

COURSE SYLLABUS
BASIC MEDICAL TERMINOLOGY

COURSE # BS01000 ONL

Fall 2013 TRIMESTER 1 Class

1 CREDIT

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COURSE DATES:

COHORT 1: June 3, 2013 – September 11, 2013
COHORT 2: July 15, 2013 – October 23, 2013
COHORT 3: September 10, 2013 – December 18, 2013

This is a one credit hour, 15 week course being taught via Blackboard (Bb) on the Internet.

TIME ZONE: All timed events on Logan University Bb online courses will be referenced to “**Logan Time,**” which is United States Central Standard/Daylight Time (CST/CDT). Online students cross time zones and need to know what time assignments, exams, and homework are due in respect to their own time zones.

SECTION I

CATALOGUE DESCRIPTION: This is a structured asynchronous online course designed to help the student understand the language of medical science. Emphasis is placed on developing a basic vocabulary of medical terminology that will be encountered in health science courses and settings.

PREREQUISITE: none

UNIVERSITY MISSION: This course serves the mission of Logan College of Chiropractic and University Programs:
Logan University is a diverse and engaging community committed to excellence in health sciences, education and service, guided by integrity, commitment and passion.

REQUIRED TEXT(S):
ISBN 978-0-07-337461-1

Essentials of Medical Language, Second Edition, David M. Allan,
Karen D. Lockyer, McGraw Hill, 2012

*required text will be available within the online course

COURSE MATERIALS: None required

KNOWLEDGE ASSUMED: English proficiency

ONLINE INSTRUCTION DESCRIPTION

Asynchronous discussion and other participation, online tests, and assignments are required. Study consists of textbook and recommended reading, with heavy emphasis on development of a basic vocabulary of medical terminology. Weekly content and quizzes are required to be completed in a timely manner as described in the course content. Students in each Course Section (Cohort) will be required to complete the course by their specific Cohort end date.

HOW DO BLACKBOARD ONLINE CLASSES WORK?

1. To learn how our online classroom Blackboard (Bb) works, read the Blackboard Guide – For Students. Go to <http://logancc.blackboard.com>
2. Bb online classes are **not self-study** classes. Weekly assignments require regular participation. You must complete the assignments in a timely manner on or before the due dates.
3. You will need to login to your online class at least **2 times per week** to download or read your course material, get your assignments, and interact with other students and the instructor on a regular basis.
4. You do **not need to be online at any particular time**, although it is important to plan a few hours each week into your schedule to complete your coursework. Do not wait until the last moment to cram in everything.
5. Order your textbooks early – you MUST have the proper textbook to being your online course.

THE QUALITIES OF A SUCCESSFUL ONLINE STUDENT

- **Motivated** - Successful online learners are self-motivated. Nobody will be there to make sure you are keeping up with your coursework. While being responsible for your own learning can be challenging, you will find a higher level of understanding when you discover it for yourself.
- **Goal-Oriented** - Setting goals is not only a recipe for success in life, but also in online education. Before you enroll for an online course, know why you are taking that course, what you would like to get out of it, and what kind of grade you wish to receive.
- **Involved** - People who are comfortable interacting with other students and their instructors will fit right in to the online learning environment. Participating in class discussions is integral to your success in many online courses. Feelings of isolation and confusion are rare when the student is actively involved with these activities.
- **Organized** - It is said that organization makes a good substitute for intelligence. Organized people tend to work *smarter, not harder*. Keeping all facets of your course organized, from the files on your computer to the calendar you keep, will help you succeed.
- **Comfortable with Technology** - In order to succeed in any online course, students must possess a basic set of computer skills. Prior to starting any online course, a student should be familiar with browsing the internet, word processing, and copying and pasting.

COURSE AVAILABILITY INFORMATION: This course consists of four Cohorts (1-4) with individual start and end dates. When registering, the student will select, and be assigned to, a specific Cohort. Course content will be available in accordance with the schedule for the assigned Cohort. Course consists of asynchronous events over a period 15 weeks. Students will not be meeting on campus. However, defined modules are determined and work must be submitted on time, according to a weekly schedule. Completion of a requisite weekly assignment is required before the availability of another learning activity.

HELP DESK

- Help Desk for hardware problems e.g., “my computer crashed”, the computer will not start”, etc. These questions should be referred to the computer manufacturer, wholesale/retail store where the computer was purchased. These problems are not the responsibility of Blackboard, the faculty, or the institution.
- Help Desk for course content issues: contact the Instructor for direction.
- Help Desk for the Learning Management System (LMS). Problems with the LMS (Blackboard) should be directed to the LMS host provider Logan Support Center.
- To assist your transition into your online course environment, Logan University has established a 24/7 support environment, which includes the following:
 - **24/7 Phone Support:** Support Representatives who will be available to provide you instructional support for the Blackboard Learning System and supporting software supported by the Blackboard Learning System application.
 - **Submit A Ticket:** This web based ticket submission tool allows you to fill out a web form that will get submitted as a ticket to our support representatives without the worry of sacrificing your dial - up internet connection.
 - **Real-Time Chat:** This tool allows you to contact our support representatives 24/7. You can access this tool from the support portal.

The 24/7 helpdesk is available to faculty for technical assistance, technical development issues and log-in problems, etc. It is also available to students for technical assistance and log-in issues.

Please [click here](#) to visit the Logan Support Center.

(<http://d2.parature.com/ics/support/default.asp?deptID=8029>)

Or you may call the toll free phone number for the **Logan Support Center** at: 1-866-401-7792

SECTION II

CONTENT TOPIC OUTLINE:

Week 1 & Week 2

Review syllabus & Pretest
The Anatomy of Word Construction

Week 3 & Week 4

The Body as a Whole: Anatomy

Week 5

Integumentary System: Dermatology

Week 6 & Week 7

Skeletal System: Orthopedics

Week 8

Muscles and Tendons: Orthopedics and Rehabilitation

Week 9

Cardiovascular and Circulatory Systems: Cardiology
The Blood, Lymphatic and Immune System: Hematology and Immunology

Week 10

Respiratory System: Pulmonology

Week 11

Digestive System: Gastroenterology

Week 12

Nervous System and Mental Health: Neurology and Psychiatry
Special Senses, Eye and Ear: Ophthalmology and Otology

Week 13

Endocrine System and Urinary System: Endocrinology and Urology

Week 14

Male and Female Reproductive Systems

Week 15

Comprehensive Final – vocabulary proficiency Pass/Fail – ONE ATTEMPT

PLEASE NOTE: This schedule of topics may be changed during the course of the trimester as circumstances require. Whenever possible, such changes will be announced before the date and time in question.

SECTION III

COLLEGE POLICIES:

This course will follow the institutional policies and procedures as delineated in the current College Catalog and Student Handbook i.e. grading scale, attendance, cheating, professional behavior, mid-term and final exams, etc.

PARTICIPATION STANDARD:

Meaningful and frequent participation in content is required and students are expected to be online at least once a week, preferably more; and participate in all required weekly activities, discussions and exams. Students are required to take exams and submit assignments on time.

COURSE REGULATIONS:

Students will be graded on their performance on weekly quizzes and a final comprehensive vocabulary proficiency exam. Quizzes and the Final Exam will be timed tests. **A grade of Pass or Fail will be assigned based on whether or not the student has successfully completed all quizzes and the Comprehensive Final by the assigned dates and within the time limit of the test.**

IT IS STRONGLY RECOMMENDED THAT YOU COMPLETE EXAMINATIONS ON A COMPUTER WITH A WIRED INTERNET CONNECTION (not wireless.wi-fi)

Missed Final exams will require an acceptable excuse to show "no choice" for make-up eligibility.

All problems regarding final exam must be resolved within 48 hours from the time the exam was given. Course series outline may be altered as new material becomes available or new information could cause a change in course direction.

SECTION IV

GENERAL OBJECTIVES: To develop a basic vocabulary of medical terminology to facilitate learning in health science curricula and improve communication within the healthcare community.

SPECIFIC OBJECTIVES:

- A. KNOWLEDGE:
 - 1. To be proficient in the use and understanding of terminology used to describe anatomy, physiology, diagnosis, radiology, and other relevant health science topics.
 - 2. To have a basic knowledge of roots and word construction of medical science terms
- B. COMPREHENSION:
 - 1. Understanding of parts and roots of medical science terminology in context of health science courses, medical literature, and clinical settings.
- C. APPLICATION:
 - 1. Demonstrate an understanding of medical terminology in health science curricula.
 - 2. Interpret medical terminology in the context of course work and medical literature.
 - 3. Develop basic vocabulary necessary for clinical documentation and communication with other healthcare providers.
- D. ANALYSIS:
 - 1. To develop the basic vocabulary necessary for analysis and critical evaluation of medical literature and research.
 - 2. To develop the basic vocabulary necessary for creation and analysis of clinical documentation.
- E. SYNTHESIS:
 - 1. To be proficient in medical language used in the healthcare community.

The above objectives will be assessed by weekly quizzes with emphasis on the development of basic vocabulary, and by a final vocabulary proficiency exam. (See Section III for details.)

RELATIONSHIP TO CLINICAL COMPETENCIES:

The following Clinical Education Meta-Competencies, as listed in the Logan College Catalog, are addressed in this course: IV and VII.

IV - COMMUNICATION AND RECORD KEEPING: The student will recognize the importance of proper and effective communication to diverse patient, public, and professional population and develop the necessary vocabulary to effectively communicate, oral and written.

VII - INTELLECTUAL AND PROFESSIONAL DEVELOPMENT: The student will expand their knowledge of medical terminology as a basis for the development and expansion of clinical knowledge, communication skills and professional development. The student will be able to identify areas where expanded knowledge of vocabulary is necessary or desirable.

Completion of course goals will be assessed through objective examinations.