



Course Number/Title: AL 102/Medical Terminology

Term/Year: Late Fall 2018

Class - Starts December 14, 2018 **and Ends** January 4, 2019

Credit Hours: 1

Department: Allied Health

Prerequisite: None

Required Text: Canfield-Willis, M. (2010). Medical terminology: Quick and concise. Philadelphia, PA: Lippincott, Williams, & Wilkins. ISBN: 13-978-0-7817-6534-3

Instructor Email: michael.samuels@colbycc.edu

CCC MISSION

Challenge students to adapt to a diverse society. *Create* opportunities for student growth. *Connect* student learning with professional experiences.

RATIONALE

Since you are preparing for a career in some aspect of health care (human or animal) 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 basic, essential terminology. This is an online course for all 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.

COURSE REQUIREMENTS/TIMELINE

There is no specific timeline, as this is a self-paced course to be completed within a specified time frame.

Ch. 1 – Medical Terminology Basics

Ch. 2 – Anatomic Structures and Terms of Reference

Ch. 3 – Health Care Records

Ch. 4 – Symptomatic and Diagnostic Terms

Ch. 5 Diagnostic Tests and Procedures

Ch. 6 – Operative and Therapeutic Terms

Final Comprehensive Exam

COURSE LEARNING OBJECTIVES

The learning objectives and competencies detailed below meet or exceed the learning outcomes and competencies specified by the Kansas Core Competency Project for this course, as sanctioned by the Kansas Board of Regents.

COURSE OBJECTIVES AND COMPETENCIES

Objective: Develop the ability to read and understand the language of medical sciences.

Competencies: Upon completion of this unit, students will:

1. Be able to use the appropriate medical terminology, as well as understand the meaning and spelling of these words and recognize basic word structure, organization of the body, prefixes, roots, and suffixes.

ASSIGNMENT AND TEST POLICY:

When you first view your class, look over class requirements, assignments, and other class content to ensure that you wish to remain in the class. If you decide to drop the class, do NOT post in Canvas at all, as that counts as attendance per college policy, and you would be charged a portion of tuition for dropping after attending/posting.

All exams and the final are online. There are no specific due dates for these exams, as it is a self-paced course. However, ALL work must be submitted by the date given by the instructor at the beginning of the course. Any exams NOT done by that date will NOT be counted in the final grade.

NETIQUETTE POLICY:

This is a professional educational environment, and your emails should reflect that. Consequently, you should remember to type your first and last name at the close of every email so I know who I am replying to.

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful non-critical way
- Do not make personal or insulting remarks
- Be open-minded

METHOD OF EVALUATION:

Because this is an online class delivered 100% via computer technology, attendance will be taken via students' participation in the class. In order to be considered a student in this class, students **MUST** do the unit one discussion forum and submit the required tests. If a student does not participate in this course activity, the student will risk being dropped from the course. It is highly recommended that students participate. There are six chapter exams and a final exam.

ACADEMIC INTEGRITY POLICY:

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 for the Academic Integrity Policy begins with the notification of the first infraction and continues throughout the student's tenure at Colby Community College:

- **First Offense** – Student will receive a zero for the assignment and the student will be reported to the Vice President of Academic Affairs.
- **Second Offense** – The student will receive a failing grade in the class and be reported to the Vice President of Academic Affairs and removed from the class in which the offense occurred.
- **Third Offense** – The student will be reported to the Vice President of Academic Affairs and dismissed from the college.

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

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 in the classroom during class. 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. Students should adhere to the attendance, cell phone, assignment, test and grading policies in the course syllabus.

TECH SUPPORT INFORMATION

Canvas Support Hotline

855-691-5024

You can access Canvas Support information by selecting the help button on the left hand menu.

Colby Community College Support

support@colbycc.edu

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

According to the Americans Disabilities Act, it 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 is requesting special accommodations, he/she should contact disability services at disability@colbycc.edu.

NOTICE OF NON-DISCRIMINATION

Colby Community College provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation or religion. For inquiries regarding the nondiscrimination policies, contact the Vice President of Students Affairs, Title IX and ADA Coordinator, Colby Community College, 1255 S. Range Ave., Colby, KS 67701 (785) 460-5490).

ACCREDITATION

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