



North Dakota State College
of Science

2025-2026 Syllabus



Course Information

Course Number: NURS 101
Course Title: Nursing Assistant I Lab
Credit Hours: 2

Instructor Information

Instructor: Heidi Balvik
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Office Location: 204k
Office Hours: Monday-Friday 2:05-3:35 or by appointment

Course Description

The course offers high quality training for those entering the CNA field or using the CNA course as a pathway to a nursing or other Allied Health career. Emphasis is placed on working with clients in the long-term care setting. This portion focuses on the hands-on skills required of a Certified Nursing Assistant (C.N.A). Topics include such things as: Personal Hygiene and cares, including handwashing, bathing, bedmaking and assisting with ADL's (Activities of Daily Living), Body Mechanics, including transferring and mobility, Measuring Vital Signs, Assist with nutritional intake.

This class is presented in a face-to-face format. Upon completion of this course and the didactic portion a student is eligible to complete the certified nurse assistant examination which consists of a written test and skills demonstrations.

Corequisite NURS 100 Nursing Assistant I

Textbook and Required Materials

Fuzy, J.(2022). *Hartman's Nursing Assistant Care the Basics, (6th ed)* Hartman Publishing Inc.
ISBN: 9781604251418

Hedman, S., (Ed) (2022) *Workbook Hartman's Nursing Assistant Care the Basics*, (6th ed).
Hartman Publishing Inc. ISBN: 9781604251425

Learning Goals/Outcomes

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

Demonstrate competence and proficiency in the following categories of skills:

- **Safety and infection control** – hand hygiene, donning and removing PPE, assists to ambulate using transfer belt, transfers from bed to wheelchair using transfer belt.
- **Personal care procedures** – applies one knee-high elastic stocking, cleans upper or lower denture, gives modified bed bath, provides foot care on one foot, provides mouth care, provides perineal care for female, and other pertinent skills identified under other categories.
- **Vital signs** – counts and records radial pulse and respirations, measures and records blood pressure, urinary output, and weight of ambulatory client.
- **Nutritional requirements and techniques** – feeds client who cannot feed self.
- **Exercise and activity** – perform modified passive range of motion for one knee, one ankle, and one shoulder, positions on side.
- **Elimination** – assists with use of bedpan, provides catheter care for female,
- **Care to clients with special needs** – dresses client with affected (weak) right arm.
- **Care to clients with cognitive impairments**
- **Emergency procedures** – Heimlich maneuver.
- **Interpersonal skills**

Student Learning Outcome

- Students will be able to demonstrate knowledge of common elements required for certification by the North Dakota Department of Health. This will be measured by student achievement of a passing grade on instructor developed and administered final examination.
- Students will be able to demonstrate competence with all skills required for certification. This will be measured by an administered skills competency test that contains elements of all required steps for all required skills.

Grading and Evaluation

Learning Activities:

- Class participation,
- Assignments
- Skills verification of assessments and procedures
- Module quizzes,
- Final exam

Grading Scale

The class will be graded on a satisfactory/unsatisfactory basis. Students must complete independent assignments, participate in classroom/lab, demonstrate skills working with residents, and pass the final examination with a 75% or better which correlates with the state testing requirement for the written examination.

Attendance Policy

Regular attendance, promptness and participation in classes, laboratories and/or shops are expected of each student. For more information, refer to the NDSCS College Catalog under [Attendance Policy](#).

Reliable, predictable, prompt attendance is an essential function of every job, and this begins with your Certified Nurse Assistant Program. The North Dakota Department of Health and the North Dakota Board of Nursing have set the highest standards of expectation for performance and attendance for CNA students.

Policy

The mandatory minimum number of seventy-five (75) hours for nursing assistant training programs is defined in the North Dakota Century Code Chapter 33-43-01, Section 04. Lost classroom, lab, and/or clinical time by the student as part of this class, for any reason, may result in (1) additional fees and separate scheduled time for make-up time should completion of the course be desired, or (2) unsuccessful completion of the Program.

Procedure

Students are expected to report to the classroom or lab during the times specified on the course syllabus.

- Any missed time will be rounded up to the quarter hour. *Example: A student arrives 5 minutes late to class. Missed time is then recorded by the instructor as a 15-minute absence.*
- Students will be provided with Instructor contact information (a phone number and email address) to which they should report any tardy or absence for classroom, lab, and/or clinical.
- Failure by the student to notify the instructor of an absence could result in unsuccessful completion of the Program.
- All classroom and lab time, including any make-up time needed, must be completed before the student will be able to complete the course and sit for examination
- Make-up time is not guaranteed to be available.

Tie to Assessment Outcomes

See course objectives

Course/Instructor Expectations

Students are expected to use their official NDSCS email in the course, this is where communications from the college and your instructors will be sent. If you need assistance with your email, visit the [New Student Technology Setup](#).

CNA Behavior Standards

Because quality and commitment is of utmost importance, the instructor has the authority to dismiss a student who does not meet the expected standards of the class for a number of reasons, including, but not limited to: lack of responsibility, lack of compassion for residents, or any other

negative issue related to the student becoming a qualified Nurse Assistant or entering a nursing program. In any of the above cases, the instructor will notify the student's nursing program and/or sponsoring employer.

Preparing for Lab

- Must have watch with second hand on it for vitals.
- Clean and neat, with no body odor or perfumes
- Shoes must be clean with no open toes or heels, have good grip.
- Minimal make up
- Any tattoo that provokes, alarms, offends, or disparages must be covered at all times.
- Nose piercings of no more than 1/16" in diameter are permitted. Other allowable visible piercings will be determined on a case-by-case basis. Clinical facility management reserves the right to require removal of piercings which may interfere with carrying out the mission of the facility.
- No gum chewing at labs or clinical.

No use of cell phone during class, or labs - limit use to breaks only.

State CNA Test

Upon successful completion of the Program, the student will be eligible to participate in the nurse assistant competency examination. The National Nurse Aide Assessment Program (NNAAP) examination is an evaluation of nurse aide-related knowledge, skills and abilities. It is made up of both a written examination and a skills (hands-on) evaluation, of which both parts must be passed to be certified and listed on the state's Nurse Aide Registry.

Once a student has completed the Program and his/her NNAAP application to the ND Board of Nursing has been reviewed, the student will receive notice via mail, email, or in class confirming eligibility to test or whether the ND Board of Nursing requires further information from the student.

Academic Integrity

Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results or assisting others to do the same will be cause for sanction up to and including reduction in grade, failure of course or removal from class. Repeat offenses may result in additional sanctions.

ADA Statement

Any student who feels they may need an accommodation based on the impact of a disability should contact their instructor privately to discuss specific needs. Please contact the Accessibility Coordinator at NDSCS.Accessibility@ndscs.edu or by phone at 701-671-2623 as soon as possible in the semester to discuss possible accommodations.

Equal Opportunity Statement

North Dakota State College of Science is an equal opportunity employer and equal opportunity educator. NDSCS is fully committed to equal opportunity in employment decisions and educational programs and activities. All practices are in compliance with all applicable federal and state laws, for all individuals without regard to age, color, gender identity/expression, genetic information, marital status, national or ethnic origin, physical and mental ability status, public assistance status, race, religion, sex, sexual orientation, familial or parental status, status as a U.S. veteran/service member, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

For more information, refer to the NDSCS College Catalog under [Non-Discrimination Statement and Equal Opportunity Policy](#).

Continuity of Instruction

NDSCS is committed to the continuity of instruction in the event of an emergency disruption that may result in the suspension of activities, including in-person classes at NDSCS. NDSCS is committed to preparing for any significant operational disruption or closure, which could result from flooding, weather, medical emergency, campus evacuation or other emergency.

An emergency closing of the College, campus closure, and/or suspension of in-person classes does not equate into a suspension of instruction. Faculty contract days remain in effect, though the means of instructional delivery may change.

All communications and updates are sent out in official College email and posted at NDSCS.edu

Land Acknowledgement Statement

NDSCS acknowledges that we occupy the sacred ancestral lands of the First Nations cultures of North Dakota. Without them, we would not have access to our gathering, dialogue, and learning spaces.

Developed/Revised (Date): 8/2023 jc