

Course Number: 26316 Medical Terminology, HLTH 101C ES
Hours: Lecture - 3.0, Credits - 3.0
Prerequisite(s):
Term: Spring 2024, January 16, 2024, to May 4, 2024
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Faculty Accessibility: Appt available upon request either by phone or via Zoom
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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 healthcare environment.

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Learning Outcomes

Educated Person Statement of Philosophy

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

- 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

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Course Materials and Resources

Textbooks, Required:

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

MUST PURCHASE 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. The access code inside the textbook cover IS NOT for this course!!**

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.

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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.

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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

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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 Tuesday midnight. Any post copied and pasted from another site will be considered plagiarism and 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 their classmates and comment on those 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.** Points will be deducted for spelling according to the rubric. All communication is to be professional. Students should not use abbreviated words (unless it is a medical term) to communicate.

CRITERIA	EXCELLENT 100 Points	GOOD 90 points	FAIR 80 points	NOT EVIDENT 0 points
Initial Posting	Initial posting submitted by Tuesday 11:59 p.m.	Initial posting submitted on time (Wednesday 11:59 p.m.)	Initial posting submitted late (after Wednesday)	No initial posting
Contribution / Replies	Responds to 3 or more classmates	Responds to 2 classmates	Responds to 1 classmate.	Does not respond to classmate
Substance	Postings consist of 5 or more sentences. Shows in-depth evidence of knowledge & understanding of course content.	Postings consist of 3 or more sentences. Shows an overall knowledge & understanding of course content	Postings consist of 1 to 2 sentences. Shows a general knowledge & understanding of course content	One- or two-word answers. Doesn't understand the subject matter.
Spelling/Grammar and Format	No spelling or grammar errors. Uses proper terminology.	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%
Total	100%

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

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Course Schedule

Weeks and Dates	Topics	Activities/Assignments	Assignment Due Dates
Module 1 & 2 /Week 1 1/16 - 1/20	Course Introduction Basic Word Structure Terms Pertaining to the Body as a Whole	Read Chapters 1 and 2 Discussion Board Item # 1 Exams 1 & 2	Saturday 1/20
Module 3 & 4 / Week 2 1/21 - 1/27	Suffixes Prefixes	Read Chapters 3 and 4 Discussion Board Item # 2 Exams 3 & 4	Saturday 1/27
Module 5 & 6 / Week 3 1/28 - 2/3	Digestive System - Terms and Abbreviations Additional Suffixes and Digestive System	Read Chapters 5 and 6 Discussion Board Item # 3 Exams 5 & 6	Saturday 2/3
Module 7 / Week 4 2/4 - 2/10	Urinary System - Terms and Abbreviations	Read Chapter 7 Discussion Board Item # 4 Exam 7	Saturday 2/10
Module 8 /Week 5 2/11 - 2/17	Female Reproductive System - Terms and Abbreviations	Read Chapter 8 Discussion Board Item # 5 Exam 8	Saturday 2/17
Module 9/Week 6 2/18 - 2/24	Male Reproductive System - Terms and Abbreviations	Read Chapter 9 Discussion Board Item # 6 Exam 9	Saturday 2/24
Module 10/Week 7 2/25 - 3/2	Nervous System - Terms and Abbreviations	Read Chapter 10 Discussion Board Item # 7 Exam 10	Saturday 3/2
Module 11/Week 8 3/4 - 3/9	Cardiovascular System - Terms and Abbreviations	Read Chapter 11 Discussion Board Item # 8 Exam 11	Saturday 3/9
Module /Week 9 3/10 - 3/16	SPRING BREAK	WEEK	Saturday 3/16
Module 12/Week 10 3/17 - 3/23	Respiratory System - Terms and Abbreviations	Read Chapter 12 Discussion Board Item # 9 Exam 12	Saturday 3/23
Module 13 & 14/Week 11 3/24 -3/30	Blood System-Terms and Abbreviations Lymphatic & Immune Systems - Terms and Abbreviations	Read Chapters 13 & 14 Discussion Board Item # 10 Exams 13 & 14	Saturday 3/30
Module 15 /Week 12 3/31 - 4/6	Musculoskeletal System - Terms and Abbreviations	Read Chapter 15 Discussion Board Item # 11 Exam 15	Saturday 4/6
Module 16/Week 13 4/7 -4/13	The Skin - Terms and Abbreviations	Read Chapter 16 Discussion Board Item # 12	Saturday 4/13

Weeks and Dates	Topics	Activities/Assignments	Assignment Due Dates
		Exam 16	
Module 17/Week 14 4/14 - 4/20	The Sense Organs - Terms and Abbreviations	Read Chapter 17 Discussion Board Item # 13 Exam 17	Saturday 4/20
Module 18 /Week 15 4/21 - 4/27	Endocrine System - Terms and Abbreviations	Read Chapter 18 Discussion Board Item # 14 Exam 18	Saturday 4/27
Module 19 /Week 16 4/28 - 5/3	FINAL EXAM	Taken Online - Due no later than Friday, May 3rd at 11:59 p.m.	

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

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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. Please be aware that the CCSNH system has filters on incoming emails. Those from personal email addresses are likely to be blocked and/or not received. It is best to email me using your CCSNH student email to ensure timely delivery.

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 and Make-up Assignment Policy

Students are expected to complete all course work within the timeframes noted in this syllabus and as also posted on CANVAS under each week listed. Because this is an online course, it is important to follow the timeframes outlined in the schedule.

Communication is the key! Unless otherwise arranged, no late work will be accepted. Students can submit late work **only** when arranged with the instructor **before or on** the day that the item is due. Otherwise, late work will receive a grade of zero (**exception: see discussion board grading**).

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

Computer crashes and Printer Mishaps:

Technology is great when it works. Sometimes it doesn't. 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.

Keys to Success

Students often ask what the best way to excel in an online course might be. Here are some tips that seem to be universally useful to all students.

- **SELF-MOTIVATION:** An online class involves a tremendous amount of work, sometimes in a short period of time. You must be self-motivated and ready to go from the very beginning to keep on top of the class and complete all the required assignments.
- **TIME-MANAGEMENT:** Online courses require excellent time management skills. Students are responsible for reading all materials provided by the instructor and understanding the expectations, instructions, and due dates to complete the assigned work.
- **ORGANIZATION AND DEDICATION:** You must be ready to integrate a large amount of information and keep that information organized. Managing and applying such a large amount of information will require persistent and consistent dedication to the class.
- **ATTITUDE:** Students with a better attitude do better in online classes than those who **do not**. Remember that **you are** establishing a knowledge base, skills, and abilities that will serve you for the rest of your personal life and professional career. Bring a great attitude and **you will** succeed!

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Academic Affairs Notice

Students are responsible for reading the Academic Affairs Notices. NOTE: These are the same for each course at NHTI and are updated each semester