

**HCA 205: Medical Terminology for Healthcare Administration**  
**Spring A - Online (OL1)**  
**Course Syllabus**

**Instructor:** Kathleen Gallman  
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**Office Hours:** By Appointment (Please email or call)  
**Class Meets:** January 14 - March 8, 2019  
**Credit:** 3 semester hours

**Course Description:** This course is designed to introduce the student to medical terminology, including roots, prefixes, and suffixes, with emphasis on spelling, definition and pronunciation. The course consists of the basic rules for interpreting, constructing, and spelling medical terminology. The course includes common terminology, definitions and pronunciations for prefixes, suffixes, general body terms, and body system terminology.

**Overview of Requirements:** This course is fully online. Students must have access to a computer and reliable internet access. Students will be required to participate in discussions and complete assignments, quizzes and tests via computer.

**Textbook:** Medical Terminology for Health Professions, 6th Ed., Authors: Ann Ehrlich & Carol L. Schroeder; ISBN: 978-1-305-63435-0

**Learning Outcomes:**

- Identify and define the roles of the basic word parts including prefixes, suffixes, root words and combining forms.
- Interpret abbreviations for common signs, symptoms, medical conditions, and diagnostic testing and therapeutic procedures.
- Demonstrate comprehension of medical terms by creating compound terms using multiple word parts.
- Divide medical terms into their component parts and define.
- Identify medical terms when provided with definitions.
- Match root words, prefixes, suffixes and medical terms with definitions.

**Prerequisites:** Senior standing or Instructor's Permission.

**Attendance:** ASPIRE classes are accelerated and are offered in 8-week and 5-week sessions. Because of this, students are required to attend every class session. Missing any class will have a negative impact on the student's learning and course performance. In the event of an absence, the student is required to notify the instructor ahead of time and follow the instructor's course of action for dealing with the missed class time. This may include the completion of additional assignments or a reduction in the final grade due to the missed class.

**Attendance on the first night/week is mandatory. Students will be required to participate in a week 1, introduction forum for attendance reporting. NOTE: This forum is used to determine your attendance for week 1. If you do not participate in this discussion, you will be reported as a "No-Show" and your campus director will be notified, regardless if you post in the other week 1 forum. This could result in you being dropped from the class which could have a negative impact on your financial aid.**

**Attendance for online courses is based on the student completing the weekly discussion boards.**

Once the seven-day drop period has passed, there will be no refund for a registered class. If you miss the second class, your options are:

- A. Talk to the instructor and see if he/she is willing to allow you to continue in the class.
- B. Complete a Drop/Add form. You will still pay for the class, but receive a non-punitive grade of a "W".
- C. Do nothing – you will receive an "F" and will be responsible for paying for the class.

An instructor may fail any student who misses more than twenty-percent of a course (6 hours for an 8 week course, 4 hours for a 5 week course) after the drop period. Ultimately, it is the instructor's decision to determine how to handle absences. **PLEASE NOTE:** Absences of any kind and length in an accelerated class should be avoided. This instructor strongly endorses the ASPIRE Attendance Policy, and reserves the right to review the circumstances involved in any student absence to determine an appropriate course of action.

**Accommodation for Students with Disabilities:** North Carolina Wesleyan College seeks to fully comply with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a covered disability must go to the Coordinator of Disability Services located in the Student Success Center, PCB 192A to verify the disability before any accommodations can occur. The telephone number is 252-985-5216.

**Academic Honesty:** The college policy on plagiarism and cheating will be followed on a consistent basis. The catalog defines "Cheating" as a means of giving or receiving of information illicitly with intent to deceive the instructor in his or her effort to grade fairly any academic work. "Plagiarism is "to take and use as one's own thoughts, writings, or inventions, or another (Oxford English Dictionary). It is plagiarism when one uses direct quotations without proper

credit and appropriate quotation marks, and when one uses the ideas of another without proper credit. The penalty for academic dishonesty is severe. (Refer to the college catalog, pp. 82-84.)

**Assignments:** Grading is based on the qualitative judgment of the instructor. Grades will be based on a combination of individual assignments as well as participation. Students are encouraged to discuss their performance with the instructor at any time during the semester. The course grade will be based on four components:

- **Slide Presentations:** PowerPoint slide presentations for assigned book chapters will be provided based on course/subject content for each week. Students are responsible for reading and learning the presented material. The slide presentations align with the text and should be utilized to enhance the comprehension of course content.
- **Weekly Discussions:** Students will be required to participate in weekly discussions within the Collaboration Forum. For each discussion, students will respond to the readings/slide presentations assigned.

Students will provide examples of how they have experienced the concepts in their everyday personal and/or professional lives. Students should demonstrate an understanding of the materials and engage in thoughtful reflection to include their opinion. Students are expected to engage with other classmates, with the goal of having an in-depth conversation, brain storm ideas, share experiences and ask questions.

Initial posts are due by Wednesday's, at 11:55 pm and should be at least 250 words. Replies to classmates (minimum of two) are due by Friday's, at 11:55 pm. For each day that your initial post is late, you will have 10 points deducted. Responses to classmates are worth 10 points each.

- **Quizzes:** Students will be given quizzes in weeks 2, 3, 4, 5 and 7. The quizzes will assess the student's knowledge of the assigned content. Quizzes provide a formative assessment of the learning outcomes for this course.
- **Final Exam:** There will be a comprehensive Final Exam for this course. Students are required to work alone on the Final Exam without help from others. The Final Exam will include questions/activities that evaluate the student's knowledge of medical terminology related to the body systems and will provide a summative assessment of the learning outcomes for this course.

### GRADE BREAKDOWN

|                          |            |
|--------------------------|------------|
| Quizzes                  | 40%        |
| Discussion Boards        | 30%        |
| Essay – Med. Term.       | 15%        |
| Comprehensive Final Exam | <u>15%</u> |
|                          | 100%       |

## CLASS SCHEDULE – WEEKLY OVERVIEW

| Week | Dates                     | Topic(s)  | Assignments  |
|------|---------------------------|---|--|
| 1    | January 14 – October 20   | <ul style="list-style-type: none"> <li>• Intro</li> <li>• The Human Body</li> </ul>                           | <ul style="list-style-type: none"> <li>✚ Slide Presentation</li> <li>✚ Discussion</li> </ul>                           |
| 2    | January 21 – October 27   | <ul style="list-style-type: none"> <li>• Skeletal System</li> <li>• Muscular System</li> </ul>                | <ul style="list-style-type: none"> <li>✚ Slide Presentation</li> <li>✚ Discussion</li> <li>✚ <b>Quiz #1</b></li> </ul> |
| 3    | January 28 – February 3   | <ul style="list-style-type: none"> <li>• Cardiovascular System</li> <li>• Lymphatic/Immune Systems</li> </ul> | <ul style="list-style-type: none"> <li>✚ Slide Presentation</li> <li>✚ Discussion</li> <li>✚ <b>Quiz #2</b></li> </ul> |
| 4    | February 4 – February 10  | <ul style="list-style-type: none"> <li>• Respiratory System</li> <li>• Digestive System</li> </ul>            | <ul style="list-style-type: none"> <li>✚ Slide Presentation</li> <li>✚ Discussion</li> <li>✚ <b>Quiz #3</b></li> </ul> |
| 5    | February 11 – February 17 | <ul style="list-style-type: none"> <li>• Urinary System</li> <li>• Nervous System/Mental Health</li> </ul>    | <ul style="list-style-type: none"> <li>✚ Slide Presentation</li> <li>✚ Discussion</li> <li>✚ <b>Quiz #4</b></li> </ul> |
| 6    | February 18 – February 24 | <ul style="list-style-type: none"> <li>• Eyes and Ears</li> <li>• Integumentary System</li> </ul>             | <ul style="list-style-type: none"> <li>✚ Slide Presentation</li> <li>✚ <b>Essay – Medical Terminology</b></li> </ul>   |
| 7    | February 25 – March 3     | <ul style="list-style-type: none"> <li>• Endocrine System</li> <li>• Reproductive System</li> </ul>           | <ul style="list-style-type: none"> <li>✚ Slide Presentation</li> <li>✚ Discussion</li> <li>✚ <b>Quiz #5</b></li> </ul> |
| 8    | March 4 – March 8         | <ul style="list-style-type: none"> <li>• Diagnostics and Comprehensive Review</li> </ul>                      | <ul style="list-style-type: none"> <li>✚ <b>Comprehensive Final Exam</b></li> </ul>                                    |