



# CHIPOLA COLLEGE

## COURSE SYLLABUS

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

**COURSE TITLE:**

Certified Nursing Assistant

**COURSE NUMBER:**

HCP 0122V

**COURSE DESCRIPTION (with prerequisites):**

This course is designed to provide theoretical and clinical experiences necessary for students to acquire the entry-level competencies required of a Certified Nursing Assistant. Course outlines with specified performance objectives will be used to assist students throughout the course. A variety of learning experiences will be used to accomplish these objectives. These include: formal classroom lectures, group discussions, written and oral assignments individualized instruction, audio-visual aids, simulated labs, and clinical assignments. Observation and communication skills will be emphasized. NOTE: Completion of this course does not guarantee certification as a Certified Nursing Assistant. Course completion qualifies completor to sit for the State Certification Test for Nursing Assistants. Upon notification by state of passage, the completor will receive certification as a nursing assistant. 120 Hours/ 4 credits. [V]

**NAME(S) OF INSTRUCTORS:**

Annamarie Johnson DNP, MSN, RN

**EFFECTIVE ACADEMIC YEAR:**

2022-2023

**REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:**

Mosby's Textbook for Nursing Assistants – Soft Cover Version, 10th Edition ISBN: 9780323655606

**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:**

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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, phippenw@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, 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:**

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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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CNA1 Demonstrate knowledge of the health care delivery system and health occupations.  
CNA2 Demonstrate employability skills, including critical thinking, workplace performance, teamwork, interpersonal skills, and indirect care behaviors.  
CNA3 Demonstrate physical comfort and safety functions specific to the nursing 4 assistant.  
CNA4 Demonstrate an understanding of and apply wellness and disease concepts.  
CNA5 Demonstrate verbal and written communication specific to nursing assistants.  
CNA6 Perform a wide range of personal patient care including indirect care behaviors to a culturally diverse population. |

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

<b>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR HCP 0122V</b>	<b>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</b>	<b>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below)</b>
<ul style="list-style-type: none"> <li>• CNA1 Demonstrate knowledge of the health care delivery system and health occupation.</li> <li>• CNA2 Demonstrate employability skills, including critical thinking, workplace performance, teamwork, interpersonal skills, and indirect care behaviors.</li> <li>• CNA3 Demonstrate physical comfort and safety functions specific to the nursing assistant.</li> <li>• CNA4 Demonstrate an understanding of and apply wellness and disease concepts.</li> <li>• CNA5 Demonstrate verbal and written communication specific to nursing assistants.</li> <li>• CNA6 Perform a wide range of personal patient care including indirect care behaviors .to a culturally diverse population.</li> </ul>	<p>CNA</p> <p>CNA</p> <p>CNA</p> <p>CNA</p> <p>CNA</p> <p>CNA</p>	<p>T, F, SD, SP, Clin, Sk. Check</p>

**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:**

Lecture, discussions, selected reading, handouts, audio-visuals, skills lab, return demonstration and clinical lab.

**ASSIGNMENT AND/OR COURSE OUTLINE**

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