



LANCASTER BIBLE COLLEGE

YOUR JOURNEY. OUR FOCUS.

Course Number & Title – HCM110 Medical Terminology

Department – AUD – Health & Physical Education

Contacting Your Professor

1. To contact your professor, select "Inbox" from the global navigation bar on the left-hand side of your screen. After selecting inbox, click the pencil in the top right of your screen to begin your message. Type in your professor's name and your message before sending.

Delivery – Online

Course Description – This course will equip the student with a knowledge of the language of healthcare. The student will learn to define medical terms by using the root, prefix and suffix of the word as well as the main vocabulary, diagnostic tool and pharmacology for each body system including; neurological, respiratory, cardio-vascular, hematological, endocrine, gastro-intestinal, genital-urinary, muscular-skeletal and skin. (3 credits)

Course Prerequisite(s) – None

Student Learning Outcomes – As a result of this course the student will do the following:

1. Demonstrate appropriate verbal and communication skills regarding a variety of emergent, acute and chronic situations.
2. Describe basic disease processes for each body system.
3. Prove the ability to decipher medical terms and use them appropriately.
4. Develop a knowledge base for clinical communication that is appropriate and portrays a respectful, biblical world view of the client and his/her body.
5. Evaluate current uses of medical terminology, including abbreviations, for safety and effectiveness.

Course Requirements

1. *Textbook(s)* – Book information and a price comparison tool can be found at <https://www.lbcbookstore.com/>. Click on "Compare Textbook Prices" in the middle of the page. Here you will find the bookstore's prices, digital options, plus Amazon and other online retailers.
 - a. Cross, Nanna, and Dana McWay. *Stanfield's Essential Medical Terminology*. 5th ed., Boston, Jones & Bartlett Learning, 2018.
2. *Materials*
 - a. Supplemental online resources (videos and articles) will be provided by the instructor throughout the course.

3. *Assignments*

- a. **Clinical Note Reading Responses:** Each week, students will respond to assigned readings in a variety of ways. After reading the clinical notes (essentially mini-case studies) for the chapters of the textbook assigned for that specific week, students will create and submit definitions for each of the bolded words in the clinical notes. Specific instructions will be given in the course. (SLOs 1, 3, 4, 5)
- b. **Discussion Forums:** Discussions will take place throughout the course, typically in response to a reading, video, or set of questions provided by the instructor. These discussions are meant to build and enhance the learning community as students interact with each other as a class. As this is the case, discussion posts will not be accepted late. Specific instructions will be given in the course. (SLOs 4, 5)
- c. **Portfolio:** Throughout this course, students will develop a "Body System Portfolio," which will include the main vocabulary, diagnostic tools, pharmacology, and basic disease processes for each of the body systems (1-2 pages for each body system). The nine body systems covered in this course, which will be included in the portfolio, are neurological, respiratory, cardiovascular, hematological, endocrine, gastro-intestinal, genital-urinary, muscular-skeletal, and integumentary. Specific instructions will be given in the course. (SLOs 2, 3)
- d. **Clinical Case Study Presentation:** Throughout the second half of the course, students will create and present an 8-12-minute presentation on a professional clinical case study assigned by the instructor. The presentation will consist of 2 sections: a 5- to 7-minute presentation of the clinical case study, utilizing verbal and communication skills acquired throughout the course, and a 3- to 5-minute oral summary of how the student's biblical worldview informed their understanding of the client and the human body. Specific instructions will be given in the course. (SLOs 1, 3, 4)

4. *Exams and Quizzes*

- a. **Quizzes:** Throughout the course, students will complete a number of quizzes based on the assigned readings from that week. These quizzes will assess students' ability to accurately and thoroughly recall key concepts and terminology from the textbook. Success on these quizzes requires careful attention to the main ideas of the text, as well as how these ideas might be interconnected with course learning goals. (SLO 3)

5. *Extra Credit*

- a. There are no extra credit opportunities for this course.

Course Procedures

1. *Course Practices* – This online course uses readings, discussions, and other resources and activities to aid and measure the learning of its objectives. Work through the weeks in sequential order, completing the learning explorations and assignments. Please take these opportunities to interact with the instructor and fellow students about the course content, the learning experience, and the relationships between the material and one's own experience. The above is an approximation and is subject to change during the course as announced by the instructor.
2. *Participation Policy* – Attendance and participation for this course take the form of completing of all readings and assignments in a timely manner, contributing to discussions with charity, and actively collaborating with fellow students when required. It is expected that students will check their course and email account on a daily basis for communication from the instructor. Communication between the instructor and students is critical. Students are encouraged to reach

out to the instructor with questions or concerns throughout the course. If the instructor has a specific concern relating to the student, the instructor will email the student utilizing the university email address.

3. *Grading Policy, Rating Scale, Use of Rubrics, etc.*

<i>Excellent</i>	A	=	94–100		B-	=	80–83		D+	=	67–69
	A-	=	90–93		C+	=	77–79	<i>Passing</i>	D	=	64–66
	B+	=	87–89	<i>Average</i>	C	=	74–76		D-	=	60–63
<i>Good</i>	B	=	84–86		C-	=	70–73	<i>Failure</i>	F	=	0–59

The weight of each assignment in relation to your final grade is allocated in the following grading categories:

Clinical Note Reading Responses	20%
Discussion Forums	10%
Portfolio	30%
Clinical Case Study Presentation	25%
Quizzes	15%

4. *Late Assignment Policy* – If a student has a conflict in their schedule, they are mandated to communicate this conflict with the instructor prior to the scheduled week; the instructor will work with the individual student on an individual basis in order for the student to complete their scheduled work on time. Any late submissions will be assessed a 2-point deduction in overall item grades, and no assignment or project will be accepted for a grade beyond 1 week from the posted due date without prior extension approval.
5. *Make-up Policy* – If a student has a conflict in their schedule, he or she is mandated to communicate this conflict with the instructor PRIOR to the scheduled week; the instructor will work with the individual student on an individual basis in order for the student to complete their scheduled work on time.
6. *Ally Center Statement* – The Ally Center is LBC | Capital’s hub for academic services, resources, and accessibility. The academic services include disability services, writing services, and academic mentoring services and are available at no additional cost. To schedule an online or on-campus appointment, or for information regarding resources, locations, and hours of operation, visit lbc.edu/ally.
 - a. *Disability Services* – LBC | Capital is committed to creating an educational environment that is inclusive and accessible, in compliance with the guidelines of the ADA and Section 504 of the Rehabilitation Act. Students choosing to disclose a disability must contact the Disability Services Office to discuss reasonable accommodations.

After speaking with the student and reviewing documentation, reasonable accommodations will be determined. It is in the student’s best interest to contact the Disability Services Office as early as possible prior to each new term since professors cannot provide accommodations without verification from the DSO and accommodations cannot be applied retroactively. More information and disclosure forms are available at lbc.edu/ally.

Please note: Students should register with the Disability Services Office each term for which accommodations are desired; accommodations from the prior semester are not automatically carried over.

The Disability Services Office can be reached at 717.560.8200 ext. 5383 or DSO@lbc.edu. The confidential fax line is 717.560.8261.

- b. *Writing Services* – The Writing Center is available to help any LBC | Capital student with writing assignments from any course. Students can schedule a one-on-one appointment with professional personnel or peer mentors at any point in the writing process. Writing Services include: assistance in brainstorming and outlining, development of ideas, critique of partial or full drafts, and/or review of formatting and citations. Appointments are available both on campus and online. A variety of writing resources are available at lbc.edu/ally.

The Writing Center can be reached at 717.560.8200 ext. 5486 or by email at writingcenter@lbc.edu.

- c. *Academic Mentoring Services* – Academic Mentoring Services (AMS) provides academic services at no cost to any current undergraduate LBC student. Professional personnel and peer mentors come alongside students to assist with major projects, time management, review of course content, test-taking skills, and study strategies. A variety of academic resources are available at lbc.edu/ally.

Students may make academic mentoring appointments by phone at 717.560.8200 ext. 5389 or by email at ams@lbc.edu.

- d. *Contact Information*

Location	Email	Phone
Lancaster	allycenter@lbc.edu	717.569.7071 ext. 5389
Philadelphia	AllyPhilly@lbc.edu	215.329.5400 ext. 5753
Washington D.C.	AllyDC@lbc.edu	301.552.1400 ext. 5806
Online	allycenter@lbc.edu	717.569.7071 ext. 5389

- 7. *Academic Integrity Statement* – As followers of Christ, we need to be fully committed to honesty and truthfulness in all aspects of our lives, including in our academic lives. Therefore, academic dishonesty will not be tolerated in any way. Students are responsible to familiarize themselves with LBC’s Academic Integrity Policy and adhere to it. It is located in the Student Handbook.
- 8. *Statement on Self-care* – College in general is a rich and fulfilling experience, full of opportunities for students. Along with this abundance of opportunities comes the challenge of maintaining a healthy life balance characterized by productive tension, a sensible schedule, and time for rest. Productive tension, at times, can be compounded by unexpected life challenges, causing unproductive levels of stress. This can lead to feelings of sadness, increased anxiety, and an overall lack of focus. For this reason, LBC | Capital strongly encourages students to care for themselves physically, emotionally, and spiritually during each academic term and throughout their journeys. Everyone benefits by support in times of struggle so students are also encouraged to seek help promptly by talking with professors or other College staff about life challenges as related to academic performance and to seek advice regarding available supports inside and outside of the LBC | Capital community.

Course Resources

1. *Technology Difficulties* – The Help Desk is available to help you with computer and technology problems and questions. Call 717.560.8200 ext. 4357 (HELP), email help@lbc.edu, or visit <https://www.lbc.edu/helpdesk>.
2. *Library Resources* – The library subscribes to numerous databases to provide access to scholarly and peer-reviewed journal articles, eBooks, newspapers, magazines, and much more. Online resources are accessible anywhere on campus or remotely 24/7 using your LBC username and password. To access these resources, go to <https://www.lbc.edu/library>. The library website also includes links for students to request research assistance:
 - ASK A LIBRARIAN is for information from an LBC librarian within 24 hours (Monday-Friday).
 - LIVE CHAT is for immediate assistance—usually from a non-LBC librarian.
 - REQUEST RESEARCH CONSULTATION is for arranging an appointment with a librarian, either in-person or online.
3. *Bibliography* – None
4. *Extra Resources* – None