



## Davis Applied Technology College

A UCAT Campus  
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### Course Descriptions - Phlebotomist Catalog Year: 2012

#### **ECEC 1014 ECE American Heart Association Healthcare Provider CPR and First Aid - 8 Hours**

This course certifies individuals in infant/child, one and two-man adult CPR and AED training. A First Aid section will also be covered. Materials are included in the cost of the course.

#### **EMST 1011 CPR Refresher - 2 Hours**

This course provides verification of life saving skills in infant/child, one and two-man adult CPR and the use of an Automated External Defibrillator (AED) training. Students will also review first aid skills. Materials are included in the cost of the course.

#### **FUND 0050 Keyboarding Skills - 90 Hours**

This course covers an introduction to the QWERTY keyboard, correct finger placement, and keyboarding techniques. Students will learn to touch type as they complete drills and timed writings. Through practicepractice, students will increase their typing speed and accuracy on a computer keyboard.

#### **FUND 0065 Computer Skills - 30 Hours**

Students will learn beginner computer skills in a Windows XP environment. Topics include starting a computer, using a mouse, launching programs, creating, saving and printing documents, surfing the World Wide Web and sending email.

#### **FUND 0070 Spelling Skills - 30 Hours**

Students will improve their spelling skills by learning and using phonics and common spelling rules.

#### **FUND 0075 Language Skills - 90 Hours**

In this course students will practice and improve their language and writing skills and will gain an understanding of the English language and its correct use in written communication. Topics include sentence structure, parts of speech, grammar and punctuation rules in addition to extending these rules to sentences and paragraphs.

#### **FUND 0080 Reading Skills - 90 Hours**

This course will provide students with a foundation in reading skills, build vocabulary, and will provide practice recalling and interpreting information.

#### **FUND 0085 Math Skills - 60 Hours**

In this course students will learn to perform all four basic math operations accurately with whole numbers, fractions and decimals. Students will also be introduced to percentage and converting between fractions, decimals and percents.

#### **FUND 0090 Study Skills - 30 Hours**

Students will learn to use effective study habits and strategies for remembering information found in their textbooks and heard in class lectures. Students will also learn to use a strategy for reading and taking notes from textbooks, in class, and learn effective strategies for taking the five types of tests most frequently given by teachers.

**FUND 0091 Davis School District Technical Tutoring - 250 Hours**

Technical tutoring provides designated high school students with individual tracking to improve student success in Davis Applied Technology College courses. Students are provided assistance in study skills, test preparation as well as review of student progress and attendance.

**PHLB 1001 Phlebotomy - 100 Hours**

This class will provide students with the skills and knowledge to become competent phlebotomists. Students will learn about the healthcare system, medical terminology, anatomy and physiology, and pathological conditions in relation to the clinical laboratory. Students will gain an understanding of the body systems, laboratory testing, collecting specimens in addition to standard operating procedures and how to practice infection control and safety. Requisitioning, transport and processing and quality assurance will also be covered. Along with lectures, students will also perform venipunctures. At the end of the course, students will participate in a 40-hour externship to demonstrate their professionalism and skill experience in the workplace.