

Syllabus
Medical Terminology – Winter 2011
AH100CO – online course
4 credit hours
Henry Ford Community College

Instructor: Kathleen Offman

Division: Health Careers Division

Telephone number: Health Careers Office at (313) 845-9877 (leave a message for me)

Office hours: By appointment

Catalog Description: In depth presentation of medical language which then will serve as a solid foundation for students interested in health care, medicine, nursing, pharmacy, physical therapy, or related careers. Medical terminology for both health and disease is presented in relation to human structure and function. This course of study builds a framework by introducing the key elements in the formation as well as the modification of medical terms which then is applied to the specific body systems.

Prerequisite/Corequisites: NA

Texts:

Required: Davi-Ellen Chabner, The Language of Medicine, W. B. Saunders, 9th edition.

Required Supplementation: A comprehensive medical dictionary – Taber's Cyclopedic Medical Dictionary (available in the college bookstore), Dorland's Pocket Medical Dictionary, Dorland's Medical Dictionary, or Stedman's Medical Dictionary are recommended. It is important to have the textbook and required supplementation at the start of the class.

Goal Statement: Upon completion of this course, the student will have a solid foundation in the specialized language of medicine so that they are able to define, spell, pronounce, and analyze the common medical terms as well as understand the context in which these medical terms are used.

Measurable Objectives: Major Core Course Objectives:

At the completion of this course, the student should be able to:

1. Define, spell, and pronounce basic medical word roots, prefixes, and suffixes.
2. Analyze common medical terms by dividing them into component parts.
3. Construct medical terms by putting legitimate word components together using combining forms, prefixes, and suffixes for each body system.
4. Define, pronounce, and spell the common medical terms related to each body system.
5. Demonstrate in both written and verbal formats the use of the common medical terms related to each body system.
6. Identify and describe anatomical and clinical divisions of the body.
7. Differentiate the directions and planes of the body in relation to positions for examinations and surgery.
8. Describe the commonly encountered clinical procedures, laboratory tests, diagnostic tests, and therapeutic procedures for each of the general systems.
9. Explain an example of a common pathologic condition for each of the major systems.

10. *Interpret a medical report for a selected body system covered this semester.

*meets general education critical thinking outcome.

Course Grading Scale: A through E Grade Scale.

Grading System/Assessment of Academic Achievement: A final course grade will be calculated using a combination of critical thinking exercises, timed quizzes, and the final exam based on points (15 chapter quizzes x 25 points each, 15 critical thinking exercises x 10 points each, final exam x 100 points) for a total of 625 points. The final exam will consist of a cumulative test covering all assigned chapters. All students **must** take the final exam. It is timed, just like the quizzes. The grading scale is:

562 – 625 points	A
500 – 561 points	B
437 – 499 points	C
375 – 436 points	D
374 points and below	E

“Incomplete” grades will not be considered unless there are extenuating circumstances that prevent the student from completing the course and the student currently has at least a “C” grade. Students given an incomplete may only finish work; they may not repeat any work already done.

Tentative Course Outline:

Please see Course Schedule in Course Materials for specific due dates, which are printed on the schedule.

Week 1 – Chapter 1

Week 2 – Chapter 3 & 4

Week 3 – Chapter 2

Week 4 – Chapter 5 & 6

Week 5 – Chapter 8

Week 6 – Chapter 7 & 9

Week 7 – Chapter 10

Week 8 – Chapter 11

Week 9 – Chapter 12

Week 10 – Chapter 13

Week 11 – Chapter 14

Week 12 – Chapter 15

Week 13 – Chapter 16

Week 14 – Chapter 17

Week 15 – Chapter 18

Week 16 – Final exam due

General Course Requirements and/or Recommendations: Course completion requirements and determination of final grade:

The course covers 18 chapters with 15 quizzes. Some quizzes may cover 2 chapters of the text.

Quizzes are worth 25 points. Critical Thinking Exercises are worth 10 points. The final exam is worth 100 points for a total of 625 points. There are no extra credit points or projects offered in this course.

Assignments: The student will read the chapter(s) and other assigned reading and complete and check the exercises in the text. These exercises are ungraded but required. The text is also a workbook.

The book comes with a CD. Make sure you use it. Since this is an online course, the CD will provide pronunciations of all of the terms in the book. It also includes images, case studies, and activities to test your knowledge.

Extra Credit: Note that extra credit projects or bonus point projects are not offered in this course.

Packets: Packets provide all of the reading assignments and exercise assignments for a particular week. The student will be able to access a packet assigned for each week each **Sunday at 11:59 p.m.** The packet will give information on the readings, exercises, and assignments due for that week. Any assignments from a packet will be due the following **Sunday at 11:59 p.m.**

Late Assignments: Any Critical Thinking assignments that are turned in late will result in a 10% deduction *per day* from the overall grade of the assignment. If an assignment is missed, it is the student's responsibility to notify the instructor. Late assignments are accepted **only** one week past their due date. After that date, students will receive 0 points for the Critical Thinking assignment for that week. This does not apply to the Final Exam, which will NOT be accepted late.

Quizzes: 15 quizzes will be given throughout the semester (one each week). All of the quizzes are timed. It is the student's responsibility to keep track of the time. There is a 2-point deduction for every minute over the allotted time limit. You cannot "preview" a quiz. Once you access the quiz, you must take it and submit it. In other words, you will be allowed to access a quiz only 1 time, so be ready to complete the quiz when you open it. If the quiz is accessed and not submitted, the quiz becomes locked, and you will have to notify the instructor immediately. Arrangements will then be made to take a paper quiz on campus in person. The paper quiz may be different from the online version. If you encounter technical problems, please contact Instructional Technology. Make sure you use Internet Explorer and have your pop ups on when taking a quiz so you do not get "booted" or locked out of the quiz while in the process of taking it.

The Final Exam: Content of the final exam is based on information from all chapters (it is cumulative). It consists of 100 multiple choice questions. It is a timed test, and you are allowed 95 minutes to complete testing. The test is due by **Saturday, May 7, 2011**, with no exceptions for this deadline.

Participation and Drop Policy: Students are expected to complete all weekly assignments, exercises, and activities contained within this course. Penalties (up to and including failing the course) may be imposed at the discretion of the individual instructor, whenever the quality of the student's work has been affected by nonparticipation and noncompletion of course assignments and activities.

Tuition Refunds: Refunds on tuition and fees (except registration fees) may be obtained on all classes of fifteen weeks' duration officially dropped according to the following schedule:

100% the 1st week of classes

50% the 2nd week of classes

No tuition refunds are given after the end of the second week of classes and no exceptions are made for students who enter late. Courses of other than 15 weeks' duration have differing refund schedules. Details may be obtained in the Office of the Registrar.

Students receiving federal financial aid have additional refund options available to them. They should review the brochure Financial Aid Information Guide and Consumer Information Supplement, available in the Financial Aid Office.

Online Conduct Policy:

- A. Students at HFCC are expected to show respect for order, law, and the personal rights of others, and the education mission of the College, as well as to maintain standards of personal integrity.
- B. Students working online will be held to the same behavioral standards as students in traditional classrooms. Please be aware that I may observe threaded discussions with each other, and I will review those discussions, commenting where appropriate, with the goal of helping you better understand the course content. Specifically, you should adhere to the following guidelines:
 - Personal correspondence should be conducted elsewhere.
 - Treat and respect others as you would like to be treated.
 - “Flaming,” and angry series of words or comments used to personally attack others who may disagree with you, is not permitted.
 - Take time to review the tone, language, word choice, spelling, and grammar of any written correspondence prior to sending it. You will be judged by the quality of your work. Please make sure to perform a spell check of your work before submitting it and use a medical dictionary for the medical terms because they are not included in a standard spell checker.
 - HFCC’s computer use policy is in effect. It can be found at <http://www2.hfcc.edu/resources/policy.htm> .
 - Students are responsible for completing their own online course work.

Academic Dishonesty: (IMPORTANT INFORMATION)

Policy on Academic Dishonesty (Cheating)

Henry Ford Community College considers academic dishonesty to be a **serious** offense. It is the policy of the College that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to and including failure in the particular course. It is the professional obligation of the faculty to enforce academic integrity in their courses.

Academic dishonesty is any activity intended to improve a student’s grade fraudulently.* It includes, but is not limited to, the following:

1. Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books);
2. Unauthorized use of notes, books, or other prohibited materials during an examination.
3. Open cheating on an examination (such as copying from another student’s work);
4. Permitting another person to take a test in the student’s place or receiving unauthorized assistance with any work for which academic credit is received;
5. Providing unauthorized assistance with any work for which academic credit is received;
6. Revision of graded work in an attempt to receive additional credit fraudulently.
7. Plagiarism (using another person’s work without acknowledgement);
8. Any other conduct intended to obtain academic credit fraudulently or dishonestly. If an instructor fails a student in a course for academic dishonesty, the instructor must immediately notify, in writing, the student and the registrar of the infraction, retaining copies of both notifications.

The registrar maintains a record of all such violations. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the College for two academic years. In addition, a notation of the reason for academic dismissal is placed on the student’s transcript. The notation may be expunged at the discretion of the appropriate vice president if the student petitions for its removal after at least two years have elapsed since the disciplinary action. If a student believes that the accusation is

false, he or she may appeal through the Student Complaint Procedure. If the appeal reaches the Student Complaint Board, the Board may consider only whether the charge is justified. The Board may not set aside or change the penalty given by the instructor unless the charge of academic dishonesty is set aside. *Any action that violates the Student Conduct Policy and Due Process Procedure is also subject to review under that policy.

PLEASE NOTE that the policy for this class is that any academic dishonesty in any form will result in zero credit for the course. That means that a student will receive an “E” as a grade for this course if he/she engages in academic dishonesty.

In this online class, other instances of cheating include unauthorized use of passwords to view another student’s work, studying together and sharing/copying answers, copying/pasting another student’s answers for an assignment and using them as your own. Copying and pasting definitions or other information about medical terms or medical conditions from a website and submitting that information as your answer to an assigned question is plagiarism, a serious form of cheating.

It is my belief that anyone working in healthcare must have a high degree of honesty, integrity and ethics, and any student preparing for a career in healthcare would not engage in dishonest behavior.

Attendance

Online classes are designed to run in an orderly and efficient 15-week time frame, with assignments given in 1-week increments, due at the end of each week. Students need to be actively engaged in the learning process from the beginning of the semester. If one full week of class is missed without submission of the Critical Thinking Exercise or the quiz, it is the student’s responsibility to contact the instructor. If two full weeks of classes are missed at the beginning of the semester, the student will not be allowed to join the class.

If a student misses more than 2 weeks of class during the semester and does not submit any assignments (Critical Thinking Exercises or quizzes) for that 2-week period, for whatever reason, the student will be considered to have dropped the course. Missed assignments cannot be made up if there has been no contact from the student after **two** weeks.

Student Support Services:

Instructional Technology

If you require assistance accessing UCompass Educator courses, please contact Instructional Technology at (313) 845-9663, ext. 3, 4, or 5, or via e-mail at signorelli@hfcc.edu , kolin@hfcc.edu, or gagaddis@hfcc.edu . On-campus assistance is also available in Instructional Technology, Monday – Friday, 8:30 a.m. – 4:30 p.m. Instructional Technology is located on the 2nd floor of the Eshleman Library, Room 202.

Media Center

Located on the second floor of the Library, the Media Center is an open access computer lab where students can go to work on the computer assignments, access the internet, and/or check their e-mail. For more information, you may contact the Media Center at (313) 845-6386. For more information regarding Library Services, you may phone (313) 845-9606.

Assisted Learning Services (ALS)

The Assisted Learning Services Program is designed to assist physically challenged, learning disabled, or academically disadvantaged students at Henry Ford Community College to overcome barriers to

education through supportive services. In addition, the Assisted Learning Services Department also provides tutoring services to the general student population. Assisted Learning Services is located in the LRC (Learning Resources Center), LRC-125. For more information, you may contact the office at (313) 845-9617 or for the hearing impaired (313) 845-9804.

Student Outreach and Support (SOS)

Student Outreach and Support assists all students with many different problems or issues. They offer counseling, support, and help students achieve their educational goals. They are located in the Learning Resource Center, Room LRC-125, and can be reached at (313) 845-9629.

Learning Lab

Located on the second floor of the Learning Resource Center, (LRC-200) the Learning Lab assists HFCC students with identifying and improving the skills needed for success in the areas of reading, writing, and math.

Although operation hours may vary slightly each semester, generally, the Learning Lab is open Monday, Tuesday, Wednesday, and Thursday, from 7:30 a.m. – 8:40 p.m., and on Friday from 7:30 a.m. – 4:30 p.m., and Saturday from 9:40 a.m. – 1:40 p.m. For more information, contact the Learning Lab at (313) 845-9643 or <http://learnlab.hfcc.edu>