

MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS

Online

Textbook: Medical Terminology Systems, A Body Systems Approach, Gyls/Masters, FA Davis, 6th ed, 2009

Taber's V21 Medical Dictionary

Required
Equipment A USB Headset

Course
Description This course is designed to introduce the student to medical terminology, including roots, prefixes, and suffixes, with emphasis on spelling, definition and pronunciation. The course consists of the basic rules for interpreting, constructing, and spelling medical terminology. The course includes common terminology, definitions and pronunciations for prefixes, suffixes, general body terms, and body system terminology. Each body system lesson includes terms for anatomy, pathology, pharmacology, radiology, procedures, and tests. Emphasis is upon learning word roots, prefixes and suffixes and how they are combined to form medical words.

Course
Outline: The course will cover the following topics:

1. Basic Elements of a Medical Word
2. Suffixes
3. Prefixes
4. Body Structure
5. Integumentary System
6. Digestive System
7. Respiratory System
8. Cardiovascular System
9. Blood, Lymph, and Immune Systems
10. Musculoskeletal System
11. Genitourinary System
12. Female Reproductive System
13. Endocrine System
14. Nervous System
15. Special Senses

Course Goals/

- Objectives:
1. Create a supportive community of learners.
 2. Identify major organs and structures of the body systems.
 3. Define word roots and combining forms used to describe the organs and structures.
 4. Define suffixes and prefixes of medical terms
 5. Identify acronyms and abbreviations commonly used in medical settings
 6. Understand the meanings of medical words covered in each unit
 7. Correctly spell and pronounce medical words
 8. Identify Pharmacology terminology
 9. Be able to use medical terms accurately in discussion and in assignments.

Learning

Outcomes: The student will be able to speak, write, and read medical terms accurately in medical settings.

Organization: This is an online course. A variety of activities and other teaching-learning components are provided to meet the needs of students with varied learning styles. Immediate feedback on learning is offered, along with practice and testing functionality.

Course

Requirements: Successful completion of all weekly activities, along with suggested reading assignments, is mandatory for completion of this course. Each week consists of reviewing the chapter objectives, reading the chapter, complete the programmed learning activities in each chapter, reviewing the lecture, review flashcards, complete word search, listen to the audio glossary, submit weekly audio assignments, complete the name that part assignment, review videos for particular chapters, anatomy tests and weekly quizzes. The weekly 15 question M/C quizzes are timed. You have 45 minutes to complete the quiz. So be prepared to take the quiz when you click the link. You are not able to preview the quiz. Also you are only allowed five resets of quizzes for the entire semester. There is a comprehensive final.

This course begins on a Monday, January 7 at 8 am. Each week the new course content will be available on Monday at 8 am and closes on Tuesday night by 9 pm. Please be aware there are no make-up quizzes/assignments or extensions. The instructor does reserve the right to change the date of an assignment or grant an exception based on proper documentation if approved by the instructor. Do not assume that an extension will be granted. All due dates have been provided in the schedule. You must adhere to all due dates.

Description of Activities/ Assignments

Listed below is a description of each activity/assignment for Medical Terminology for the Health Professions. This is a difficult course which will require 6-10 hours per week. Your grade will reflect the time and effort you put in to preparation and study of course content. Any assignment that contains inappropriate language of any kind will automatically receive a 0.

Readings: Review the Chapter Objectives, and read the chapter

Programmed Learning: Complete the programmed learning activities in the textbook

Review: Chapter overviews are provided for your review

Learning Activities: The learning activities are in the textbook and you are to complete on your own. You do not need to submit anything to blackboard or to me.

Flash Cards: The flash cards are on the student resource site on the FA Davis Plus site. There is not a required access code. I have provided a link directly to the Flash Card site. This activity is not graded. I do review your access to this activity for participation

Word Search: The word search is located on the student resource site on the FA Davis Plus site. There is not a required access code. I have provided a link directly to the Word Search site. This activity is not graded. I do review your access to this activity for participation

Name That Part: This is an anatomy review. This will help you with your anatomy test. It is recommended that you complete this after you have completed the chapter activities and reviewed the overview. You may complete this activity as many times as you like. This is a non-graded activity but I will review your participation.

Audio Assignment: There are weekly pronunciation assignments of medical terms. I have provided the list of words as well as an audio file on the correct pronunciation of the terms. You should practice the pronunciation of the words after listening to the audio glossary. Once you have mastered the pronunciation of the terms you will submit an audio file. I have provided extensive details on the last three pages of the syllabus instructing you on how to create and submit your audio file

Medical Record Activity: This is a graded activity. Each activity has a case that must be read. Then answer the questions for the record. This activity may only be entered once. Your grade will appear in the gradebook.

Clinical Connection: This is a graded activity. This activity reinforces medical terminology. There are approximately twelve questions per activity. You may only enter this question once. Your grade will appear in the gradebook

Anatomy Quiz: Beginning in Chapter 4, an anatomy quiz will be given. The quiz contains an image and you are required to label the illustration using the drop down lists. This quiz is grade but not timed

Group Assignment: There are five groups. Each group will research a journal article as assigned. Each group will create two presentations for the semester. It is your responsibility to communicate with your group. The assignment must be completed in PowerPoint. The assignment must be submitted in Bb under the Module schedule and in the discussion board. I encourage the group to collaborate using the group tools that I have created for your group. The weeks that your group does not have a presentation, you must review the other group presentation and comment on the presentation. Your group will be assigned during the third week of the semester. You will find out your topic the first day of that your group is assigned an activity. Your group activity is due by Sunday at 9 pm of the week your group has an assignment and comments from the other group are due by Tuesday at 9 pm. Group

comments should be a combined effort. Not each member of the group needs to comment, just one group comment per group posting. Group assignments will begin in Module 4. You will only have two group grades. The comment grades will be added when the grades are downloaded to my personal gradebook.

Weekly Quizzes: Each week you will be given a 15 question, timed test. You will have 45 minutes to complete the quiz. The quiz is multiple choice

Final: The final is available between April 20 at 6 am until April 24 at 9 pm. After 9 pm on April 24, the test will no longer be available. There are absolutely no extensions. If you miss the final, you will fail the course.

Syllabus Quiz: During the first week, you must complete the quiz over the syllabus. This is a graded activity

Taber's Quiz: This quiz covers your ability to find information in the Taber's Medical Dictionary.

Evaluation: Grades will be assigned according to the following scale

90%-100% = A

80%-89% = B

70%-79% = C

60%-69% = D

59% and below = F

Grades will be determined by completing the above activities. The final is required. If you do not take the final, you will fail the class. The gradebook in Bb is for your use only. I download the grades at the end of the term and use my own Excel gradebook to calculate your grade.

Plagiarism:

1. Submitting another's published or unpublished work, in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author with footnotes, citations or bibliographical reference.
2. Submitting as one's own original work, material obtained from an individual, agency, or the internet without reference to the person, agency or webpage as the source of the material.
3. Submitting as one's own original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.
4. Submitting one's own previously written or oral work without modification or instructor permission

Disclaimer For Health Information Systems This syllabus is a broad outline of subject matter intended to be covered. It does not mean that everything herein will be covered, nor does it limit the content of the class to the material described. Information and statements in this document are subject to change at the discretion of the faculty member. Because Medical Terminology for

Majors Health Professionals is basic to the understanding of many of the other courses in the Health Information Systems Technology program, a grade of C or better is required to continue the program.

FIRST ASSIGNMENT

Instructions: Copy and paste the following acknowledgement into an email to me stating you have read and understand the content of syllabus. Include your name and date of email.

I have read this entire Syllabus for Medical Terminology for the Health Professions HCMT1001, hereto and agree to be bound by same.

Your Name
Date of email

Medical Terminology for the Health Profession

Tentative Schedule

Module 1	January 7	Review Course Requirements Chapter 1 – Basic Elements of a Medical Word Read chapter Review objectives Review lecture Complete Learning Activities in the textbook Complete Syllabus Quiz Complete Taber’s Scavenger Hunt Quiz 1 – over Ch 1
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All assignments due by January 15 at 9 pm

Module 2	January 14	Chapter 2 – Suffixes Read chapter Review objectives Review lecture Complete Learning Activities in the textbook Flash Cards Word Search Q 2 – over Chapter 2
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All assignments due by January 22 at 9 pm

Module 3 January 21 Chapter 3 – Prefixes
Read chapter
Review objectives
Review lecture
Complete Learning Activities in the textbook
Flash Cards
Q 3 – over Chapter 3

All assignments due by January 29 at 9 pm

Module 4 January 28 Chapter 4 – Body Structures
Read chapter
Review objectives
Review lecture
Complete Learning Activities in the textbook
Flash Cards
Word Search
Group Assignment
Q 4 – over Chapter 4

All assignments due by February 5 at 9 pm

Module 5 February 4 Chapter 5 – Integumentary System
Read chapter
Review objectives
Review lecture
Complete Learning Activities in the textbook
Name That Part
Flash Cards
Word Search
Audio Assignment
Medical Record
Clinical Connection
Anatomy Test
Group Assignment
Q 5 – over Chapter 5

All assignments due by February 12 at 9 pm

Module 6 February 11 Chapter 6 – Digestive System
Read chapter
Review objectives
Review lecture

Complete Learning Activities in the textbook
Name That Part
Flash Cards
Word Search
Audio Assignment
Medical Record
Clinical Connection
Anatomy Test
Group Assignment
Q 6 – over Chapter 6

All assignments due by February 19 at 9 pm

Module 7 February 18 Chapter 7 – Respiratory System
Read chapter
Review objectives
Review lecture
Complete Learning Activities in the textbook
Name That Part
Flash Cards
Word Search
Audio Assignment
Medical Record
Clinical Connection
Anatomy Test
Group Assignment
Q 7 – over Chapter 7

All assignments due by February 26 at 9 pm

Module 8 February 25 Chapter 8 – Cardiovascular System
Read chapter
Review objectives
Review lecture
Complete Learning Activities in the textbook
Name That Part
Flash Cards
Word Search
Audio Assignment
Medical Record
Clinical Connection
Anatomy Test
Group Assignment
Q 8 – over Chapter

All assignments due by March 5 at 9 pm

Module 9	March 4	Chapter 9 – Blood, Lymph and Immune System Read chapter Review objectives Review lecture Complete Learning Activities in the textbook Name That Part Flash Cards Word Search Audio Assignment Medical Record Clinical Connection Anatomy Test Group Assignment Q 9 – over Chapter 9
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All assignments due by March 12 at 9 pm

Module 10	March 11	Chapter 10 – Musculoskeletal System Read chapter Review objectives Review lecture Complete Learning Activities in the textbook Name That Part Flash Cards Word Search Audio Assignment Medical Record Clinical Connection Anatomy Test Group Assignment Q 10 – over Chapter 10
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All assignments due by March 19 at 9 pm

SPRING BREAK MARCH 18 - 24

Module 11	March 25	Chapter 11 – Genitourinary System Read chapter Review objectives Review lecture Complete Learning Activities in the textbook
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Name That Part
Flash Cards
Word Search
Audio Assignment
Medical Record
Clinical Connection
Anatomy Test
Group Assignment
Q 11 – over Chapter 11

All assignments due by April 2 at 9 pm

Module 12 April 1

Chapter 12 – Female Reproductive System
Read chapter
Review objectives
Review lecture
Complete Learning Activities in the textbook
Name That Part
Flash Cards
Word Search
Audio Assignment
Medical Record
Clinical Connection
Anatomy Test
Group Assignment
Q 12 – over Chapter 12

All assignments due by April 9 at 9 pm

Module 13 April 8

Chapter 13 – Endocrine System
Read chapter
Review objectives
Review lecture
Complete Learning Activities in the textbook
Name That Part
Flash Cards
Word Search
Audio Assignment
Medical Record
Clinical Connection
Anatomy Test
Group Assignment
Q 13 – over Chapter 13

All assignments due by April 16 at 9 pm

Module 14 April 15

Chapter 14 – Nervous System

Read chapter

Review objectives

Review lecture

Complete Learning Activities in the textbook

Name That Part

Flash Cards

Word Search

Audio Assignment

Medical Record

Clinical Connection

Anatomy Test

Q 14 – over Chapter 14

Chapter 15 – Special Senses

Read chapter

Review objectives

Review lecture

Complete Learning Activities in the textbook

Name That Part

Flash Cards

Word Search

Audio Assignment

Medical Record

Clinical Connection

Anatomy Test

Q 15 – over Chapter 15

All assignments due by April 23 at 9 pm

Module 15 April 20

**Final Comprehensive available on April 20 –
Chapters 1 – 15 – Due April 24 by 9 pm – no
extensions. If you do not take the final, you fail
the class.**

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