



Program Syllabus and Classroom Procedures

Beaufort-Jasper Academy for Career Excellence

Health Science

Erin Bulatao-Hollifield

Bulatao-hollifield@bjace.org

(843) 987-8107 Ext: 631

Course Description

Health Science 1: Foundations of Healthcare Professions

Health Science 1 is an introductory course designed to provide students with an overview of healthcare careers and the foundational skills needed to begin their journey toward becoming healthcare professionals.

Upon successful completion, students will be able to identify a variety of healthcare careers, compare healthcare systems, and demonstrate basic healthcare skills. This course serves as the foundation for all Health Science programs of study and prepares students for future clinical experiences such as job shadowing and internships.

Health Science 2: Essential Healthcare Practices

Health Science 2 builds upon foundational knowledge from Health Science 1 and focuses on developing advanced skills applicable to a wide range of healthcare careers. Students participate in hands-on learning experiences to further enhance technical knowledge and patient care skills.

Upon completion, students will be able to apply patient care skills in classroom and laboratory settings and will earn **CPR certification**.

Health Science 3: Human Structure, Function, and Disease

This course introduces students to human anatomy and physiology, focusing on the structure and function of the body's **12 major systems** and their relationship to disease from a healthcare perspective.

Instruction is highly hands-on and project-based, with continued integration of foundational healthcare skills and procedures.

Health Science 4: Clinical Study

Health Science Clinical Study connects classroom learning to real-world healthcare environments through clinical experiences and activities. Students apply and refine skills learned in previous courses while exploring healthcare careers within the district's geographic region.

Students, teachers, and work-based learning coordinators collaborate to provide meaningful clinical opportunities.

Requirements Prior to Clinical Placement:

- BLS Healthcare Provider CPR Certification
- HIPAA Training
- OSHA Healthcare Safety Certification (highly recommended)

Students enrolled in this course as their **third or fourth level** are considered **program completers** and are expected to take the **National Health Science Assessment** if not completed previously. Certification eligibility requires completion of a Health Science pathway or fulfillment of all clinical course prerequisites.

The Academy for Career Excellence does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities. Inquiries regarding the non-discrimination policies should be made to: ACE Director, 80 Lowcountry Drive, Ridgeland, SC 29936, Telephone (843) 987-8107; Special Needs Department Chair, ACE, 80 Lowcountry Drive, Ridgeland, SC 29936, Telephone: (843) 987-8107.

Program Dress Code

Students will be expected to be prepared for work every day. Program dress is as follows:

Required Uniform

- Scrubs: Solid navy-blue scrub tops and matching navy blue scrub pants.
- Footwear: Closed-toe, solid white or solid black shoes.
- Timepiece: A wristwatch equipped with a functional second hand.

Grooming and Jewelry

- Hair: Secured up and completely off the collar.
- Nails: Natural nails only; no artificial nails, acrylics, or extensions are permitted.
- Tattoos: All tattoos must be completely covered and not visible.
- Earrings: Maximum of one pair of matching studded earrings.
- Rings: Maximum of one plain band ring.
- No strongly scented lotions or perfumes.

Expectations for Class

To ensure a productive academic environment, students must arrive to class on time, sit in their assigned seats before the bell, and demonstrate a readiness to learn. Daily preparation requires students to connect school-issued laptops to a power source each evening, to ensure devices are fully charged for the next day's instruction. Professional courtesy is mandatory; students must remain polite, respect instructors and peers, and give undivided attention to speakers. Additionally, all coursework must be completed and submitted by the established deadlines. Because this course utilizes specialized clinical and laboratory tools, students are strictly required to handle all equipment with care and return items to their designated storage locations immediately after use. Lastly, to minimize classroom disruptions, a restrictive hall pass policy is enforced: students may not leave the classroom during the first 20 minutes or the final 20 minutes of the period, which includes the intervals directly surrounding class transitions and lunch.

Discipline: ACE follows procedures for progressive discipline as outlined in the Beaufort-Jasper Academy for Career Excellence Student Handbook.

Cell Phones & Ear Pods

Phones will be collected by teachers and locked into a cell phone lock box at the start of each class. They will be returned to students during any breaks, times needed for instructional use, lunch and when permissible. **Air Pods/Buds should never be worn in class or in the shop. No Exceptions.**

<h1 style="text-align: center;">GRADING</h1> <p style="text-align: center;">All Grades are based on South Carolina State Standards</p>	
Level 1 & Level 3	Grade will be based on Theory Work
Level 2 & Level 4	Grade will be based on Application (Hands-On) Work
GRADING POLICIES: The semester grade is determined by the total points earned in each of the following areas and the number of points corresponds with a letter grade (outlined in the student handbook). The areas of evaluation and their weight toward the grade are as follows:	
A 100-90	B 89-80
C 79-70	D 69-60
F 59 or Below	
AF- Attendance Failure	
Summative Grades will account for 60% The goal for summative assessment is to evaluate student learning at the end of an instructional unit.	Formatives Grade will account for 40% The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used to improve as needed.
Missed Work Due to Absences: It is <u>the student's</u> responsibility to obtain the homework assignments, notes & any other pertinent information that is missed during an absence. Missed work due to an absence: Additional time (up to five school days) and full credit will be allowed for each day of a verifiable and excused absence. Exceptions will be made in unique, deserving situations as determined by the teacher and/or administrator.	
There is No Late Work at ACE: <u>Struggling to Complete Assignment</u> - Communicate this to your teacher. You will be scheduled for Remediation during our ACE Intervention Block <u>Refusal to Complete Assignment</u> - You will be assigned a Working Period during lunch, CTE or before or after school to complete the assignment. You applied to come to ACE and there is a waiting list. Failure to complete work is not an option.	
Employability Rubric: Soft Skills are an essential part of each CTE Curriculum. ACE has instituted an Employability Rubric (below) which will count as a summative grade. In each program level a summative accountability rubric grade (which will be the same for each level) will be given 4 times in a semester (roughly every 4 weeks).	
Statement for Academic Dishonesty: Academic honesty is expected in all ACE classes. Cheating will not be tolerated. Consequences may include: reduction in grade on the assignment, repeat the assignment, no grade on assignment or others as deemed appropriate. Academic dishonesty will be reported to a school counselor, administration and a parent will be notified.	

The Academy for Career Excellence does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities. Inquiries regarding the non-discrimination policies should be made to: ACE Director, 80 Lowcountry Drive, Ridgeland, SC 29936, Telephone (843) 987-8107; Special Needs Department Chair, ACE, 80 Lowcountry Drive, Ridgeland, SC 29936, Telephone: (843) 987-8107.

ACE EMPLOYABILITY RUBRIC				
Criteria	Skill Level			
	Exceeds Standard 20pts	Meets Standard 15pts	Needs Improvement On Standard 10pts	Does Not Meet Standard 5pts
Time Management	Consistently demonstrates exceptional time management skills, exceeding expectations.	Consistently demonstrates solid time management skills, meeting expectations.	Demonstrates inconsistent time management skills, needing improvement.	Fails to demonstrate effective time management skills.
Ability to meet deadlines and submit work on time	<ul style="list-style-type: none"> Prioritizes tasks effectively, consistently completing them ahead of schedule. Demonstrates exceptional organization, with tasks and deadlines clearly defined. Proactively seeks additional responsibilities, effectively managing additional workload. Rarely, if ever, requires reminders or extensions. 	<ul style="list-style-type: none"> Prioritizes tasks effectively, typically completing them on schedule. Maintains good organization, with tasks and deadlines generally well-defined. Manages workload effectively but may occasionally require reminders or extensions. Adapts well to changing priorities and workloads 	<ul style="list-style-type: none"> Struggles to consistently prioritize tasks, often missing deadlines. Lacks clear organization, leading to occasional confusion about tasks and deadlines. Requires frequent reminders and extensions to meet expectations. Shows limited ability to adapt to changing priorities and workloads. 	<ul style="list-style-type: none"> Consistently misses deadlines and lacks prioritization. Displays disorganization, often unable to identify tasks and deadlines. Regularly relies on reminders and extensions to meet expectations. Struggles to adapt to changing priorities and workloads.
Professionalism	Consistently demonstrates exceptional professionalism and uniform compliance, exceeding expectations	Consistently demonstrates good professionalism and uniform compliance, meeting expectations.	Demonstrates inconsistent professionalism and uniform compliance, needing improvement.	Fails to demonstrate professionalism and uniform compliance.
Behavior, attitude, personal presentation, uniform and appearance	<ul style="list-style-type: none"> Always in uniform Demonstrates a positive attitude and self-control Appropriate language use Demonstrates a positive and respectful attitude toward peers & instructors 	<ul style="list-style-type: none"> Adheres to dress code and uniform policies with few exceptions Mostly demonstrates a positive attitude, self-control Appropriate language use; Maintains a positive and respectful attitude towards peers & instructors 	<ul style="list-style-type: none"> Requires reminders and occasional correction to adhere to dress code and uniform policies. Seldom exhibits a positive attitude; Frequently uses inappropriate language. Occasionally displays a less than positive attitude towards peers & instructors 	<ul style="list-style-type: none"> Regularly violates dress code and uniform policies. Exhibits a poor attitude; Often uses inappropriate language. Consistently displays a negative or disrespectful attitude towards peers, instructors, and supervisors.
Communication	Consistently demonstrates exceptional communication skills, exceeding expectations.	Consistently demonstrates good communication skills, meeting expectations	Demonstrates inconsistent communication skills, needing improvement.	Fails to demonstrate effective communication skills.
Listening; oral and written; making sure message is received; prioritizing urgent communication	<ul style="list-style-type: none"> Communicates ideas and information clearly and concisely, both in writing and verbally. Actively listens to others, showing empathy and understanding in interactions. Effectively conveys complex concepts and ideas with clarity and precision. Demonstrates exceptional non-verbal communication, including eye contact, body language, and active engagement. 	<ul style="list-style-type: none"> Communicates ideas and information clearly, with minimal misunderstandings. Listens attentively and shows understanding in interactions with others. Conveys concepts and ideas with a reasonable degree of clarity. Displays adequate non-verbal communication, including appropriate eye contact and body language. 	<ul style="list-style-type: none"> Sometimes struggles to communicate ideas and information clearly, leading to misunderstandings. May need improvement in active listening, occasionally appearing disengaged in interactions. Conveys concepts and ideas with varying levels of clarity. Displays occasional issues with non-verbal communication, including inconsistent eye contact and body language. 	<ul style="list-style-type: none"> Consistently struggles to communicate ideas and information clearly, leading to frequent misunderstandings. Rarely engages in active listening and may appear disinterested in interactions. Often fails to convey concepts and ideas with clarity and precision. Consistently displays issues with non-verbal communication, such as limited or inappropriate eye contact and body language.

ACE EMPLOYABILITY RUBRIC				
Criteria	Skill Level			
	Exceeds Standard 20	Meets Standard 15	Needs Improvement On Standard 10	Does Not Meet Standard 5
Productivity & Quality	Consistently demonstrates exceptional productivity and quality, exceeding expectations.	Consistently demonstrates good productivity and quality, meeting expectations.	Demonstrates inconsistent productivity and quality, needing improvement.	Fails to demonstrate effective productivity and quality.
Strong work ethic; preparedness; quality of work	<ul style="list-style-type: none"> Always comes to class prepared & gives best effort Shows initiative in improving productivity and quality. Requires occasional supervision and corrections to maintain productivity and quality. Maximizes class time Always follows safety procedures and rules 	<ul style="list-style-type: none"> Regularly gives best effort Occasionally seeks opportunities to improve productivity and quality. Requires frequent supervision and corrections to maintain productivity and quality Regularly uses class time Follows most safety procedures and rules 	<ul style="list-style-type: none"> Frequently unprepared for class Shows limited initiative in improving productivity and quality. Regularly requires supervision and corrections to maintain productivity and quality. Poor use of class time seldom follows safety procedures and rules 	<ul style="list-style-type: none"> Often unprepared for class Rarely seeks opportunities to improve productivity and quality. Consistently requires extensive supervision and corrections to maintain productivity and quality. Wastes class time Never follows safety procedures and rules
Problem Solving & Troubleshooting	Consistently demonstrates exceptional problem-solving and troubleshooting skills, exceeding expectations.	Consistently demonstrates good problem-solving and troubleshooting skills, meeting expectations.	Demonstrates inconsistent problem solving and troubleshooting skills, needing improvement.	Fails to demonstrate effective problem-solving and troubleshooting skills.
Critical thinking used to solve problems independently	<ul style="list-style-type: none"> Helps peers Approaches problems with a systematic and creative mindset, consistently producing innovative solutions. Effectively identifies, analyzes, and resolves problems in a timely manner. Proactively seeks opportunities to troubleshoot and resolve issues. 	<ul style="list-style-type: none"> Occasionally collaborates with other students Approaches problems with a logical and structured mindset, typically producing effective solutions. Identifies, analyzes, and resolves problems in a timely and efficient manner. Shows initiative in troubleshooting and resolving issues. 	<ul style="list-style-type: none"> Rarely collaborates with other students Sometimes struggles to approach problems in a logical and structured manner, leading to less effective solutions. Occasionally takes longer to identify, analyze, and resolve problems. Displays limited initiative in troubleshooting and resolving issues. 	<ul style="list-style-type: none"> Never collaborates with other students Approaches problems with a rudimentary level of logic and structure, producing basic solutions. May take longer to identify, analyze, and resolve problems, particularly with more complex challenges. Shows limited initiative in troubleshooting and resolving issues.

The Academy for Career Excellence does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities. Inquiries regarding the non-discrimination policies should be made to: ACE Director, 80 Lowcountry Drive, Ridgeland, SC 29936, Telephone (843) 987-8107; Special Needs Department Chair, ACE, 80 Lowcountry Drive, Ridgeland, SC 29936, Telephone: (843) 987-8107.