

Syllabus: MED*125 Medical Terminology

SCHEDULE AND CONTACT INFORMATION:

Semester: Fall 2019

Location: Fully Online

Day/Time: Assignments Due Weekly

Instructor: Elaine Ippolito

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Schedule an appointment: via email at eippolito@mxcc.edu

Office Hours [Wheaton Hall, Room 313]: Tuesday 11 am-12 noon and Wednesday 10 am-12 noon

COURSE DESCRIPTION (FROM COLLEGE CATALOG):

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. (Updated October 2014.)

Course Prerequisites: Eligible for ENG*101 or ENG*101E.

DESIGNATED TAP LEARNING OUTCOMES (COMPETENCIES) OF THE COURSE

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 READING/COMPUTER SOFTWARE/MATERIALS/LIBRARY RESERVE:

Medical Terminology for Health Professionals, 8th Edition by Ehrlich and Schroeder (required) with MindTap access code. ISBN: 9781337123099. This course will use the MindTap online resources that accompanies your text. **Links and log-in instructions are in the Blackboard course.**

METHODS OF INSTRUCTION:

Learning will be achieved through use of textbook readings, lecture slides, online videos, library resources, and web links. 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 Blackboard Course.

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.

Communication Plan:

These 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 Board.
- 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.
- 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. Students should check their college email regularly.

- I will not accept requests to connect with students from my personal social media accounts.

ATTENDANCE POLICY:

Attendance in face-to-face courses and regular activity in online courses is essential to student success. If you have decided not to continue in a course, do not simply stop attending. You need to withdraw officially. Only students who withdraw from class will receive a grade of W. Otherwise, students will receive the grade they have earned.

COURSE EVALUATION AND GRADING:

- Use APA Style for written submissions in this course.
- All assignments, discussions, and tests must be submitted on time. Any item not submitted by the due date will receive a zero.

There are also practice assignments available in Cengage. Although these are not graded, they can be helpful in learning the material and students are encouraged to complete them.

Assignments	75%
Mid-term Exam	10%
Final Exam	15%

The final grade will be evaluated as a percentage and will translate into letter grades as follows:

Letter Grade	Percent Grade
A	93.0-100.0
A-	90.0-92.9
B+	87.0-89.9
B	83.0-86.9
B-	80.0-82.9
C+	77.0-79.9
C	73.0-76.9
C-	70.0-72.9
D+	67.0-69.9
D	63.0-66.9
D-	60.0-62.9
F	Less than 60.0

ADDITIONAL SYLLABUS INFORMATION AND COLLEGE POLICIES:

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, non-discrimination, attendance, audio-recording in the classroom,

grade appeals, plagiarism, religious accommodations, weather/emergency closings, and more, please go to the following website: <https://mxcc.edu/catalog/academic-policies/>

Course Schedule:

The following schedule 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 8/27 – 9/1	Syllabus Schedule MindTap Instructions Introductions Introduction to Medical Terminology	<ul style="list-style-type: none"> Describe structural organization of the human body Identify body systems Describe body planes, directional terms, quadrants, and cavities 	<p>Chapter 1: Introduction to Medical Terminology</p> <ol style="list-style-type: none"> 1. Review Course Introduction Slides in Unit 1 2. Post a comment to Unit 1 Discussion Board 3. Submit: Course Introduction Quiz 4. Read Chapter 1 5. Submit: Chapter Homework 6. Submit: Apply Yourself: Learning lab 7. Submit: Test Yourself <p>Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear.</p> <p>Assignments are Due by Sunday, 9/1 at 11:59 pm</p>

Week 2 9/2 – 9/8	Health and Disease Word Part 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 	<p>Chapter 2: The Human Body in Health and Disease</p> <ol style="list-style-type: none"> 1. Read Chapter 2 2. Submit: Chapter Homework 3. Submit: Apply Yourself: Learning lab 4. Submit: Test Yourself 5. Submit: Word Part Review Part Review 1 Matching 6. Submit: Word Part Review 3 Fill in the Blank 7. Submit: Word Part Post-Test 1 Fill in the Blank 8. Submit: Word Part Post-Test 2 Matching 9. Submit: Word Part Post-Test 4 Fill in the Blank <p>Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear.</p> <p>Assignments are Due by Sunday, 9/8 at 11:59 pm</p>
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Week 3 9/9 – 9/15	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 	<p>Chapter 3: The Skeletal System</p> <ol style="list-style-type: none"> 1. Read Chapter 3 2. Post a comment to Discussion Board – D-3 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself <p>Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage</p>

			<p>practice assignments and tools will then appear.</p> <p>Assignments are Due by Sunday, 9/15 at 11:59 pm</p>
Week 4 9/16 – 9/22	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 	<p>Ch 4 The Muscular System</p> <ol style="list-style-type: none"> 1. Read Chapter 4 2. Post a comment to Discussion Board – D-4 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself <p>Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear.</p> <p>Assignments are Due by Sunday, 9/22 at 11:59 pm</p>

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Week 5 9/23- 9/29	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 <p>Identify common pathology related to each body system including: signs, symptoms, etiology of each body system</p>	Ch 5 The Cardiovascular System 1. Read Chapter 5 2. Post a comment to Discussion Board – D-5 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear. Assignments are Due by Sunday, 9/29 at 11:59 pm
Week 6 9/30 – 10/6	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 	Ch 6 The Lymphatic and Immune Systems 1. Read Chapter 6 2. Post a comment to Discussion Board – D-6 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear. Assignments are Due by Sunday, 10/6 at 11:59 pm

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Week 7 10/7 – 10/13	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 	Ch 7 The Respiratory System 1. Read Chapter 7 2. Post a comment to Discussion Board – D-7 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear. Assignments are Due by Sunday, 10/13 at 11:59 pm
Week 8 10/14 – 10/20	Digestive System Midterm Exam	<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 	Ch 8 The Digestive System 1. Read Chapter 8 2. Post a comment to Discussion Board – D-8 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself 6. Submit: Mid-term Exam Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear. Assignments are Due by Sunday, 10/20 at 11:59 pm

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Week 9 10/21 – 10/27	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 	Ch 9 The Urinary System 1. Read Chapter 9 2. Post a comment to Discussion Board – D-9 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear. Assignments are Due by Sunday, 10/27 at 11:59 pm
Week 10 10/28 – 11/3	Nervous System Mental Health	<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 	Ch 10 The Nervous System and Mental Health 1. Read Chapter 10 2. Post a comment to Discussion Board – D-10 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear. Assignments are Due by Sunday, 11/3 at 11:59 pm

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Week 11 11/4 – 11/10	Special Senses	<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 	<p>Ch 11 Special Senses: The Eyes and Ears</p> <ol style="list-style-type: none"> 1. Read Chapter 11 2. Post a comment to Discussion Board – D-11 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself <p>Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear.</p> <p>Assignments are Due by Sunday, 11/10 at 11:59 pm</p>
Week 12 11/11- 11/17	Integumentary 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 	<p>Ch 12 Skin: The Integumentary System</p> <ol style="list-style-type: none"> 1. Read Chapter 12 2. Post a comment to Discussion Board – D-12 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself <p>Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear.</p> <p>Assignments are Due by Sunday, 11/17 at 11:59 pm</p>

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Week 13 11/18 – 11/24	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 	Ch 13 The Endocrine System 1. Read Chapter 13 2. Post a comment to Discussion Board – D-13 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear. Assignments are Due by Sunday, 11/24 at 11:59 pm
Week 14 11/25 – 12/1	Reproductive Systems	<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 	Ch 14 The Reproductive Systems 1. Read Chapter 14 2. Submit: Chapter Homework 3. Submit: Apply Yourself: Learning lab 4. Submit: Test Yourself Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear. Assignments are Due by Sunday, 12/ 1 at 11:59 pm
Week # & Dates	Topics	Outcomes/Learning Objectives	Reading & Assignments

Week 15 12/2- 12/8	Diagnostic Procedures Nuclear Medicine Pharmacology Review	<ul style="list-style-type: none"> ▪ 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 	<p>Ch 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology</p> <ol style="list-style-type: none"> 1. Read Chapter 15 2. Post a comment to Discussion Board – D-15 3. Submit: Chapter Homework 4. Submit: Apply Yourself: Learning lab 5. Submit: Test Yourself 6. Submit: Quick Check CR.1 Building Terms 7. Submit: Quick Check CR.2 Spelling Terms 8. Submit: Comprehensive Review Quiz <p>Note: Other assignments are also available for this chapter which can be completed for practice but will not be graded. They can be accessed by opening and then closing an assignment in the unit in Blackboard. The other Cengage practice assignments and tools will then appear.</p> <p>Assignments are Due by Sunday, 12/8 at 11:59 pm</p>
Exam Week 12/9 – 12/14	Final Exam	<ul style="list-style-type: none"> ▪ Comprehensive final exam consists of 60 multiple choice questions. It is timed and limited to 2.5 hours (150 minutes). ▪ Exam opens on 12/9/19 ▪ Exam must be completed by 11:59pm on 12/14/19. 	Final Exam Fall 2019 <ul style="list-style-type: none"> ▪ Exam opens on 12/9/19 ▪ Exam must be completed by 11:59pm on Saturday, 12/14/19.