

**Nashville State Community College
School of Business and Professional Studies
Health and Human Performance**

Fall 2025 Course Syllabus Template
15 Week / 7 Week - Online/Hybrid/Virtual/On-ground

HHP 1300 First Aid and Safety

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course information:

HHP 1300: First Aid and Safety
Credit Hours: 3
Class Hours: 3
Prerequisite: None

Course Description:

Cardiopulmonary resuscitation and first aid including the use of an Automatic External Defibrillator (AED). Topics include adult and infant CPR (both one-man and two-man), basic first aid and AED use.

Instructor Information:

Name:
Email:
Office Phone:
Office Location:
Office Hours:
Instructor Zoom Room link:

Class Session Zoom or Teams Link Information (if virtual):

Required Textbook(s) & Other Materials:

Textbook(s):
ISBN:
Access Code: *(if applicable; delete line if not applicable)*
Reference Materials:
Supplies:

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](#) using your A# or by entering your course information. If you are registered with the

Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363, or accesscenter@nscc.edu.

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nscc.edu/dcm.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the semester, this is what you should know and/or be able to do:

Upon successful completion of this course, students will be able to:

- Demonstrate ability to perform cardiopulmonary resuscitation using one-man and two-man techniques.
- Demonstrate correct use of an Automatic External Defibrillator (AED).
- Describe different treatments of first aid for various injuries.
- Demonstrate proper first aid safety techniques.
- Understand basic anatomy and medical terminology

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- Global and Cultural Awareness
- Communication
- Critical Thinking
- Creative & Artistic Expression
- Scientific Inquiry & Mathematical Reasoning
- Ethical Reasoning
- Information Literacy

The following are general education competencies intended to support the course outcomes:

- Recognize, describe and explain social institutions, structures and processes occurring within a complex global and diverse society.
- Think critically about how individuals are influenced by social institutions in their own and other diverse cultures.
- Investigate the relationship between individuals and societies as it affects personal behaviors, social development and quality of life of individuals, families and communities.
- Examine the impact of behavioral and social scientific research on major contemporary issues and their disciplines' effects on individuals and society.

- Gather, analyze and present research data perceptively and objectively using appropriate principles, methods, and technologies for the purpose of drawing logical conclusions on human behavior.
- Evaluate ethical implications in the social and behavioral sciences.
- Analyze and communicate the values and processes that are used to formulate theories regarding the social context of individual human behavior in the social and behavioral sciences.

Topics to Be Covered:

- Role of the First Responder
- Anatomy and Medical Terminology
- Principles of Assessment and Moving or Lifting a Victim
- Altered Mental Status, Seizures and Brain Attacks
- Diabetic Emergencies
- Chest Pain/Cardiac Emergencies
- Respiratory Emergencies
- Poison, Overdose and Severe Allergic Reactions
- Identifying Types of Bleeding and Shock
- Open and Closed Wounds
- Burn Emergencies
- Musculoskeletal Injuries
- Head and Spine Injuries
- Mass Casualty and Triage (MCI)
- Cardiopulmonary Resuscitation (CPR)

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills: *(include type and point/percentage breakdown here)*

Grading Policy:

(Add your grading policy here)

Grading Scale:

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date

that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

(While the above information should appear in all syllabi, faculty are encouraged to make additional statements that would clarify the policy for students and provide the applicable FA date for their section.)

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

(Each instructor will provide policy)

Attendance Policy

General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

The attendance policy for this course is: *(add instructor's attendance policy)*

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. “Web enhanced” means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Access to the D2L/NS Online and myNSCC.edu is not available outside of the United States.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu ([student email](#)) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

- Login to your [MyNSCC](#) to access your NSCC info and My Self Service.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional,

and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: [Get Rave NSCC](#). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) provides assistance beyond the classroom to help you make the most of your college education.
- [These resources](#) include information on student support, student D2L resources, [NSCC email](#), scheduling, online courses, and more.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nsc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.