

<b>Course Number:</b> Medical Terminology, HLTH 101C-ES (CRN: 12333)
<b>Hours: Lecture - 3.0 Credits - 3.0</b>
<b>Prerequisite(s):</b>
<b>Term:</b> Fall 2022, August 29,2022 to December 16, 2022
<b>Faculty:</b> Susan Krenzien, MS
<b>Faculty Accessibility:</b> Appt available upon request either by phone or via Zoom
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## Syllabus Table of Contents

<b>Syllabus Table of Contents</b> .....	<b>1</b>
<b>Course Description</b> .....	<b>1</b>
<b>Learning Outcomes</b> .....	<b>2</b>
<b>Course Materials and Resources</b> .....	<b>2</b>
Textbooks, Required:.....	2
Software, Required:.....	2
Materials, suggested as useful reference but not required: .....	2
Resources, suggested but not required:.....	2
<b>Canvas Orientation</b> .....	<b>3</b>
Available Technical Support .....	3
<b>Instructional Approach</b> .....	<b>3</b>
<b>Assessment of Learning</b> .....	<b>3</b>
Assignment/Assessment Descriptions.....	3
Grading Criteria and Grade Calculation .....	4
<b>Course Schedule</b> .....	<b>5</b>
<b>Course Notices</b> .....	<b>6</b>
Faculty Email Response Time .....	6
Posting of Grades .....	6
Attendance Policy.....	6
Late Assignment Policy.....	6
Computer Crashes and Printer Mishaps:.....	7
<b>Academic Affairs Notices</b> .....	<b>7</b>

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## Course Description

A course designed to promote an understanding of the proper use, spelling, pronunciation, and meaning of medical terms. This course emphasizes learner participation through group activities and reading assignments. Basic anatomy and physiology and common pathology of the body systems will also be discussed. Designed for people working in the health care environment.

[Return to Top](#)

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## Learning Outcomes

### Educated Person Statement of Philosophy

Upon completion of this course, students will:

- Describe the fundamental structures and functions of the body's organ systems.
- Explain the construction of medical terms including prefixes, suffixes, root words, and combined forms.
- Define, identify, pronounce, and spell terminology related to the field of medicine.
- Apply medical terminology terms, phrases, and abbreviations utilized in medical reports.
- Use medical references and other resources to research medical terminology.

[Return to Top](#)

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## Course Materials and Resources

### Textbooks, Required:

Davi-Ellen Chabner, The Language of Medicine, 12<sup>th</sup> Edition, WB Saunders Company, St. Louis, MO (ISBN numbers may vary)

**Both the Course Text and a password for access to the modules on Canvas are required** – It is important to tell the bookstore that your purchase needs to include the text and access code combination package.

### Software, Required:

Access code required to obtain materials comes with the bundled textbook through the NHTI bookstore.

### Materials, suggested as useful reference but not required:

#### **Medical Dictionary of your choice:**

- Dorland, Taber, and Stedman are all excellent dictionaries.
- Websites with free searchable medical dictionaries are listed on Canvas.

#### **Drug Reference of your choice:**

- The Quick Look Drug Book
- Merck Manual (Link to the free online searchable version of this publication on Canvas)
- Websites with free drug search information are also listed on Canvas.

### Resources, suggested but not required:

#### **Quick Study Guide**

- Medical Terminology & Abbreviations – Quick Study Easel – ISBN-13 978 142322304-7
- Medical Terminology – The Basics – ISBN-13: 978-157222538-1

Textbooks, materials, and software are available online at [eFollet](#) unless specified by your instructor.


[Return to Top](#)

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## Canvas Orientation

If this is your first-time using Canvas at CCSNH, please complete the [Canvas student orientation](#) to familiarize yourself with its navigation and use.

## Available Technical Support

If you need help navigating this course, explore the Canvas [Student Guide](#). The Student Guide, Chat, and Phone offer helpful information and are always found by clicking on  the help button on the bottom-right of every page in Canvas.

[Return to Top](#)

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## Instructional Approach

The course supports weekly lessons and is designed to utilize a variety of instructional methods, which include, but are not limited to:

- Online audio and visual lectures complimented by a student workbook
- Review exercises, including fill-in-the-blank questions, labeling activities, video exercises, game playing, and practice quizzes, and group activities
- Practical application with the incorporation of scenarios, medical cases, vignettes, and audio pronunciation exercises

[Return to Top](#)

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## Assessment of Learning

### Assignment / Assessment Descriptions

- Successful and timely completion of course assignments and activities – Evolve includes “gradable activities” with each case study – **These are NOT included in your grades. These are practice only.** Weekly timed exams (these are graded)
- Cumulative Final exam

### Discussion Participation Expectation and Grading Rubric:

- Thoughtful participation in each discussion is expected.
- Initial response to the discussion must be original in thought and must be posted by **Tuesday, midnight. Any post copied and pasted from a site will receive a zero for the grade.**
- Students shall answer the discussion board question(s) in at least 3 complete sentences (unless otherwise directed in actual discussion board)
- Students must also read the posts of your classmates and comment on one or two other posts, adding to new discussion if possible. The maximum number of points will depend on the number of posts replied to.

- All medical terminology must be spelled correctly. **2 points deducted for each misspelled medical term.** All communication is to be professional. Students are not to use abbreviated words (unless it is a medical term) or text type letters to communicate on the discussion board. This includes faces and other non-professional symbols.

CRITERIA	EXCELLENT 100 Points	GOOD 90 points	FAIR 80 points	NOT EVIDENT 0 points
<b>Initial Posting</b>	Initial posting submitted by Tuesday 11:59 p.m.	Initial posting submitted on time (Wed. 11:59 p.m.)	Initial posting submitted late (after Wed)	No initial posting
<b>Contribution</b>	Exceeded number of postings required (more than 2)	Met number of postings required (2)	Minimum number of postings made (1)	Postings missing.
<b>Substance</b>	Postings consisted of 3 or more sentences. Discussion prompted responses from classmates when appropriate	Postings consisted of 3 or more sentences	Postings consisted of 1 to 2 sentences	One- or two-word answers
<b>Spelling/Grammar and Format</b>	No spelling or grammar errors.	One or two spelling or grammar errors. Uses proper terminology.	Minor spelling or grammar errors. Uses proper terminology.	Spelling and grammar mistakes make it difficult to understand. And/or terminology is misused.

## Grading Criteria and Grade Calculation

Category	% Of Final Course Grade
18 Chapter Exams	60%
14 Discussions	15%
1 Cumulative Final Exam	25%
<b>Total</b>	<b>100%</b>

Grading Schema			
A	94-100	C	74-76
A-	90-93	C-	70-76
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	59-0

[Return to Top](#)

## Course Schedule

<b>Weeks and Dates</b>	<b>Topics</b>	<b>Activities/Assignments</b>	<b>Assignment Due Dates</b>
<b>Module 1 &amp; 2 /Week 1</b> 8/28 - 9/3	Course Introduction Basic Word Structure Terms Pertaining to the Body as a Whole	Read Chapters 1 & 2 Exams 1 & 2 Discussion Board Item # 1 <b>The Snowball Effect- Due 8/30</b>	Saturday 9/3
<b>Module 3 &amp; 4 / Week 2</b> 9/4 - 9/10	Suffixes Prefixes	Read Chapters 3 & 4. Exams 3 & 4 Discussion Board Item # 2 <b>Memory Connections- Due 9/6</b>	Saturday 9/10
<b>Module 5 &amp; 6 / Week 3</b> 9/11 - 9/17	Digestive System – Terms and Abbreviations Additional Suffixes and Digestive System	Read Chapters 5 & 6 Exams 5 & 6 Discussion Board Item #3 <b>A Look Inside- Due 9/13</b>	Saturday 9/17
<b>Module 7 / Week 4</b> 9/18 - 9/24	Urinary System	Read Chapter 7 Exam 7 Discussion Board Item # 4 <b>I have a need....a need to pee – Due 9/20</b>	Saturday 9/24
<b>Module 8 / Week 5</b> 9/25 - 10/1	Female Reproductive System	Read Chapter 8 Exam 8 Discussion Board Item # 5 <b>All Things Female- Due 9/27</b>	Saturday 10/1
<b>Module 9/ Week 6</b> 10/2 - 10/8	Male Reproductive System	Read Chapter 9 Exam 9 Discussion Board Item # 6 <b>All Things Male- Due 10/4</b>	Saturday 10/8
<b>Module 10/ Week 7</b> 10/9 - 10/15	Nervous System	Read Chapter 10 Exam 10 Discussion Board Item # 7 <b>On My Nerves- Due 10/11</b>	Saturday 10/15
<b>Module 11/ Week 8</b> 10/16 - 10/22	Cardiovascular System	Read Chapter 11 Exam 11 Discussion Board Item # 8 <b>Affairs of the Heart- Due 10/18</b>	Saturday 10/22
<b>Module 12/ Week 9</b> 10/23 - 10/29	Respiratory System	Read Chapter 12 Exam 12 Discussion Board Item # 9 <b>You Take My Breath Away- Due 10/25</b>	Saturday 10/29
<b>Module 13 &amp; 14 /Week 10</b> 10/30 - 11/5	Blood System Lymphatic & Immune Systems	Read Chapters 13 & 14 Exams 13 & 14 Discussion Board Item # 10 <b>Antibody Out There? -Due 11/1</b>	Saturday 11/5
<b>Module 15 /Week 11</b> 11/6 - 11/12	Musculoskeletal System	Read Chapters 13 & 14 Exams 13 & 14 Discussion Board Item # 11 <b>Oh My Aching Bones – Due 11/8</b>	Saturday 11/12

Module 16 /Week 12 11/13 - 11/19	The Skin	Read Chapters 16 /Exams 16 Discussion Board Item # 12 Under my skin- Due 11/15	Saturday 11/19
Week 13 11/20 - 11/26	<b>HAPPY THANKSGIVING – WEEK OFF</b>		
Module 17/Week 14 11/27 - 12/3	The Sense Organs	Read Chapter 17 Exam 17 Discussion Board Item # 13 Hear no evil / See no evil- Due 11/29	Saturday 12/3
Module 18/Week 15 12/4 - 12/10	Endocrine System	Read Chapter 18 Exam 18 Discussion Board Item # 14 My Favorite Medical Term- Due 12/6	Saturday 12/10
Module 19/Week 16 12/11 - 12/16	<b>FINAL EXAM</b> (Please see link on final exam guidelines)	Taken Online - Due no later than the end of Friday, December 16	

**Note:** This schedule is subject to reasonable modification by instructor in response to the needs of the class.

[Return to Top](#)

## Course Notices

### Faculty Email Response Time

I will respond to email messages within 24 hours during the week and 48 hours on weekends and holidays.

### Posting of Grades

Grades will be posted by Tuesday of the week following the end of a module.

### Attendance Policy

Credit for this course is based on the minimum number of planned contact hours it should take for students to satisfactorily complete each week's online lesson. Online attendance will be tracked by evidence of the completion of weekly exams corresponding to weekly lessons and due dates. **Failure to confer with the course instructor in advance regarding online course absences or online lapses in deadlines will translate into no credit for any missed work.** For other information on the college's attendance policy, please refer to that section outlined in the Student Handbook.

### Late Assignment Policy

**Communication is the key!!** Unless otherwise arranged, no late work will be accepted. Late work will receive a grade of zero (**exception: see discussion board grading**).

Students can submit late work **only** when arranged with the instructor **before, or on**, the day that the item is due.

Make-up assignments or exams should be completed within one week of the original due date unless alternate arrangements have been made. Make-ups will not be permitted beyond the time of the final exam.

### Computer Crashes and Printer Mishaps:

Technology is great when it works. Sometimes it does not. Plan your time well so that you are not faced with such a problem the night before something is due. Assignments may be submitted early or ahead of schedule. **This is not a valid reason for missing an assignment deadline for an online class.**

This policy is not intended to be unforgiving, but an assurance that new concepts and skills build on previously learned concepts and skills and ensures fairness to all students.

[Return to Top](#)

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### Academic Affairs Notices

Students are responsible for reading the [Academic Affairs Notices](#). These are the same for each course at NHTI and are updated each semester.