

EHS – 115 Medical Terminology Syllabus Summer 2014

Faculty

Instructor: Gary B. Williams, Jr., B.S., NRP
Office: Sherman Hall, Room 309
Telephone: Office: 410-455-1659
Email: garywil1@umbc.edu
Office Hours: Posted, by appointment

Course Description

An introduction to medical terminology and the structure of medical words including prefixes, suffixes, roots and combining forms. Course includes the study of pronunciation, spelling, and definitions of medical terms, as well as anatomical, pathological and surgical terminology as related to body's systems.

Course Objectives

1. Master the tools for analyzing words into component parts
2. Identify the four word parts
3. Define anatomical terms as for the major body systems
4. Participate in forum discussions
5. Appropriately spell medical terms
6. Recognize and define common prefixes and suffixes
7. Utilize medical terminology in appropriate context and form
8. Designate the organs within the major body systems
9. Comprehend the most common diseases associated with body systems

Required Textbooks

Essential Medical Terminology, Jones & Bartlett by Stanfield, Hui, Cross; 4th Edition
ISBN: 978-1-284-03878-1

Recommended Materials

Dorland's Illustrated Medical Dictionary, 32nd Edition. W.B. Saunders Co.
ISBN: 978-1-4160-6257-8

Attendance

While there are no in-person classes for this course, attendance will be monitored by the assignments that are due, participation in forums and the instructor viewing the student's account activity on Blackboard. There will be a face to face final exam and that will be the only face to face contact throughout this course.

Case Studies

There will be a case study assignment associated with a chapter of the book assigned each week. All work must be completed in blackboard by the due date which is noted on the class schedule.

Late assignments are not graded or accepted.

Forum Participation

There will be 5 graded forums. Each forum is worth 2 points and will constitute 10% of your final grade. Students must actively participate in the forum to receive two points. Students must answer all questions and must respond to at **least three** different student's posts. The forums will open on Tuesday and close on Sunday. No late posts will count toward the grade assessment.

Online Testing

Four unit exams are scheduled throughout the semester as noted on the class schedule. The exams may include any and/or all of the following: multiple choice, short answer, word building, true/false and critical thinking questions.

The following are the instructions for taking the on-line **exams**.

1. Exams can be found under the Exam tab.
2. You will have 48 hours to complete the exam once it opens up on blackboard.
3. You will have 1 attempt at taking the exam.
4. You will have 2 hours to take the exam and then the program will shut down.
5. You will be able to return to previously answered questions.
6. You will not be able to pause the exam and come back to it; the exam must be completed once you start taking it.
7. Please do not use anyone's brain but your own.
8. Textbooks and notes will be allowed during the exam.

Grading

The final course grade is based on the following criteria:

Case Studies	20%
Forum Participation	10%
Unit Exam (4 exams)	40%
Final Exam	30%

Student expectations and responsibilities

Students are expected to read each chapter, complete the exercises in the book and use the student CD for practice and phonetical assistance. Students are responsible for reading and completing all the assignments as outlined in the syllabus and schedule. It is understood that

assignments submitted after the due date will not be accepted for a grade. Students are expected to actively participate in the online forum discussions by not only posting a response to the instructors question but responding to 3 of the fellow classmates posts also. Students are responsible for meeting all course expectations in an independent manner, and to rely on the instructor for guidance and clarification. Students are to be courteous and respectful to the instructor and fellow classmates in all communications and correspondences with this course. Students should plan to spend approximately 6-10 hours per week doing assigned readings and other work for this course.

Session #	Topic and/or Activity
Opens each Monday of the week	The weekly assignments tab will contain more detailed information regarding assignments/forums and the actual due dates for assignments/forums and exams.
Session 1 Week of 5/27 – 6/1	Course syllabus and orientation Chapter 1: Word Pronunciation Chapter 2: Work Parts and Word Building Rules
Session 2 Week of 6/2 – 6/8	Chapter 3: Bacteria, Color, and Some Medical Terms Chapter 4: Body Openings and Plural Endings Chapter 5: Numbers, Positions, and Directions
Session 3 Week of 6/9 – 6/15	Chapter 6: Medical and Health Professions Chapter 7: Medical Abbreviations Chapter 8: Diagnostic and Laboratory Abbreviations
Session 4 Week of 6/16 – 6/22	Chapter 9: Review of Root Words Chapter 10: Body Organs and Parts Exam 1: Chapter 1 – 8 (opens 6/17/14 @ 12:00pm)
Session 5 Week of 6/23 – 6/29	Chapter 11: Integumentary System Chapter 12: Gastrointestinal System
Session 6 Week of 6/30 – 7/6	Chapter 13: Respiratory System
Session 7 Week of 7/7 – 7/13	Chapter 14: Cardiovascular System Exam 2: Chapter 9 – 13 (opens 7/8/14 @ 12:00pm)
Session 8 Week of 7/14 – 7/20	Chapter 15: Nervous System
Session 9 Week of 7/21 – 7/27	Chapter 16: Genitourinary System
Session 10 Week of 7/28 – 8/3	Chapter 17: Musculoskeletal System Exam 3: Chapter 14 – 16 (opens 7/29/14 @ 12:00pm)

Session 11 Week of 8/4 – 8/10	Chapter 18: Eyes and Ears Chapter 19: Endocrine System
Session 12 Week of 8/11 – 8/15	Chapter 20: Cancer Medicine Exam 4: Chapter 17 – 19 (<i>opens 8/12/14 @ 12:00pm</i>)
TBA	Final Exam: Chapter 1 – 20 Location: TBA