

Science, Allied Health, Health, & Engineering Department**Medical Terminology****Fall Semester 2016****MED 125 Flanigan CRN 3123**

Credit Hours: 3 hrs.

Instructor: Jill Flanigan, MLS, MS, RHIT

Course Location: Online – Blackboard Learn**Course Prerequisites:** Eligible for either ENG*101E or 101

Meeting Time (day/week): This is a distance learning course and you are required to log into your class on a regular basis to complete assignments. Check “Announcements” and “Messages” whenever you log onto the course.

Course Description:

This course is an introduction to basic medical terminology including origins of scientific terms, suffixes and prefixes which will enhance student ability to interpret and discuss scientific and clinical concepts. Concentration is on medical terminology which facilitates the student’s comprehension of materials in patient records, medical reports and scientific articles. Clinical cases including diagnostic reports are utilized for discussion in this course. Prerequisite: Eligible for either ENG*101E or 101. (Updated October 2014)

Scope of course:

On completion of this course, the student will be able to identify, spell, and define all the primary medical terms related to the diagnosis, pathology, and treatment of the major body systems.

Program/Discipline Learning Outcomes Contained in Course:

The goal of the Science Division is to incorporate the following learning outcomes into each course:

- Written and oral communication skills
- Critical thinking, problem solving, and analytical skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal healthcare environment
- Awareness and respect for other perspectives
- Global awareness and diversity
- Flexibility and adaptive to change
- Personal productivity and organizational skills
- Ability to understand your customer
- Understand process management

Importance of Course in Program/Discipline:

Understanding medical terminology is a foundational skill for students continuing into the health professions.

Learning Outcomes:

At the conclusion of this course, students will be able to:

1. Describe structural organization of the human body
2. Identify body systems
3. Describe body planes, directional terms, quadrants, and cavities
4. List major organs in each body system
5. Identify the anatomical location of major organs in each body system
6. Compare structure and function of the human body across the life span
7. Describe the normal function of each body system
8. Identify common pathology related to each body system including: signs, symptoms, etiology
9. Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities
10. Identify CLIA waived tests associated with common diseases
11. Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions

Textbooks and other required readings/computer software/materials/library reserve room:

Medical Terminology (For Health Professionals) by Ehrlich and Schroeder (required). This text is offered by the college bookstore. You will need this text to participate in the course. It contains all the information that you will be studying and also contains information for assignments and quizzes and exams. This course will use the MindTap online resources that accompany your text. Links and log-in instructions are in the Blackboard course.

Office Location/Hours: Wheaton Hall Room 313

Monday:	2:00pm - 3:00pm
Tuesday:	1:30pm - 3:00pm
Wednesday:	10:00am – 11:30am, 2:00pm – 3:00pm
Thursday:	10:30am-11:30am

Email: Blackboard internal mail is preferred and required. If Blackboard is not available use JFlanigan@mxcc.edu.

Methods of Instruction:

Learning will be achieved through use of reading, online videos, online pronunciation and other practice exercises, library resources, and web links. There will be links to assignments and exercises in the MindTap resource that accompanies your text. Resources will be posted to the Blackboard Course space. Students may submit questions about course materials through online discussion boards or may visit me during office hours. It is important to read all the assigned material and view any video resources posted to the Course.

Recommend Weekly Schedule:

This course will follow the Medical Terminology for Health Professions textbook in close sequence. This class is NOT a self-paced course. Each week's assignments will be embedded in their designated course week (i.e.: Week 1, Week 2 etc.) on your Blackboard Shell. There will be weekly reading assignments (with an associated power point that will be available on your Blackboard shell).

There will also be weekly quizzes and assignments correlating with each designated textbook chapter. These must be completed on time to receive credit.

The quizzes given each week are timed and can only be taken once!! Be prepared to take the quiz!! Once the quiz is open you will have 30 minutes to complete it! No makeup quizzes will be given! Each quiz will be due by the end of each course week.

The course weeks are scheduled to be of equal length (holidays are not counted). Be aware of week start and end dates. A schedule is posted in the course and included in the syllabus.

The weekly assignments will have an expected date that they are due and if they are not submitted by that date/time, no credit will be received. So plan accordingly.

During the course, there will also be discussion posts based on course material learned and participation will be expected. If you do not post by the date/time expected, no credit will be given.

There will be a midterm exam and a final exam online as well and will be in a similar testing format to the quizzes.

Studying:

This class will be moderately challenging for most students. There will be material that you already familiar with and some that seems very foreign. In addition, the volume of the material is great, and it continues to add up each week. The key to Success is to stay current with the course material. If you read (several times), do the work in the text, prepare for and take the quizzes on time, and participate in the online work during the assigned time periods, you will stay current. If you start to fall behind it will become increasingly difficult to catch up. The advantage of an online course is that you are working on your own schedule. The downfall of an online course is that you are the one who must schedule this work into your life. If you leave it for "when you have time", you will not succeed. You must allocate a specific block of time each week (preferably several blocks) to read and do the course work. Stay current and you should do fine.

- Do: study in a quiet place with no distractions, no food, tv, people talking etc.
- Do: re-write your notes, but not just verbatim, re-write them in your own words, summarize them. If you can do this, you have started to process the information
- Do: read the book and your notes OUT LOUD. Hearing yourself increases retention.
- Do: re-read and re-write again and again.
- Do: use the on-line resources and perform many self-tests

Communication Plan:

Here are my expectations for electronic communication:

- I will remove posts that I determine to be inappropriate or unprofessional.
- Post all questions regarding course readings, assignments, or assessments to the Discussion Boards
- Please use email (course messages) *ONLY* when the subject is of a personal and confidential matter. If the question you ask is of a nature that even one other person in the course could benefit from the answer, post the question in the appropriate discussion board forum.

- I check my email daily Monday through Friday during normal business hours only. You can expect a reply from me via email within 24 hours during the workweek. You *may* get an email reply during the weekend or evening, but that would be an exception not the rule.
- I will also check the discussion forums daily during the workweek. I will be participating in what I hope will be lively discussions and will reply to any discussion comment directed specifically to me.
- Use APA Style for written submissions in this course www.apastyle.org.
- The writing style of discussion boards should be formal and business-appropriate, including citation of sources.

Technology and Social Media:

- Students should not mix personal and academic/professional contacts and accounts when using social media. Students should create social media accounts specifically for professional/academic use to separate their personal online persona from their professional/academic work.
- The college assigns and e-mail account to all students. I will communicate with students through course e-mail or through e-mail directly to the student's Middlesex Community College e-mail address. I will not send mail to personal e-mail accounts.
- I will not accept requests to connect with students from my personal social media accounts. I have a LinkedIn account for professional use and I will accept requests to connect from students who have set up a professional LinkedIn account. I will delete that connection if the LinkedIn activity contains unprofessional content.

Attendance Policy:

This is an online course. Students are expected to log into the course on a regular basis, participate in discussion and submit assignments every week.

Course Evaluation and Grading

Discussion Boards: This online course will use discussion boards extensively to facilitate the same level of interaction that would exist in a face-to-face course. Posts must be made by the due date to receive credit. (You cannot contribute to a discussion after the conversation has ended.) Posting of discussions and replies at the submission deadline prevents meaningful interaction from taking place, please post early in the assignment period and reply to the posts of other students over several days. Students should plan for time to attend to discussion boards throughout each week. The discussion boards will be graded using the following rubric:

Criteria	Level of Achievement		
	Novice	Competent	Proficient
Citation of Sources (10%)	0% Failure to cite sources.	50% Attribution of sources is present, but not correctly formatted using APA citation style.	All referenced sources cited using APA style or not applicable to this discussion.
Business Appropriate Communication (10%)	0% Communication is not respectful; not in compliance with standards.	50% Communication is respectful but may be too informal for online communication in a business setting (for example, the use of texting shortcuts like "u" for "you").	100% Communication is always respectful. Professional or business appropriate language used at all times.
Grammar and Spelling (10%)	0% Major spelling or grammatical errors.	50% Minor spelling or grammatical errors.	100% No spelling or grammatical errors.
Initial Post Content (30%)	0% No post or a post that could have been made without	50% Post demonstrates incomplete understanding of the topic or assigned reading material.	100% Content demonstrated that the student has read and

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	completing assigned reading or research.		understood the relevant course materials.
Reply Content (20%)	0% No reply or inappropriate reply.	50% Reply does not make a meaningful contribution to the discussion. For example, simply stating agreement (or disagreement) without supporting comments.	100% Reply displays thought about the topic and other posts. the reply moves the conversation forward.

Graded Assignments:

Discussion (Human Touch)	10%
Learning Labs (MindTap)	20%
Chapter Homework (MindTap)	10%
Pronunciation Test (MindTap)	10%
Chapter Quizzes	25%
Comprehensive Review Practice Quiz (MindTap)	5%
Midterm Exam	5%
Final Exam	10%

Weighted Total: 100 %

Please note: Only the MindTap exercises linked in the Blackboard course (Learning Lab, Homework, Pronunciation test, and Comprehensive Review) are assigned and graded. There are other activities in MindTap if you choose to browse the MindTap site and complete additional practice exercises. No credit will be given for completing MindTap activities that are not assigned (but feel free to use them for study and practice).

The weighted final grade will translate into letter grades as follows:

Letter Grade	Percent Grade	4.0 Scale (BOR Policy)
A	93.0-100.0	7.0
A-	90.0-92.9	3.7
B+	87.0-89.9	3.3
B	83.0-86.9	3.0
B-	80.0-82.9	2.7
C+	77.0-79.9	2.3
C	73.0-76.9	2.0
C-	70.0-72.9	1.7
D+	67.0-69.9	1.3
D	63.0-66.9	1.0
D-	60.0-62.9	0.7
F	Less than 60.0	0.0

Attention Mobile Users:

Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide a convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, completing assignments or submitting substantive discussion posts.

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

**NONDISCRIMINATION POLICY STATEMENT**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- Primary Title IX Coordinator
Dr. Adrienne Maslin; Dean of Students/Title IX and Section 504/ADA Coordinator
amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123
- Secondary Title IX Coordinator
Ms. Queen Fordham, Coordinator of the Meriden Center Welcome Desk
qfordham@mxcc.edu; 203-608-3011.
- Ms. Anastasia Pych, Director of Human Resources and Labor Relations
apych@mxcc.edu; 860-343-5751; Founder Hall 115

MED 125 Medical Terminology Schedule of Activities

The following syllabus may be updated at the discretion of the instructor, please refer to Weekly Assignments and Announcements for any changes during the course.

Week # & Dates	Topics	Outcomes/Learning Objectives	Reading & Assignments
Week 1 8/29-9/4	Introductions Syllabus Schedule MindTap Instructions Introduction to Medical Terminology Word Parts	<ul style="list-style-type: none"> ▪ Describe structural organization of the human body ▪ Identify body systems ▪ Describe body planes, directional terms, quadrants, and cavities 	<i>Discussion: Introduce Yourself – not graded</i> Reading: Chapter 1 Discussion: Human Touch, Critical Thinking Exercise, Pg. 27 Learning Labs: MindTap Chapter 1 Homework: MindTap Chapter 1 Pronunciation: MindTap Chapter 1 Quiz: Chapter 1

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Week # & Dates	Topics	Outcomes/Learning Objectives	Reading & Assignments
Week 2 9/6-9/12 <i>(9/5 Labor Day No Classes)</i>	Health and Disease Anatomic Reference Systems Structures of the Body	<ul style="list-style-type: none"> Describe structural organization of the human body Identify body systems Describe body planes, directional terms, quadrants, and cavities 	Reading: Chapter 2 Discussion: Human Touch, Critical Thinking Exercise, Pg. 55 Learning Labs: MindTap Chapter 2 Homework: MindTap Chapter 2 Pronunciation: MindTap Chapter 2 Quiz: Chapter 2
Week 3 9/13-9/19	Skeletal System	<ul style="list-style-type: none"> List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Chapter 3 Discussion: Human Touch, Critical Thinking Exercise, Pg. 98 Learning Labs: MindTap Chapter 3 Homework: MindTap Chapter 3 Pronunciation: MindTap Chapter 3 Quiz: Chapter 3
Week 4 9/20-9/26	Muscular System	<ul style="list-style-type: none"> List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Chapter 4 Discussion: Human Touch, Critical Thinking Exercise, Pg. 128 Learning Labs: MindTap Chapter 4 Homework: MindTap Chapter 4 Pronunciation: MindTap Chapter 4 Quiz: Chapter 4
Week 5 9/27-10/3	Cardiovascular System	<ul style="list-style-type: none"> List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Chapter 5 Discussion: Human Touch, Critical Thinking Exercise, Pg. 168 Learning Labs: MindTap Chapter 5 Homework: MindTap Chapter 5 Pronunciation: MindTap Chapter 5 Quiz: Chapter 5

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Week # & Dates	Topics	Outcomes/Learning Objectives	Reading & Assignments
Week 6 10/4-10/10	Lymphatic System Immune System	<ul style="list-style-type: none"> List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Chapter 6 Discussion: Human Touch, Critical Thinking Exercise, Pg. 203 Learning Labs: MindTap Chapter 6 Homework: MindTap Chapter 6 Pronunciation: MindTap Chapter 6 Quiz: Chapter 6
Week 7 10/11-10/17	Respiratory System	<ul style="list-style-type: none"> List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Chapter 7 Discussion: Human Touch, Critical Thinking Exercise, Pg. 236 Learning Labs: MindTap Chapter 7 Homework: MindTap Chapter 7 Pronunciation: MindTap Chapter 7 Quiz: Chapter 7
Week 8 10/18-10/24	Digestive System	<ul style="list-style-type: none"> List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Chapter 8 Discussion: Human Touch, Critical Thinking Exercise, Pg. 273 Learning Labs: MindTap Chapter 8 Homework: MindTap Chapter 8 Pronunciation: MindTap Chapter 8 Quiz: Chapter 8 Midterm Exam: Chapters 1-7

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Week # & Dates	Topics	Outcomes/Learning Objectives	Reading & Assignments
Week 9 10/25-10/31	Urinary System	<ul style="list-style-type: none"> List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Chapter 9 Discussion: Human Touch, Critical Thinking Exercise, Pg. 304 Learning Labs: MindTap Chapter 9 Homework: MindTap Chapter 9 Pronunciation: MindTap Chapter 9 Quiz: Chapter 9
Week 10 11/1-11/7	Nervous System Special Senses – Eyes and Ears	<ul style="list-style-type: none"> List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Chapter 10 and Chapter 11 Discussion: Human Touch, Critical Thinking Exercise, Pg. 343 Learning Labs: MindTap Chapter 10 and Chapter 11 Homework: MindTap Chapter 10 and Chapter 11 Pronunciation: MindTap Chapter 10 and Chapter 11 Quiz: Chapter 10 and Chapter 11
Week 11 11/8-11/14	Integumentary System Endocrine System	<ul style="list-style-type: none"> List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Chapter 12 and Chapter 13 Discussion: Human Touch, Critical Thinking Exercise, Pg. 406 Learning Labs: MindTap Chapter 12 and Chapter 13 Homework: MindTap Chapter 12 and Chapter 13 Pronunciation: MindTap Chapter 12 and Chapter 13 Quiz: Chapter 12 and Chapter 13

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Week # & Dates	Topics	Outcomes/Learning Objectives	Reading & Assignments
Week 12 11/15-11/21	Reproductive System	<ul style="list-style-type: none"> List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Chapter 14 Discussion: Human Touch, Critical Thinking Exercise, Pg. 470 Learning Labs: MindTap Chapter 14 Homework: MindTap Chapter 14 Pronunciation: MindTap Chapter 14 Quiz: Chapter 14
Week 13 11/22, 11/26-12/1 <i>(11/23-11/25 Thanksgiving Break No Classes)</i>	Diagnostic Procedures Laboratory Tests Imaging Technologies Pharmacology Complementary and Alternative Medicine	<ul style="list-style-type: none"> List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Chapter 15 Discussion: Human Touch, Critical Thinking Exercise, Pg. 506 Learning Labs: MindTap Chapter 15 Homework: MindTap Chapter 15 Pronunciation: MindTap Chapter 15 Quiz: Chapter 15
Week 14 12/2-12/6, 12/7-12/8 <i>(12/7, 12/9 Reading Days No Classes)</i>	Review	<ul style="list-style-type: none"> Describe structural organization of the human body Identify body systems Describe body planes, directional terms, quadrants, and cavities List major organs in each body system Identify the anatomical location of major organs in each body system Compare structure and function of the human body across the life span Describe the normal function of each body system Identify common pathology related to each body system including: signs, symptoms, etiology Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities Identify CLIA waived tests associated with common diseases Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Reading: Review for Final Exam Mindtap Comprehensive Quiz

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Week # & Dates	Topics	Outcomes/Learning Objectives	Reading & Assignments
Finals Week 12/10-12/16 <i>(12/17 Exam Make-Up Day)</i>	Final Exam	<ul style="list-style-type: none"> ▪ Describe structural organization of the human body ▪ Identify body systems ▪ Describe body planes, directional terms, quadrants, and cavities ▪ List major organs in each body system ▪ Identify the anatomical location of major organs in each body system ▪ Compare structure and function of the human body across the life span ▪ Describe the normal function of each body system ▪ Identify common pathology related to each body system including: signs, symptoms, etiology ▪ Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities ▪ Identify CLIA waived tests associated with common diseases ▪ Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions 	Final Exam