

PLATO Course Certified Nurse Aide Semester A

Course Overview

The Certified Nurse Aide Semester A course is a single-semester course designed to introduce you to the topics that you must learn to take the competency evaluation to become a certified nurse aide. The course will provide you with the knowledge and skills you need to perform your duties as a nurse aide. The course consists of four units. The first unit will explain how to communicate, work in a team, and be culturally competent when working as a nurse aide. The second unit will introduce you to medical terminology, abbreviations, acronyms, symbols, and body structure and directional terminology, which will help you communicate accurately when performing your duties as a nurse aide. The third and fourth units will help you recall the different human body systems. These units will also describe disorders and diseases related to the body systems and their treatments.

Course Goals

By the end of this course, you will be able to do the following:

- Identify effective communication that is crucial for a nurse aide.
- Recall how multidisciplinary teams collaborate to deliver quality health care.
- State the importance of cultural competency for nurse aides.
- Recall the history of medical terminology and identify the basic components of medical terms.
- Identify medical abbreviations, symbols, and acronyms.
- Identify the structure, planes, and cavities of the human body and their respective positions.
- Recall the structure and function of different body systems.
- List diseases and disorders related to the body systems.
- Identify medical equipment, procedures, and medications related to the body systems.
- State health science specializations related to the body systems.

General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Student Orientation, found at the beginning of this course.

Credit Value

PLATO Course Certified Nurse Aide Semester A is a 0.5-credit course.

Course Materials

- Notebook
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you keep on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Unit 1: Communication, Teamwork, and Diversity

Summary

This unit focuses on communication skills, working in multidisciplinary teams, and being culturally aware and competent. You will state the roles and responsibilities of nurse aides and the effective communication skills required to provide quality health care. You will identify cultural influences that impact the delivery of health care and recall alternative and traditional methods of health care. You will also list the key points that nurse aides should report to their nurse supervisors and identify ways in which you can improve your cultural competency to better understand and care for clients.

| Day | Activity/Objective | Type |
|------------------|---|--------------------------|
| 1 day: 1 | Syllabus and Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i> | Course Orientation |
| 4 days: 2–5 | Communication in Health Care <i>Identify effective communication that is crucial for nurse aides.</i> | Lessons |
| 4 days: 6–9 | Multidisciplinary Teams <i>Recall how multidisciplinary teams collaborate to deliver quality health care.</i> | Lessons |
| 3 days: 10–12 | Cultural Competency in Health Care <i>State the importance of cultural competency for nurse aides.</i> | Lessons |
| 1 day: 13 | Prerequisite Skills Videos (CPR, Abdominal Thrusts, and First Aid) | Videos |
| 4 days: 14–17 | Unit Activity and Discussion—Unit 1 | Unit Activity Discussion |
| 1 day: 18 | Posttest—Unit 1 | Assessment |

Unit 2: Medical Terminology, Anatomy, and Physiology

Summary

This unit focuses on medical terminology. You will recall the history of medical terminology and the basic components of medical terms. You will list medical abbreviations, acronyms, and symbols with their full forms. You will also list the planes of the human body and identify directional terms to describe the position of body structures in relation to other structures and parts of the body.

| Day | Activity / Objective | Type |
|------------------|--|--------------------------------|
| 4 days: 19–22 | Introduction to Medical Terminology <i>Recall the history of medical terminology and identify the basic components of medical terms.</i> | Lesson |
| 4 days: 23–26 | Abbreviations, Acronyms, and Symbols <i>Identify medical abbreviations, acronyms, and symbols.</i> | Lesson |
| 3 days: 27–29 | Body Structure and Directional Terminology <i>Identify the structure, planes, and cavities of the human body and their respective positions.</i> | Lesson |
| 4 days: 30–33 | Unit Activity and Discussion—Unit 2 | Unit Activity Discussion |
| 1 day: 34 | Posttest—Unit 2 | Assessme nt |

Unit 3: Body Systems Part 1

Summary

This unit focuses on six human body systems, which include the musculoskeletal, integumentary, endocrine, nervous, sensory, lymphatic, and immune systems. In this unit, you will recall the structures and functions of each body system. You will list diseases and disorders associated with these body systems. You will also identify specializations, medical equipment, diagnostic and treatment procedures, and medications related to each of these systems.

| Day | Activity / Objective | Type |
|------------------|--|-------------|
| 4 days: 35–38 | The Musculoskeletal System <i>Describe the musculoskeletal system and its functions,</i> | Lesson |

| Day | Activity / Objective | Type |
|------------------|--|--------------------------------|
| | <i>disorders, specializations, and procedures.</i> | |
| 4 days: 39–42 | The Integumentary System <i>Describe the integumentary system and its functions, disorders, specializations, and procedures.</i> | Lesson |
| 4 days: 43–46 | The Endocrine System <i>Describe the endocrine system and its functions, disorders, specializations, and procedures.</i> | Lesson |
| 4 days: 47–50 | The Nervous System <i>Describe the nervous systems and its functions, disorders, specializations, and procedures.</i> | Lesson |
| 4 days: 51–54 | The Sensory System <i>Describe the sensory system and its functions, disorders, specializations, and procedures.</i> | Lesson |
| 4 days: 55–58 | The Lymphatic System and Immune System <i>Describe the lymphatic and immune systems and their functions, disorders, specializations, and procedures.</i> | Lesson |
| 4 days: 59–62 | Unit Activity and Discussion—Unit 3 | Unit Activity Discussion |
| 1 day: 63 | Posttest—Unit 3 | Assessme nt |

Unit 4: Body Systems Part 2

Summary

This unit focuses on five body systems, which include the respiratory, cardiovascular, reproductive, digestive, and excretory systems. In this unit, you will recall the structures and functions of each body system. You will list diseases and disorders associated with each of these body systems. You will also identify specializations, medical equipment, diagnostic and treatment procedures, and medications related to these systems.

| Day | Activity / Objective | Type |
|------------------|---|--------------------------------|
| 4 days: 64–67 | The Respiratory System <i>Describe the respiratory system and its functions, disorders, specializations, and procedures.</i> | Lesson |
| 4 days: 68–71 | The Cardiovascular System <i>Describe the cardiovascular system and its functions, disorders, specializations, and procedures.</i> | Lesson |
| 4 days: 72–75 | The Male and Female Reproductive Systems <i>Describe the reproductive system and its functions, disorders, specializations, and procedures.</i> | Lesson |
| 4 days: 76–79 | The Digestive System <i>Describe the digestive system and its functions, disorders, specializations, and procedures.</i> | Lesson |
| 4 days: 80–83 | The Excretory System <i>Describe the excretory system and its functions, disorders, specializations, and procedures.</i> | Lesson |
| 4 days: 84–87 | Unit Activity and Discussion—Unit 4 | Unit Activity Discussion |
| 1 day: 88 | Posttest—Unit 4 | Assessme nt |

| Day | Activity / Objective | Type |
|--------------|-----------------------------|----------------|
| 1 day: 89 | Semester Review | |
| 1 day: 90 | End-of-Semester Exam | Assessme nt |