



## Course Syllabus

### Course Information

COURSE PREFIX: HSI-212  
COURSE TITLE: Medical Terminology  
CREDIT HOURS: 3 Credit Hours

### Preliminary Class Plan and Topics

Please see the schedule provided in the course.

### Communicating With the Instructor

This course uses a “three before me” policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Canvas
3. The Canvas Inbox and Conversations

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the Canvas Inbox and Conversations. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

### Response Time

If you need to contact me directly, my preference is that you will email me. **Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.**

### Technology Help

If you have a question about the technology being used in the course, please contact the Doane University Help Desk [help@doane.edu](mailto:help@doane.edu) for assistance (contact information is listed below).

# Course Catalog Description

Medicine has a very distinct and highly specialized language. It is necessary for any student wishing to pursue a successful career in the medical field to acquire comprehension in this system of communication, including Allied Healthcare professionals. Students of the Medical Terminology course will receive thorough instruction in developing fluency with medical terms. Medical vocabulary will be taught with specific emphasis on root (or stem words), prefixes, suffixes and abbreviations. By the end of this course students will be expected to have a basic comprehension of medical terms and be able to communicate accurately to their peers in the field.

## Course Prerequisites

For successful completion of this course, it is recommended that students are familiar with Biology I or its equivalent.

## Course Textbook and Materials

In addition to the textbooks listed below, you must have access to the internet.

### Required

The Language of Medicine" by Davi-Ellen Chabner (ISBN # 978-0-323-37081-3)

### Required Technology

\*Course books and reading materials will be integrated into your Canvas portal

Computer

Stable internet connection

## Learning Objectives

At the completion of this course students will be able to:

1. Identify and interpret common prefixes, and suffixes used in medical terms.
2. Determine the meaning of stem words to break down complex medical terms and their components to decipher the meaning.
3. Use common medical abbreviations in typical medical documents to interpret a physician's shortened notes.
4. Write and apply medical terms in a suitable context in reports and other forms of medical documentation.

Module	Topic	Assessments & Activities	Aligned Objectives
1	Basic Word Structure, Suffixes and Prefixes	<ul style="list-style-type: none"><li>• Week 1 Discussion <i>Assignment</i></li><li>• Week 1 Combining Form Activity <i>Assignment</i></li><li>• Week 1 Word Mix-A-lot <i>Assignment</i></li></ul>	1. Use tools of word analysis to divide terms into component parts

Module	Topic	Assessments & Activities	Aligned Objectives
		<ul style="list-style-type: none"> <li>• Week 1 Medical Word Jigsaw Puzzle <i>Assignment</i></li> <li>• Week 1 Quiz <i>Assessment</i></li> </ul>	<ol style="list-style-type: none"> <li>2. Explain what combining forms are and why they are used.</li> <li>3. Define fundamental prefixes and suffixes</li> </ol>
2	Digestive and Urinary Systems	<ul style="list-style-type: none"> <li>• Week 2 Word Matching Activity <i>Assignment</i></li> <li>• Week 2 Discussion <i>Assignment</i></li> <li>• Week 2 Spelling Activity <i>Assignment</i></li> <li>• Week 2 diagnostic and laboratory tests <i>Assignment</i></li> <li>• Week 2 Quiz <i>Assessment</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Identify terms that apply to the structural organization of the body</li> <li>2. Utilize terms that describe anatomy, planes, and directions of the body</li> <li>3. Recognize combining forms that relate to elements and systems of the body</li> <li>4. Practice pronouncing the medical terms</li> <li>5. Practice spelling the medical terms</li> <li>6. Utilize terms related to the pathologies in body systems</li> <li>7. Explain diagnostics and treatments of diseases related to body systems</li> </ol>
3	Cardiovascular and Respiratory System	<ul style="list-style-type: none"> <li>• Week 3 Label the chambers of the heart <i>Assignment</i></li> <li>• Week 3 Label the electrocardiogram <i>Assignment</i></li> <li>• Week 3 Cardiac system crossword puzzles <i>Assignment</i></li> <li>• Week 3 Respiratory system crossword puzzles <i>Assignment</i></li> <li>• Week 3 Discussion <i>Assignment</i></li> <li>• Week 3 Spelling Activity <i>Assignment</i></li> <li>• Week 3 Quiz <i>Assessment</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Identify terms that apply to the structural organization of the body</li> <li>2. Recognize combining forms that relate to elements and systems of the body</li> <li>3. Practice pronouncing the medical terms</li> <li>4. Practice spelling the medical terms</li> <li>5. Utilize terms related to the pathologies in body systems</li> </ol>

Module	Topic	Assessments & Activities	Aligned Objectives
			6. Explain diagnostics and treatments of diseases related to body systems
4	Blood,Lymphatic and Immune systems, Oncology	Week 4 Word matching activity <i>Assignment</i> Week 4 Spelling the word Activity <i>Assignment</i> Week 4 Discussion: <i>Assignment</i> Week 4 Case study <i>Assignment</i> Week 4 Quiz <i>Assessment</i>	1. Identify terms that apply to the structural organization of the body 2. Recognize combining forms that relate to elements and systems of the body 3. Practice pronouncing the medical terms 4. Practice spelling the medical terms 5. Utilize terms related to the pathologies in body systems 6. Explain diagnostics and treatments of diseases related to body systems
5	Nervous, Musculoskeletal systems, Skin and Senses	Week 5 Clinical review the Nervous System <i>Assignment</i> Week 5 Clinical review the Musculoskeletal System <i>Assignment</i> Week 5 Discussion <i>Assignment</i> Week 5 Word matching activity <i>Assignment</i> Week 5 Spelling the word Activity <i>Assignment</i> Week 5 Quiz <i>Assessment</i>	1. Identify terms that apply to the structural organization of the body 2. Utilize terms that describe anatomy, planes, and directions of the body 3. Recognize combining forms that relate to elements and systems of the body 4. Practice pronouncing the medical terms 5. Practice spelling the medical terms 6. Utilize vocabulary to review case studies 7. Identify terms used in medical documents 8. Utilize terms related to the pathologies in body systems

Module	Topic	Assessments & Activities	Aligned Objectives
			9. Explain diagnostics and treatments of diseases related to body systems
6	Endocrine and reproductive Systems	<p>Week 6 Discussion <i>Assignment</i></p> <p>Week 6 Crossword puzzle <i>Assignment</i></p> <p>Week 6 Spelling Activity <i>Assignment</i></p> <p>Week 6 Identify terms <i>Assignment</i></p> <p>Week 6 Quiz <i>Assessment</i></p>	<ol style="list-style-type: none"> <li>1. Identify terms that apply to the structural organization of the body</li> <li>2. Utilize terms that describe anatomy, planes, and directions of the body</li> <li>3. Recognize combining forms that relate to elements and systems of the body</li> <li>4. Practice pronouncing the medical terms</li> <li>5. Practice spelling the medical terms</li> <li>6. Utilize vocabulary to review case studies</li> <li>7. Identify terms used in medical documents</li> <li>8. Utilize terms related to the pathologies in body systems</li> <li>9. Explain diagnostics and treatments of diseases related to body systems</li> </ol>
7	Pharmacology	<p>Week 7 Common abbreviations <i>Assignment</i></p> <p>Week 7 Discussion <i>Assignment</i></p> <p>Week 7 Word matching <i>Assignment</i></p> <p>Week 7 Spelling Activity <i>Assignment</i></p> <p>Week 7 Quiz <i>Assessment</i></p>	<ol style="list-style-type: none"> <li>1. Practice pronouncing the medical terms</li> <li>2. Practice spelling the medical terms</li> <li>3. Classify the different classes of drugs</li> <li>4. Identify the different abbreviations associated with pharmacology</li> <li>5. Name the different routes of administration of drugs</li> </ol>
8	Psychiatry	<p>Week 8 case Study <i>Assignment</i></p> <p>Week 8 Discussion <i>Assignment</i></p> <p>Week 8 Spelling the word Activity <i>Assignment</i></p>	<ol style="list-style-type: none"> <li>1. Identify terms that apply to the structural organization of the body</li> <li>2. Utilize terms that describe anatomy, planes, and directions of the body</li> </ol>

Module	Topic	Assessments & Activities	Aligned Objectives
		Week 8 Quiz Assessment	<ol style="list-style-type: none"> <li>3. Recognize combining forms that relate to elements and systems of the body</li> <li>4. Practice pronouncing the medical terms</li> <li>5. Practice spelling the medical terms</li> <li>6. Utilize vocabulary to review case studies</li> <li>7. Identify terms used in medical documents</li> <li>8. Utilize terms related to the pathologies in body systems</li> <li>9. Explain diagnostics and treatments of diseases related to body systems</li> </ol>

## Course Requirements

### Online Course

This is an online course and there **will not be any face-to-face class sessions**. All communications, submissions of assignments, course interactions, and posting of grades will utilize Canvas LMS (<https://doane.instructure.com>). You **must have a reliable internet connection** throughout the duration of the course.

### Attendance/Participation

Attendance in an online course means logging into Canvas daily, during the duration of the course, and participating in all of the activities that are posted in the course. In addition, check your Doane University email account regularly, as I may send important information about the course.

Doane University expects active participation by a student in a course, whether the course is on-ground or online. A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for online courses.

You are required to have an active Doane University e-mail account. All communication from the instructor will be to your Doane University e-mail account or via canvas messaging (accessed at [doane.instructure.com](https://doane.instructure.com)). Please, check your Doane University e-mail account daily, as your instructor may send important information via email.

### Discussion Board Participation

Regarding attendance/participation in Discussion Board assignments: each Discussion board has two parts. Part 1 is when you submit your portion of an assignment, and Part 2 is your peer feedback. Please note that discussion board submissions and comments posted after the due date will not count toward your grade; after the Part 2 due date the discussion board will close. This assignment is analogous to a face-to-face classroom discussion, you must be engaged or "in attendance" to conduct a discussion with your peers. The discussion assignments cannot be accepted retroactively.

## **Class Preparation**

Preparation for class means reading the assigned readings and reviewing all information required for that week. Preparation for class means reading the assigned readings and reviewing all information required for that week. You should plan to work on this course every day. This is a condensed, fast-paced, course. Expect to spend approximately 20 hours a week preparing for and actively participating in this 8-week course. We strongly advise that you do not take any vacations during the duration of the course.

## **Netiquette Guidelines**

At heart, Netiquette (etiquette for the Internet) is simple, good manners and business courtesy. Some of it may seem basic, but some infringements can result in major problems for others or can create an unintended insult to another user. The guidelines are adapted from The Core Rules of Netiquette by Virginia Shea (1994). For more information, please review the Netiquette Guidelines in the Student Resource Center.

## **Computer Requirements**

For the successful use of Canvas please refer to Doane University's [minimum computer requirements](#). This also includes:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Word processing software—Microsoft Word or Google Docs
- Webcam and mic

For privacy purposes, use of a webcam is only optional during video conferencing and recording.

You are expected to have a reliable computer and internet connection throughout the course. You are also required to have a computer with a camera and/access to a camera that will enable you to do video assignments.

## **Campus Network or Canvas Outage**

When access to Canvas is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

## **Drop and Add Dates**

If you feel it is necessary to withdraw from the course, please contact your University Advisor or the Open Learning Academy at [ola@doane.edu](mailto:ola@doane.edu) or (402) 467-9008 for full details on the types of withdrawals that are available and their procedures. You can also review important refund and withdrawal dates via the [Academic Calendar for OPENING LEARNING ACADEMY](#).

## **Academic Integrity**

Fundamental to our mission, our core values, and our reputation, Doane University adheres to high academic standards. Students of Doane University are expected to conduct themselves in a manner reflecting personal and professional integrity. Disciplinary actions may be taken against students whose academic behavior is not congruent with the expectations of the University. Students are responsible for adhering to the standards detailed in this policy. Not being familiar with these standards does not mean that the

students will not be accountable for adherence to them. Additional details on the Academic Integrity policy for violating academic integrity are published in the undergraduate and graduate catalogs.

## Course Grading

### Submitting Assignments

All assignments, unless otherwise announced by the instructor, must be submitted via Canvas. Each assignment will have a designated place to submit the assignment. It is your responsibility to submit all the assignments in accordance with the format instructed in the prompt. All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor and review the course site regularly to learn about changes to assignments or due dates. Once the course ends no more assignments will be accepted. **All assignments and due dates are reflective of Central Standard Time.**

### Grading Scale

Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

- A+ 97-100
- A 93-96
- A- 90-92
- B+ 87-89
- B 83-86
- B- 80-82
- C+ 77-79
- C 73-76
- C- 70-72
- D+ 67-69
- D 63-66
- D- 60-62
- F <60

### Grading Scheme

Your final percentage will be assessed with the following criteria:

Journal - 10%

Discussion Board w/ Response - 20%

Mini Essays - 20%

Word Activities - 20%

Quizzes - 30%

**TOTAL 100%**

The assignments are weighted so the final grades will not be rounded up to the next grade.

### Late or Missed Assignments

All assignments must be completed by the due date and turned in to finish the course.

Unless you discuss a late assignment with your instructor **PRIOR** to the assignment due date, your assignment will lose 20% (of the designated assignment grade) each day it is late. Unapproved late assignments will not be accepted for credit, and extensions will not be



applied retroactively. Assignments submitted through email will not be accepted for grading and credit.

Any late or missing assignments related to an illness must be accompanied by a valid and verifiable document from your medical provider before any accommodation can be made.

### **Feedback**

Please allow 3-7 days for feedback on assignments once all participating students have submitted a response to a specific assignment. When an assignment falls short of what is required for a full grade I provide thorough feedback, and this interval enables me to review an assignment more than once, prior to issuing a fair grade. Please review the instructor feedback for assignments and assessments, as this will help you reflect on what you have learned while receiving suggestions for improvement.

### **Grade Appeals**

Students who believe that their grade was miscalculated due to a mathematical error should contact the instructor within ten (10) days of the grade posting. A student is encouraged to talk with their advisor to offer an assessment of the concern and to clarify the steps of the appeal process. More information is published in the [Undergraduate and Graduate Catalogs](#).

### **Tutor Me**

Students will have access to a free tutor me service within their Canvas account. You can connect with a live free tutor or submit a paper to get feedback before submitting.

### **Technical Support**

If you are in need of technical assistance please access the [Self Service Portal](#). You may reach the help desk at 402-826-8411 or by email at [help@doane.edu](mailto:help@doane.edu).

### **Accessibility Statement**

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Doane University staff coordinate student transitions from high schools and community colleges, conduct in-service training for faculty and staff, enable the resolution of accessibility issues, conduct community outreach, and facilitate collaboration among Doane University staff on disability policies, procedures, and accommodations.

### **Accommodations & Disability Services**

[Doane University's Disability Services Office](#) will provide guidance on accommodations and universal access. To request accommodations please complete the [Self-Identification Form](#) and visit the website for additional information.

## **Title IX Requirements: Mandatory Reporting**

At Doane, all university employees, including faculty, are considered Mandatory Reporters. As a Mandatory Reporter, I am required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator and, thus, cannot guarantee confidentiality. This means that if you tell me about an incident of sexual harassment, sexual assault, domestic violence, dating violence, stalking and/or other forms of prohibited discrimination, I have to share the information with the University's Title IX Coordinator. My report does not mean that you are officially reporting the incident. This process is in place to ensure you have access to and are able to receive the support and resources you need. For additional information, including confidential resources, please visit the [Campus Advocacy, Prevention, and Education \(CAPE\) Project](#).

## **Anti-Harassment Policy**

Doane University, referred to as the "University", is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. This policy addresses the University's responsibilities under Title IX, the Violence Against Women Reauthorization Act of 2013, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). More information is published in the [Student Handbooks](#).

## **Instructional Technology Accessibility and Privacy Policies**

If your course uses additional technology tools, information on the [Technology Policies & Guidelines](#)

## **Syllabus Disclaimer**

I (the instructor) view the course syllabus as an educational contract between myself and each student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. I reserve the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email or in the course site Announcements. Please remember to check your Doane University email and the course site Announcements often.

## **Syllabus Changes**

The instructor and Doane University reserve the right to make changes as necessary to this course syllabus. All students will be notified of any changes.

## **Doane Syllabus Addendum**

Each student is responsible for being aware of the policies, resources, and expectations as specified in the Doane Syllabus Addendum located at:

<https://www.doane.edu/Syllabus>

Please review these items before your course begins.