

# University of the Incarnate Word Course Syllabus/Outline

**Course:** HSCI 2312 – Medical Terminology

**Term:** Spring I 2016

**Instructor:** Dan Maley, MHA, PMP

**Email:** [dmaley@uiwtx.edu](mailto:dmaley@uiwtx.edu)

---

## Introduction and General Information:

Medical Terminology is designed to familiarize the student with the language of medicine. The components of medical terminology are beneficial for any individual with a healthcare employment objective. The course presents the components of medical words including word roots, combining forms, suffixes, and prefixes. Using medical terminology as a focal point, the systems of the body are discussed.

We will use Blackboard as the learning platform for this course. The notes below will help you navigate:

Please plan on reading the ANNOUNCEMENTS area a couple of times a week. Each week may have a general announcement to start, but if I have anything that you all need to know comes up, I will post it there.

Make sure to read this COURSE OUTLINE carefully. It has answers to a many of your questions. Print it for future reference and refer to it often for weekly assignment due dates. You are responsible for knowing what it contains – especially all deadlines indicated within it.

Click on the WEEKLY LESSONS link on the left for each week's work. You will find folders which will appear for each week as timed in the Course Outline. Click on the Week One Folder and you will find a Discussion Area, Media area, Class Notes area, and the Assessments area. Check and take part as appropriate each week.

**The required software for this course is Microsoft Office Professional 2003, 2007 or 2010.** If you do not have this loaded on your computer you can purchase an education discounted copy from UIW. **The software can also be purchased t the UIW Business Office for \$10 per copy. Call 210-829-6099 or [eapbo@uiwtx.edu](mailto:eapbo@uiwtx.edu).**

*You must be a member of an academic institution to qualify for purchase. The products offered on this storefront are not for the general public. You will be requested to provide proof of academic affiliation prior to your product shipping in order to take advantage of these special offers. Delivery of this software takes several weeks. Ordering after the course starts will place you behind in your assignments.*

In order to send me your assignments each week, you will go into the WEEKLY LESSONS area, click on the week's ASSESSMENT folder, then click on the name of the assignment, then follow the instructions to browse and upload the file to be graded.

You will find small lectures/PowerPoint's each week in the WEEKLY LESSONS link under CLASS NOTES.

The term "week" used in the syllabus/outline refers to the span of seven days from Monday to Sunday. All assignments are due before 5:00 pm central time, Sunday of the week indicated on the course outline. The only exception to this rule is the final project which is due on Friday of the final day of the term.

## Required Course Materials:

- Your text book – see below,
- MS Office Professional 2010 (or earlier version)

- Computer with basic system requirements (Pentium or higher system and 28.8 or higher speed modem connection.)
- Microsoft Office XP or higher on a Windows operating system or comparable Mac system, and
- an Internet Service Provider (ISP)

**Required Text:**

TITLE: Comprehensive Medical Terminology, 4<sup>th</sup> Edition

AUTHORS: Jones

PUBLISHER: Cengage Learning

ISBN: 9781435487642

**Catalog Description:**

Medical Terminology is designed to familiarize the student with the language of medicine. The components of medical terminology are highly for any individual with a healthcare employment objective. The course presents the components of medical words including word roots, combining forms, suffixes, and prefixes. Using medical terminology as a focal point, the systems of the body are discussed.

**How Course Fits Within Curriculum:**

Satisfies requirement and is a prerequisite to other courses in BS Health Sciences degree program.

**Assessments:**

- A. Quizzes and other written assignments
- B. Discussion which demonstrates knowledge
- C. Midterm and Final Examinations

**Outcomes of the Course:**

- A. Will be able to understand essential concepts, terminology, and function of mathematics and chemistry as it relates to health sciences.
- B. Will be able to demonstrate that knowledge by tackling problems in mathematics and chemistry as related to the health sciences.
- C. Will demonstrate literacy skills and utilize the Internet and e-mail as tools for research and communication.

**Assessment of Each Outcome:**

- A. Weekly quizzes to demonstrate knowledge of each unit we cover.
- B. Midterm and Final examinations that demonstrates competency of the course material.
- C. Discussion that demonstrates the ability to apply the concepts.

**Academic Dishonesty:**

University of the Incarnate Word is strongly committed to the nurturing of academic excellence. The University expects its students to pursue and maintain truth, honesty, and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms, which define an academic community. For details on what constitutes academic dishonesty and its consequences, go to the following web address: <http://www.uiw.edu/ugcat01-03/05.html#grades>.

### **Study Objectives/Expectations:**

This online course is not self-paced, nor is it open-ended. There is a beginning and ending date for each course, and assigned deadlines for homework, reading, quizzes, and on-line discussion. Our online class will be taught in a somewhat informal lecture and discussion format. Open-ended discussion is highly encouraged and students are invited to ask questions or raise points for discussion at any time. All of our discussion and person-to-person contact will be done through the website to maintain the integrity of the learning process. Questions or comments regarding grades or other personal matters should be sent directly to me.

This course is eight weeks long. You will do most of your work off-line, but you will be expected to access the website area at least five out of the seven days per week to submit work, retrieve assignments, read, and participate in posted group discussion. Participation is critical to your successful completion of this class and will have a major bearing on your final grade. Let me be clear that this does not mean you will not pass the course if you are on less than five days, but it makes it harder for you to complete the course because you will spend more time when you are on less often.

Finally, you cannot learn scientific concepts unless you practice them regularly. There will be weekly homework and quizzes. You will be prepared for the quizzes by completing the homework as well as doing more problems as time permits. Discussion will also be based around the concepts in order for all of the students in the class to support each other in learning the course material.

### **Professionalism:**

Your assignments reflect your abilities to articulate your thoughts in writing. Be mindful of your spelling, presentation and organizational skills when writing in discussion and completing your assignments. A good way to think of this is to treat each assignment as though you are submitting it to your boss.

### **Lectures:**

At the beginning of each week (Monday), there will be information posted in the WEEKLY LESSONS section. It will be on the subject(s) we are studying for that week. PowerPoint's will be posted in the Class Notes area. Experts from the Khan Academy and other open use sources like YouTube have been evaluated for usefulness and will help you as you work on the course. They will be posted in the Media Links area of the Weekly Lessons. Do not hesitate to ask questions as we work through the material. I am here to help.

### **Homework (30% of final grade):**

All homework assignments will be turned in using the student drop box in the ASSESSMENT area.

The due date for all homework is Sunday of the week before 5:00 pm Central. (The term "week" used in the syllabus/outline refers to the span of seven days from Monday to Sunday. All assignments are due before 5:00 pm central time, Sunday of the week indicated on the course outline.) All homework must be turned in by the designated due date or a grade of Zero (0) will be issued. If you foresee a problem, or have trouble with the software, need help, etc., notify me as soon as possible before the deadline. If you encounter any other problems with meeting a given deadline, contact me and I will evaluate your situation on an individual basis. I am mindful of our hectic lives and late homework assignments may happen. However, you also need to remember, this is an eight-week course, so we move through the material rapidly. You can quickly get behind with the work.

### **Discussion Exercises (20% of final grade):**

Interacting is an important part of the online learning environment. I will open each week's discussion links in Blackboard on the Saturday before the start of the week. Discussion is made up of several different assignments each week:

Admissions Ticket Discussion is meant to get us started each week. You need to contribute what you thought was the most interesting part of the previous week and tell us why. You must post the Admissions Ticket before Tuesday evening to get the points.

The Internet Research/Article Review discussion will be around an article about a current topic. Each week you should do some Internet research to find and read an article. In the discussion area you will do a review of the article and explain how it relates to that week's assigned work. Your review should be between 150 – 200 words. Attention should be paid to spelling, grammar and cite your sources. **To gain maximum points you must also post a comment to at least one other student's article discussion.** You must also take part in discussion before the middle of the week with at least one posting. Posting everything at the end of the week will not earn more than 50% of the points. Do not expect to get full points by posting clear at the end of the week. Maximum points will be possible for people that post by Wednesday at midnight giving everyone time to interact and learn.

### **Midterm and Final Examination (Worth a combined total of 50% of final grade):**

In Week #4 of the course you will be taking a midterm covering material from the first half of the course.

In Week #8 of the course you will be taking a final covering material from the second half of the courses. With both exams you will be able to use your book and/or Internet sources to help you with each problem. These assessments are to be your own work. These are to be completed by you and you alone.

## Grading Evaluations

Assessment	Description	Weight
<b>Homework Assignments</b>	Instructions correctly followed and all work completed and successfully submitted by the designated due date. Possible 100 points each.	<b>30%</b>
<b>Admissions Ticket</b>	Admissions Ticket Discussion is meant to get us started each week. You need to contribute what you thought was the most interesting part of the previous week and tell us why. You must post the Admissions Ticket before Tuesday evening to get the points.	<b>5%</b>
<b>Article Discussion</b>	<p>The Internet Research/Article Review discussion will be around an article about a current topic. Each week you should do some Internet research to find and read an article. In the discussion area you will do a review of the article and explain how it relates to that week's assigned work. Your review should be between 150 – 200 words. Attention should be paid to spelling and grammar. You should cite your sources.</p> <p>To gain maximum points you must also post a comment to at least one other student's article discussion. You must also take part in discussion before the middle of the week with at least one posting. Posting everything at the end of the week will not earn more than 50% of the points.</p>	<b>15%</b>
<b>Midterm Exam</b>	Instructions correctly followed and all work completed and successfully submitted by the designated due date. Possible 100 points each.	<b>25%</b>
<b>Final Exam</b>	Instructions correctly followed and all work completed and successfully submitted by the designated due date. Possible 100 points each.	<b>25%</b>
<b>Total Grade</b>		<b>100%</b>

### Grading Scale:

A	93 – 100	B-	80-82	D+	67-69
A-	90 – 92	C+	77-79	D	63-66
B+	87 – 89	C	70-76	D-	60-62
B	83 – 86	There is no C-		F	< 60

**A and A-** indicates a superior grasp of the subject matter of the course, initiative and originality in attacking problems, and ability to relate knowledge to new situations.

**B+, B, and B-** indicates better than average grasp of the subject matter of the course and ability to apply principles with intelligence.

**C+ and C** indicates an acceptable grasp of the essentials of the course.

**D+, D, and D-** indicates less than average performance in the course.

**F** indicates failure to master the minimum essentials of the course. The course must be repeated.

## Course Outline

The table below shows the weekly assignments, but this bears repeating: If you do exactly what is required in a homework assignment you will get a maximum of 89 points out of 100. What extra you decide to do to help make your work more professional in terms of formatting and originality is what will earn you portions of remaining 11 points.

**The term “week” used in the syllabus/outline refers to the span of seven days from Monday to Sunday. All homework assignments are due before 5:00 pm central time, Sunday of the week indicated on the course outline. The only exception is the Comprehensive Final Exam which is due on Friday, the last day of class, on or before 5pm Central.**

Each week you will notice a number in parenthesis. This is the Alternative Learning Equivalencies for this course. It is an expectation for the minimum amount of time (hours) you will spend on each topic during the week. Its primary purpose is for accreditation. I just did not want you to be confused when you see them in the table below.

Week	Chapter Readings	Page	Homework Assignments
Week #1	Chapter 1 Chapter 2 Chapter 3	1 20 38	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- Post your autobiography in the Week One Autobiography link (1)</li> <li>- Watch the videos.</li> <li>- Submit your article in the Week One Article thread and respond to at least two classmate’s posting (3.5)</li> </ul> <p><b>Homework:</b> Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> <li>• Chapter 1 – Even questions in A – E</li> <li>• Chapter 2 – Even questions in A – C and F</li> <li>• Chapter 3 – Even questions in A, C, E and G</li> </ul>
Week #2	Chapter 4 Chapter 5 Chapter 6	58 94 150	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Post your Admission Ticket in the Week Two Admission Ticket link. Do it before Tuesday evening to get points (1)</li> <li>• Watch the videos.</li> <li>• Submit your article in the Week Two Article thread and respond to at least two classmate’s posting (3.5)</li> </ul> <p><b>Homework:</b> Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> <li>• Chapter 4 – Even questions in A, B, D, E</li> <li>• Chapter 5 – Even questions in B, C, F, I</li> <li>• Chapter 6 – Even questions in A, B, C, E</li> </ul>
Week #3	Chapter 7 Chapter 8 Chapter 9	202 249 317	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Post your Admission Ticket in the Week Three Admission Ticket link. Do it before Tuesday evening to get points (1)</li> <li>• Watch the videos.</li> <li>• Submit your article in the Week Three Article thread and respond to at least two classmate’s posting (3.5)</li> </ul> <p><b>Homework:</b> Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> <li>• Chapter 7 – Even questions in B, C, F, G</li> <li>• Chapter 8 – Even questions in A, E, F, G</li> <li>• Chapter 9 – Even questions in A, B, F, H</li> </ul>
Week #4	Chapter 10 Chapter 11	377 434	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Post your Admission Ticket in the Week Four Admission Ticket link. Do it before Tuesday evening</li> </ul>

	Chapter 12  Mid Term Exam covering first half of course	476	<p>to get points (1)</p> <ul style="list-style-type: none"> <li>• Watch the videos.</li> <li>• Submit your article in the Week Four Article thread and respond to at least two classmate's posting (3.5)</li> </ul> <p><b>Homework:</b> Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> <li>• Chapter 10 – Even questions in A, B, D, E</li> <li>• Chapter 11 – Even questions in B, C, D, F</li> <li>• Chapter 12 – Even questions in C, D, E, F</li> </ul> <p><b>Midterm Exam:</b> Due Sunday before 5:00 pm Central time</p>
Week #5	Chapter 13  Chapter 14  Chapter 15	539  590  650	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Post your Admission Ticket in the Week Five Admission Ticket link. Do it before Tuesday evening to get points (1)</li> <li>• Watch the videos.</li> <li>• Submit your article in the Week Five Article thread and respond to at least two classmate's posting (3.5)</li> </ul> <p><b>Homework:</b> Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> <li>• Chapter 13 – Even questions in A, C, D, H</li> <li>• Chapter 14 – Even questions in B, E, F, I</li> <li>• Chapter 15 – Even questions in A, E, G, H</li> </ul>
Week #6	Chapter 16  Chapter 17  Chapter 18	699  737  791	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Post your Admission Ticket in the Week Six Admission Ticket link. Do it before Tuesday evening to get points (1)</li> <li>• Watch the videos.</li> <li>• Submit your article in the Week Six Article thread and respond to at least two classmate's posting (3.5)</li> </ul> <p><b>Homework:</b> Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> <li>• Chapter 16 – Even questions in B, C, F, G</li> <li>• Chapter 17 – Even questions in B, D, F, H</li> <li>• Chapter 18 – Even questions in B, C, E, F</li> </ul>
Week #7	Chapter 19  Chapter 20  Chapter 21	842  884  923	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Post your Admission Ticket in the Week Seven Admission Ticket link. Do it before Tuesday evening to get points (1)</li> <li>• Watch the videos.</li> <li>• Submit your article in the Week Seven Article thread and respond to at least two classmate's posting (3.5)</li> </ul> <p><b>Homework:</b> Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> <li>• Chapter 19 – Even questions in A, B, E, G</li> <li>• Chapter 20 – Even questions in B, D, E, F</li> <li>• Chapter 21 – Even questions in A, D, F, H</li> </ul>
Week #8	Chapter 22  Chapter 23	961  997	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- Post your Admission Ticket in the Week Seven Admission Ticket link. Do it before Tuesday evening to get points (1)</li> </ul>

	<p>Chapter 24</p> <p>Final Exam</p>	<p>1046</p>	<ul style="list-style-type: none"> <li>- Watch the videos.</li> <li>- Submit your article in the Week Seven Article thread and respond to at least two classmate's posting (3.5)</li> </ul> <p><b>Homework:</b> Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> <li>• Chapter 22 – Even questions in B, C, E, F</li> <li>• Chapter 23 – Even questions in C, D, G, H</li> </ul> <p><b>Final Examination</b>  Complete Final Examination before 5pm Central on the <b>Friday</b> of Week Eight. <u>No late exams will be accepted.</u></p>
--	-------------------------------------	-------------	---