete ____hours

      (Please attach additional page if needed.)

4. Is this a **WECM funded course**? __x__yes ___no (Staff will provide this information and attach a WECM Course Sheet if applicable). Note: if this is a WECM funded course, all of the outcomes listed in WECM must be taught. Additional outcomes are permitted and encouraged. Staff should help instructor with this.

5. **General course description** (Example: Basic use of beginning Microsoft Excel): _Designed for healthcare providers and professional rescuers. Lifesaving skills of respiratory and cardiac

emergencies involving adults, children, and infants. This course was designed to be repeated multiple times to improve student proficiency._____

_____

_____

1. **List the course outcomes** *(Examples: 1. Create and save an Excel workbook file, 2. Enter text, numbers, dates and formulas into an Excel worksheet, ……..): See #3 above—must list all outcomes in WECM plus other applicable outcomes selected by the instructor and/or staff. There is no limit to or required number of outcomes beyond those required by WECM. Attach additional outcomes if ample space is not available below.

    1. ____Demonstrate proficiency in Cardiopulmonary Resuscitation (CPR) at a healthcare provider level according to current guidelines of the credentialing agency._____

    2. _____

    3. _____

    4. _____

    5. _____

    6. _____
        *When completed this will resemble the table of contents of a book. It lists what the course contains.

6. **Resource Materials** (Examples: Instructor made materials, textbook – Excel for Beginners by Roberts, Burton and Barrett; UTube demonstration -"Creating your first Excel Spreadsheet", etc.)

    1.____None Needed_____

    2._____

    3._____
    (Instructional may use additional resources as they are found helpful or needed.)

7. **Course Grades:*** (Non-credit grades be provided by one of these methods- please check the Appropriate method):
    1. ____ Grade of "pass or fail" indicated with a P or F on the grade sheet. Generally this is the method used participation in the course is the primary objective.
    2. ____ Grade of A, B, C, D, or F. Generally this is the method used when student performance and attendance are necessary for the attaining the course outcomes:
        a. A = 90% - 100% success
        b. B = 80% - 89% success

c.   C = 70% - 79% success

d.   D = 60% to 69% success

e.   F = anything below 60% successful

3.   ___Numerical grades. (These are required by ISDs for dual credit (non-credit) grades)

Instructor lists the student's course average as the grade.

4.   ___ Other – Explain:_____

*All grades are transcripted on a permanent non-credit transcript available to the student at any time.

8. **Course Requirements** (check those that are appropriate):

a___ Attendance. List number of absence allowed__0__, or list the number of hours/sessions of attendance required____. Other attendance policy:_____

_____

(Other course requirement examples: participate in field trip, clinical practice, research paper, no make up tests, class demonstration, complete certification test, etc.)

b. _____Testing: Your policy:_____

_____

c.___ Projects: Your policy:_____

_____

d. ___Other:_____

e.____Other:_____

f.____Other:_____

g. ___Other:_____

(add additional information on an attached page.)

9. **Course and Classroom Management** (Check those that are appropriate):

a.   **__x__** Arrive on time and stay for each entire session

b.   __x__ Class participation

c.   __x__ Use of electronic devices –only as agreed upon by instructor

d.   __x__ No guests in class (children especially)

e.   __x__ Bring needed resources (textbooks, presentation materials, etc.)

f.   __x_ Instructor reserves the right to ask any student to leave the instructional area for unacceptable behavior of any kind. Law enforcement will be called if needed.

g.   __x_ _Trainees (students) are expected to meet the TVCC standards of conduct.

h.   ____Other:_____

i.   ____Other:_____

j.   ____Other:_____

10. **Other Information: (**Examples: Course is team taught- and list other presenters, course is for Continuing Education Units for –and list occupation, course is industry training for- and list the group or company, etc.

John Miles _____ _09/27/2017_ _____

Instructor Signature   **Date**

Ginger Blurton _____ _09/27/2017_ _____

Coordinator Signature   **Date**