

HCA101: Medical Terminology

Syllabus Overview

This syllabus contains all relevant information about the course: its objectives and outcomes, the grading criteria, the texts and other materials of instruction, and weekly topics, outcomes, assignments, and due dates. Consider this your roadmap for the course. Please read through the syllabus carefully and ask questions if you would like anything clarified. Please print a copy of this syllabus for reference.

Course Description

3 Credits

Prerequisite: None

This course offers students engagement and interaction with the dynamic language of health care. Though comprehensive discussions and activities, students will have the opportunity to be immersed in the words used in health care including these topics:

- Health Care Industry Terminology
- Health Care Delivery Systems Terminology
- Body Systems – Clinical Terminology

Course Outcomes

Upon successful completion of this course, students will be able to:

- Describe the importance of medical terminology.
- Analyze medical terminology by breaking words and terms down into their basic components (root, prefix and suffix).
- Identify major body systems and their functions, along with associated terms.
- Identify community, state and federal resources to improve the health of the community.
- Identify the career spectrum within the health care industry.

Communication with Your Instructor

You will receive a welcome email from your instructor prior to the start of class. This email will contain your instructor's contact information. Your instructor will also be communicating with you via several methods in the course, including:

- **Announcements** – This communication tool, located on the navigation menu within your course in Canvas, contains important updates. Be sure to check for new announcements from your instructor each time you access your course.
- **Q&A** – Use this discussion board, located on the Home screen in your course, to communicate with your instructor and classmates regarding general course questions (i.e. missing links, assignment clarification, etc.).
- **Inbox** – Use the Inbox, located in the top right corner of Canvas, to send a message to your instructor or classmates.

Required Textbook:

Jones, S. & Cavanaugh, A. (2017). *Medical language accelerated*. New York: McGraw Hill
ISBN-13: 9781259620706

***Note:** This is a hard copy or eBook textbook. It is bundled with a Connect+ access card and is available through the Bookstore as either a (printed) hard copy or eBook.

****Connect Access is required for this course.**

The bookstore is located in the left-hand navigation of all Canvas courses.

Library Services

Detailed information about the eLibrary can be found in the Student Resource Center. This is a course that all students have access to during their academic career.

Canvas Help Desk and Technical Questions

If you experience technical issues in your course, please contact the Canvas Help Desk by clicking the Help link (top right corner within Canvas). There are 3 ways to contact them:

- Phone (888-628-2749)
- Live chat
- Report a problem (submit a ticket)

Be sure to notify your instructor of any technical difficulties you are experiencing.

Additional resources are available in the Student Resource Center and the Canvas Guides website:

<http://guides.instructure.com>

Weekly Schedule

Week 1 Introduction to Medical Language and Health Records	
Outcomes	<ul style="list-style-type: none"> Identify the word parts used to build medical language. Summarize how to put together medical terms. Describe how medical terms are translated. Summarize the SOAP method. Identify the types of health records. Identify common terms on health records. Identify abbreviations associated with health care facilities, patient care, and prescriptions. Identify different types of health records.
Smart Learn Readings	<p>NOTE: Links to readings are on the weekly course Readings screen in Canvas.</p> <ul style="list-style-type: none"> Chapter 1 – Introduction to Medical Language Chapter 2 – Introduction to Health Records
Lectures	<ol style="list-style-type: none"> How we build medical terms – part by part. Introducing SOAP and the basic health record.
Discussion	<p>See Course for Discussion</p> <p>Initial post due Thursday, 6:00 AM, Eastern Time. Discussion board closes Sunday, 6:00 AM, Eastern Time.</p>
Assignment	Complete the Week 1 Homework Assignment in Connect
Quiz	Complete the Week 1 Quiz in Connect

Week 2 Integumentary and Musculoskeletal Systems	
Outcomes	<ul style="list-style-type: none"> Identify the roots/word parts pertaining to the integumentary and musculoskeletal systems. State the associated Subjective and Objective terms. List the Assessment and Plan terms. Define and apply appropriate abbreviations. Distinguish terms associated with the systems in the context of electronic health records.
Smart Learn	<ul style="list-style-type: none"> Chapter 3: Integumentary System

Readings	<ul style="list-style-type: none"> Chapter 4: Musculoskeletal System
Lectures	<ol style="list-style-type: none"> The Integumentary System – Dermatology The Musculoskeletal System – Orthopedics
Interactive Activity	Audio Record Chapters 3 and 4
Discussion	<p>See Course for Discussion</p> <p>Initial post due Thursday, 6:00 AM, Eastern Time. Discussion board closes Sunday, 6:00 AM, Eastern Time.</p>
Assignment	Complete the Week 2 Homework Assignment in Connect
Quiz	Complete the Week 2 Quiz in Connect

Week 3 Nervous and Sensory Systems	
Outcomes	<ul style="list-style-type: none"> Identify the roots/word parts pertaining to the nervous and sensory systems. State the associated Subjective and Objective terms. List the Assessment and Plan terms. Define and apply appropriate abbreviations. Distinguish terms associated with these systems in the context of electronic health records.
Smart Learn Readings	<ul style="list-style-type: none"> Chapter 5: The Nervous System Chapter 6: The Sensory System
Lectures	<ol style="list-style-type: none"> The Nervous System – Neurology and Psychiatry The Sensory System – Ophthalmology and Otolaryngology
Interactive Activity	Audio Record Chapters 5 and 6
Discussion	<p>See Course for Discussion</p> <p>Initial post due Thursday, 6:00 AM, Eastern Time. Discussion board closes Sunday, 6:00 AM, Eastern Time.</p>
Assignment	Complete the Week 3 Homework Assignment in Connect
Quiz	Complete the Week 3 Quiz in Connect

Week 4 Endocrine and Blood/Lymphatic Systems	
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Outcomes	<ul style="list-style-type: none"> • Identify the roots/word parts pertaining to the endocrine and blood/lymphatic systems. • State the associated Subjective and Objective terms. • List the Assessment and Plan terms. • Define and apply appropriate abbreviations. • Distinguish terms associated with these systems in the context of electronic health records.
Smart Learn Readings	<ul style="list-style-type: none"> • Chapter 7: Endocrine System • Chapter 8: Blood and Lymphatic System
Lectures	<ol style="list-style-type: none"> 1. The Endocrine System – Endocrinology 2. The Blood and Lymphatic Systems – Hematology and Immunology
Interactive Activity	Audio Record Chapters 7 and 8
Discussion	<p>See Course for Discussion</p> <p>Initial post due Thursday, 6:00 AM, Eastern Time. Discussion board closes Sunday, 6:00 AM, Eastern Time.</p>
Assignment	Complete the Week 1 Homework Assignment in Connect
Quiz	Complete the Week 1 Homework Assignment in Connect

Week 5 Cardiovascular and Respiratory Systems	
Outcomes	<ul style="list-style-type: none"> • Identify the roots/word parts pertaining to the cardiovascular and respiratory systems. • State the associated Subjective and Objective terms. • List the Assessment and Plan terms. • Define and apply appropriate abbreviations. • Distinguish terms associated with these systems in the context of electronic

	health records.
Smart Learn Readings	<ul style="list-style-type: none"> • Chapter 9: The Cardiovascular System • Chapter 10: The Respiratory System
Lectures	<ol style="list-style-type: none"> 1. The Cardiovascular System – Cardiology 2. The Respiratory System – Pulmonology
Interactive Activity	Audio Record Chapters 9 and 10
Discussion	<p>See Course for Discussion</p> <p>Initial post due Thursday, 6:00 AM, Eastern Time. Discussion board closes Sunday, 6:00 AM, Eastern Time.</p>
Assignment	Complete the Week 5 Homework Assignment in Connect
Quiz	Complete the Week 5 Quiz in Connect

Week 6 Gastrointestinal System	
Outcomes	<ul style="list-style-type: none"> • Identify the roots/word parts pertaining to the gastrointestinal system. • State the associated Subjective and Objective terms. • List the Assessment and Plan terms. • Define and apply appropriate abbreviations. • Distinguish terms associated with this system in the context of electronic health records.
Smart Learn Readings	<ul style="list-style-type: none"> • Chapter 11: The Gastrointestinal System
Lecture	1. The Gastrointestinal System – Gastroenterology
Interactive Activity	Audio Record Chapter 11
Discussion	<p>See Course for Discussion</p> <p>Initial post due Thursday, 6:00 AM, Eastern Time. Discussion board closes Sunday, 6:00 AM, Eastern Time.</p>
Assignment	Complete the Week 6 Homework Assignment in Connect
Quiz	Complete the Week 6 Quiz in Connect

Week 7 Urinary/Male and Female Reproductive Systems	
Outcomes	<ul style="list-style-type: none"> Identify the roots/word parts pertaining to the urinary/male reproductive and the female reproductive systems. State the associated Subjective and Objective terms. List the Assessment and Plan terms. Define and apply appropriate abbreviations. Distinguish terms associated with these systems in the context of electronic health records.
Learn Smart Readings	<ul style="list-style-type: none"> Chapter 12: The Urinary and Male Reproductive System Chapter 13: The Female Reproductive System
Lectures	<ol style="list-style-type: none"> The Urinary and Male Reproductive Systems – Urology The Female Reproductive System- Gynecology, Obstetrics and Neonatology
Interactive Activity	Complete the Audio Record Chapters 12 and 13
Discussion	<p>See Course for Discussion</p> <p>Initial post due Thursday, 6:00 AM, Eastern Time. Discussion board closes Sunday, 6:00 AM, Eastern Time.</p>
Assignment	Complete the Week 7 Homework Assignment in Connect
Quiz	Complete the Week 7 Quiz in Connect

Week 8 Health Care Industry Terminology	
Outcomes	<ul style="list-style-type: none"> Identify community, state and federal resources to improve the health of the community. Identify the career spectrum within the health care industry.
Readings	There are no assigned textbook readings this week. Additional study resources are assigned in Multimedia.
Lectures	<ol style="list-style-type: none"> The Structure of the US Health Care Industry The Career Spectrum within the Health Care Industry
Multimedia	<ul style="list-style-type: none"> Brookings Institution. (2017). <i>Introduction to health care in the U.S.</i> U.S. Centers for Medicare & Medicaid Services.

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Discussion	See Course for Discussion Initial post due Thursday, 6:00 AM, Eastern Time. Discussion board closes Sunday, 6:00 AM, Eastern Time.
Assignment	See Course for Assignment Details

Grading and Evaluation

Your grades will reflect the way in which you present and support your topics and positions in the various learning activities used in this course. The grades will be based on the quality and quantity of your comments and responses in the various activities.

Be sure to review the discussion and assignment rubrics in the course for specific grading criteria.

The various graded activities are weighted as follows:

Course Element	% of Final Grade
Assignments	20%
Discussions	40%
Quizzes	40%
Interactive Learning Activities	0%
Total	100%

Students will be expected to meet all the deadlines of the class as indicated throughout the course and in the syllabus. This is primarily so we don't get behind in the course. In addition, discussions cannot overlap from one week to the next. This is to ensure that all discussions and submissions take place within the week they are scheduled in order to be of value to the entire class as well as to help you not get behind. If there are extenuating circumstances, you will need to communicate that to the instructor and make arrangements accordingly, if appropriate.

Late Assignments: Exceptions are to be determined by the instructor on a case-by-case basis. There will be no opportunities for extra credit.

Learner Success Guidelines

These guidelines are provided to help you succeed in your coursework:

- Participate in the class introduction activity on the first day of class.
- Submit ALL assignments by the posted due dates and times.
- Check your emails daily.
- Contact Portal Help for logon problems or Canvas Help for technical issues with Canvas.
- Participate fully in all threaded discussions.
- Contact your instructor if you have questions about an assignment or need additional help completing your work successfully.

Academic dishonesty is grounds for dismissal from the program.

Academic Policies

The following Academic Policies can be found in the [Student Resource Center](#).

- Grading Criteria
- Reasonable Accommodations Policy
- Student Attendance Policy
- Academic Honesty and Integrity Policy
- Student Engagement and the Granting of Academic Credit

- Copyright Policy

Caveat

The above schedule, content, and procedures in this course are subject to change. All policies are superseded by the latest College Catalog available on our website: <https://www.cambridgecollege.edu/student-rights-complaints-grievances/student-code-conduct>