



**LANCASTER BIBLE COLLEGE**  
CAPITAL SEMINARY & GRADUATE SCHOOL

**Course Number & Title** – HCM110 Medical Terminology

**Department** – Business Administration

**Contacting Your Professor** – To contact your professor in Canvas, 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 knowledge of healthcare terminology. 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 tools and pharmacology for each body system including: neurological, respiratory, cardio-vascular, hematological, endocrine, gastro-intestinal, genital-urinary, muscular-skeletal and skin. (3 credits)

**Course Prerequisites** – None

**Student Learning Outcomes** – As a result of this course, the student will be able to:

1. Demonstrate appropriate verbal and written communication skills regarding a variety of emergent, acute, and chronic situations.
2. Describe basic disease processes for each body system.
3. 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*
  - a. Cross, Nanna, and Dana McWay, *Stanfield's Essential Medical Terminology*, 5th ed., 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 (20%)** – Each week, you 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, you 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, 3–5)
- b. **Discussion Forums (20%)** – 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, late discussion posts will not be accepted. Specific instructions will be given in the course. (SLOs 4–5)
- c. **Portfolio (25%)** – Throughout this course, each student 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 (one to two 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, gastrointestinal, genital-urinary, muscular-skeletal, and integumentary. Specific instructions will be given in the course. (SLOs 2–3)
- d. **Reflective Activities (15%)** – At the end of each week, each student will complete a short reflective activity. These activities will ask you to consider what you already know about course topics, draw connections to other areas of knowledge, and/or solidify what you’ve learned. These activities will be graded for completion only. Further details will be provided in the course.
- e. **Meeting Participation Reports (5%)** – Each week, you will participate in a live meeting led by your instructor to discuss course topics, ask questions, and reflect on what you’re learning. These meetings will be conducted online, and you are required to participate either through live attendance or by watching the recording and completing a reflective activity. Further details will be provided by your instructor.

### 4. *Exams and Quizzes*

- a. **Quizzes (15%)** – Throughout the course there will be several quizzes based on the assigned readings from that week. These quizzes will assess your 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 may interconnect with course learning goals. (SLO 3)

### 5. *Extra Credit*

- a. None

## Course Procedures

1. *Course Practices* – This online course uses discussions, readings, videos, 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 your experience.
2. *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 this way:

Clinical Note Reading Responses	20%
Discussion Forums	20%
Portfolio	25%
Reflective Activities	15%
Meeting Participation Reports	5%
Quizzes	15%

3. This course adheres to [LBC | Capital's Global undergraduate policies and services](#). These include:
  - a. Attendance Policy
  - b. Late Assignment Policy
  - c. Make-up Policy
  - d. Ally Center Statement
    - i. Accessibility Services
    - ii. Writing Services
    - iii. Academic Mentoring Services
  - e. Academic Integrity Statement
  - f. Statement on Self-Care

## 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](mailto:help@lbc.edu), or visit [lbc.edu/helpdesk](http://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 [lbc.edu/library](http://lbc.edu/library). The library website also includes links for students to request research assistance:
  - CHAT NOW is for immediate assistance – usually from a non-LBC librarian.-
  - ASK US is for information from an LBC librarian within 24 hours (Monday–Friday).

- ◆ SCHEDULE A MEETING is for arranging an appointment with a librarian, either in-person or online.
3. *Program/Content Coordinator* – [business@lbc.edu](mailto:business@lbc.edu)
  4. *Bibliography* – None
  5. *Extra Resources* – None