Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS
AMOA 254
MEDICAL OFFICE INFECTION CONTROL

COURSE DESCRIPTION
This course educates the student regarding the seriousness of infection control within the medical office and the role the Medical Office Assistant plays in compliance.

RATIONALE
The purpose of this course is to provide students with best practices for preventing, treating, and managing infectious outbreaks in a clinical office. The course fits into the Associate of Applied Science: Medical Office Assistant degree program (AAS) as it will provide future clinical staff with the knowledge and understanding to prevent and respond to infectious disease occurrence.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Office
IV. **Measurable Learning Outcomes**

Upon successful completion of this course, the student will be able to:

A. Explain how pathogens spread.
B. Describe the steps necessary to break the cycle of the spreading of infectious diseases.
C. Evaluate policies and procedures in regard to infection control.
D. Discuss infection control, patient management, and communicable disease reporting and education.
E. Critique worker safety relative to infection control.
F. Discuss proper procedures for waste disposal in the office.
G. Explain the importance of medical instrument sterilization.
H. Apply biblical principles to medical office infection control.

V. **Course Requirements and Assignments**

A. Readings and lecture presentations/notes
B. Course Requirements Checklist
   
   After reading the Course Syllabus and **Student Expectations**, the student will complete the related checklist found in Module/Week 1.
C. Discussion Board Forums (4)
   
   Discussion boards are collaborative learning experiences. Therefore, the student is required to provide a written or video thread in response to the provided prompt for each forum. Both options are available for all Discussion Board Forums. Written threads must be 250–300 words; video threads must be 120–150 seconds of student-spoken audio and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates’ threads in either written or video form. Each written reply must be 150–200 words and video replies must be 60–90 seconds of student-spoken audio.
D. Infectious Disease Paper
   
   The student will write a 3-4 page research-based paper in current APA format that focuses on an infectious disease selected from the list provided by the instructor. The paper must include at least 2 scholarly references in addition to the Reading & Study material and the Bible.
E. Powerpoint Presentation
   
   The student will create a 10-12 slide presentation about Tuberculosis. The instructor will provide specific instruction about content. The presentation requires a minimum of 2-4 scholarly references in addition to the Reading & Study material and the Bible.
F. Preparedness Plan
The student will create a 3-4 page Disaster Preparedness Plan, using current APA format. Explain the type of emergency, personal preparedness, healthcare facility and office preparedness, and local or state preparedness measures. The plan should include information from the readings, Centers for Disease Control and Prevention, and the Bible.
   a. Rough Draft - Disaster Preparedness Plan Outline
   b. Final Draft - The Final Disaster Preparedness Plan will be submitted

G. Case Study: Scenario
The student will write a 3-page research-based paper in current APA format that focuses on a specific scenario. The paper must include at least 2 scholarly references in addition to the course readings and the Bible.

H. Vocabulary Quizzes (2)
Each quiz will cover the Reading & Study material for the module/week in which it is assigned. Each quiz will be open-book/open-notes, contain 25 multiple-choice, true/false, and short answer questions, and have a 45-minute time limit.

I. Final Exam
The exam will cover the Reading & Study material for the entire course. The Final Exam will be open-book/open-notes, contain 50 multiple-choice and/or true/false questions and 5 short-answer questions, and have a 1-hour and 30-minute time limit.

VI. COURSE GRADING AND POLICIES
A. Points
   Course Requirements Checklist 10
   Discussion Board Forums (4 at 50 pts ea) 200
   Infectious Disease Paper 100

   Tuberculosis Powerpoint 125
   Preparedness Plan Outline 100
   Preparedness Plan Final Draft 125

   Case Study: Scenario 100
   Vocabulary Quiz – Microbiology 50
   Vocabulary Quiz – Immunology 50
   Final Exam (Modules 1–8) 150

   Total 1010

B. Scale
   A = 900–1010  B = 800–899  C = 700–799  D = 600–699  F = 0–599
C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.

2. Assignments submitted more than one week late will receive a 20% deduction.

3. Assignments submitted two weeks late or after the final date of the course will not be accepted.

4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Writing Style

For this course, all papers and written assignments must be completed in the American Psychological Association style (APA).

E. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# Course Schedule

## AMOA 254

<table>
<thead>
<tr>
<th>Week/Module</th>
<th>Reading &amp; Study</th>
<th>Assignments</th>
<th>Points</th>
<th>Syllabus Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 presentation</td>
<td>Course Requirements Checklist</td>
<td>10</td>
<td>A, B, C, H</td>
</tr>
<tr>
<td></td>
<td>1 website</td>
<td>Class Introductions</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 lecture note</td>
<td>DB Forum 1</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vocabulary Quiz-Microbiology</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1 presentation</td>
<td>DB Forum 2</td>
<td>50</td>
<td>C, H</td>
</tr>
<tr>
<td></td>
<td>1 website</td>
<td>Vocabulary Quiz-Immunology</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1 presentation</td>
<td>Infectious Disease Paper</td>
<td>125</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td>2 websites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1 presentation</td>
<td>DB Forum 3</td>
<td>50</td>
<td>C, E</td>
</tr>
<tr>
<td></td>
<td>3 websites</td>
<td>Tuberculosis Powerpoint</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1 presentation</td>
<td>DB Forum 4</td>
<td>50</td>
<td>C, F</td>
</tr>
<tr>
<td></td>
<td>3 websites</td>
<td>Preparedness Plan Outline</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1 presentation</td>
<td>Preparedness Plan Final Draft</td>
<td>200</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>1 website</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1 presentation</td>
<td>Case Study: Scenario Selection</td>
<td>100</td>
<td>G</td>
</tr>
<tr>
<td></td>
<td>3 websites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1 presentation</td>
<td>Final Exam</td>
<td>150</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td>1 website</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>1010</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on Friday.