

Mass Bay Community College

HL 103- 700 OnLine Introduction to Medical Terminology -3 credits

Course Description

This course presents construction of medial terms through common word roots, prefixes, and suffixes. Students will learn to master medical vocabulary through classroom instruction.

Course Overview

The student will build a medical vocabulary and develop skills in comprehending medical terms by analyzing their elements. The student will relate the medical word to the corresponding anatomical site, spell and pronounce medical terms correctly, and read medical reports with understanding.

This course is open to the at-large student population.

Course Objectives

At the completion of this course the student will:

Spell, pronounce, define, identify word parts and correctly use medical terms or complete a statement using medical terms.

- Construct an acceptable and correctly spelled medical term, given the definition.
- Provide a medically acceptable abbreviation for phrases, names or labels.
- Supply the correct medical term to properly complete a statement.
- Correctly provide the plural form if given a singular form of a medical term.
- Correctly provide the singular form if given a plural form of a medical term.
- Construct correctly spelled medical terms from word parts and definitions.
- Provide the correct phrase, name or label for a medical abbreviation.
- Correctly pronounce each term in a list of medical terms.
- Achieve a percentage score (73%) that is acceptable to the health professions in which a student chooses in quizzes, midterm, final examination and other assignments.

Faculty:

Mary L. Bruni, MSN, M.Ed, RN E mail- mbruni@massbay.edu

Professor will be available by appointment, via email.



Faculty Biography:

My name is Mary Bruni, I have taught this class for several years and enjoy teaching in an on line environment. I am currently a registered nurse teaching in a nursing program at a different college, in addition to this I teach this course and an on line Nutrition Class.

Required Textbooks

Text Collins, C.E. (2014) *A Short Course in Medical Terminology* (3rd Edition). Philadelphia, PA: Lippincott Williams & Wilkins. ISBN 978-1-4511-7606-3

Suggested References

Medical Dictionaries are available for purchase at the bookstore or for use in the library. Use one of the following or any professional medical dictionary.

Mosby, (2012) *Mosby's Medical Dictionary of Medicine, Nursing & Health Professions* (9th Edition) Elsevier, ISBN 978-0323074032-10

Venes, D. (2013) *Taber's Cyclopedic Medical Dictionary* (22nd Edition), Philadelphia, PA: F.A. Davis Company. ISBN ISBN-13: 978-0803629776 ISBN-10

Helpful Web Sites

- Download Mozilla Firefox with this link: <https://www.mozilla.org/en-US/firefox/new/>
- Download Microsoft PowerPoint Viewer with this link: <http://www.microsoft.com/en-us/download/details.aspx?id=6>
- Download Adobe Reader with this link: <http://get.adobe.com/reader/>
- Need a Screen Reader? Try this link to atomic learning to access the Accessibility Training within the Mac <http://www.atomiclearning.com/highed/mac-osx-mavericks-accessibility-training>
- For other web sites of help information see Atomic Learning Web Site in the blackboard course.

Course Placement: This course is offered in the Fall 2014.

Total Course Hours:

Online 3 hours per week = 9-12 hours of studying per week of total study time for the 15 week course and 18-24 hours per week for the 6 week session.

Pre/ Corequisites: This course does not have any pre/ corequisites.

Course Requirements

- Adhere to the student handbook policies.
- Complete all reading assignments.
- Complete all worksheets and assigned work. Due dates are in the Assignment Checklist in Blackboard.
- Attend and participate in class sessions.
- Complete all tests; examinations.
- At the completion of the course, receive a minimum course grade of 73% (C grade).
- Review information posted on blackboard and emails at least twice a week.

Netiquette

Students must follow all rules of netiquette when communicating in the discussion boards and with the instructor of the course. Students should be respectful and treat everyone in the course in a professional manner. A professional manner is a way a person should act in a particular medical profession such as a Medical Coder, a Nurse, a Physical Therapist or other medical profession. There should be no use of foul language. Foul language can be defined as insulting, very unpleasant insults or other negative connotations in emails, papers or the discussion board. If a student is seen as disrespectful to Instructor or other classmates, they will be asked to meet with the said instructor and possibly the Dean of Health Sciences, and disciplinary measures may be applied.

If disciplinary measures are needed the following may take place:

- Student meets personally with this faculty member and problems are addressed and discussed.
- Student may meet with Dean of Health Services and Faculty member and problems are addressed and discussed. Meeting is documented and kept in student's record.
- Student 's behavior is reported to the Dean of Students and/ or the college provost.

Methods of Instruction

- Lecture Modules
- Discussion board activities
- Critical thinking exercises
- Textbook, journal and video assignments
- PowerPoint presentations and written assignments may be assigned.

When students have a question please leave question in the Ask the Professor column of blackboard so that other students can also benefit from the answer if it is on content. Otherwise email me at mbruni@massbay.edu Students will get an answer within 24-48 hours

Academic Achievement Center (AAC)

The Academic Achievement Center (AAC) employs professional learning specialists and peer tutors across subjects. They help students with reading and study skills, writing for *any* class (including getting started on a paper), and all levels of math and science. The AAC welcomes both walk-ins and appointments and is open Monday-Friday on both campuses. Online tutoring is also available. The AAC is located in Framingham on the third floor, inside of the Library, and in Wellesley Hills on the second floor, next to the Library. For more information or to make an appointment, visit www.massbay.edu/aac, email aac@massbay.edu, or call 508-270-4213 (Framingham) or 781-239-2632 (Wellesley Hills). All services are free of charge.

Disability Resources

MassBay provides equal access for each student who self-discloses a disability and requests accommodations for learning, testing, and other areas of need. Students can make an appointment with a disability specialist, provide appropriate documentation of the disability, and request accommodations that will facilitate academic success. Disability specialists collaborate with faculty, providing guidance to students in the areas of self-advocacy, applying learning strategies for academic success, advising during course enrollment, and finding mentoring and support opportunities. To meet with a disability specialist to discuss your learning needs, please call or stop by to make an appointment. Please note that we encourage students who would like academic accommodation in the course to meet with a disability specialist as soon as possible to complete the necessary **Learning and Testing Accommodation Form** required by the college for all academic accommodations. Disability Resources is located in Framingham Room 306 (next to the Library) and in Wellesley Hills Room 216 (in the Academic Achievement Center). Framingham: 508-270-4267. Wellesley Hills: 781-239-2234.

Methods of Evaluation

Achievement of course objectives are measured by online examinations and written assignments.

Criteria for grading and evaluation

3 Unit Examinations	(6.67% each)	20 %
Paper/ Pamphlets Presentation/ Other Assignments		60%
Comprehensive Final Examination.		20 %
Combined Total		100%

**All exams include medical terminology and abbreviations based on assignments for that time period.
The Final Exam is cumulative.**

Make up exams

Any questions please email me at mbruni@massbay.edu

Unit Exams are given over a 48 hour period. Once a student is logged into the exam, the exam will take the prescribed amount of set time and they must complete the timed exam in that time frame. Students will know how much time is given well in advance of taking the exam. If a student fails to take an exam on the scheduled day, he/she must notify the faculty prior to the test to make arrangements for a make-up. If a student does not notify the instructor ahead of time and then misses an exam they will not be allowed to take the exam. In most cases, the make-up test will be given on a prearranged day on line. The make-up test may be multiple choice, essay, oral, short answer, or a combination of all. It will receive a 5-point penalty on the exam grade.

The final exam cannot be missed, no make up will be given.

Review of exams

Unit Exams are corrected directly after all students take the exam. They are evaluated for computer accuracy and reviewed for correct and incorrect answers. After this time period they will be posted for students to review for a two week period after the exam is given. After Unit Exams are posted for two weeks they will be closed and they will not be able to be reviewed again after the two-week period.

Plagiarism- refer to the College Student Handbook.

Attendance Policy:

This class is all Online. Students are expected to participate in all their assignments on a weekly basis. If a student feels they will be unable to submit an assignment they must contact that instructor as soon as they can prior to any deadline of the assignment being due to request to submit the assignment after the due date.

Instructor should be notified via email as soon as the student realizes that they may be absent or will not complete an assignment. Students are expected to communicate with instructor at least twice a week by an assignment or an email. If no communication has been made and no assignments have been handed in over a 3 week period zeros will be recorded for the assignments and missed work and lack of communication and a failing grade will result.

Refer to the Mass Bay Community College Student Handbook for policies regarding attendance, snow days, and other pertinent information.

Grading System

The college grading system will be used in computing grades. Final grade will be placed on Blackboard and through the Bay Navigator System.

A	=	95-100	C	=	73-76
A-	=	90-94	C-	=	70-72
B+	=	87-89	D+	=	67-69
B	=	83-86	D	=	63-66
B-	=	80-82	D-	=	60-62
C+	=	77-79	F	=	less than 61

Please note that the Registrar issues official grades.

Assignments:

All assignments should be completed by the assigned due dates. These are posted in the assignment checklist in each of the modules in blackboard. If an assignment is not completed by the due date the student will lose 5 points for each additional calendar day that the assignment is late. An assignment will not be accepted after one week of the due date.

Faculty encourages the use of supplemental study tools available at the website for your text. Assignments are designed to use different technological skills. Students will be required to write papers, using APA format and referencing with in text citations, to make picture pamphlets, to create Microsoft PowerPoint presentations and to make concept maps to assist in learning the content. Specific directions will be given and students should seek assistance when needed for assignments.

Due to the volume of emails, Assignments will not be accepted via email. All assignments must be submitted in the assigned areas, as described in the assignment and the module checklist. If you do not know how to submit an assignment, contact the course instructor to get further directions, prior to the due date.

Academic Accommodations

Mass Bay is committed to equal and open access to all of its academic courses and programs, consistent with the ADA, Section 504 and other relevant U.S. civil rights mandates. Any student seeking academic accommodations based on disability should meet with a Disability Specialist in Disability Resources (Room 306 on the Framingham Campus) to disclose and document his or her disability. Disability specialists will work with you and your professors on an individualized, interactive and confidential basis to determine and implement reasonable accommodations to otherwise qualified students. You can contact a disability specialist in Disability Resources (Room 306) between the hours of 8:00 AM and 7:00 PM, Monday through Thursday, and between 9:00 AM and 3:00 PM on Fridays. It is best to call first and schedule a confidential appointment at 508-270-4267.

No classroom or testing accommodations are provided without an Accommodation Form signed by the student, the professor and Disability Resources. Students are encouraged to meet with Disability Resources early in the semester to provide reasonable time to determine appropriate accommodations for each class. Disability Resources typically require one week's advanced notice before scheduled exams.

Academic Honesty

Because of various pressures to succeed, learners are often tempted to use dishonesty, plagiarism and cheating to reach their goal. This is considered unethical. Cheating includes copying answers from someone else's paper with or without their knowledge, receiving copies of quizzes and receiving foreknowledge of test questions. If cheating is suspected by observation of the instructor or fellow learner report to the instructor, the instructor may approach a learner. If proof of dishonesty, plagiarism or cheating is discovered, the academic dean will be informed and the learner may receive zeros for all assignments related to the plagiarism and be subject to the college code of conduct. a failing grade for the course. In the practice of medicine and the healing arts, dishonesty is especially intolerable as people's lives and health are at stake!!

Content	Learning Activity	Evaluation
Identify Word Elements Divide medical words into their components. Apply basic rules to build medical words. Define suffixes Determine how to link combining forms and word roots	Lecture/ Discussion Text Chapter 1, 2, Worksheets Videos Web Sites	Unit Exam week 4 (at the end of module 2) Questions Worksheets Discussion Board Exercises

Module 1 Week 2

Content	Learning Activity	Evaluation
Explain the use of prefixes in Medical Terminology Explain how a prefix changes the meaning of a medical word. Identify prefixes of position, number, measurement and direction. Describe the levels of organization in the body Identify the cavities, quadrants, and regions of the body.	Lecture/ Discussion Text Chapter 3 Worksheets Videos Web Sites	Prepare for Unit Exam I week 4 Worksheets Discussion Board Exercises

Module 2 Week 3

Content	Learning Activity	Evaluation
<p>Locate the major organs from the integumentary system and describe their function and structure.</p> <p>Describe the functional relationship between the integumentary system and the body</p> <p>Pronounce, spell and build words related to the integumentary system</p>	<p>Lecture/ Discussion</p> <p>Text Chapter 4</p> <p>Worksheets</p> <p>Videos</p> <p>Web Sites</p>	<p>Prepare for Unit Exam after unit 4</p> <p>Worksheet Pamphlets</p> <p>Discussion Board Exercises</p>

Module 2 Week 4

Content	Learning Activity	Evaluation
<p>Locate the major organs for the Digestive system and describe their function and structure.</p> <p>Describe the functional relationship between the Digestive system and the body</p> <p>Pronounce, spell and build words related to the Digestive system</p>	<p>Lecture/ Discussion</p> <p>Text Chapter 12</p> <p>Worksheets</p> <p>Videos</p> <p>Web Sites</p>	<p>Unit Exam 1 Chapters 1-4, 12</p>

Module 3 Week 5

Content	Learning Activity	Evaluation
<p>Locate the major organs of the Respiratory system and describe their function and structure.</p> <p>Describe the functional relationship between the Respiratory system and the body</p> <p>Pronounce, spell and build words related to the Respiratory system</p>	<p>Lecture/ Discussion</p> <p>Text Chapter 11</p> <p>Worksheets</p> <p>Videos</p> <p>Web Sites</p>	<p>Prepare for Unit Exam week 8</p> <p>Research paper</p> <p>Discussion Board Exercises</p>

Module 3 Week 6

Content	Learning Activity	Evaluation
<p>Locate the major organs of the Cardiovascular system and describe their function and structure.</p> <p>Describe the functional Cardiovascular system and the body</p> <p>Pronounce, spell and build words related to the Cardiovascular system</p>	<p>Lecture/ Discussion</p> <p>Text Chapter 9</p> <p>Worksheets</p> <p>Videos</p> <p>Web Sites</p>	<p>Prepare for Unit Exam week 8</p> <p>Questions</p> <p>Quizzes</p> <p>Discussion Board Exercises</p>

Module 4 Week 7

Content	Learning Activity	Evaluation
<p>Blood, Lymph and Immune System</p> <p>Locate the major organs of the Blood, Lymph and Immune system and describe their function and structure.</p> <p>Describe the functional relationship between the Blood, Lymph and Immune system and the body</p> <p>Pronounce, spell and build words related to the Blood, Lymph and Immune system</p>	<p>Lecture/ Discussion</p> <p>Text Chapter 10</p> <p>Worksheets</p> <p>Videos</p> <p>Web Sites</p>	<p>Prepare for Unit Exam</p>

Module 4 Week 8

Content	Learning Activity	Evaluation
<p>Musculoskeletal System</p> <p>Locate the major organs of the Musculoskeletal system and describe their function and structure.</p> <p>Describe the functional relationship between the Musculoskeletal system and the body</p> <p>Pronounce, spell and build words related to the Musculoskeletal system</p>	<p>Lecture/ Discussion</p> <p>Text Chapter 5, 6</p> <p>Worksheets</p> <p>Videos</p> <p>Web Sites</p>	<p>Unit Exam 2 week 8</p> <p>Chapters 11, 9, 10, 5, 6</p> <p>Presentation</p> <p>Discussion Board Exercises</p>

Module 5 Week 9

Any questions please email me at mbruni@massbay.edu

Content	Learning Activity	Evaluation
<p>Genitourinary System</p> <p>Locate the major organs of the Genitourinary system and describe their function and structure.</p> <p>Describe the functional relationship between the Genitourinary system and the body</p> <p>Pronounce, spell and build words related to the Genitourinary system</p>	<p>Lecture/ Discussion</p> <p>Text Chapter 13</p> <p>Worksheets</p> <p>Videos</p> <p>Web Sites</p>	<p>Prepare for Unit Exam week 6</p> <p>Picture Presentation</p>

Module 5 Week 10

Content	Learning Activity	Evaluation
<p>Locate the major organs of the Male/ Female Reproductive system and describe their function and structure.</p> <p>Describe the functional relationship between the Male/ Female Reproductive system and the body</p> <p>Pronounce, spell and build words related to the Male/ Female Reproductive system</p>	<p>Lecture/ Discussion</p> <p>Chapter 14</p> <p>Worksheets</p> <p>Videos</p> <p>Web Sites</p>	<p>Prepare for Unit Exam</p>

Module 6 Week 11

Content	Learning Activity	Evaluation
<p>Endocrine System</p> <p>Locate the major organs of the Endocrine system and describe their function and structure.</p> <p>Describe the functional relationship between the Endocrine system and the body</p> <p>Pronounce, spell and build words related to the Endocrine system</p>	<p>Lecture/ Discussion</p> <p>Chapter 8</p> <p>Worksheets</p> <p>Videos</p> <p>Web Sites</p>	<p>Prepare for Unit Exam</p> <p>Pamphlet</p> <p>Discussion Board Exercises</p>

Module 6 Week 12

Content	Learning Activity	Evaluation
<p>Nervous System</p> <p>Locate the major organs of the Nervous system and describe their function and structure.</p> <p>Describe the functional relationship between the Nervous system and the body</p> <p>Pronounce, spell and build words related to the Nervous system</p>	<p>Lecture/ Discussion</p> <p>Chapter 7</p> <p>Worksheets</p> <p>Videos</p> <p>Web Sites</p>	<p>Unit Exam 3</p> <p>Chapters 6, 14, 8, 7</p>

Module 7 Week 13

Content	Learning Activity	Evaluation
Special Senses Locate the major organs of the Special Senses and describe their function and structure. Describe the functional relationship between the Special Senses and the body Pronounce, spell and build words related to the Special Senses system	Lecture/ Discussion Text Chapter 15 Worksheets Videos Web Sites	Picture Pamphlet Exam #3 Prepare for final exam

Module 7 Week 14

Content	Learning Activity	Evaluation
Review of Systems and Final Exam Review	Lecture/ Discussion Worksheets Videos Web Sites Jeopardy Game	Written Paper Final Exam

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.



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