



# CHIPOLA COLLEGE

## COURSE SYLLABUS

Chipola's website: [www.chipola.edu](http://www.chipola.edu)

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**COURSE TITLE:**

Medical Terminology

**COURSE NUMBER:**

HSC 1531

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**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]

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**NAME(S) OF INSTRUCTORS:**

Amber Bruner, MSN, RN

718-2323

Email: [brunera@chipola.edu](mailto:brunera@chipola.edu)

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**EFFECTIVE ACADEMIC YEAR:**

2022-2023

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**REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:**

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

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**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.

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**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:**

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Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

#### **ACADEMIC HONOR CODE POLICY:**

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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:**

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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:**

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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](mailto:pippenw@chipola.edu).

#### **LIBRARY AND ON-LINE REFERENCE MATERIALS:**

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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](http://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:**

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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:**

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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, Chipola College has contracted **Smarthinking**, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. and weekends. Smarthinking can be accessed through Canvas.

## **ELECTRONIC DEVICE USAGE STATEMENT:**

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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:**

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

<b>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR HSC 1531</b>	<b>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</b>	<b>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below)</b>
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**Linking Course-level Student Learning Outcomes with Discipline-Specific Competencies, Assessment Methods, and Artifacts**

<b>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR HSC 1531</b>	<b>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</b>	<b>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below)</b>
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**

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

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