

Medical Terminology (Online)
3 credit hours
The University of Akron Wayne College

INSTRUCTOR:	Colleen Teague, Associate Professor
CLASS TIME:	TBA – Online; June 19 – August 24, 2006
ORIENTATION:	AN OPTIONAL ORIENTATION SESSION IS SCHEDULED FOR MONDAY, JUNE 19, 2006, 6:30 – 8:00 P.M. HELD AT THE WAYNE CAMPUS, 1901 SMUCKER ROAD, ORRVILLE, OH; ROOM A-133
OFFICE:	A-105C
OFFICE TELEPHONE:	(330) 684-8733 or 1-800-221-8308 FAX 330-684-8989
E-MAIL:	Please post class-related e-mail in the WebCT Private E-mail link (you will have access beginning June 19). All other e-mail can be directed to teague@uakron.edu
OFFICE HOURS:	By appointment
WEBSITE:	www.wayne.uakron.edu (WebCT icon) or through Zipline

Required Materials

Textbooks

Gyls, B. and M. Wedding. *Medical Terminology: A Systems Approach* (Fifth Edition). Philadelphia: F. A. Davis Company, 2005. Includes an Interactive CD-ROM (computer assisted instruction) and Audio CD-ROM. (ISBN 0-8036-1249-4)

Taber Cyclopedic Medical Dictionary (20th Edition). Philadelphia: F. A. Davis Company, 2005. (ISBN 0-8036-0654-0)

Computer & Software

For hardware and software requirements and information please access the following web link
<http://www3.uakron.edu/dds/webct/requirements.pdf>

It is highly recommended that you purchase Microsoft Office Suite in order to be able to view and print files for the class. It can be purchased through the Wayne College Bookstore or The University of Akron Computer Store at a significant discount. You will need your UANet ID in order to obtain this software.

Technical Assistance

330-972-6888	University of Akron Computer Help Desk
330-684-8953	Wayne Campus Technical Support Services Help Desk (Library room F112)
1-888-FADAVIS	F.A. Davis, Publisher Technical Support

Course Description

Medical Terminology is specifically designed to meet the needs of students in medical, biological, and health-related programs and provides them with a working knowledge of medical vocabulary using a systems approach. This course provides a study of words that pertain to body systems, anatomic structures, medical processes and procedures, and a variety of diseases.

Rationale

Medical terminology is a specialized language for the health care team so they may communicate in a concise and accurate way.

Learning Outcomes

The successful student in the course will be able to:

1. Show knowledge of word roots, combining forms, prefixes and suffixes related to each system studied.
2. Know the major structures of the body systems and describe the functions of each.
3. Understand words associated with anatomical structures, medical processes and procedures, and a variety of diseases.
4. Know surgical, laboratory, radiographic, and clinical procedures and abbreviations related to each body system.
5. Break down and build medical terms according to word parts and descriptions.

Assessment

Students have an important, active role in assessment at Wayne College. Assessment is an on-going process in every curriculum and course in the College. Assessment activities are not the same as exams or other individual student performance evaluations used to determine students' grades. Assessment activities allow for systematic measurement of the effectiveness of different teaching techniques and tools in helping students grasp key concepts, skills, and/or information in a given course. Instructors use data from assessment activities to modify how the course is taught to continuously improve student understanding and mastery of course material. Therefore, students should give their best effort to their role in assessment.

In this course, assessment of student learning will be measured by a pretest at the initial class orientation and a posttest final exam.

Course Requirements

WORKBOOK EXERCISES - Students will be expected to complete all workbook exercises that accompany the text *Medical Terminology: A Systems Approach*. Worksheets will provide a means of thorough self-testing; and exercises will help you to formulate operative, diagnostic, and symptomatic terms that relate to the specific body system covered in each chapter. Successful completion of the worksheets will enrich your medical vocabulary and amplify the essentials of word-building skills.

DICTIONARY EXERCISES - A supplemental workbook of dictionary exercises worth 150 points will also be supplied through the WebCT classroom. There are ten (10) assignments to be completed at 15 points each. These assignments are available through WebCT and will be submitted electronically to your instructor for grading. These are to be completed by the assigned date (see the attached schedule). Late assignments can be submitted for half credit.

COMPUTER-ASSISTED INSTRUCTION (CAI) – The textbook has a companion CD-ROM that complements the course material. This comprehensive software does not require extensive computer skills and is conducive to rapid learning. It consists of 13 body system modules and provides approximately 30 interactive hours of medical terminology review on the computer. Each student can work at his or her own pace until a 90% mastery level is achieved. You can choose either option for the number of questions to complete. Please note that you will receive full points (100%) if you reach

90% mastery. Up to 200 points can be earned for this activity. You will initiate a report to be submitted to your instructor electronically. Late assignments can be submitted for half credit. Print and read the detailed CAI instructions in the WebCT classroom.

TESTS - There will be 15 chapter quizzes given over the course of the semester. These quizzes will consist of multiple choice and true/false questions. Chapter quizzes can be accessed online at any time. They will be timed (20 minutes) and you will have access to the quizzes one time only. Each quiz will consist of 20 questions randomly selected from a database of possible questions. No two students will have the same quiz. They are graded automatically as soon as you submit them. Make sure that you choose the option to "View Results" once you have completed and submitted the quiz for grading.

MIDTERM EXAM – The midterm exam is worth 150 points. Please access the WebCT classroom for more information. This is a proctored test that must be taken in the Testing Center and must be completed within 90 minutes.

FINAL EXAM - A comprehensive final exam worth 200 points will be given at the end of the semester. A study sheet will be available in the WebCT classroom to help students prepare for this exam. This is also a proctored test to be taken in the Testing Center. A "Jeopardy Game" featuring practice test questions will also be available through WebCT; you will be notified the date it is available. There is no limit to how many times you "play the game."

Testing Centers		
<p>You will be required to use a Testing Center for the midterm and the final exam. Testing Centers are available at the Wayne, Akron, and Millersburg campuses. The days and times vary. Please see the WebCT classroom for information about scheduling your exams. You must make an appointment well in advance of the deadline.</p>		
Testing Center	Telephone	Location
Wayne College	330-684-8900	Rm. A-227, Orrville
Akron Campus*	330-972-6511	Rm. 324, Carroll Hall, Akron
Millersburg	330-674-2514	88 E. Jackson St., Millersburg
*Can also schedule your exam online (see WebCT for details).		

COURSE RESOURCES – The following course resources are available through the WebCT classroom for all the body systems studied:

- Chapter study guide
- PowerPoint presentation
- Digitized professional video

CLASS ATTENDANCE – This is an online course so no class attendance is expected. Discussion will be ongoing throughout the semester in the WebCT classroom. Your instructor is available by appointment to work one-on-one with you.

WEBCT – You will be able to log onto the WebCT classroom to access information and additional handouts for this class. The link to the classroom can be reached through the college’s homepage <http://www.wayne.uakron.edu> then choose the WEBCT icon in the lower right hand corner. Please check your web ID and password to make sure it is working. If you experience any problems, please contact the UA Help Desk at 330-972-6888. You will also be provided with many of the course resource materials online. If you do not have Microsoft Office loaded on your home computer, please

check with the Wayne College Bookstore or the UA Computer Store for a student copy at a greatly reduced price.

WEEKLY MESSAGES – You will receive regular homepage messages via the WebCT classroom. It is YOUR responsibility to access the WebCT at least once a week. If you do not have Internet service at home, you can access this information on campus.

TIME INVOLVEMENT - Learning medical terminology is a very time-consuming process. It is similar to learning a foreign language--the more you practice, they better you are at it. Because this is a shortened 10-week college course, you will need to allow approximately 12-16 hours each week reading the text, completing exercises and case studies, mastering the computer-assisted instruction, and studying the following for each of the body systems:

- ✓ Anatomy and physiology
- ✓ Word roots/combining forms
 - ✓ Suffixes
 - ✓ Pathology
- ✓ Other related terms
- ✓ Special procedures
 - ✓ Pharmacology
 - ✓ Abbreviations

Possible points will be assigned as follows:

Category	Possible Points	Percentage Weight
Chapter Quizzes (15) – 20 points each	300	30%
Midterm Exam – 150 questions Includes Bone & Muscle diagrams	150	15%
Computer-Assisted Instruction	200	20%
Dictionary Exercises	150	15%
Final Exam	200	20%
TOTAL	1,000	100%

Assignments and Makeup Work Policy

Since this class is self-paced, there are no specific days scheduled for testing. However, completion deadlines are listed on the attached assignment list. **For any portion of the module that is not completed on time you will receive only 50% credit unless you are able to provide a valid court or doctor’s excuse and/or received special instructor permission. Requests should be made through private e-mail in the WebCT classroom.** Module deadlines mean that all tests and homework must be completed and submitted to your instructor by that date in order to receive full credit.

Participation in the WebCT Classroom

Regular participation in the WebCT classroom discussions is highly encouraged. You will have an opportunity to earn up to 20 bonus points based on your involvement. Points can be earned as follows:

1. Participate in the on-line classroom introductions the first week of class.
2. Throughout the semester post questions, answer other student questions, add comments, suggest helpful websites, organize study groups, etc.

I encourage you to use the public "Discussion" area as much as possible so that all students will have the opportunity to see the replies. There should be active ongoing dialogue on a daily basis. Please use the WebCT "Private e-mail" only for personal questions or requests (such as a request for a module deadline extension).

Please note that your instructor will be monitoring all on-line discussion.

Grading Scale

GRADE	PERCENTAGE*	TOTAL PTS. NEEDED
A	94 – 100%	935 – 1,000
A-	90 – 93%	895 – 934
B+	86 – 89%	855 – 894
B	83 – 85%	825 – 854
B-	80 – 82%	795 – 824
C+	76 – 79%	755 – 794
C	73 – 75%	725 – 754
C-	70 – 72%	700 – 724
F	Below 70%	0 – 699

* When figuring your percentage round up at 0.5 percent or higher; for example, if your percentage is 89.6% it is rounded up to 90%. You must achieve at least a 70% and a total of 700 points to pass the class. Any grade below 70% will not be rounded up.

College Policies

Students should visit <http://www.wayne.uakron.edu/syllabus-policies> for important policies (including student rights and responsibilities) and college information.

MEDICAL TERMINOLOGY SUMMER 2006 SCHEDULE OF ASSIGNMENTS

PLEASE NOTE: ALL WORK MUST BE COMPLETED AND SUBMITTED BY 11:55 P.M. ON THE DUE DATE. USE THIS AS A "CHECK LIST" AS YOU COMPLETE COURSE ACTIVITIES!

PRIOR TO ORIENTATION

- Confirm your reservation to attend the orientation session; contact Peggy Shallenberger at 330-684-8732 (phone) or Peggy5@uakron.edu (E-mail)
 - Monday, June 19, 2006, 6:30 – 8:00 p.m., Room A-133, Wayne Campus, Orrville**
 - Orientation is optional but highly recommended if you have not taken an online class via WebCT.
 - Driving directions to the campus can be found on our website www.wayne.uakron.edu.
- Purchase your textbook package and medical dictionary. If you do not have Microsoft Office Suite installed on your computer, it is recommended that you purchase this as well (see note on page one of the syllabus).
- Access the Wayne College Home Page www.wayne.uakron.edu where you will find a link to "Online Course Information." This has a lot of good information if you do not have experience with the WebCT classroom.
- You will have access to the WebCT Medical Terminology classroom at 8 a.m. on Monday, June 19; if possible, please access the online classroom prior to attending the orientation. The link to the classroom can be reached through the college's homepage <http://www.wayne.uakron.edu>, then choose the WebCT icon in the lower right hand corner. Please check your web ID and password to make sure it is working. If you experience any problems, please contact the UA Help Desk at 330-972-6888 or the Wayne Campus Technical Support Services Help Desk at 330-684-8953 (Library, Room F112).
- Read the "Welcome" message posted on WebCT Medical Terminology classroom.
- Complete the "Information Sheet and Letter of Agreement" on WebCT and bring this with you to the orientation session (or e-mail the completed form as an attachment).
- Read over this syllabus and note any questions you have for the orientation session.

ORIENTATION – Meet on June 19, 2006; 6:30-8:00 p.m. – Wayne College Room A-133

- Meet at required orientation session.
- Turn in your completed "Information Sheet and Letter of Agreement" at the orientation. **Due June 19** This can be emailed as an attachment if you do not attend the orientation.
- Complete the *Medical Terminology* Pretest at the orientation. **Due June 19** This can only be done at the orientation; this is used as an assessment and points will not counted toward your grade.
- OPTIONAL – Participate in the online "Classroom" introduction. Instructions can be found in the WebCT classroom. (Worth bonus points!) **Due June 21**

1. BASIC ELEMENTS OF A MEDICAL WORD – Deadline is Sunday, June 25, 2006, 11:55 p.m.

- Read Chapter 1 *Basic Elements of a Medical Word* and complete Learning Activities (do this for every chapter). Check your answers with Appendix A - Answer Key which begins on p. 494.
- OPTIONAL: View digitized Videotape 1 Basic Word Structure (found under "Resources" in WebCT)
- Complete Chapter 1 quiz through WebCT (20 questions; timed 20 minutes). Date completed: _____

2. SUFFIXES - Deadline is Wednesday, June 28, 2006

- Complete Chapter 2 *Suffixes*
- OPTIONAL: Print PowerPoint for Suffixes & Prefixes (found under "Resources" in WebCT)
- Note: Chapter 2 quiz will be completed AFTER CHAPTER 3 when you have completed the CD-ROM Computer Assisted Instruction.

3. PREFIXES - Deadline is Sunday, July 2, 2006

- Complete Chapter 3 *Prefixes*
- Review instructions for Dictionary Exercises (WebCT)
- Complete Dictionary Exercise 1 – Suffixes and Prefixes and submit these to your instructor via WebCT. Date submitted: _____

- Review instructions for the interactive CD-ROM (WebCT)
- Install Interactive Medical Terminology (ITM) 2.02 that came with your textbook.
- Complete CD-ROM exercises for Suffixes and Prefixes. After completing all three exercises, e-mail the "Progress Report" results to teague@uakron.edu. **You do not need to print or e-mail each individual exercise.** Date submitted: _____
- Take Quiz 2 (20 questions; timed 20 minutes). Date completed: _____
- Take Quiz 3 (20 questions; timed 20 minutes). Date completed: _____

4. BODY STRUCTURE – Due Wednesday, July 5, 2006

- Complete Chapter 4 *Body Structure*
- OPTIONAL: Print chapter outline and view PowerPoint on WebCT.
- OPTIONAL: View Videotape 2 Organization of the body
- Complete Dictionary Exercise 2. Date submitted: _____
- Complete Computer Exercises for Body Structure. Submit your CD-ROM "My Progress" report to your instructor (Teague@uakron.edu) Date submitted: _____
- Take Quiz 4 (20 questions; timed 20 minutes). Date completed: _____

5. INTEGUMENTARY SYSTEM – Due Sunday, July 9, 2006

- Complete Chapter 5 *Integumentary System*
- OPTIONAL: Print chapter outline and view PowerPoint on WebCT.
- Listen to Audio CD Track 5 (Intro on Tracks 1-4). CD-ROM comes with your textbook.
- OPTIONAL: View Videotape 3 The Integumentary System
- Complete Computer Exercises for Integumentary and submit your Progress Report to your instructor (Teague@uakron.edu) Date submitted: _____
- Take Quiz 5 (20 questions; timed 20 minutes). Date completed: _____

6. DIGESTIVE SYSTEM – Due Wednesday, July 12, 2006

- Complete Chapter 6 *Digestive System*
- OPTIONAL: Print chapter outline and view PowerPoint on WebCT.
- Listen to Audio CD Track 6
- OPTIONAL: View Videotape 9 The Digestive System
- Complete Dictionary Exercise 3. Date submitted: _____
- Complete Computer Exercises for Digestive and submit your Progress Report to your instructor (Teague@uakron.edu) Date submitted: _____
- Take Quiz 6 (20 questions, timed 20 minutes) Date completed: _____

7. RESPIRATORY SYSTEM – Due Sunday, July 16, 2006

- Complete Chapter 7 *Respiratory System*
- OPTIONAL: Print chapter outline and view PowerPoint on WebCT.
- Listen to Audio CD Track 7
- OPTIONAL: View Videotape 8 The Respiratory System
- Complete Dictionary Exercise 4. Date submitted: _____
- Complete Computer Exercises for Respiratory and submit your Progress Report to your instructor (Teague@uakron.edu) Date submitted: _____
- Take Quiz 7 (20 questions, timed 20 minutes) Date completed: _____

8. CARDIOVASCULAR SYSTEM – Due Wednesday, July 19, 2006

- Complete Chapter 8 *Cardiovascular System*
- OPTIONAL: Print chapter outline and view PowerPoint on WebCT.
- Listen to Audio CD Track 8.
- OPTIONAL: View Videotape 7 Cardiovascular System
- Complete Dictionary Exercise 5. Date submitted: _____
- Complete Computer Exercises for Cardiovascular and submit your Progress Report to your instructor (Teague@uakron.edu) Date submitted: _____
- Take Quiz 8 (20 questions, timed 20 minutes) Date completed: _____

9. BLOOD, LYMPH, AND IMMUNE SYSTEMS – Due Sunday, July 23, 2006

- Complete Chapter 9 *Blood, Lymph, and Immune Systems*.
- OPTIONAL: Print chapter outline and view PowerPoint on WebCT.
- Listen to Audio CD Track 9.
- OPTIONAL: View Videotape 6 The Blood and Lymphatic Systems
- Complete Computer Exercises for Blood/Lymphatic and submit your Progress Report to your instructor (Teague@uakron.edu) Date submitted:_____.
- Take Quiz 9 (20 questions, timed 20 minutes) Date completed:_____

MIDTERM – Deadline is Thursday, July 27, 2006.

- Study Chapters 1-9 for midterm exam and Bones & Muscles diagrams from Chapter 10.
- Call the Testing Center to schedule your proctored exam. See WebCT for details.
- Complete Midterm Exam (timed – 90 minutes). Date completed:_____

10. MUSCULOSKELETAL SYSTEM – Due Sunday, July 30, 2006

- Complete Chapter 10 *Musculoskeletal System*.
- OPTIONAL: Print chapter outline and view PowerPoint on WebCT.
- Listen to Audio CD Track 10.
- OPTIONAL: View Videotape 4 The Musculoskeletal System
- Complete Dictionary Exercise 6. Date submitted:_____
- Complete Computer Exercises for Musculoskeletal and submit your Progress Report to your instructor (Teague@uakron.edu) Date submitted:_____
- Take Quiz 10 (20 questions, timed 20 minutes) Date completed:_____

11. GENITOURINARY SYSTEM – Due Wednesday, August 2, 2006.

- Complete Chapter 11 *Genitourinary System*.
- OPTIONAL: Print chapter outline (review questions), additional notes, and view PowerPoint on WebCT.
- Listen to Audio CD Track 11.
- OPTIONAL: View Videotape 11 The Urinary System
- OPTIONAL: View Videotape 12 The Male Reproductive System
- Complete Dictionary Exercise 7. Date submitted:_____
- Complete Computer Exercises for Genitourinary and submit your Progress Report to your instructor (Teague@uakron.edu) Date submitted:_____.
- Take Quiz 11 (20 questions, timed 20 minutes) Date completed:_____

12. FEMALE REPRODUCTIVE SYSTEM – Due Sunday, August 6, 2006

- Complete Chapter 12 *Female Reproductive System*.
- OPTIONAL: Print chapter outline and view PowerPoint on WebCT.
- Listen to Audio CD Track 12.
- OPTIONAL: View Videotape 13 The Female Reproductive System
- Complete Dictionary Exercise 8. Date submitted:_____
- Complete Computer Exercises for Female Reproductive and submit your Progress Report to your instructor (Teague@uakron.edu) Date submitted:_____.
- Take Quiz 12 (20 questions – timed 20 minutes) Date completed:_____

13. ENDOCRINE SYSTEM – Due Wednesday, August 9, 2006.

- Complete Chapter 13 *Endocrine System*.
- OPTIONAL: Print chapter outline and view PowerPoint on WebCT.
- Listen to Audio CD Track 13.
- OPTIONAL: View Videotape 10 The Endocrine System
- Complete Dictionary Exercise 9. Date submitted:_____
- Complete Computer Exercises for Endocrine and submit your Progress Report to your instructor (Teague@uakron.edu) Date submitted:_____.
- Take Quiz 13 (20 questions, timed 20 minutes) Date completed:_____

14. NERVOUS SYSTEM – Due Sunday, August 13, 2006

- Complete Chapter 14 *Nervous System*.
- OPTIONAL: Print chapter outline and study guide questions. View PowerPoint on WebCT.
- Listen to Audio CD Track 14.
- OPTIONAL: View Videotape 5 The Nervous System
- Complete Dictionary Exercise 10. Date submitted:_____
- Complete Computer Exercises for Nervous and submit your Progress Report to your instructor (Teague@uakron.edu) Date submitted:_____.
- Take Quiz 14 (20 questions, timed 20 minutes) Date completed:_____

15. SPECIAL SENSES – Due Wednesday, August 16, 2006

- Complete Chapter 15 *Special Senses*.
- OPTIONAL: Print chapter outline and view PowerPoint on WebCT.
- Listen to Audio CD Track 15.
- OPTIONAL: View Videotape 14 The Special Senses
- Complete Computer Exercises for Special Senses: Eyes/Ears and submit your Progress Report to your instructor (Teague@uakron.edu) Date submitted:_____
- Take Quiz 15 (20 questions, timed 20 minutes) Date completed:_____

16. ONCOLOGY – Due Sunday, August 20, 2006

- Print and review the Oncology handout found on WebCT. NOTE: There is no corresponding chapter in your textbook.
- OPTIONAL: View PowerPoint on WebCT.
- There is no quiz, but several questions from this handout will be on the final exam.
- Complete the online course evaluation, available on WebCT.

FINAL EXAM – Deadline is Thursday, August 24, 2006.

- Print the study guide on WebCT to help you prepare for the comprehensive final exam.
- Review all textbook chapters, notes, and oncology handout.
- OPTIONAL: Play the Medical Terminology “Jeopardy Game” to prepare for the final exam.
- Schedule your Final Exam with the Testing Center. See WebCT for more information. Date & Time Scheduled (Date)_____ (Time)_____
- Complete Final Exam at the Testing Center (timed – 75 minutes). Date completed:_____

**2740:120 MEDICAL TERMINOLOGY
GRADE SHEET**

ASSIGNMENT OR TEST	POSSIBLE POINTS	POINTS EARNED	TOTALS
Quiz #1	20		
Quiz #2	20		
Quiz #3	20		
Quiz #4	20		
Quiz #5	20		
Quiz #6	20		
Quiz #7	20		
Quiz #8	20		
Quiz #9	20		
Quiz #10	20		
Quiz #11	20		
Quiz #12	20		
Quiz #13	20		
Quiz #14	20		
Quiz #15	20		
Quiz Subtotal	300		
Midterm Exam	150		
Final Exam	200		
Dictionary Exercise #1	15		
Dictionary Exercise #2	15		
Dictionary Exercise #3	15		
Dictionary Exercise #4	15		
Dictionary Exercise #5	15		
Dictionary Exercise #6	15		
Dictionary Exercise #7	15		
Dictionary Exercise #8	15		
Dictionary Exercise #9	15		
Dictionary Exercise #10	15		
Dictionary Exercise Subtotal	150		
Bonus Points	Up to 20		
Computer Assisted Instruction			
Suffixes and Prefixes – Chapters 1-3	20		
Body Structure	15		
Integumentary	15		
Digestive	15		
Respiratory	15		
Cardiovascular	15		
Blood, Lymph, and Immune Systems	15		
Musculoskeletal	15		
Genitourinary	15		
Female Reproductive	15		
Endocrine	15		
Nervous	15		
Special Senses	15		
CAI Subtotal	200		
TOTAL POINTS	1,000		
GRADE EARNED			