COURSE INFORMATION

COURSE TITLE
HPR178 - Medical Terminology

COURSE DESCRIPTION
Introduces the student to the structure of medical terms with emphasis on using and combining the most common prefixes, roots and suffixes. Includes terms related to major body systems, oncology, psychiatry, as well as clinical laboratory and diagnostic procedures and imaging. Class structure provides accepted pronunciation of terms and relative use in the healthcare setting.

CREDIT HOURS
2 - Credit Hours

SUGGESTED PREREQUISITE KNOWLEDGE

- See your home college for information on specific pre- and co-requisites. It is strongly recommended that you have college level writing and study skills before enrolling in this course.
- Proficiency in basic computer skills (i.e. keyboarding, e-mail, and internet skills) is highly recommended in order to effectively participate in the course. Previous online course experience is helpful.

CCCOnline Course Policies
The CCCOnline Course Policies page contains information about the student's role in the classroom, grading policies, and rights and responsibilities.
COURSE MATERIALS

All course reading material is available online and linked within the course site as an eText. You do not need to purchase any additional materials.

MINIMUM COMPUTER REQUIREMENTS

To complete this course, you will need regular access to a computer from which you can get to the internet and use email. In order to ensure that your course functions properly, you must run the System Check. This is a CRITICAL STEP, and taking the time to do it now will eliminate a tremendous amount of frustration for you later. To run the System Check, click Tools in the course NavBar and then click System Check.

As a part of the course assignments, you will be required to create a brief video. You are provided the YuJa video editing and upload software in D2L, you will be required to provide a camera to record the video. There are multiple ways to create your video.

You may use:

- A smartphone device that has a camera (Consider having a friend or family member record you). If you use a smartphone, the YouTube app is an easy way to record and have your video already uploaded.
- An iPad or a tablet
- A webcam that is built into your computer (Most new computers come with a built-in camera.)
- A handheld Flip video camera (Make sure you know how to get the files onto your computer if you go this route.)
- If you do not own a video camera, see if you can borrow one from a friend for the day

LIBRARY ACCESS

You will need your student ID Number (Your S#) to login to the CCCOnline Library in order to gain access to some of the readings and videos in this course.
COURSE COMPETENCIES AND OUTCOMES

STUDENT COMPETENCIES

The competencies you will demonstrate in this course are as follows:

A. Define commonly used prefixes and suffixes
B. Define selected root words
C. Combine basic elements to build medical terms
D. Analyze words structurally by defining their basic elements and meaning.
E. Define common terms related to body systems
F. Define common terms related to support ancillary services
G. Identify and/or define selected abbreviations and symbols.
H. Demonstrate correct spelling and pronunciation

The module outcomes that will permit you to demonstrate course competencies are:

MODULE 1

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe and identify the fundamental elements that are used to</td>
<td>A, B, C, D</td>
</tr>
<tr>
<td>build medical words.</td>
<td></td>
</tr>
<tr>
<td>2. Analyze, build, define and spell medical words.</td>
<td>A, B, C, D, H</td>
</tr>
<tr>
<td>3. Identify and define selected abbreviations.</td>
<td>G, H</td>
</tr>
<tr>
<td>4. Demonstrate how suffixes and prefixes are used when building medical</td>
<td>A, B, C, D</td>
</tr>
<tr>
<td>words.</td>
<td></td>
</tr>
<tr>
<td>5. Identify prefixes that pertain to position or placement.</td>
<td>A, B, C, D, E</td>
</tr>
<tr>
<td>6. Identify and properly use approved medical abbreviations and symbols.</td>
<td>G</td>
</tr>
<tr>
<td>7. Demonstrate proficiency in spelling and/or pronunciation.</td>
<td>H</td>
</tr>
</tbody>
</table>

MODULE 2

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe and identify the fundamental elements that are used to</td>
<td>A, B, C, D</td>
</tr>
<tr>
<td>build medical words related to the digestive, urinary and nervous</td>
<td></td>
</tr>
<tr>
<td>systems.</td>
<td></td>
</tr>
<tr>
<td>2. Analyze, build, define and spell medical words related to the</td>
<td>A, B, C, D, H</td>
</tr>
<tr>
<td>digestive, urinary and nervous systems.</td>
<td></td>
</tr>
<tr>
<td>3. Demonstrate how suffixes and prefixes are used when building medical</td>
<td>A, B, C, D</td>
</tr>
<tr>
<td>words related to the digestive, urinary and nervous systems.</td>
<td></td>
</tr>
<tr>
<td>4. Identify prefixes that pertain to position or placement.</td>
<td>A, B, C, D, E</td>
</tr>
<tr>
<td>5. Demonstrate proficiency in spelling and/or pronunciation.</td>
<td>H</td>
</tr>
</tbody>
</table>
MODULE 3

Outcomes
1. Describe and identify the fundamental elements that are used to build medical words related to the cardiovascular, respiratory and blood and lymph systems.
2. Analyze, build, define and spell medical words related to the cardiovascular, respiratory and blood and lymph systems.
3. Demonstrate how suffixes and prefixes are used when building medical words related to the cardiovascular, respiratory and blood and lymph systems.
4. Identify prefixes that pertain to position or placement.
5. Demonstrate proficiency in spelling and/or pronunciation.

Competencies
A, B, C, D
A, B, C, D, H
A, B, C, D
A, B, C, D
H

MODULE 4

Outcomes
1. Describe and identify the fundamental elements that are used to build medical words related to the integumentary, endocrine and musculoskeletal systems.
2. Analyze, build, define and spell medical words integumentary, endocrine and musculoskeletal systems.
3. Demonstrate how suffixes and prefixes are used when building medical words integumentary, endocrine and musculoskeletal systems.
4. Identify prefixes that pertain to position or placement.
5. Demonstrate proficiency in spelling and/pr pronunciation.

Competencies
A, B, C, D
A, B, C, D, H
A, B, C, D
A, B, C, D, E
H

MODULE 5

Outcomes
1. Describe and identify the fundamental elements that are used to build medical words related to sensory and reproductive systems and radiology.
2. Analyze, build, define and spell medical words related to sensory and reproductive systems and radiology.
3. Demonstrate how suffixes and prefixes are used when building medical words related to sensory and reproductive systems and radiology.
4. Identify prefixes that pertain to position or placement.
5. Demonstrate proficiency in spelling and/or pronunciation.

Competencies
A, B, C, D, F
A, B, C, D, E
A, B, C, D
A, B, C, D, E
H
GRADING AND EVALUATION

METHODS

Evaluation includes a combination of discussion participation, assignments, and other evaluations. Rubrics are provided for assignments and discussions.

GRADING POLICIES

Mark all Module due dates on your calendar for this class. You may submit assignments AHEAD of schedule. Assignments, quizzes and exams will be given throughout the term with set due dates. See the course schedule for these dates and make note of them in your calendar. Any changes to these due dates will be communicated to the class by the instructor. If you have an emergency resulting in a missed due date, contact your instructor as soon as possible. No late work is accepted in this course (except in the case of documented emergencies, e.g. a Doctor’s note, military papers, etc.). Due dates will be enforced. Please remember, due to the nature of an online course, it is the student’s responsibility to have access to a functioning computer in order to complete the coursework. Late assignments will not be accepted without prior approval.

Your final grade in this course will be based on the total points that you earn. There is a final exam in this class. The grades are final and non-negotiable. They are a measure of your own aptitude and effort. It is expected for you to accept your own performance as an integral part of yourself.

SUMMARY OF GRADING

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions (6 @ 15 points each)</td>
<td>90</td>
<td>13.5%</td>
</tr>
<tr>
<td>Quizzes (5 @ 20 points each)</td>
<td>100</td>
<td>14%</td>
</tr>
<tr>
<td>Exams (3 @ 30 points each)</td>
<td>90</td>
<td>13.5%</td>
</tr>
<tr>
<td>Scavenger Hunt Assignment (1 @ 20 points)</td>
<td>20</td>
<td>3%</td>
</tr>
<tr>
<td>Definition Workbook Assignments (5 @ 40 points each)</td>
<td>200</td>
<td>28%</td>
</tr>
<tr>
<td>Midterm Exam (1 @ 100 points)</td>
<td>100</td>
<td>14%</td>
</tr>
<tr>
<td>Final Exam (1 @ 100 points)</td>
<td>100</td>
<td>14%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>700</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Scale

A = 90 to 100%  B = 80 to 89%  C = 70 to 79%  D = 60 to 69%  F = 59% and below

DISCUSSIONS

Each discussion is worth 15 points. See the course rubrics for details on how each discussion will be graded. In general, an initial post must be made as well as 2 responses to classmates.
ASSIGNMENTS
The Definitions workbook assignment is due every module. The workbook must be filled in with the system appropriate definition, and word parts broken down for identification (roots, prefixes and suffixes). Please see the rubric for grading requirements and course schedule for due dates.

QUIZZES AND EXAMS
Quizzes and Exams are written in a variety of ways such as True/False, Multiple Choice, Fill in the Blank, and Matching.
COURSE SCHEDULE

The Schedule is subject to change as needed.

This page summarizes all of the graded assignments, discussions, quizzes, and reading assignments for the course. If you want, you can print it out and post it somewhere handy.

All assignments are described in detail on the Module assignment pages. If you have questions check there and/or send me an e-mail.

This course is not self-paced and is not open-exit. All assignments, quizzes, discussions, etc., are to be completed by no later than 11:59 pm MST/MDT of the due date.

NOTE: Important CCCOnline semester dates (e.g., drop/withdraw/term end) appear on the CCCOnline calendar.

MODULE 1

Reading/Assignments/Exams
Read the Introduction, Chapter 1, Chapter 2, Chapter 3, and Chapter 4 of your eText
Participate in the Module 1 Discussion: Student Introductions (ungraded)
Module 1 Quiz
Participate in the Module 1 Discussion 1: Citing Your Sources (initial post is due Wednesday 11:59pm of this week)
Module 1 Assignment: Course Scavenger Hunt
Module 1 Assignment: Definition Workbook
Notify your Instructor of your Module 2 Discussion topic via D2L Messaging
Module 1 Exam
* Census/Drop alert: Please make sure you have completed the Student Introduction discussion by the designated due date or contact your instructor. You may be dropped from the course as a no-show if that assignment is not completed on time.

MODULE 2

Reading/Assignments/Exams
Read Chapter 5, Chapter 6, and Chapter 7 of your eText
Module 2 Quiz
Participate in the Module 2 Discussion 1: Who am I?
Module 2 Assignment: Definition Workbook
Module 2 Exam
**MODULE 3**

**Reading/Assignments/Exams**
Read Chapter 8, Chapter 9, and Chapter 10 of your eText
Module 3 Quiz
Participate in the Module 3 Discussion 1: Case Study Group Discussion
  (initial post is due Wednesday 11:59pm of this week)
Participate in the Module 3 Discussion 2: Sharing and Reviewing
  Flashcards (initial post is due Wednesday 11:59pm of this week)
Module 3 Assignment 1: Definition Workbook
Module 3 Midterm Exam

**MODULE 4**

**Reading/Assignments/Exams**
Read Chapter 11, Chapter 12, and Chapter 13 of your eText
Module 4 Quiz
Participate in the Module 4 Discussion 1: Interview (initial post is due
  Wednesday 11:59pm of this week)
Module 4 Assignment: Definition Workbook
Module 4 Exam

**MODULE 5**

**Reading/Assignments/Exams**
Read Chapter 14, Chapter 15, and Chapter 16 of your eText
Module 5 Quiz
Participate in the Module 5 Discussion 1: Sharing and Reviewing
  Flashcards (initial post is due Wednesday 11:59pm of this week)
Module 5 Assignment: Definition Workbook
Module 5 Final Exam

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