

OAT 122 770 Syllabus

Medical Terminology I

Instructors

Micaela Banks, Instructor

Heidi Eaton, Assistant Professor II

Instructor's Contact Information

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Office Hours See Instructor Schedules in Desire2Learn under "Content"

General Course Information

Course Description

Development of medical vocabulary through the combination of word elements. Medical prefixes, suffixes, and anatomic roots are combined to form anatomic, diagnostic, symptomatic, and operative terms. Noun, verb and adjective suffixes are presented, as well as plural endings that derive from Latin and Greek languages. Emphasis also placed on correct spelling of medical terms, pronunciation of terms, accepted medical abbreviations, and a brief understanding of the basic terms.

Learning Outcomes

Upon completion of this course, students will be able to:

- Review and demonstrate ability to apply basic rules in spelling, pronouncing and pluralizing medical terms.
- Recognize common medical abbreviations.
- Become familiar with basic functional and anatomic relationships within the human body.
- Demonstrate knowledge of medical prefixes, suffixes, and word roots and utilize these in forming medical terms.
- Define, spell, pronounce, and write complex medical terms through separation of word parts.
- Recognize common diagnostic, symptomatic, and operative suffixes.
- Recognize noun, adjective, verb and plural forms of medical suffixes.

Method of Presentation

- Quizzes covering information presented during the week/s are administered at the end of the scheduled week and are timed. Please be certain you are aware of times to take quizzes and length of time allowed per quiz.
- Lecture materials presented with on line discussion and various written exercises/activities to promote learning.
- Group participation in on line activities to assist in the learning process.
- Online Midterm and Final Examinations which are timed and have specific allotted time frames.
- Homework in textbook, reading in textbook, worksheets and activities for completion, and 4 individual special written assignments.

Required Texts & Materials

Medical Terminology: A Programmed Systems Approach

10th Ed. | Jean Tannis Dennerll | Phyllis E. Davis | 648 Pgs | © 2010

ISBN-10:1435438892 | ISBN-13:9781435438897

OPTIONAL: Students are advised to purchase a medical dictionary; many are available. Recommended: Taber's Cyclopedia Medical Dictionary, F.A. Davis Co., or Moseby's Medical, Nursing, & Allied Health Dictionary, Moseby-Year Book Inc.

Assignments & Course Calendar

The course is divided into 16 weekly modules, plus 3 days of finals in week 17. Content is released each week on Monday at 8 a.m. and work assigned that week is due the following Sunday by 11 p.m. (CST) unless otherwise noted. Communication Tools include the Discussion Board, Email, and synchronous Chat rooms. The course is delivered through Desire2Learn (<http://ecc.desire2learn/>).

Participants should plan to spend 6-10 hours a week working on the course. However, the time commitment will vary depending on the students input, needs, and personal study habits. Participants are strongly encouraged to log in to the course a minimum of 3 times a week. Though, as discussions develop, students may elect to log on more frequently. Your instructor will follow the weekly discussion and post a "summary" the following Monday.

Course Policies

Attendance/Participation

- Students are expected to attend sessions weekly
- Complete all course work and quizzes in a timely manner.
- Participation in online discussions important and a required.
- If absences occur after final withdrawal date, an F will be given. Absence in an online course is determined by your login and participation in the course.
- Students must follow the process of application for academic withdrawal as described in the college catalog to withdraw from this online course.
- Please contact Micaela Banks for any content and course issues.
- Please contact Heidi Eaton for any computer course issues/problems or concerns.

Grading (credit) Criteria

Students can check their grades by clicking the "Grades" link in Desire2Learn. Students enrolled in this course will have their performance evaluated in four areas--

1. Quizzes (25%)
2. Assignments (25%)
3. Midterm Exam (25%)
4. Final Exam (25%)

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

ECC has a zero tolerance policy for plagiarism. Plagiarism is academic theft and is a highly serious offense both within the college community and in civil law. A student found guilty of plagiarism will receive an automatic grade of "F" for the entire course in which the plagiarism occurs, and additional disciplinary sanctions may be imposed against the student. For more information on ECC's policy, please see the college catalog or the online policy at <http://elgin.edu/students.aspx?id=3300>.

Email Use

All communication regarding this course will be delivered through the discussion board if the message is for the entire class to hear. However, if the message is personal (such as grades) I will email you through the student.elgin.edu email. For directions on using your ECC student email go to <http://elgin.edu/> and click the link at the top of the screen called "**Student Portal**". Scroll to email instructions for setting up your email at ECC if you have never used it before or click login to begin access.