

COMMUNITY COLLEGE OF PHILADELPHIA
AH 103-900/901/902 COURSE SYLLABUS
Fall 2008

COURSE TITLE: BASIC MEDICAL TERMINOLOGY

COURSE DESCRIPTION: This course introduces students to the language of medicine according to body systems. Students define, build, and analyze terms as well as develop a vocabulary of combining forms, prefixes, and suffixes. They also demonstrate the ability to pronounce and spell terms correctly and to use them in an appropriate context. Students learn medical terms for organs, diseases, symptoms, and for diagnostic, treatment, and surgical procedures as well as their abbreviations where appropriate.

CREDIT HOURS: Three (3)

INSTRUCTOR: Ms. Joyce Garozzo, MS, RHIA, CCS
Associate Professor, Allied Health Department
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Office location: W2-5F
Office hours: 8:30-11:00 Monday & Wednesday,
or by appointment
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REQUIRED TEXTBOOK: Medical Terminology: The Language of Health Care, Second Edition. Marjorie Canfield Willis, Lippincott Williams, and Wilkins, 2006. ISBN# 0-7817-4510-1
A medical dictionary is recommended

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
10. Complete a research project on a disease

COURSE FORMAT:

This is a distance learning, flexibly paced course which is accessed via the Internet. Please refer also to the AH 103 Course Manual for Frequently Asked Questions about this course. Students should access help tools available on the WebStudy website and follow links for resources to acquire information and techniques for Distance Learning Students.

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 by the instructor viewing the student's account activity on WebStudy. **The instructor as in accordance with College policy will drop any student who misses the equivalent of two weeks of class without an acceptable excuse.**

ASSIGNMENTS AND RESEARCH PAPER:

There will be ten graded assignments that are worth 10 points each. These constitute 5% of your final grade. A research project will be assigned and it is worth 10% of your final grade. Word processed assignments are required and must be posted as either a word document or rtf format into WebStudy according to the directions in the course timeline and AH 103 Course Manual. Assignments must be posted in the same format that they are downloaded to be accepted for grading purposes. Assignments will be detailed on the time line each session. **Late assignments are not graded or accepted.**

FORUM PARTICIPATION:

There will be 5 graded forums. Each forum is worth two points and will constitute 5% 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 open on Tuesday and close on Sunday. No late posts will count towards the grade assessment.

ONLINE TESTING:

Eight examinations are scheduled throughout the semester as indicated on the class timeline. The exams consist of 100 questions and may include any or all of the following: multiple choice, short answer, word building, true/false and critical thinking questions. **Each exam has a time limit of 70 minutes. For each minute you go over the time limit of 70 minutes, a point will be deducted from your test grade. Exams will be available for a 48-hour period, usually Friday 12:01 am through Saturday 11:59 pm.**

GRADING POLICY:

The final course grade is based on the following criteria:

Eight Examinations	80%
Forum Participation	5%
Ten Graded Assignments	5%
Research Project	<u>10%</u>
	100%

STUDENT EXPECTATIONS AND RESPONSIBILITIES:

Students are expected to read each chapter, complete exercises in the book and use the student CD for practice. Students are encouraged to utilize the free tutoring help that is provided with the book. **Information regarding this free tutoring can be found inside the cover on your textbook.** Students should regularly check their WebStudy email account for information regarding the course. Students **must** use the WebStudy e-mail system to communicate with the instructor and classmates. Students are also encouraged to use the Learning Lab if they feel that need help with study

skills and tutoring. Students can also use the Student Academic Computer Center (SACC) to utilize the Medical Terminology software provided with the text. Students should access the links provided by the instructor for additional help with the course.

CENTER ON DISABILITY

Students with documented disabilities who require special educational needs will be provided specific accommodations on an individual needs basis to enhance access to instruction, assessment, and evaluation. The intention of the College is to provide services which assists in achieving maximum independence. The center on disability can be reached at 215-751-8050.

COLLEGE RULES AND REGULATIONS:

Students should refer to the College student handbook for college wide polices.

TO STUDENTS RECEIVING FINANCIAL AID:

Students should refer to the College student handbook for college wide polices.

STATEMENT ON PLAGIARISM:

Plagiarism is the unauthorized use or close imitation of the words and thoughts of another person, and representation of them as one's own original work. This could include, but is not limited to, copying information directly from a book, journal, magazine, Web site, or another student. Modern technology has made plagiarism very easy to do, but it is no more acceptable in academia than it ever was. This course is on-line and your grade is based on many written assignments. Written assignments are meant to be your words and original thought: DO NOT COPY from other sources. The Internet also makes it easy for instructors to catch plagiarism. Students suspected of plagiarism may receive a grade of zero on an assignment or exam, and incidents of suspected plagiarism will be reported to College administration. Students have failed this course due to plagiarism. Ensure that all sources used for assignments are referenced appropriately. Students must do their own work, cheating will not be tolerated. All assignments in this course are individual assignments.

Student Responsibilities:

1.	To "log on" to WebStudy at least once a day to check for announcements or changes in the Timeline. A student who does not log on for 2 consecutive sessions may be dropped from the course (this is consistent with CCP's attendance policy).
2.	To do all readings and assignments as outlined in the syllabus, and in accordance with stated due dates. Assignments received after the due date will not be accepted.
3.	To actively participate in the Forum by responding to instructor-posted discussion questions and by responding with your opinion to not less than three student postings.
4.	To notify the instructor in a timely manner if there are technical problems preventing them from logging on to WebStudy. Notify WebStudy technical support and the instructor immediately regarding any technical problem with an exam.
6.	To be responsible for meeting the course expectations in an independent manner, and to rely on the instructor for guidance and clarification.
7.	To be courteous and respectful in all communications to the instructor and other students.
8.	To plan to spend approximately 6-10 hours per week doing the assigned readings and other work for this course. Some students may need to dedicate more than this amount of time.

Session # Opens each Tuesday of the week	Topic and/or Activity The timeline will contain more detailed information regarding assignments/forums and the actual due dates for assignments/forums and exams.
Session 1 9/2	Course syllabus and orientation forum Lecture Chapter 1: Getting Started Lecture Chapter 2: Basic Term Structures
Session 2 9/9	Lecture Chapter 3: Fields of Medical Practice
Session 3 9/16	Lecture Chapter 4: The Medical Record Examination 1: Chapters 1–3
Session 4 9/23	Lecture Chapter 5: Integumentary System
Session 5 9/30	Lecture Chapter 6: Musculoskeletal System Examination # 2 Chapters 4-5
Session 6 10/7	Lecture Chapter 7: Cardiovascular System
Session 7 10/14	Lecture Chapter 8: Blood and Lymph Systems Examination #3: Chapters 6-7
Session 8 10/21	Lecture Chapter 9: Respiratory System
Session 9 10/28	Lecture Chapter 10: Nervous System and Psychiatric Terms Examination #4: Chapters 8-9
Session 10 11/4	Lecture Chapter 11: Endocrine System Examination #5: Chapters 10-11
Session 11 11/11	Lecture Chapter 12: Eye Lecture Chapter 13: Ear
Session 12 11/18	Lecture Chapter 14: Gastrointestinal System Examination #6 Chapters 12-13
Session 13 11/25	Lecture Chapter 15: Urinary System
Session 14 12/2	Lecture Chapter 16: Male Reproductive System Lecture Chapter 17: Female Reproductive Terms Examination #7: Chapters 14-15
Session 15 12/9	Examination #8: Chapters 16-17