



CHIPOLA COLLEGE

COURSE SYLLABUS

Chipola's website: www.chipola.edu

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]

NAME(S) OF INSTRUCTORS:

Kali Gray, MSN, RN
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Email: grayk@chipola.edu

EFFECTIVE ACADEMIC YEAR:

2023-2024

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

Leonard, P. C. (2017). Quick & Easy Medical Terminology (9th ed.). Maryland Heights, MO: Saunders Elsevier. ISBN 9780323554114

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 and for all instructors to record attendance daily. 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 effect 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, which 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.

NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college in regards to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Phippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu.

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 through the Library Resources link within your course in Canvas or by using the *Search* 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 Learning Resources. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues utilizing Canvas. The **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.

FREE TUTORING RESOURCES:

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. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, live online tutoring conferences and individual tutoring sessions are available for a variety of courses through ACE@Home. For a conference schedule or to schedule an individual appointment, visit "ACE Tutoring" in the left navigation from any course in Canvas.

ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

Linking Course-level Student Learning Outcomes with Discipline-Specific Competencies, Assessment Methods, and Artifacts

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR HSC 1531	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES	ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below)
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1. 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.
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 strictures 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

H, T, F for all

Linking Course-level Student Learning Outcomes with Discipline-Specific Competencies, Assessment Methods, and Artifacts

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR HSC 1531	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES	ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below)
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 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 ●		

Notes: Assessment Codes

BO - Behavioral Observation	EX - Dept Exam	Port - Portfolio	SD - Skills Demonstration
Cap Proj - Capstone Course	Exp - Experiments	Prac - Practicum	SE - Natl or State Standardized
CF - Cumulative Final	F - Final Exam	Pre/ Post - Pre-/Post-Tests	Sk - Ck Skills Check-Off
Clin - Clinicals	H - Homework	Proj - Projects	SP - Skills Performance
CP - Case Plan	Intern - Internship	PS - Problem Solving	T - Tests
CS - Case Study	J - Jury	Q - Quizzes	UT - Unit Tests
DB - Discussion Board	JP - Judged Perf/Exh	R - Recital	W - Writing Assignments
DE - Documented Essays	Obs - Teacher Observ	RP - Research Papers	
E - Essays	OT - Objective Tests	RPT - Report/Presentation	

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

Weekly Assignments, Unit Exams, and Final Exam. See First Day Handout for grading scheme.

Evaluation Methods:

Weekly Assignments 30%

Unit Exams 40%

Final Exam (Proctored) 30%

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.

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 required exam/assignment will 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.

ASSIGNMENT AND/OR COURSE OUTLINE

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