

## **HS 295: MEDICAL TERMINOLOGY COURSE SYLLABUS**

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### **COURSE DESCRIPTION:**

HS 295: Medical Terminology - 3 credits

This 100% online course examines medical terminology and vocabulary used by a variety of professionals in the healthcare field utilizing online components. The focus of this course is on medical and clinical terminology broadly relating to human anatomy and physiology and the basic body systems with added emphasis placed on those terms pertaining to diagnosis and pathophysiology. The bases of medical terms will be examined – such as prefixes, suffixes, roots, combined forms. Pertinent acronyms and abbreviations will also be included.

### **COURSE RESOURCES:**

1. Textbook

Required purchase:

Medical Terminology: A Systems Approach by Gylys & Wedding, 8th Ed.

2. Canvas is the Learning Management System that will be used for the course.

### **COURSE OBJECTIVES:**

The primary class objective is to read and understand the language of medicine.

Upon the completion of this course the student will be able to:

- Form medical terms by combining prefixes, suffixes and root words.
- Associate medical terms with specific body systems.
- Identify and interpret diagnostic and symptomatic terms related to the pathophysiology specific to each body system
- Describe designated diagnostic testing procedures (laboratory, x-ray, surgical, pharmacy, etc.)
- Distinguish common medical abbreviations and acronyms
- Choose and define medical terms from appropriate sources
- Summarize and correctly interpret medical/clinical related materials
- Evaluate the quality of medical literature available in print and internet format.
- Develop an active vocabulary of selected medical terms

### **COURSE SCHEDULE:**

A course schedule/calendar will be distributed to all students via Canvas indicating dates, along with the activities, assignments, and exams scheduled for the course.

### **COURSE ACTIVITIES/ASSIGNMENTS/GRADING:**

To assure your success in this course, several strategies are recommended:

1. Check Canvas regularly!

2. Complete all assigned readings.
3. Print the Course Schedule to stay organized.
4. Written work must be computer generated and include your name. Specific guidelines for each assignment will be posted to Canvas.
5. Read your emails and/or the announcements in Canvas. You are responsible for any information in either of these formats. Only campus email addresses will be used.

**To cover the material in the time frame allotted for this course, it will be necessary to cover an average of 2-3 chapters a week during the 8-week course. Chapter quizzes are to be completed when you have finished reviewing the chapters during the designated timeframes. Worksheets for your use are available in your textbook. Short PowerPoint lectures are also included as an additional resource for students, which highlight the use of medical terms in relation to clinical settings.**

### **Course Outline:**

1. Introduction – Basic Elements of a Medical Word
2. Suffixes: Surgical, Diagnostic, Pathological, Grammatical and Plural
3. Prefixes
4. Body Structure
5. Integumentary System
6. Gastrointestinal (Digestive) System
7. Respiratory System
8. Cardiovascular System
9. Blood and Lymphatic System
10. Musculoskeletal System
11. Urinary System
12. Female Reproductive System
13. Male Reproductive System
14. Endocrine System
15. Nervous System
16. Special Senses

Students are relatively free to work at their own pace, however, specific due dates are indicated in the course schedule. It is highly recommended you stay on course with the provided schedule to stay on top of the material, and to complete the assignments, quizzes and exams on time. Students can work ahead if they desire. To be successful in the course it is recommended students first read the appropriate chapters and review PowerPoints on Canvas in their entirety before taking quizzes. Only 1 attempt is allowed per quiz. It is the student's responsibility to complete all materials by the due dates indicated in the course schedule.

### **Quizzes:**

Fifteen (15) quizzes will be given during the course via Canvas with the first quiz being a practice quiz. Each quiz will address the content as specified in the course calendar. Each quiz will consist of approximately 25 questions/definitions regarding medical terms.

Please note that each quiz will be timed (roughly 25-30 minutes) and you have only one chance to complete the quiz.

### **Mid-term and Final Exams:**

Two comprehensive exams, a mid-term and a final, will be given during the course. Release date and completion date for these two exams can be found in the course calendar.

### **Written Assignment:**

A Written paper/article review is required. The purpose is to help reinforce terminology within the context of written clinical cases/ studies. Specific guidelines, grading rubric and due date is available in the "Home" tab of Canvas.

### **GRADING SCALE:**

93 - 100 A	77 - 79 C+
90 - 92 A-	73 - 76 C
87 - 89 B+	70 - 72 C-
83 - 86 B	67 - 69 D+
80 - 82 B-	60 - 66 D
	Less than 60 F

### **DERIVATION OF COURSE GRADE:**

1. Quizzes -- 35% of grade
2. Written assignment -- 15%
3. Midterm exam -- 25% of grade
4. Final exam -- 25% of grade

### **ATTENDANCE:**

It is the students' responsibility to regularly log on to the learning management system to participate and learn.

Missed assignments are only excused with written documentation (doctor's excuse, obituaries, coaches' note for games, etc.). I expect to hear from you before the possibility of you missing an exam, quiz, or an assignment due date.

### **UNIVERSITY POLICIES:**

#### **Academic Honesty & Misconduct**

Academic honesty is a core principle of learning and scholarship. When you violate this principle, you cheat yourself of the confidence that comes from knowing you have mastered the targeted skills and knowledge. You also hurt all members of the learning community by falsely presenting yourself as having command of competencies with which you are credited, thus degrading the credibility of the college, the program, and your fellow learners who hold the same credential.

All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. We also have the responsibility to censor behaviors that interfere with this effort. The following behaviors will be subject to disciplinary action:

Plagiarism - presenting someone else's words, ideas, or data as your own work.

Fabrication - using invented information, falsifying research or other findings.

Cheating - misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to:

1. Copying from another learner's work
2. Allowing another learner to copy from your work
3. Collaborating on an assessment (graded assignment or test) without permission from the instructor
6. Taking a test for someone else or permitting someone else to take a test for you

Academic Misconduct - other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing any part of an assessment, or selling or buying products such as papers, research, projects or other artifacts that document achievement of learning outcomes. Academic dishonesty is NOT ACCEPTABLE. UWSP subscribes to the definitions of academic dishonesty provided by the National Association of Student Personnel Administrators. Academic misconduct in the University of Wisconsin System is defined by UWS Chapter 14. The complete text of the chapter is available to you from the Dean of Students or you can visit

<https://www.uwsp.edu/dos/Documents/CommunityRights.pdf#page=11> for more information.

**ADA STATEMENT:**

In compliance with the Americans with Disabilities Act, students are encouraged to register with UWSP Disability and Assistive Technology Center (DACT) for assistance with accommodations. It is the student's responsibility to work with DATC to document permanent or temporary disability in order to determine eligibility and receive reasonable accommodations. The college cannot assume responsibility for providing accommodations or services to students who have not identified themselves as having a qualifying disability. Contact DACT at [datctr@uwsp.edu](mailto:datctr@uwsp.edu), 715-346-3365, Room 609 Albertson Hall, 900 Reserve Street, Stevens Point, WI 54481.

***The instructor reserves the right to make changes to the syllabus, schedule, course content, etc. Any announcements (verbal or written/ in-person or electronic) are considered official addendum to this syllabus. It is the student's responsibility to know what changes have been made. It is the student's responsibility to check Canvas and/or emails for course announcements.***