



# Welcome to HO-51

**Course Name:** Medical Terminology

**Section #:** V3077

**Instructor:** Paula Amis, RN, BSN

**Instructor Contact Information:** paula-amis@redwoods.edu

**Course delivery:** This course is delivered and taught 100% online; there are no classroom meetings.

**Course Description:** An introduction to medical terminology and the structure of medical words including prefixes, suffixes, roots and combining forms. Course includes the study of pronunciation, spelling, and definitions of medical terms, as well as anatomical, pathological and surgical terminology as related to body systems. The textbook is *The Language of Medicine*, 13<sup>th</sup> edition, (Davi-Ellen Chabner) and a current medical dictionary is also required. Recommended prerequisites are ENGL-350 and MATH-376.

**Student Readiness:** Are you ready for online classes? Please take about 15 minutes to review what it means to take an online class by watching the Introduction to Online Learning presentation at: <https://apps.3cmediasolutions.org/oei/01-Introduction-to-Online-Learning/index.html>

**Student Commitment:** Your commitment will require at least as much time as you dedicate to a traditional class. You will need skills to:

- carefully read online lectures and textbook chapters
- participate in online activities
- participate in online discussions, and
- complete weekly quizzes/exams.

Conscientiousness, attention to details, and skills in reading and writing are critical for success.

**Computer Skills:** Online courses require adequate computer skills. You must be able to:

- navigate the course Learning Management System (Canvas)
- receive and respond to your CR email
- download and upload files to the Canvas, and

- use a word processor (such as Microsoft Word)

It is your responsibility to meet the technological demands of the course.

**Computer Requirements:** You should have high-speed internet (such as broadband) service from cable, DSL, or satellite providers as there are videos that require this speed. You need to have reliable access to the internet for the duration of the course. Anticipate problems with your computer and internet access (including power outages) by not waiting until the last minute to submit assignments. It is your responsibility to meet the class deadlines.

***Portable Devices vs. Computers:*** Although you can use late-model portable devices (such as Android or iOS phones & tablets) for some things, you should plan on doing the majority of your work (especially exams and assignments) from a reasonably late-model notebook or desktop computer (Mac or PC). *Do NOT plan to participate in this class solely from a portable device.* If you do decide to use your portable device for **some** of your class work, use the free Canvas app (called “Canvas by Instructure”) available in iTunes (for iOS) and the Google Play Store (for Android). Do not try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.

**Proctored Exams:** There are no proctored exams for this class.

**Textbook:** *The Language of Medicine*, 13<sup>th</sup> edition, by Davi-Ellen Chabner

**Medical dictionary:** Taber's Cyclopedic Medical Dictionary (25th Ed.)

**Course Availability** The course will be available on CR's Canvas system on the first day of the semester. On or after that date, you must login to Canvas at <https://redwoods.instructure.com> to enter our “classroom.”

**Login instructions for Canvas:**

1. Open your web browser and go to <https://redwoods.instructure.com>
2. Your Username is the same as your Webadvisor User ID (e.g., flast123 - first initial + lastname + last 3 digits of your student ID number.) Your initial password is your 6-digit birthdate (mmddyy).
3. Once logged in, on top left-hand side of the screen you should see a drop down menu of your Courses.

**Canvas Help:**

There are instructions on the basics of Canvas and additional help with preparation for taking an online course at College of the Redwoods at: <http://redwoods.edu/online/>

**Confirm your presence in the online classroom:** Log in to the website and post to the ungraded “Welcome” discussion forum during the first week of class. Then prepare and submit the practice recording which is the ungraded first assignment. Doing so will confirm your enrollment in the course and prevent your being dropped as a “no show.” You can be dropped from the class if you do not log in and post your introductory recording in the online classroom by the end of the first week. A student from the waiting list may then be added in your place.

**Additional Information from the Instructor: message through Canvas or send email.**

**For more information contact:** Paula Amis by email at [paula-amis@redwoods.edu](mailto:paula-amis@redwoods.edu)

**Intended Audience**

Medical terminology is a prerequisite for employment in many health care positions and is beneficial for those pursuing further education in nursing and medically related fields. Course is open to non-majors.

## **Learning Outcomes**

Learners will be able to:

Access a professional vocabulary of medical words from Greek and Latin prefixes, suffixes, and word roots.

Identify and define medical words correctly. Use a medical dictionary.

Demonstrate use of correct form and pronunciation of medical words. Identify accurately the meaning of medical abbreviations.

Explain the basic elements of the body systems. Describe tests used for diagnosis and treatment.

## **Methods of Instruction**

Learners will achieve these objectives through a variety of interactive activities including online discussion questions, translation and pronunciation exercises, case studies, and online quizzes. Students will submit pronunciation exercises and instructor will respond using the Canvas interactive audio application. Additional learning materials include internet resources and exercises and activities from the textbook. In addition, instructor lectures will be posted weekly in PowerPoint format and pdf format for those who do not have PowerPoint software.

**Textbooks**

*The Language of Medicine*, 13<sup>th</sup> edition, by Davi-Ellen Chabner

**Medical dictionary:**

Taber's Cyclopedic Medical Dictionary (25<sup>th</sup> Ed.)

**Participation**

A practice recording and initial discussion is required during the first week. If this is not done, you will be dropped from the course.

Participation is mandatory and will be monitored and graded according to the participation rubric. After the instructor posts a discussion question, each student will post a substantive response to that question and then will post a reply to a classmate's response as well. Reply posts should be a minimum of 200 words and add to the discussion and should not just be a "good job" or "I agree". All sources used to answer discussion questions must be cited or points will be deducted. In addition, ten online exercises in pronunciation/translation are required. Keep in mind that Medical Terminology is a language course, and accurate spelling and grammar are expected.

**Late assignments**

Late assignments will be accepted, but will have 5% deducted for each day it is late and will NOT be accepted if more than 1 week late.

There will be NO make up late quizzes/tests.

**Communication**

If you are unable to log on to your course, or if you have any other questions, please contact me by email or message through canvas as soon as possible. Email is checked every day. Individual concerns will be answered individually. Questions and concerns that may affect many of you will be answered via online classroom posting. Students are welcome to message through canvas or email the instructor at any time. Office hours are by appointment so I can accommodate the needed schedules and desired way to meet via zoom or Pronto.

### **Course Grade Calculations**

Quizzes	25%
Discussion participation	10%
Pronunciation and Translation Exercises, 10	30%
Midterm exam, Ch. 1-12	10%
Final Scenario Presentation	10%
Final Exam, comprehensive	15%
	100%

### **Conduct for quizzes and exams:**

- All quizzes and exams are completed online.
- Quizzes and exams are time-limited.
- Students may not communicate with others during exams.
- All quiz and exam questions are based on material in the textbook.

### **Special Accommodations**

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting SASS at [SASS@redwoods.edu](mailto:SASS@redwoods.edu)

### **Academic Misconduct**

Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course. The student code of conduct is available on the College of the Redwoods website at: <https://www.redwoods.edu/about/scgd/sc.php>

### **Netiquette**

Click on this link to review expectations of students in the online course:

<http://www.albion.com/netiquette/corerules.html>

## Resources

You may find the following helpful:

College of the Redwoods Learning Resource Center

College of the Redwoods Bookstore

Local bookstores

Online textbook providers:

[bigwords.com](http://bigwords.com)

[amazon.com](http://amazon.com)

[barnesandnoble.com](http://barnesandnoble.com)

## **Internet Medical Dictionaries**

<https://www.merriam-webster.com/medical>

<https://medical-dictionary.thefreedictionary.com/>

## **Pronunciation help**

<https://howjsay.com/medical>

## **Flashcards**

<https://www.cram.com/flashcards/language-of-medicine-edition-12-review-module-1-13554356>

<http://www.studystack.com/flashcard-202053>

<http://www.flashcardexchange.com/flashcards/list/662192>

<http://www.flashcardexchange.com/flashcards/list/738427>

**Week 1:**

Course and Canvas Orientation

Glossary

Course description and schedule

Required texts and resources

Discussion: Who are we and why are we here?

Practice assignment using the Canvas recording software

Understanding the system:

Lecture: The Structure of Medical Terms and Suffixes

Discussion

Quiz 1 (Ch. 1 and 3)

**Week 2: Part 1**

Lecture: Prefixes and Terms pertaining to the body as a whole

Discussion

Translation Exercise (1)

Quiz 2 (Ch. 2 and 4)

**Week 2: Part 2**

Lecture: Digestive System

Discussion

Pronunciation Exercise (2)

Quiz 3 (Ch. 5 and 6)

**Week 3: Part 1**

Lecture: Urinary system and Female reproductive system

Discussion

Translation Exercise (3)

Quiz 4 (Ch. 7 and 8)

**Week 3: Part 2**

Lecture: Male reproductive system and Nervous system

Discussion

Pronunciation Exercise (4)

Quiz 5 (Ch. 9 and 10)

**Week 4: Part 1**

Lecture: Cardiovascular system and Respiratory system

Discussion

Translation Exercise (5)

Quiz 6 (Ch. 11 and 12)

## **Week 4: Part 2**

Discussion

Midterm exam, Ch. 1-12

## **Week 5: Part 1**

Lecture: Blood, Lymphatic and Immune systems

Discussion

Pronunciation Exercise (6)

Quiz 7 (Ch. 13 and 14)

Interactive Resource: <https://educationalgames.nobelprize.org/educational/medicine/bloodtypinggame/>

## **Week 5: Part 2**

Lecture: Musculoskeletal system

Discussion

Translation Exercise (7)

Quiz 8 (Ch. 15)

Interactive Resource: Poke a Muscle: <http://www.anatomyarcade.com/games/PAM/PAM.html>

Interactive Resource: <http://www.anatomyarcade.com/games/WAB/WAB.html>

**Week 6: Part 1**

Lecture: Skin and Eye and Ear

Discussion

Pronunciation Exercise (8)

Quiz 9 (Ch. 16 and 17)

**Week 6: Part 2**

Lecture: Endocrine system and Oncology

Discussion

Translation Exercise (9)

Quiz 10 (Ch. 18 and 19)

**Week 7: Part 1**

Lecture: Radiology, Nuclear Medicine & Radiation Therapy

Discussion

Pronunciation Exercise (10)

Quiz 11 (Ch. 20)

**Week 7: Part 2**

Lecture: Pharmacology and Psychiatry

Discussion

Quiz 12 (Ch. 21 and 22)

**Week 8**

Review

Discussion

Final Scenario Assignment Due

Final Exam

