

## COURSE OUTLINE

CSP 1150 – Medical Terminology/Anatomy & Physiology  
Fall/ 2021

Lethbridge College inspires and facilitates learning and innovation to meet economic and social needs.

<b>Centre:</b> Health and Wellness	<b>Program:</b> Medical Device Reprocessing
<b>Instructor:</b> Dr. Emmanuel Efunbajo Phone: 403-320-3202 Ext 5566 <a href="mailto:emmanuel.efunbajo@lethbridgecollege.ca">emmanuel.efunbajo@lethbridgecollege.ca</a>	<b>Instructor Availability:</b> By Appointment:
<b>Delivery Method:</b> Online  <i>3 hours/week</i>	<b>Class Time &amp; Location:</b> View your personal class schedule (days, times, rooms) through the myHorizon portal or on Canvas.
<b>Credits:</b> 3	<b>Pre-Requisites:</b> None <b>Co-Requisites:</b> None
<b>Open to Supplemental Exam:</b> No  <b>Research Component:</b> No	<b>Program Chair:</b> Nicole Forsyth, RN Office: PA 2121 Phone: 403-320-3202 Ext. 5449 Email: <a href="mailto:nicole.forsyth@lethbridgecollege.ca">nicole.forsyth@lethbridgecollege.ca</a>  <b>Associate Dean:</b> Becky Fitzgerald, EdD (c) RN Office: PA 2142 Phone: 403-320-5251 Email: <a href="mailto:becky.fitzgerald@lethbridgecollege.ca">becky.fitzgerald@lethbridgecollege.ca</a>  <b>Dean:</b> Deb Bardock, MN, BN, RN Office: PA 2147 Phone: 403-320-3403 Email: <a href="mailto:debra.bardock@lethbridgecollege.ca">debra.bardock@lethbridgecollege.ca</a>  <b>Main Program Contact Number:</b> 403-320-3310

**Academic Calendar Description:**

This course covers the study of prefixes, suffixes and word roots from which most medical terms are derived, taught in combination with anatomy and physiology, to understand the structure and function of organs and systems in the human body. This course is not subject to supplemental.

**Course Outcomes:**

1. Understanding of basic human anatomy and physiology and related word elements.
2. Correlate medical words to radiographic (by drawing body structures), surgical and diagnostic information.
3. Competent pronunciation and spelling of medical words and medical abbreviations to facilitate computer communication skills (oral and written) necessary in a medical setting.
4. Increased awareness of common disease processes, treatment and basic pharmacology.
5. Transfer of medical word building skills to hospital and medical clinic setting.

**Course Assessments:**

<b>Assessment (Assignment or Exam)</b>	<b>Value</b>	<b>Due</b>
Discussions 1 & 2	10%	Sept 23 & 30
Exam 1	20%	October 5
Exam 2	20%	November 9
Case Study	20%	November 16
Quizzes	10%	November 30
Final Exam	20%	December 14

**Penalties/Notes about Late Assignments:**

You are expected to submit assignments on the date and time your instructor has posted. If you are unable to submit the assignment on the due date, you must request an extension a minimum of 48 hours before the due date. Any late assignment may receive a penalty of 5% per calendar day to a maximum of 5 calendar days after which a zero grade will be assigned. Each request for late submission will be evaluated on a case by case basis at the discretion of the instructor

**Grading System:**

Descriptor	Alpha Grade	4-Point Scale	Percentage Scale
Excellent	A+	4.0	96-100
	A	4.0	91-95
	A-	3.7	86-90
Good	B+	3.3	81-85
	B	3.0	76-80
	B-	2.7	71-75
Satisfactory	C+	2.3	66-70
Failure	C	2.0	61-65
	C-	1.7	56-60
	D+	1.3	53-55
	D	1.0	50-52
	F	0	0-49
	AF*	0	There is a violation of a published attendance requirement

**Grading:**

***Minimum overall achievement of 60% in CSP1150 is necessary to pass the course.***

Official final grades will be available on [Web Advisor](#). Grades posted in Canvas should be considered interim grades.

*Note:* Grade Point Average (GPA) is the standard average measure of performance. Term GPA is an average of the grade points earned in all classes for that term and determines academic standing from term to term. Maintaining the Term GPA required for your program allows for progression in your program. Program GPA is the average grade points earned in all courses required for your program. Successfully meeting the Program GPA required is one criterion for graduation eligibility. To learn more about GPA contact Career & Academic Advising.

**Program/Course Attendance Requirements:**

See Lethbridge College Medical Device Reprocessing Student Handbook.

**General Course Expectations:**

See Lethbridge College Medical Device Reprocessing Student Handbook.

**Instructional Method:**

- Online Collaboration
- Quizzes and/or exams
- Class participation on campus/online
- Canvas discussion board

**General Course Expectations:**

Learners are expected to check their college email on a regular basis for messages from their instructor or for program announcements. Learners are expected to complete all online modules and work, utilizing their instructor for questions and concerns. Students will need to be familiar with Canvas and how to upload content and videos. Acquiring a new language (e.g., medical terminology) requires continuing rehearsal and repetition.

**Instructional Method:**

The theory component of this course will be delivered utilizing a variety of teaching/learning strategies to foster active learner participation, critical thinking and problem-solving. Strategies/resources may include textbook and online resources, group discussions, and case studies.

**Required Text(s), Materials, and Technology:**

Gyls, B. A. and Wedding, M. E. (2018). *Medical terminology systems a body systems approach* (8th Ed.). Philadelphia: F.A. Davis Company

Your textbook purchase entitles you to access the publisher's website; please keep the login information that comes with your textbook in order to access multimedia materials and other resources, as assigned by your instructor.

*Note:* Important Dates and Deadlines can be found on the [Lethbridge College website](#).

## Student Resources

**Canvas:**

[Canvas](#) is the Learning Management System (LMS) used by Lethbridge College. All students at Lethbridge College have access to Canvas, where they will locate course resources such as course outlines, grades, course materials, Canvas Inbox, and learning activities. Canvas also has a mobile app.

**Lethbridge College Email:**

[Lethbridge College email](#) is the main source of communication outside your individual courses. Be sure to access this often to ensure you have the most up-to-date information from across the campus.

**Buchanan Library:**

Use the [Buchanan Library](#) in person or online to find research materials required for class assignments and to help you with your information needs. Access over 50 databases to find articles on almost any topic and use our online catalogue to find books, ebooks, videos, articles, and more. Our staff provides guidance on how to find the resources you require.

**Learning Café:**

Students are encouraged to access the [Learning Café](#) in the Buchanan Library for various free services, including academic tutoring support (online and face to face), APA documentation and study skills workshops, peer tutoring, and [online learning resources](#).

### **Accessibility Services:**

Students requiring academic accommodation (e.g., extra time, separate space, etc.) must register with [Accessibility Services](#) to determine eligibility for and implementation of these supports. If you have further questions, please feel free to speak to your instructor or contact Accessibility Services for more information.

### **Health and Shepell Counselling Services:**

Our [Health Services](#) health care team of registered nurses, doctors, and psychiatrists are here to provide services that positively influence your health and well-being. Shepell offers a variety of services to help you meet the challenges of achieving your personal, professional, and academic potential. The primary form of support is personal counselling, which provides an opportunity to work collaboratively with a counsellor.

### **Advising:**

[Academic advisors](#) are a great place to start if you aren't sure where to go for help. They are experts on college policies, procedures, program requirements, academic planning, and student supports, and they can help you at any point in your college experience.

### **Full-class Testing Service:**

This course includes one or more exams/quizzes that will be written through Testing Services' full-class testing service. Rather than writing these tests during class time, you will have a window of time (typically 3–5 days) during which you will write your tests in the Testing Services' Satellite Lab. Go to [www.lethbridgecollege.ca/testing](http://www.lethbridgecollege.ca/testing) to book your exam appointment(s) within the dates provided by your instructor. It is strongly recommended that you book your appointment(s) well in advance. When booking your exam(s), select "Full-class Testing Service" as your exam group to make sure Testing Services can accommodate your booking. Please be aware of the testing [rules and regulations](#) prior to your exams.

### **Other Services:**

If you would like more information on the many services available to students, please check out the [Current Students](#) section of the Lethbridge College website.

## **Institutional Policies and Practices**

### **Course Work Used as Examples:**

Should your instructor wish to use your work in future educational purposes, you will be asked to complete and sign a Student Release Form, authorizing both the instructor and/or the College to use your course work. This form, along with a copy of your work, is retained in the official copyright files located in the College's Intellectual Property Office. If you have any questions regarding Copyright and/or Intellectual Property, please contact the Intellectual Property Office.

### **Retention of Assignments and Exams:**

Examinations/assignments will be retained by instructors to the end of the final grade appeal period. After the appropriate retention period, records will be destroyed in a secure manner. *Note:* Practicum course evaluations may be kept for a longer period of time. Please see the [Records Management policy](#) for more information.

**Student Rights and Code of Conduct:**

Academic Honesty is necessary for students to achieve excellence and for the preservation of the integrity and reputation of the course, the program, and of Lethbridge College as an institution. Lethbridge College supports and demands academic honesty in all academic learning activities.

Plagiarism is a serious offence and will be handled in accordance with Lethbridge College policy. The penalties for plagiarism vary in degrees but may result in expulsion from the Lethbridge College. For definitions of what is included as plagiarism and academic dishonesty, please view the [Student Rights and Code of Conduct policy](#).

**Recording of Classes:**

Audio/video recording is permitted only with the prior written consent of the instructor or if recording is part of an approved accommodation plan. Such a recording is for the personal use only of the student who has permission to record. Following the course all such recordings must be destroyed.

**FOIP Notification**

The personal information that you provide to us – including but not limited to your name, educational and work history, attendance and participation in learning activities, future goals, learning needs and pre-placement requirements – is collected under the authority of subsection 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for the purpose of facilitating your work-integrated learning placement. It may be used and disclosed to other College departments and employees and to work-integrated learning placement agencies for this purpose or for a use consistent with this purpose. If you have a question about the collection, use, disclosure or protection of your personal information, please contact the College's Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703, emailing [privacy@lethbridgecollege.ca](mailto:privacy@lethbridgecollege.ca), or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.

**Other Policies:**

Students should be aware of policies and procedures that may impact them directly. More information can be found on the Lethbridge [College Policies page](#).

**Important Notes about your Course Outline:**

Please retain a copy of this course outline for future reference. It can be useful in providing documentation for course transfer credit.

**Research Disclaimer:**

This course does not include any research activities that involve human participants.

**Other Program Contacts**

To contact the Dean or Associate Dean for the program, please contact the main program phone number on page 1 of this outline.