



<b>Division:</b>	Health Sciences	<b>Semester</b>	Winter 2010
<b>Course Number:</b>	HLTSC 110.L1	<b>Course Name:</b>	Medical Terminology
<b>Prerequisite:</b>	Biology 152 is strongly recommended but not required.		
<b>Corequisite:</b>	None		
<b>Hours Required: Class:</b>	30	<b>Credits:</b>	2

## Course Description/Purpose

The purpose of this course, designed primarily for health and business students, is to provide basic medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms and emphasizes correct spelling and pronunciation of medical words. Basic anatomy and physiology of systems is reviewed with an emphasis on disease conditions and diagnostic tests. This class utilizes a text/workbook, computer assisted instruction, audio tapes, and internet instruction via the Blackboard platform.

## Major Units

- Basic Medical Terminology
  - Prefixes
  - Suffixes
  - Combining forms and rules for building medical terms
  - Systems approach to medical words
  - Abbreviations

## Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, laboratory/clinical exercises, homework assignments, practical applications, and games.

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| <b>Cognitive</b> | Each student will be expected to <i>Identify/Recognize</i> . . .   |
|                  | <ul style="list-style-type: none"> <li>• common disease conditions and diagnostic tests;</li> <li>• medical words from the Greek and Latin parts;</li> <li>• correlation between human anatomy and physiology and medical terminology;</li> <li>• most common medical abbreviations;</li> <li>• basic anatomy and physiology of body systems.</li> </ul> |

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| <b>Performance</b> | Each student will be expected to <i>Demonstrate/Practice</i> . . .   |
|                    | <ul style="list-style-type: none"> <li>• formation of medical words from Greek and Latin prefixes, suffixes, word roots, and by combining forms;</li> <li>• separation of terms into root words, suffixes, and prefixes, to determine the meaning, correct spelling, and pronunciation of medical terms;</li> <li>• labeling of diagrams;</li> <li>• pronunciation of selected medical terms.</li> </ul> |

## SYLLABUS

**Text:** Davi-Ellen Chabner, *The Language of Medicine*, Online Edition, 8th Edition, Saunders, 2007; ISBN:9781416034773. **Included with the textbook is a student access code** that allows the student access to all the online learning exercises that are included with the online version of the textbook. These exercises are included in the weekly assignments in order to be

successful in the course. You need your access code in order to take the online exams. Once an access code is used by a student, it can no longer be used by another student.

**Class Time:** This online course has weekly deadlines, but no specific weekly meeting time.

**Instructor:** Bonnie Welniak, MSN, RN  
Office Hours: H-117 {Main Campus}, Monday 8-9am; 11-12 noon; 1-2pm; Tuesday 8-9am; 1:30-2:30pm  
Phone: 734-384-4248  
E-mail: [bwelniak@monroeccc.edu](mailto:bwelniak@monroeccc.edu)

**Instructional Methods:** Textbook practice exercises, computer software disks, audio tapes, internet exercises, discussion topics, written exercises.

**Computer Software:** Software purchased with your text may be used with your own home-based IBM or compatible PC. Audio tapes to assist with pronunciation are also available for **sign-out** from the Campbell Learning Resources Center circulation desk as well as the Whitman Center. There is also pronunciation included in the online activities from the publisher but you do need a sound card on the computer.

### Grading:

Based on total points earned in this course:

1000 – 900(100-90%) = A; 899 – 800(89.9-80%) = B; 799 – 700(79.9-70%) = C; 699 – 600(69.9-60%) = D; below 600 = E

There will be a total of 4 online exams; each exam will be worth 20% of the total semester grade. Participation in online activities will count for the remaining 20% of the semester grade (Blackboard keeps track of your time online). There may be extra credit online assignments throughout the semester (check “Announcements” on Blackboard for these). The final exam will also include pronunciation performance of 20 words learned throughout the semester (you will use my voice mail at the college: 734-384-4248). Pronunciation **is required** in order to pass the course.

### Instructional Schedule

WEEK	DATES	CHAPTER/MODULE	TOPIC
1	1/15-1/21/10	1	Basic Word Structure
2	1/22-1/28/10	2 & 3	The Body as a Whole; Suffixes
3	1/29-2/04/10	4 & 22	Prefixes; Psychiatry
4	2/05-2/11/10	Exam 1 (online)	Modules 1-4 & 22
5	2/12-2/18/10	5 & 6	Digestive System
6	2/19-2/25/10	7 & 8	Urinary; Female Reproductive System
7	2/26-3/11/10	9 & 10	Male Reproductive System; Nervous System
8	3/12-3/18/10	Exam 2 (online)	Modules 5 – 10
9	3/19-3/25/10	11 & 12	Cardiovascular; Respiratory System
10	3/26-4/01/10	13 & 14	Blood; Lymphatic & Immune System
11	4/02-4/08/10	15 & 16	Musculoskeletal; Skin
12	4/09-4/15/10	Exam 3 (online)	Modules 11 – 16
13	4/16-4/22/10	17 & 18	Sense Organs; Endocrine System
14	4/23-4/29/10	19, 20 & 21	Cancer; Radiology; Pharmacology
15	4/30-5/06/10	Exam 4 (online)	Modules 17 – 21 & Pronunciation (call 734-384-4248)

This course will require considerable effort from you, particularly in the areas of memorization and recall. In addition, the course covers a great deal of material in a relatively short period of time. It will be essential for you to complete your text/internet exercises in a timely fashion. Please follow the schedule; it is okay to work ahead but **DO NOT** get behind.

### Participation

To be successful you should log onto Blackboard everyday to check announcements, email, discussion board topics, and “Ask the Professor”. Since a portion of your grade is based on participation, this is very important. If you decide this class is not for you and stop participating, make sure you drop the class through the Registrar’s office; otherwise you will receive an “E”. This is your responsibility. I will not be sending any Faculty Initiated Drops.

### Contact the Professor

You can contact me in any of the following ways. Go to the Discussion Board and click on “Ask the Professor.” Many times students have similar questions and this way everyone can read my answers. I will respond to these questions within 24 hours with the exception of the weekends. If you have an emergency, please email me with the word “emergency” in the

subject heading of the email. My office hours and phone number are listed under “Staff Information.” Please note that I am only on campus on Mondays and Tuesdays. I will not receive any phone message you leave after Tuesday until the following Monday.