

Course Number/Title: AL 102/Medical Terminology

Year: Fall 2012

Department: Allied Health

Credit Hours: 3

Required Text: Medical Terminology
Stedman - Steps to Success
ISBN:13-978-1-58255-816-5

Days/Time: Online

Instructor: Jerri Zwegardt, RN MSN

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Course Placement: None

Pre-requisite: None

Rationale:

Since you are preparing for a career in medicine, the “art of healing,” you need to establish for yourself a solid foundation in the knowledge of medical language. In this course you will be presented an introduction and overview of Medical language, with an emphasis on comprehension and essential terminology. *This is a online course for students on and off campus.*

Course Description:

This course is designed for those in the Veterinary Technology, Medical Coding, Physical Therapist Assistant, and Nursing programs as well as for those in related areas of study. It includes a study of basic word structure, organization of the body, prefixes, roots, and suffixes which form the basics in the professional language of medicine. A variety of applications including written & verbal exercises are used as students help one another in the deciphering and understanding of medical language.

CCC Student Learning Outcomes Addressed in This Course:

Students will learn appropriate Medical Terminology, the meaning of Medical Terminology, and spelling of these words. This will be measured by exams.

1. Effective oral and written communication skills.
2. A higher level of critical and creative thinking processes.
3. An awareness of personal wellness.
4. Ability to utilize the technology relevant to the learner’s discipline.

Course Learning Objectives Assessed:

This includes:

1. Develop the ability to read and understand the language of medicine.
2. Recall the elements of medical terms.

3. Develop the ability to spell medical terms.
4. Add words to your vocabulary by various memory approaches, including analysis, synthesis, element clues, and the use of a medical dictionary.

Course Competencies:

1. Recognize basic word structure, organization of the body, prefixes, roots, and suffixes.
2. Pronounce, spell and define medical terms.
3. Complete exercises following each lesson.
4. Complete Appendix exercises as assigned.
5. Document your knowledge of medical language through testing.
6. Complete a Final Comprehensive Exam

Course Competency Statement

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Competency Project for this course.

Method of Instruction:

Brief lectures, discussion sessions, activities, assignments, and self-study along with cooperative learning will be the methods of reaching the objectives in medical terminology. The online lectures and Power Points will help provide basic information to the course work. Self-study will entail your own study habits; with cooperative learning, several individuals will assist one another in understanding the terms and professional language of medicine.

Method of Evaluation:

The instructor's evaluation of the student will be based upon class discussion, examination, class attendance and student participation. Attend each class in person or online utilizing the colbycc.edu; e-college website option. **Independent studying and preparation are imperative to passing this class.**

Your final grade will be based on the following: (75%) 5 Chapter/Appendix Quizzes; (25%) Final Exam. The grading scale is as follows:

- A 100-90
- B 89.9-80
- C 79.9 – 70
- D 69.9 - 60
- F 59.9-0

Course Requirements:

1. Study and learn the content of each chapter and Appendix body system assignments.
2. Complete exercises for each chapter and appendix body system.
3. Take a quiz following the discussion of each chapter and completion of appendix assignment.
4. Take a comprehensive final exam

Attendance Policy:

If you expect to benefit from this course, you must attend online class and be actively engaged in the course.

Assignment Policy:

All assignments in the course must be completed at the designated times as determined by the instructor. This policy of meeting deadlines will encourage you to stay on schedule with your assignments. Just as

you will have deadlines on the job as you enter your career, so you should strive to meet your deadlines in this course.

ACADEMIC INTEGRITY:

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Colby's institutional values of quality, service and integrity. All Colby Community College students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

The following procedure will be used for students who violate the policy:

- First offense-Student will receive a zero for the assignment and the student will be reported to the Dean of Academic Affairs.
- Second offense-The student will be reported to the Dean of Academic Affairs and removed from class.
- Third offense-The student will be reported to the Dean of Academic Affairs and dismissed from the college.

Any questions about this policy may be referred to the Dean of Academic Affairs.

Assessment for Colby Community College:

The CCC assessment plan meets the general education requirements by continually assessing its effectiveness through student outcomes. An example of your work, a paper, some testing questions, a presentation or other work may be selected for assessment. This process will not affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Through your cooperation, we are working to improve teaching and learning at Colby Community college.

Colby Community College assesses student learning at several levels: general education, program, and course. The goal of these assessment activities is to improve students learning. As a student in this course, you will participate in various assessment activities. An example of your work, a paper, some test questions, a presentation, or other work may be selected for assessment. This process will not affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Results of these activities will be used to improve teaching and learning at Colby Community College.

Test/Quiz Policy:

Tests/quizzes must be taken on the days that they are scheduled. Should you have to miss a class; excused absences will be allowed to make up missed exams. You are expected to make up the work prior to the next scheduled class. Unexcused absences are not acceptable. **No exams can be taken for unexcused absences; you will receive a zero for that quiz.** Excused absences include those where you have communicated with the instructor in regards to the absence prior to the start of class. Once a test has started, no late entries into class will be accepted.

*In accordance with the mission of Colby Community College – to provide for the development of better futures for its students – it is essential that the principles of academic honesty and professional ethics be stressed throughout the educational process. The college, faculty, and student share responsibilities in addressing this issue. Student responsibilities are twofold:

1. complete class assignments to the best of their ability without plagiarizing, cheating or in any way misrepresenting their work
2. Refrain from participation in any form of academic dishonesty as an individual or in combination with other individuals.

Copyright Policy:

The materials in the course fall under the protection of all intellectual property, copyright and trademark laws of the U.S. The course material in this class should be used for educational purposes only and should not be distributed beyond the confines of this course.

Electronic Communications Privacy Act: This can be found online at <http://fedlaw.gsa.gov/legal7.htm>.

The following protects the instructor's intellectual property:

Digital Millennium Copyright Act (DCMA):

The PowerPoint note files that are available online are copyrighted and the intellectual property of the instructor. PowerPoint note files cannot be used in any way by the student for financial gain. The note files are protected 70 years after the death of the author or 95 years from the date of their publication.

Assessment:

Colby Community College assesses student learning at several levels: general education, program, and course. The goal of these assessment activities is to improve student learning. As a student in this course, you will participate in various assessment activities. An example of your work, a paper, some test questions, a presentation, or other work may be selected for assessment. This process will not affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Results of these activities will be used to improve teaching and learning at Colby Community College.

Syllabus Information Disclaimer:

"I reserve the right to change any information contained in this document, when necessary, with adequate notice given to the student. Notice shall be given via email or on the announcement board. No other notice is required. It is the students' responsibility to stay current with any changes, modifications, adjustments or amendments that are made to this document"

Accommodations for Students with Disabilities:

"According to the American with Disabilities Act, is the responsibility of each student with a disability to notify the college of his/her disability and to request accommodation. If a member of the class has a documented learning disability or a physical disability and need special accommodations he/she should contact Student Support Services, which is located in the Student Union"

An Equal Employment/Educational Opportunity Institution:

CCC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, and employment. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator: Ryan Sturdy, Athletic Director
(785) 460-5548

Section 504 ADA: Keegan Nichols, Vice President of Student Affairs
(785) 460-5490

Laws and Policies:

The student is protected by **FERPA** (Family Education Rights and Privacy Act) which protects student records including personal contact information, health information, and grades. (www.ed.gov)

ADA: (American with Disabilities Act) can be found at www.fedlaw.gsa.gov/legal7.htm

Recommended Resources:

Dorland. Medical Dictionary. Philadelphia: W. B. Saunders Company.

Miller-Keane. Encyclopedia & Dictionary of Medicine, Nursing, and Allied Health. Philadelphia: W. B. Saunders Company

Mosby. Medical and Nursing Dictionary. St. Louis: The C. V. Mosby Company.

Taber. Cyclopedic Medical Dictionary. Philadelphia: F. A. Davis Company.

Equipment:

Computers. Internet will be utilized.