

**HS 105 – MEDICAL TERMINOLGY
COURSE SYLLABUS – Fall 2023**

Course Instructor: Barbara Orlowski, MS
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Course number: HS 105
Credits: 2 hours
Lecture Hours: 2 hours

Office Hours: see Blackboard and York College Directory

COURSE DESCRIPTION: This course is designed to teach the basics of word-building and to teach the terminology commonly used to describe the physiology and pathology of the body. This class will increase the student's ability to access a broad range of medical literature and communicate with healthcare professionals. This course may be offered in a face-to-face, hybrid, or asynchronous online format.

LEARNING OUTCOMES:

After completing this course, students will be able to:

- A. Define flashcard prefixes, suffixes, and stem words.
- B. Identify and explain the function of specific word parts.
- C. Describe how medical compound terms (words) are constructed.
- D. Build compound terms using multiple word parts in a combining form.
- E. Analyze key compound medical terms found on the word part.
- F. Define key compound medical terms found on the flashcards.
- G. Spell and define medical equipment, treatment, disease, and diagnostic compound terms.
- H. Identify visually and communicate the description of some of the medical problems, disorders, and diseases presented in the lectures.

The learning activities of this course will include:

1. Self-directed learning activities
2. Case presentation based on clinical experiences of the instructor and student
3. Weekly reading and writing exercises
4. Case-based translation exercises
5. Case discussions from the clinical practice of faculty and students in clinic.

METHOD OF INSTRUCTION:

- Course offered via the Internet using Caduceus LMS platform. Please register for the course at the following website, and all assignments must be completed on this website. There you will complete all lectures, self-tests, flashcards and final exam. This is a fully online course with no on-campus meetings required.
- Caduceus registration: an email will be sent to your Yorkmail during the first week of class

- Caduceus E-textbook: <https://york.cipcourses.com/registration>
- Caduceus E-textbook login: <https://york.cipcourses.com/login>
- Those students that want to save time from printing off the website can purchase the **optional** supplemental workbook from target copy: <http://target-copy.com/shop/medical-terminology/>
- Target Copy Undergraduate-level Medical Terminology workbook includes the following:
 - 1) All printable slides in chapters 1 through 4.
 - 2) All self-test questions/answers in chapters 4 and 6 through 14.
 - 3) All 1000 flash cards.
 - 4) It also includes extra activities that are not included in the online educational subscription for extra study materials, including crossword puzzles and matching exercises.

Note: The workbook does not include the printable slides in chapters 6 through 14 (Body systems).

- Readings from textbooks, journal articles, and Internet sources
- Assignments and class participation offer a dynamic venue for the exchange of ideas, posing questions, and clarification of concepts. Readings must be done, and exercises in the book prior to each weekly learning module.
- You must have a Yorkmail address and Internet access so that you can use the online BlackBoard course software system.

IT: support@cipcourses.com or 866.280.2900 (Option 1)

Required Resources -

This course utilizes - **ONLINE COURSE RESOURCES** – the Online Course Resource provided is entitled:

Visit the online course resources folder on the BlackBoard 9.1 navigation bar.

<https://york.cipcourses.com/login/>

COURSE GRADING:

Successful completion of the course includes the following requirements:

1. Online Caduceus lectures and activities
2. Written assignments
3. Midterm Exam
4. Final Exam

The final grade for the course will be determined as follows:

Caduceus Flashcards/Activities	25%
Caduceus Midterm Exam	25%
Caduceus Final Exam	25%
Assignments	25%

Online Caduceus assignments are multiple-choice formatted and **MUST** be completed before the expiration date.

There are NO extra credit assignments for this class. Late submissions for individual assignments will be accepted up to two (2) days past the due date with a penalty.

1. Flashcards and Assignments (Online Participation)

In order to ensure success in this course, repetition and reinforcement are essential. Homework will be assigned at the end of each lecture and will be continued as conversation during the subsequent week.

2. Self-Mastery Assignments (Quizzes) – One for each module. Each week there will be a graded ASSIGNMENT that covers the previous module(s) for that week. How do you prepare for quizzes? Easy. After studying and doing things like making flash cards to get good at recognizing medical terms, take the practice exam for each. Quizzes are in a multiple-choice format for the most part, but there are some fill-in type questions. Once logged onto the assignment, the timer starts, and you will be locked out at the end of the assignment period. Assignments are open book: that is, you may use your notes and book. **Words of caution: don't be caught up in looking for answers and running out of time!**

3. Communicating with Your Instructor and Peers: Communicating with the instructor and with peers will take place through a variety of channels:

a. Course Home Page – the Course Announcements section is dedicated to announcements, reminders, or other information related to the course. Be sure to check it when you log on.

b. Email with the Blackboard course – Once the course begins; email me using the BB link (course tools → send email → instructor). The Blackboard format protects your privacy and stores all your course related email for the duration of the course. I will check email at least once every day. You may also email your classmates (that is, those taking this class also) using this feature of Blackboard.

Overall Course Plan

You may complete most of the course at your own pace; however, **you MUST complete the final exam by midnight on Sunday, December 10, 2023.** The final exam can only be taken once.

1. View and listen to the Audio-Visual Lectures in Chapters 1 - 14
2. Complete the Multiple Choice Question Bank in Chapter 4
3. Memorize and complete the self-testing for the 1000 Flashcards in Chapter 5. The Final exam is partially pooled from flashcard meanings.
4. View and listen to the Audio-Visual Lectures for the Body Systems in Chapters 6-14.

Completion of all chapters and quizzes is required to earn a complete grade for this section. Not completing this step in full will have a negative effect on your grade.

1. **Optional:** Generate a printed Summary Sheet by clicking the typewriter symbol on your Computer screen. This sheet will show the number of lecture pages completed in the 800 page on-line E-Textbook, the self-testing totals for the 1000 Flashcards in Chapter 5, and the 800 Multiple Choice Questions in Chapters 4, and 6-14. This Summary Sheet verifies that you are prepared to take the final exam on-line in Chapter 16.
2. You must complete all of the assigned computer activities before the final on-line final exam. Note Chapter 16 only appears on-line (it is not included in the supplemental textbook) because it is the final exam.

The final exam is a timed 120-minute exam that gives you 300 questions related to on-line self-testing activities. The e-textbook is locked during the exam. You are not to use any outside resources for reference material during the exam. The final exam will automatically turn off after 120 minutes and will be automatically graded. Take this exam on a computer that has a good connection.

Course Calendar

You may complete some of the course at your own pace; however, **Assignments, the Midterm Exam, the Final Exam have specific due dates.**

Week 1: 08/25 –09/03	Class Orientation – Overview of syllabus, on-line E-textbook, and self-testing items Chapter 1 Introduction	Assignment 1 Due Sunday 09/03/23
Week 2: 09/04 – 09/10	Chapter 2 - Basics of Medical Terminology	Assignment 2 Due Sunday 09/11/23
Week 3: 09/11 – 09/17	Chapter 3 - Diagnosis Equipment and Instruments	
Week 4: 09/18 – 09/24	Chapter 4 - Integrated Medicines	Assignment 3 Due Sunday 09/24/23
Week 5: 09/25 – 10/01	Chapter 5 - Flash Cards: Optional but strongly recommended. The final exam is partially pooled from the flash card meanings.	
Week 6: 10/02 – 10/08	Chapter 6 - Musculoskeletal System	
Week 7: 10/09 – 10/15	Chapter 7 - Nervous System and Special Senses Midterm Exam – Exam may be taken early.	Midterm Exam Due Sunday 10/15/23
Week 8: 10/16 – 10/22	Chapter 8 - Cardio/vascular System	Assignment 4 Due Sunday 10/22/23
Week 9: 10/23 – 10/29	Chapter 9 - Respiratory System	
Week 10: 10/30 – 11/05	Chapter 10 - Integumentary System	Assignment 5 Due Sunday 11/05/23
Week 11: 11/06 – 11/12	Chapter 11- Digestive System	
Week 12: 11/13 – 11/19	Chapter 12 - Uro/genital System	Assignment 6 Due Sunday 11/19/23
Week 13: 11/20 – 11/26	Chapter 13 - Venereal Diseases	
Week 14: 11/27 – 12/03	Chapter 14 - Endocrine System	Assignment 7 Due Sunday 12/03/23
Week 15: 12/04 – 12/10	Chapter 16 – Final Exam The Final Exam may be taken early.	Due Sunday 12/10/23

Review chapters and flash cards. Complete any uncompleted topics.

Print out your summary sheet for your records (**optional**). The summary sheet must show 100% of your on-line work completed (with the exception of flash cards) to activate the final exam in Chapter 16.

Remember, you can take the final exam at any point during the semester AFTER the on-line lectures and self-testing work has been completed and before the deadline.

Final Exam Deadline: On-line final exam is due NO LATER than **midnight Sunday, December 10, 2023**. The final exam is timed. It has an automatic shut-off at 120 minutes and cannot be repeated, so, be mindful of your time when taking the exam.

The final examination covers the 1000 flashcard word part and medical abbreviation meanings (70% of the exam) and the 800 multiple-choice questions (30% of the exam). Be sure to review your on-line materials, printed copies, and/or the Textbook/Workbook before the exam. The e-textbook is locked during the exam and you are not to use any outside resources for reference during the final exam.

York College Academic Policies

Attendance

Students are expected to attend each class session. Students may be required at any time to account for undue irregularity in attendance by personal explanation to their instructor. Any student who has been excessively absent from a course and does not present adequate documentation to the instructor, may receive the grade of WU (unofficial withdrawal), which is computed as an F.

Students absent for illness for more than one week will be required to present to the instructor medical documentation of the illness, including an indication that they are well enough to return to their classes.

Students absent for more than one week for reasons other than illness will also be required to furnish documentation of reasons. Instructors will be asked to report excessive absences to the Office of the Registrar and to the Financial Aid Office.

A student attends an online course (or the online portion of a hybrid/blended course) by participating in class or otherwise engaging in an academically related activity. Examples of such activity include but are not limited to: contributing to an online discussion or text chat session; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing and/or completing a tutorial; initiating contact with a faculty member to ask a course-related question.

Such academically related activities are readily tracked and documented through the College's learning management system, email system, and in some cases publisher websites.

Documenting that a student has logged into an online class or website is not sufficient, by itself, to demonstrate academic attendance by the student. For example, if a student simply logs into an online course on February 15 and logs out, without any further activity, the student did not attend the online class on that day

SafeAssign as a Learning Tool

SafeAssign helps prevent plagiarism by providing both the student and the professor a feedback report that compares any student work submitted through the software with a comprehensive database of books, journals, websites and papers written by other students. Some of the writing assignments in this course will use Blackboard's SafeAssign software to help students

improve their skill at paraphrasing statements contained in research on a topic and to help increase awareness of the proper use of citation when a student writes a paper using ideas or statements taken from a research source. For any assignment requiring research and/or requiring more than two pages of writing, students will be expected to submit that assignment through SafeAssign in Blackboard, following the submission guidelines given with the assignment instructions. Prior to submitting a final draft of an assignment, students will have the opportunity to submit several drafts of that assignment to SafeAssign in order to get sufficient feedback from SafeAssign reports to help minimize the risk of plagiarism. If the assignment continues to have evidence of plagiarism in the final draft of the assignment, the professor will file a report to the Department Chair documenting the use of the paper as an action of academic dishonesty. If a student fails to submit an assignment to SafeAssign, the professor will assign a grade of zero for that assignment. By submitting a paper to SafeAssign, that paper will become source material included in the SafeAssign database.

Academic Integrity

Academic dishonesty refers to plagiarism, cheating, and falsification of records. These are serious offenses which will result in disciplinary action. Below are brief definitions of these terms as per the York College Handbook.

- **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.
- **Plagiarism** is the act of presenting another person's ideas, research or writings as your own.
- **Obtaining Unfair Advantage** is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.
- **Falsification of Records and Official Documents** also includes forging signatures.
- **Artificial Intelligence (AI)**: The use of any generative AI platform (including but not limited to ChatGPT) may not be used for any assignments or in any situation where the AI product (in part or whole) may be interpreted as being the student's work.

ABS/INC Grade

A student who, because of extenuating circumstances, is absent from the final examination and has completed the work for the course with a passing average may be assigned an ABS grade. The student, in consultation with the instructor, has up to three weeks in the subsequent semester within which to take the final and have the grade resolved, even if, not registered in the subsequent semester.

The grade must be received by the Office of the Registrar by the last day of the third week of classes of the subsequent semester. A student who has taken the final examination, but, because of extenuating circumstances, has not completed the work for the course, and has a passing average may, at the discretion of the instructor, receive an INC grade. The student, in consultation with the instructor, has up to 10 weeks in the subsequent semester to complete the work and have the grade resolved even if not registered in the subsequent semester.

Grade changes resolving INC grades must be received by the Office of the Registrar by the last day of the tenth week of classes of the subsequent semester. Grades received after the deadline will not be processed unless the student has obtained approval from the Committee on Academic Standards.

The grades of INC or ABS are not considered in computing the academic index. However, if a grade change is not received by the Office of the Registrar within the above specified limits, the grades of INC and ABS are changed to FIN and FAB, respectively. These grades are considered as F grades when computing the academic index.

When compiling the Dean's List, ABS and INC grades are calculated as F.

Policy on accommodations for disabled students

Students with documented disabilities are eligible to certain accommodations designed to ensure academic success at York College. Any student with a disability who requires assistance should meet with the Center for Students with Disabilities located in room AC-1G02, csd@york.cuny.edu, 718-262-2191.

Instructor's Bibliography

Ehrlich, A., & Schroeder, C. (1999). *Medical terminology: For health professions*. (6th ed.). Clifton Park, NY: F.A. Delmar Cengage Learning.

Chabner, D. (1999). *Medical terminology: A short course*. (2nd ed.). Philadelphia: W.B. Sanders.

Dorlands's illustrated medical dictionary. (26th ed.). (1985). Philadelphia: W.B. Sanders. *Miller-Keane encyclopedia and dictionary of medicine, nursing, and allied health*. (6th ed.). (1997). Philadelphia: W.B. Sanders.

Mosby's medical, nursing, and allied health dictionary. (5th ed.). (1998). St. Louis: C.V. Mosby.

Stedman's medical dictionary. (26th ed.) (1995). Baltimore: Williams & Wilkins.

Taber's cyclopedia medical dictionary. (18th ed.). (1997). Philadelphia: F.A. Davis.

The Cambridge world history of human diseases. (1993). New York: Cambridge