MACOMB COMMUNITY COLLEGE
DIVISION OF HEALTH & PUBLIC SERVICES
HEALTH & HUMAN SERVICES DEPARTMENT
RESPIRATORY THERAPY PROGRAM
First Day Handout

COURSE NUMBER: RSPT 1085

COURSE TITLE: Respiratory Therapy Procedures I

CATALOG DESCRIPTION: RSPT 1085 introduces the patient care process. Topics include patient assessment, cardiopulmonary diagnostics and monitoring techniques, infection control and safety, protocols and documentation used in the practice of respiratory therapy. Students develop psychomotor skills in respiratory therapy procedures.

EFFECTIVE TERM: FALL 2015

PREREQUISITE: BIOL (2710 or 2310) and BIOL (2370 or 2400)

COREQUISITE: RSPT 1050 & 1060

SEMESTER CREDIT HOURS: 5 Hours

CONTACT HOURS: 6 HOURS/WEEK

INSTRUCTOR: Rick Zahodnic PhD, RRT-NPS, RPFT, AE-C

OFFICE: E 220-11
TELEPHONE: (586) 286-2033
E-MAIL: zahodnicr@macomb.edu
FAX: 586.286.2098
OFFICE HOURS:
Mondays: 8:30 – 10:00 a.m.
Tuesdays: 1:00 – 2:00 p.m.
Wednesdays: 8:30 – 10:00 a.m.
Thursdays: 1:00 – 2:00 p.m.
Fridays: By appointment

COURSE DAYS & TIMES: **C1601:** Monday & Wednesdays 1:00 to 2:25 pm & Friday 12:00 – 2:55 pm
C1602: Tuesday & Thursday 11:30 to 12:55 pm & Friday 8:00 to 10:55 am

LOCATION: Center Campus – E Building – Room 109

REQUIRED TEXTBOOKS:

- Clinical Manifestations & Assessment of Respiratory Disease, (7th Ed.), by T. Des Jardins & G. Burton; Mosby Inc., 2016.

- Egan's Fundamentals of Respiratory Care, (11th ed.), by R. Kacmarek, J. Stoller, & A. Heuer; Elsevier., 2016.

- Study Guide To Accompany Egan's Fundamentals of Respiratory Care (11th Ed.), by R. Kacmarek; Elsevier, 2016

- Laboratory Exercises for Competency In Respiratory Care, (3rd) by T. Butler, F.A. Davis Co., 2013.

ADDITIONAL MATERIALS:

OPTIONAL TEXTBOOKS:

- Medical Dictionary for Health Professionals *(Optional)*
- Lung & Heart Sounds Online *(Optional),* by Wilkins, Elsevier, 2012 ISBN 9780323080156 (approx.. $60.00)
- Wilkins' Clinical Assessment in Respiratory Care 7th ed., *(Optional)* by A. Heuer & C. Scanlan, Elsevier, 2014.

REQUIRED SUPPLIES: (*Needed near end of semester and available in bookstore)

- 3 inch binder with tab dividers
- Basic calculator *(4 functions only)*
- Stethoscope *
- Short white lab coat *
- RSPT Student patch *

COURSE GOAL: The student will develop the skills necessary to assess and treat a patient with cardiopulmonary disorders.

COURSE OUTCOMES AND OBJECTIVES

OUTCOME 1: Upon completion of this course, students will be able to use chart review, interview techniques, and patient assessment to gather the patient data used in the development a patient care plan.

OBJECTIVES:

1. List the common sections of a patient chart and explain the components of each.
2. Describe the components of the Respiratory Care Practitioner (RCP) patient interview.
3. List the categories of a patient "system" assessment done by a Respiratory Therapist (RT).
4. Perform the essential steps for Respiratory Care procedures.
5. Demonstrate how to obtain vital signs.

6. Demonstrate proper technique for auscultation, palpation and percussion.
7. List the four critical life functions and describe how they are assessed and corrected.
8. List and describe the six primary symptoms of pulmonary disease and give some examples of abnormalities in lung function associated with these common pulmonary symptoms.

OUTCOME 2: Upon completion of this course, students will be able to explain and demonstrate the proper use of cardiopulmonary diagnostic devices and interpret the data provided.

OBJECTIVES:

1. Describe the indications for, demonstrate the ability to set up, maintain, and interpret the data from basic respiratory therapy non-invasive monitors such as:
   a. Pulse oximeter
   b. Capnograph
   c. CO Device
   d. FE_{NO} Device
   e. Transcutaneous monitor
   f. Apnea Monitor
2. Interpret the values obtained for simple laboratory testing.
3. Demonstrate the basic steps for chest radiograph interpretation and the ability to identify basic normal structures and basic abnormalities.
4. Demonstrate the ability to interpret the information obtained from a radiology report.

OUTCOME 3: Upon completion of this course, the student will be able to discuss the different procedures involved in the safe and appropriate administration of respiratory care and perform the different procedures following appropriate infection control and safety techniques.

OBJECTIVES:

1. Demonstrate proper technique for infection control
2. Describe and perform proper body mechanics techniques for moving objects and moving patients.
3. Describe the methods used to prevent shock hazards in patient situations.
4. Demonstrate safe use of oxygen and electrical equipment.
5. Explain how to minimize fire hazards.
6. Explain the purpose of and the information found on a material safety data sheet.

OUTCOME 4: Upon completion of this course, the student will be able to demonstrate proper documentation of respiratory therapy procedures.

OBJECTIVES:

1. Describe the medical and legal issues associated with a medical record.
2. Demonstrate the ability to follow a therapist-driven protocol.
3. Demonstrate the ability to perform traditional charting, S.O.A.P.I.E.R. (Subjective, Objective, Assessment, Plan, Intervention, Evaluation, and Revision) notes and computer charting.

COURSE ASSESSMENT STRATEGY

Comprehensive final exam compared to a pre-course test.

COURSE CONTENT OUTLINE

Module A - Day in the Life of a Respiratory Therapist
Module B - Medical Terminology
Module C - An Overview of the Patient Care Process
Module D - Infection Control & Safety

1. Infection Control
2. Disaster Preparedness
3. Safety Goals
4. Body Mechanics
5. Occupational Safety
6. Electrical Safety
7. Fire Safety

Module E - Patient Assessment

1. Initial Patient Contact
2. Chart Review
3. Interview
4. Initial Impression
5. Respiratory Assessment
6. Cardiac Assessment
7. Abdominal, Renal, Extremities

Module F – Non-invasive diagnostic monitoring and testing

CLASS POLICIES:

1. If a student is unable to take an exam during the scheduled class period, the student is expected to notify the instructor prior to the scheduled exam. The student may leave a message (286-2033) if the instructor cannot be reached. Alternately, the student may send an e-mail to zahodnicr@macomb.edu prior to the start of the exam. The student should then contact the instructor to arrange for the make-up exam prior to the next scheduled class period. If a student fails to follow this procedure, there will be no make-up exam and the student will receive a zero (0) for that exam. **ONLY ONE MAKE-UP EXAMINATION WILL BE ALLOWED.**

2. Make-up exams may be in an alternate format at the instructor's discretion.

3. Timed exams must be completed within the assigned time frame.

4. Tape recorders are permitted during lecture. NO RECORDING OR REPRODUCTION OF ANY KIND IS PERMITTED DURING EXAM REVIEW.

5. Any disciplinary problems (cheating, plagiarism, or conduct that is disruptive to the class, etc.) will be handled in accordance with the HANDBOOK ON RIGHTS AND RESPONSIBILITIES adopted by the Provost and the Standards Committee, January 18, 1994 and revised in April 2006. This handbook can be downloaded from the following link: http://www.macomb.edu/GenInfo/StudentHandbook.pdf. Any person found cheating on exams or quizzes or committing plagiarism will be summarily dismissed from this course and faces suspension from the Respiratory Therapy Program.

6. All exams are cumulative for the entire Respiratory Therapy Program

7. If a student fails to return a test to the instructor after a review before leaving the room, that student will receive a zero (0) grade for that exam.

8. Instruction will include lecture, group discussion, case presentations, demonstrations, clinical simulations, critical thinking exercises and videotapes. Class participation is a critical part of the active leaning process.

9. Students are allowed to use a simple 4-function, non-programmable calculator for testing purposes on all exams. All mobile phones must be turned off and removed from the testing area.

10. Examinations and quizzes may be a combination of the following:

    a. Multiple choice
    b. Short answer
    c. Definitions
    d. Essays
    e. Matching
    f. Fill in the blank

11. The last day to drop a class for a "W" grade for the 2016 Fall Semester is **November 14, 2016 (for those in the M/W/F class) or November 11, 2016 (for those in the T/Th/F class)**. Students must complete a withdrawal form at the Enrollment Office in G-120 at Center Campus. Failure to officially withdraw will result in an "E" for the course.

12. METHOD OF EVALUATION: The grade for this course will be based on four examinations, a series of quizzes, homework and performance evaluation completion. and four quizzes. The exams and quizzes will cover lecture material, reading assignments and homework assignments. All examinations and quizzes are cumulative.

a.	EXAMS (Seven exams @ 10% each)	70%
b.	FINAL EXAM	20%
c.	HOMEWORK	9%
d.	PERFORMANCEEVALUATIONS	1%
		100%

13. TESTING GUIDELINES - Students are required to purchase Scantron test scanner forms from Campus (Follet) bookstores. **Purchase Scantron Form No. X-101864-PAR-L.** Students will be required to provide the instructor with **EIGHT** test scanner forms **within the first week of class**. The instructor will then provide the test scanner form in the test packet at the time of testing.

14. PERFORMANCE EVALUATIONS – All assigned Performance Evaluations must be completed within the prescribed time frame. Failure to complete the Performance Evaluations will result in a failing grade. All Performance Evaluations are pass/fail. If a Performance Evaluation is scored as a fail, it must be repeated successfully before a student may continue in the program. The required Performance Evaluations are as follows:

PERFORMANCE EVALUATIONS
Hand Washing
Proper Body Mechanics
Vital Signs & Cardiopulmonary Assessment
Non-Invasive Pulse Oximetry Monitoring
Non-Invasive Carbon Monoxide Monitoring
Non-Invasive Capnometry Monitoring
Non-Invasive Transcutaneous Monitoring
Non-Invasive Apnea Monitoring

Performance Evaluations will include:

a. Utilizing graphs and nomograms
b. Calculations
c. Verbal questioning
d. Skill demonstrations
e. Labeling or identification of labels on models or equipment

No tape recording or note-taking is allowed during performance evaluations.

NOTE: After a student completes an evaluation, they SHOULD NOT discuss it with any student who has not completed their evaluation.

15. ASSIGNMENTS - There will be a variety of assignments in this class. The following is the process for grading the assignments.

    a. All assignments are **mandatory**. It is critical that the student keep pace with the assigned reading.
    b. Labs & other assignments will be assigned a due date. Grades (%) or points on late assignments will decrease by 10% each day they are late. **All mandatory assignments must be completed to receive a grade in the class.** An "I" Incomplete grade will be issued until all work is turned into the instructor.
    c. Most assignments are for self-assessment and will be graded on a "Complete/Incomplete" basis. Self-assessment assignments turned in complete and on time, will receive 100%.

16. ATTENDANCE - Attendance and promptness are critical qualities necessary when entering the work environment especially in healthcare. Many job dismissals are a result of attendance problems. In an attempt to reinforce the importance of these qualities, **promptness and attendance are mandatory.** Attendance will be taken at the beginning of each class. You are responsible for obtaining any information provided during a class you did not attend**. A student who accumulates more than 2 absences in a semester will have the grade for the class decreased by 1% for each absence in excess of two.**

    a. Missing more than ½ of a class is considered an absence.
    b. Three late arrivals and or three early departures or any combination thereof will equal an absence.
    c. Multiple days of absence count as one absence as long as they are consecutive school days.
    d. CONTAGIOUS ILLNESS - If you have a contagious illness it is important for your own health and the health of others that you stay home. Fever, fresh cough, vomiting and diarrhea are all reasons to stay home.

17. RELIGIOUS DAYS - The student is responsible for meeting with the instructor at the *start of the course* to discuss adjustments if observance of a religious day(s) is needed.

18. ONLINE SOCIAL NETWORKS - Twitter, Facebook etc. are an extension of your professional role as a student respiratory therapist. As a student respiratory therapist you must demonstrate professional, ethical, legal and confidential behaviors on social network sites or you will not be successful in your current respiratory therapy courses. This includes, but is not limited to, social discussions related to *patients, clinical sites, clinical experiences, clinical hospital staff, faculty, peers, lectures, lab experiences and guest speakers*. The student may be subject to additional disciplinary action by the College.

19. PICTURE TAKING AND VIDEOTAPING - During respiratory therapy classes, at clinical sites and at school activities, picture taking and videotaping are strictly prohibited without advanced permission from the instructor. Those involved must sign a college photo release form. Contact your instructor or class officers for details and copies of these forms.

20. LAPTOP COMPUTERS - Students who wish to utilize a laptop computer solely for the purpose of taking notes during a lecture class may do so with prior permission of the class instructor. Students may not utilize the laptop computer in class for any other purpose except to take notes on the lecture material being covered. If at any time a student's use of a laptop becomes disruptive to other students or the student is found to be using the laptop computer for purposes other than taking lecture notes, the instructor has the right to withdraw their approval for laptop computer use.

21. CLOTHING - Appropriate attire in the classroom and laboratory is required. Moderation and good taste are expected. Students will be performing activities and labs which may require physical activity. Short skirts, low cut tops, and bare midriffs, low hung pants, exposed underclothes and excessively tight clothes are unacceptable.

22. PROFESSIONAL ORGANIZATIONS – Students will be required to become a student member of the Michigan Society for Respiratory Care (MSRC) by March of their second semester by paying the two year membership dues. They will also be required to attend the MSRC conference in their first and second year of classes or write a research paper each year in lieu of conference attendance.

23. APPROPRIATE ATTIRE IN THE CLASSROOM & LABORATORY - Proper attire is required. Moderation and good taste are expected. Students will be performing activities and labs which may require physical activity. Short skirts, low cut tops, and bare midriffs, low hung pants, exposed underclothes and excessively tight clothes are unacceptable.

24. SPECIAL NEEDS – Students are responsible for alerting the instructor regarding any special accommodations they may need. The instructor will put the student in touch with a special needs counselor.

25. LEARNING ASSISTANCE – Learning assistance and tutoring are available in the Library on Center Campus in C Building (586-286-2104) as well as in the Learning Center on Center Campus in C Building (586-286-2203).

26. GRADING SCALE:

96 - 100%	A
92 - 95%	A-
89 - 91%	B+
86 - 88%	B
83 - 85%	B-
79 - 82%	C+
75 - 78%	C
73 - 74%	D+
71 - 72%	D
70	D-
Below 70%	E

NOTE: As outlined in the Respiratory Therapy Program, Student Handbook, all Respiratory and Biology Courses must be completed with a grade of "C " or above for continuation in the Respiratory Therapy Program.

Standard rounding procedures will be applied.

RSPT 1085 GRADING TEMPLATE

ITEM	GRADE	PERCENT	POINTS
Exam I (max 10 points)		x .10	
Exam II (max 10 points)		x .10	
Exam III (max 10 points)		x .10	
Exam IV (max 10 points)		x .10	
Exam V (max 10 points)		x .10	
Exam VI (max 10 points)		x .10	
Exam VII (max 10 points)		x .10	
Final Exam (max 20 points)		x .20	
Homework (max 9 points)		x. 09	
Performance Evaluations (max 1 point)		x .01	
		TOTAL	

THIS PAGE LEFT INTENTIONALLY BLANK

CLASS OUTLINE: ***RSPT 1085***

ASSIGNMENT DUE DATES: *All labs & other assignments due day of quiz or exam unless otherwise specified.*
Egan - *Fundamentals of Respiratory Care* **C.M.A.R.D.** - *Clinical Manifestations & Assessment of Respiratory Disease*
This outline is a guide and is subject to alterations.

DATES FOR 2016	**LECTURE CONTENT**	**ASSIGNMENT**
Mon/Tues **Aug. 22/23**	• ***Paperwork*** • Lab Guidelines • Pre-test • School Active Shooter Video	**READ:** Egan Ch. 1,7 and 8 & Workbook
Wed/Thurs **Aug. 24/25**	• **MODULE A – Introduction to Respiratory Therapy**	
Friday **Aug. 26**	• **Computer Lab Assignment Due** • **MODULE B – A Day in the Life of an RT** • Introduction to the Lab book	**READ:** Egan Chapters 2 and 5 & Workbook; (YOU WILL BE TURNING IN LEGAL TERMS ASSIGNMENT) C.M.A.R.D. – Ch. 9 (do not attempt to memorize charts and graphs – they are only examples)
Mon/Tue **Aug. 29/30**	• **MODULE B – A Day in the Life of an RT**	**Organizing a workload assignment:** Instructor
Wed/Thurs **Aug. 31/Sept. 1**	• **Module C - Medical Terminology – General**	
Friday **Sept. 2**	• **Module C - Medical Terminology – Respiratory**	**Do Medical Terminology** - Chapters 1 (in class)
Mon/Tues **Sept. 5/6**	**NO CLASS – Labor Day**	**READ:** Egan Chapter 3 (35-49) & Workbook

Wed/Thurs **Sept. 7/8**	• **Module D - An Overview of the Patient Care Process**	
Friday **Sept. 9**	• **Module E-1: Infection Control**	
Sept. 12/13	**Michigan Society for Respiratory Care (MSRC) 2016 Fall Conference - Frankenmuth, MI**	
Mon/Tues **Sept. 12/13**	• **EXAM I (Modules A and B)**	**READ:** Egan – Ch. 3 pgs. 42 - 49 (Begin workbook) Egan – Ch. 4 & Workbook **Lab Book** – Chapter 1 & 3 & 4
Wed/Thurs **Sept. 14/15**	• **Module E-1: Infection Control**	Prepare for your first PE! Don't just blow it off because it's hand washing, someone fails this every year.
Friday **Sept. 16**	• **Performance Evaluation** – Hand Washing	
Mon/Tues **Sept. 19/20**	• **Module E-2: Disaster Control** • **Module E-3: Patient Safety**	
Wed/Thurs **Sept. 21/22**	• **Module E-4: Body Mechanics**	**READ: C.M.A.R.D. Preface and acknowledgements pages v-viii and Introduction pages xiv-xviii** **C.M.A.R.D. – Ch. 1**
Friday **Sept. 23**	• **Module E-5: Occupational Safety** • **Module E-6: Electrical Safety** • **Module E-7: Fire Safety**	**READ: C.M.A.R.D. Preface and acknowledgements pages v-viii and Introduction pages xiv-xviii**
Mon/Tues **Sept. 26/27**	• **Module F-1: Patient Assessment - Critical Life Functions**	***READ: Egan's Chapter 3 pages 54-58 and workbook***
Wed/Thurs **Sept. 28/Sept. 29**	• **Module F-2: Patient Assessment – Chart Review**	

Friday **Sept. 30**	• **Module F-3: Patient Assessment – The Interview (Part I)**	**READ:** **C.M.A.R.D. – Ch. 2 pages 11-21 and 46-47** **C.M.A.R.D. – Ch. 6 (old version provided by instructor)**
Mon/Tues **Oct. 3/4**	• **EXAM II (Modules C, D, & E-1**	**READ:** • CMARD – Ch 1 • C.M.A.R.D. – Ch. 2 pages 11-27 and 36-44 • C.M.A.R.D. – Ch. 6 (provided by instructor) • **Lab Book** – Chapter. 2,5,6 & 7 (will be turned in…I'll give you date)
Wed/Thurs **Oct. 5/6**	• **Module F-3: Patient Assessment – The Interview (Part II)**	• **Preface & Acknowledgements pages v – viii and Introduction pages xiv - xviii** • **C.M.A.R.D. – Ch. 1**
Friday **Oct. 7**	• **Module F-4a: Patient Assessment – Initial Impression: Neurological, HEENT and Neck**	
Mon/Tues **Oct. 10/11**	• **Module F-4b: Patient Assessment – Vital Signs**	
Wed **Oct. 12/13**	• **Module F-4b: Patient Assessment – Vital Signs** • **Module F-5: Respiratory Assessment (Part I)**	•
Friday **Oct. 14**	**PE – *Body Mechanics***	•

Mon/Tues **Oct. 17/28**	• **EXAM III (Modules E2 – E6)**	• READ: o **Egan Chapter 3 – pg 49-60** o **Egan Chapter 15**
Wed/Thurs **Oct 19/20**	• **Module F-5: Respiratory Assessment (Part I)** •	
Friday **Oct. 21**	• **Module F-6: Patient Assessment - Heart Assessment**	
October 23 – 29, 2016	**NATIONAL RESPIRATORY CARE WEEK**	
Mon/Tues **Oct. 24/25**	• **Module F-7 - Patient Assessment – Abdominal, Renal and Extremities**	• READ: o **Egan - Chapter 18, page 382 (analysis vs. monitoring and invasive vs. noninvasive), pages 398 – 401 (up to intra-arterial), pages 403 – 414 & begin Workbook** o **Egan Chapter 31, pages 687 – 688 (apnea of prematurity) & 693 – 694 (SIDS)** o **Egan Chapter 51, pg. 1334 (apnea mon.)**
Wed/Thurs **Oct 26/27**	• **MODULE G-1a: Diagnostics - Non-Invasive Monitoring (part 1)**	
Friday **Fri** **Oct. 28**	• **MODULE G-1a: Diagnostics - Non-Invasive Monitoring (part 2)**	
Mon/Tues **Oct. 31/Nov. 1**	• **EXAM IV (Modules F1– F3)**	

Wed/Thurs **Nov. 2/3**	• **Module G-1b: Diagnostics – Transcutaneous Monitoring** • **Module G-1c: Diagnostics - Carbon Monoxide Monitoring, Carbon Dioxide Monitoring, and Exhaled Nitric Oxide Monitoring**	• READ: o Egan – Chapter 18, page 382 (analysis vs. monitoring and invasive vs. non-invasive), pages 398-401 (up to intrarterial), pages 403-414 & begin workbook. o Egan – Chapter 31, pages 687 – 688 (apnea of prematurity) & 693-694 (SIDS) o Egan – Chapter 51, pg. 1334 (apnea monitoring) o Egan – Chapter 17 & Workbook o Egan – Chapter 9 (optional) o Egan – Chapter 34, pages 795-797 (AED), and 805 – 816 (omit drugs) o Egan – Chapter 20 – Radiology & workbook o Egan – Chapter 16 & workbook o CMARD – Chapter 6 Cardiovascular, pp 95-100 o CMARD – Chapter 7 Radiology o CMARD - Chapter 8 Laboratory Tests o Lab Book – Chapters 25, 33, & 35 o **Performance Evaluations:** Non-invasive Monitoring (pulse oximetry, TCM, CO, CO2, Apnea)
Friday **Nov. 6**	**PE – *Vital Signs & Cardiopulmonary***	•
Mon/Tues **Nov. 7/8**	• **Module G-2 – Diagnostics: Cardiovascular Diagnostics (Part 1)**	•
Wed/Thurs **Nov. 9/10**	• **Module G-2 – Diagnostics: Cardiovascular Diagnostics (Part 2)**	•
Friday **Nov. 11**	• **Module G-2 – Diagnostics: Cardiovascular Diagnostics (Part 3)**	•

DATE	LECTURE CONTENT	ASSIGNMENT
Mon/Tues **Nov. 14/15**	• **EXAM V (Modules F4 – F6)**	
Wed/Thurs **Nov. 16/17**	• **Module G-3 – Diagnostics: Module Radiology (Part 1)** • **Module G – 3 Diagnostics: Radiology (Part 2)**	
Friday **Nov. 18**	• **Module G-3 – Diagnostics: Radiology (Part 3)**	• **Pulse Oximetry PE must be done!**
Mon/Tues **Nov. 21/22**	***THANKSGIVING NO CLASS***	
Wed/Thurs **Nov. 23/24**	***THANKSGIVING NO CLASS***	
Friday **Nov. 25**	***THANKSGIVING NO CLASS***	
Mon/Tues **Nov. 28/29**	• **Module G-3 – Diagnostics: Radiology (Part 4)**	
Wed/Thurs **Nov. 30/Dec. 1**	• **EXAM VI (Modules F7 & G1)**	

DATE	LECTURE CONTENT	ASSIGNMENT
Friday **Dec. 2**	• **Module G-4 – Diagnostics: Laboratory Testing (Part 1)Module G-4 – Diagnostics: Laboratory Testing (Part 2)**	
Mon Dec. 5 **OR** **Wed Dec 7**	**Clinical Visits (7 – 11 am or 11am – 3 pm)**	M/W class goes to clinic on Monday and has RSPT 1085 on Wednesday. T/Th class goes to clinic on Wednesday and has RSPT 1085 on Thursday.
Wed/Thurs **Dec 7/8**	**PERFORMANCE EVALUATIONS**	
Friday **Dec. 9**	**PERFORMANCE EVALUATIONS**	
Mon/Tues **Dec. 12/13**	**EXAM VI (Modules G2 – G4)**	**All Performance Evaluations must be done!**
Wed/Thurs **Dec 14/15**	Final Exam Review	
Fri. **Dec. 16**	**FINAL EXAM – (CUMMULATIVE)**	