



## Medical Terminology Online Henry Ford Community College Course Syllabus

1. **Division:** Health Careers
2. **Course No. and Title:** AH 100, Medical Terminology
3. **Credit Hours:** 4
4. **Total Contact Hours:** 62
5. **Prerequisite:** None
6. **Co-Requisite:** None
7. **Grading Scale:** A through E (determined by percentage)

**8. Catalog Description:**

An 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 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.

**9. 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 common medical terms as well as understand the context in which these medical terms are used.

**10. Measurable 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 suffices 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 examination and surgery.
8. Describe the commonly encountered clinical procedures, laboratory tests, diagnostic tests, and therapeutic procedures for each of the general body 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).

### **11. Computer Requirements**

Minimum Computer Hardware: Pentium class computer with modem; 4 speed CD-ROM; an internet provide; personal email account

Minimum Software: Windows 95 or higher; a professional version of Office 95 or higher (including Word and Power Point) Netscape 4.0 or higher; Internet Explorer 5.0 or higher.

All assignments must be typed in a version of Microsoft Word. If you have a MAC, save your files in Rich Text format.

### **12. Assessment of Academic Achievement**

The final course grade will be calculated as a combination of tests and assignments. The grading scale is-

550 pts – 600 pts	A
485 pts – 549 pts	B
425 pts – 484 pts	C
375 pts – 424 pts	D
374 pts and below	E

There will be a 25 point quiz given on the chapter/s each week- these will be multiple choice, matching or true or false. The quizzes are timed- 45 minutes each. If you go beyond the 45 minute time limit points will be taken off. All discussion board postings are worth 10 points- except the first student

introduction is worth 5 points. There will be a 100 point final. You will have a 90 minute time limit to complete the final.

Breakdown of 600 point total-

375 pts        15 chapter quizzes x 25 pts each

120 pts        12 discussion board postings x 10 pts each

5 pts            1 introduction discussion board posting x 5 pts

100 pts        final exam x 100 pts

All assignments will be posted by 12:01am Monday and all chapter tests must be completed by 11:59pm Saturday.

### **13. General Course Requirements and/or Recommendations:**

None

### **14. Texts:**

Required: Davi-Ellen Chabner, The Language of Medicine, W.B. Saunders, latest edition. The textbook comes with a CD- USE IT! There are excellent self assessments, games, and a wonderful index which will pronounce all medical terms covered in the book for you.

Recommended: Any variety of medical dictionary (I prefer Taber's Cyclopedic Medical Dictionary).

### **15. Core Course Topical Outline**

We will cover-

Chapters 1 thru 18

### **16. Instructor Information**

Pat DeVoy

Phone:            313-845-9877 (Allied Health Dept)

Email:            [pdevoy10348@hfcc.edu](mailto:pdevoy10348@hfcc.edu)

The only way I have to contact you is by email- please make sure your email in UCompass is correct. This is the only way we have to correspond. Also, don't hesitate to email me questions or concerns, I will always respond in a timely manner.

### **17. Policy on Academic Honesty (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 the 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 course.

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 office 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 paper).
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, the 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 student 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.

### **18. Online Course Conduct Policy**

1. Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to maintain standards of personal integrity.

2. Students working online will be held to the same behavioral standards as students in traditional classrooms. Please be aware that I will be observing your threaded discussions with each other, and I will review those discussions, commenting where appropriate with the goal of helping you to better understand the course content. Specifically, you should adhere to the following guidelines-
- a. Personal correspondence should be conducted elsewhere
  - b. Treat and respect others as you would like to be treated
  - c. “Flaming,” an angry series of words or comments used to personally attack others who may disagree with you is not permitted
  - d. 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.
  - e. HFCC’s computer use policy is in effect. It can be found at <http://www2.hfcc.edu/resources/policy.htm>
  - f. Students are responsible for completing their own online course work.

### **19. Helpful Hints**

1. The key to success in this course is MEMORIZE!! You will be learning parts of words that will be put together with other word parts to make a medical term. By memorizing the word parts you will be able to both define and use that medical term correctly. This course is the “bread and butter” of the beginning of your career in health care. These are the terms that are used day in and day out of any health care facility. Learn this course material and the rest of your health career classes will be much easier.

2. Think about how you learn and put that to work! The two most common ways I have had students learn medical terminology is- Make flash cards. Put the medical word part on one side of the flash card and the definition on the other. Carry the flash cards with you wherever you go and use them! When you’re standing in line at the grocery store, when you’re waiting in a drive-thru, when you’re picking someone up and they’re late, when you’re watching TV. - You get the picture. Utilize all the “down time” that you normally may day dream to review your flash cards. You’ll be surprised how quickly you will learn the word parts.

Write: Some students learn by writing. Get yourself a legal size pad (or maybe several) and write the medical word part and the definition. You may need to write it 5, 10, maybe even 25 times before you get it but, if you learn by writing, this is the way to go.

3. Use the CD accompanying the book! Do every chapter section each week. This will be a tremendous review, let you know what you’re getting and what you’re not and reinforce the information that you’ve read.

4. Complete the chapters in the book! You will not be able to “float” through this class. The only way to learn these word parts is to complete the chapter in the book, review with the CD and use flash cards (or another learning preference).

The book is excellent in presenting new information while simultaneously reviewing previously presented information. You will see some word parts many, many times. It's not because the author forgot she put that in the last chapter. It's there to help you remember by reviewing word parts each week.

## **20. Student Support Services**

### Instructional Technology and Tech Buddies

If you require assistance accessing UCompass Educator courses, please contact Instructional Technology at 313-845-9663, ext 3, 4, or 5 or via email at [signorelli@hfcc.edu](mailto:signorelli@hfcc.edu), [kolin@hfcc.edu](mailto:kolin@hfcc.edu), or [vbeaty@hfcc.edu](mailto:vbeaty@hfcc.edu). Buddy Desk or within Instructional Technology, Monday – Friday, 8:30 a.m. – 4:30 p.m. Instructional Technology is located on the lower level of the Learning Technology Center (same building as Campus Safety), room A-004.

### 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 computer assignments, access the internet, and/or check their email. 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

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), north side (parking lot side) main level. For more information, you may contact the office at 313-845-9617 or for the hearing impaired 313-845-9804.

### Learning Lab

Located on the second floor of the Learning Resource Center, 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 slightly vary each semester, generally, the Learning Lab is open Monday, Tuesday, Wednesday, Thursday, from 7:30 a.m. – 8:40 p.m., on Friday from 7:30 a.m. – 4:40 p.m., and Saturday from 9:40 a.m. – 1:40 p.m. For more information, contact the Learning Lab at 313-845-9643.

## **21. Attendance**

This class is an online class. I check attendance by the time you have been logged into UCompass. If you do not log in for one week- that will be an absence for that week.

## **22. Course Outline and Calendar**

<u>Week 1</u> Chapter 1	test by Sept 4 Basic Word Structure Discussion board- introduce yourself (5 pts)
<u>Week 2</u> Chapter 2	test by Sept 11 Terms Pertaining to the Body as a Whole Discussion Board "Sicko"
<u>Week 3</u> Chapter 3	test by Sept 18 Suffixes Discussion board- Patch Adams
<u>Week 4</u> Chapter 4	test by Sept 25 Prefixes Discussion board- autopsy
<u>Week 5</u> Chapters 5 and 6	test by Oct 2 Digestive System and Additional Terms Discussion board- anorexia
<u>Week 6</u> Chapter 7	test by Oct 9 Urinary System  Discussion board- kidney stones
<u>Week 7</u> Chapters 8 and 9	test by Oct 16 Male and Female Reproductive Systems Discussion board- "Regarding Henry"- movie
<u>Week 8</u> Chapter 10 Chapter 22	test by Oct 23 Nervous System Psychiatry Discussion board- "A Beautiful Mind" movie
<u>Week 9</u> Chapter 11	test by Oct 30 Cardiovascular System Discussion board- low fat diet

<u>Week 10</u>	test by Nov 6
Chapter 12	Respiratory System
Chapter 14	Lymph and Immune System
	Discussion board- HIV/AIDS
	Discussion board- smoking cessation
<u>Week 11</u>	testy by Nov 13
Chapter 13	Blood System
Chapter 19	Cancer Medicine (Oncology)
	Discussion board- "John Q" movie
<u>Week 12</u>	test by Nov 20
Chapter 16 and 17	Skin and Senses
	Discussion board- the effects of tanning and skin cancer
<u>Week 13</u>	Thanksgiving
<u>Week 14</u>	test by Dec 4
Chapter 15	Musculoskeletal System
Chapter 20	Radiology and Nuclear Medicine
<u>Week 15</u>	test by Dec 11
Chapter 21	Pharmacology
Chapter 18	Endocrine System

**Final Exam by Dec 14!!**

**Don't forget the weekly routine!!**

1. Complete the chapter/s in the book and go through UCompass
2. Make your flash cards and memorize them
3. Complete all the chapter activities (use UCompass for help)
4. Review using the UCompass web site- matching games, hangman, etc.
5. When you're ready- complete the chapter/s quiz (before Saturday, midnight)