**COURSE TITLE:** Medical Terminology  
**COURSE NUMBER:** HSC 1531  

**COURSE DESCRIPTION (with prerequisites):**  
This course is designed to provide a basis for understanding and utilizing basic principles of medical word building. The course is designed to prepare students to analyze words structurally, to spell and pronounce medical terms accurately and to understand certain word elements related to anatomy, physiology and selected disease processes. 3 semester hours credit. [A]  

This course will include a study of prefixes, suffixes, and word roots. Emphasis will be placed on spelling, pronunciation, definition and usage of each term. Emphasis will also be placed on a term’s relation to a body system.  

Prerequisite Courses: NONE  

**NAME(S) OF INSTRUCTORS:**  
Kelley Kindelspire, DNP, ARNP-C  
Bldg Q, 214, 850-718-2435  
kindelspirek@chipola.edu  

**EFFECTIVE ACADEMIC YEAR:**  
2014-2015  

**REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:**  

**GRADING POLICY:**  
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:  
- **A** – 90 – 100  
- **B** – 80 – 89  
- **C** – 70 – 79  
- **D** – 60 – 69  
- **F** – 59 or less  
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.
ATTENDANCE AND WITHDRAWAL POLICIES:
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.

MAKE-UP POLICY:
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

LIBRARY AND ON-LINE REFERENCE MATERIALS:
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.
TECHNOLOGY RESOURCES:
The college’s learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The **Information Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

TUTORING RESOURCES:
Chipola College has contracted **Smarthinking**, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. It can be accessed through Canvas. Additionally, the **Academic Center for Excellence (ACE) Lab**, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. Lab hours are posted each semester at the room entrance.

ELECTRONIC DEVICE USAGE:
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on in order to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:
| COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR HSC 1531 | DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES | ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES | LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT |
Identify the roles of the three types of word parts in forming medical terms.
2. Define the commonly used prefixes, word roots (combine forms), and suffixes introduced in this chapter.
3. Recognize the importance of always spelling medical terms correctly.
4. Define anatomy and physiology and use anatomic reference systems to identify the anatomic position, body planes, directions, and cavities.
5. Identify the body stems in terms of their major structures, functions, and related word parts.
6. Identify and describe the major functions and structures of the skeletal system.
7. Recognize, define, pronounce, and spell the terms related to the pathology and diagnostic and treatment procedures of the muscular system.
8. Describe the heart in terms of chambers, valves, blood flow, heartbeat, blood supply, and heart sounds.
9. Differentiate among the three different types of blood vessels and describe the major function of each.
10. Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic and treatment procedures of the cardiovascular system.
11. Describe the major functions and structures of the lymphatic and immune system.
12. Recognize, define, spell and pronounce the major terms related to the pathology, diagnostic and treatment of the lymphatic and immune system.
13. Identify and describe the major structures and functions of the respiratory system.
14. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures of the respiratory system.
15. Identify and describe the major structures and functions of the digestive system.
16. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures of the digestive system.
17. Describe major functions of the urinary system.
18. Name and describe the structures of the urinary system.
19. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures of the urinary system.
20. Describe the functions and structures of the nervous system.
21. Identify the major divisions of the nervous system and describe the structures of each by location and function.
22. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures of the nervous system.
23. Describe the functions and structures of the eyes and adnexa.
24. Describe the functions and structures of the ears.
25. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures of ear disorders.
26. Identify and describe the functions and structures of the integumentary system.
27. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures related to the skin.
28. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures related to hair, nails, and sebaceous glands.
29. Describe the role of the hypothalamus and endocrine glands in maintaining homeostasis.
30. Name and describe the functions of the primary hormones secreted by each of the endocrine glands.
31. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures of the endocrine glands.
32. Identify and describe the major functions and structures of the male reproductive system.
33. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures of the male reproductive system.
34. Identify and describe the major functions and structures of the female reproductive system.
35. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures of the female reproductive system.
36. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures of the female during pregnancy, childbirth, and the postpartum period.
37. Describe the four vital signs recorded for most patients.
38. Recognize, define, spell and pronounce terms associated with basic examination procedures.
39. Recognize, define, spell and pronounce terms associated with frequently performed blood and urinalysis laboratory tests.
40. Recognize, define, spell and pronounce terms associated with radiography and other imaging techniques.
**Assessment Codes**

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MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:
Weekly Assignments, Unit Exams, and Final Exam. See 1st Day Handout for grading scheme.

PROCTORED EXAM REQUIREMENT:
Online courses at Chipola College require that 30% of course exams/components be proctored. There are three options available to students for completing required proctored exams/components:
1) Online proctoring service
2) Off-campus testing at an approved proctor location
3) Testing in the Chipola College Testing Center

**For this course, the final exam is considered to be 30% of your grade, therefore this is the only required exam/assignment to be proctored.

**Please read the Proctored Testing Options and Student Instructions and complete the Online Proctor Practice Quiz (mandatory) on the first day of class. This is located in the Canvas module in the course.
Student Acknowledgment Form
For Syllabus and First Day Handout.

“I, __________________________________, have completely read this syllabus for HSC 1531 and understand and agree to the course requirements.”

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, observance of religious holidays, etc.

Special needs or circumstances:

By signing this form I am also acknowledging that I understand it is my responsibility to seek clarification from the course instructor for any documents or requirements for the course that I do not understand by the end of the first week of class.

Student Signature
Required____________________________________________________________

Date_______________________________
(By typing your name and noting the date, this is considered an electronic signature for this document.)

See your Instructor First Day Handout for individual instructor assignment schedule.