

**HS 295: MEDICAL TERMINOLOGY**  
**COURSE SYLLABUS**  
**Winterim**

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**A. Course Description**

HS 295: Medical Terminology - 3 credits

This 100% online course examines medical terminology and vocabulary used by a variety of professionals in the healthcare field utilizing online components. The focus of this course is on medical and clinical terminology broadly relating to human anatomy and physiology and the basic body systems with added emphasis placed on those terms pertaining to diagnosis and pathophysiology. The bases of medical terms will be examined – such as prefixes, suffixes, roots, combined forms. Pertinent acronyms and abbreviations will also be included.

**B. Course Objectives**

The primary class objective is to read and understand the language of medicine. Upon the completion of this course the student will be able to:

- Form medical terms by combining prefixes, suffixes and root words.
- Associate medical terms with specific body systems.
- Identify and interpret diagnostic and symptomatic terms related to the pathophysiology specific to each body system
- Describe designated diagnostic testing procedures (laboratory, x-ray, surgical, pharmacy, etc.)
- Distinguish common medical abbreviations and acronyms
- Choose and define medical terms from appropriate sources
- Summarize and correctly interpret medical/clinical related materials
- Evaluate the quality of medical literature available in print and internet format.
- Develop an active vocabulary of selected medical terms

**C. Course Resources**

**Textbook**

Required purchase:

*Medical Terminology: A Systems Approach* by Gyls & Wedding, 7<sup>th</sup> Ed.

## D2L

Desire2Learn (D2L) is the Learning Management System that will be used for the course. You can log into D2L at <https://uwsp.courses.wisconsin.edu/>. Or you can go to the UWSP homepage ([www.uwsp.edu](http://www.uwsp.edu)). There is a link to D2L in the upper, right corner.

## D. Course Activities

### Textbook:

**To cover the material in the time frame allotted for this course, it will be necessary to cover an average of 1-3 chapters each day, during the 3 week winterim.** Chapter quizzes are to be completed when you have finished reviewing the chapters during the designated timeframes. Worksheets for your use are available in your textbook.

### Course Outline:

1. Introduction – Basic Elements of a Medical Word
2. Suffixes: Surgical, Diagnostic, Pathological, Grammatical and Plural
3. Prefixes
4. Body Structure
5. Integumentary System
6. Gastrointestinal (Digestive) System
7. Respiratory System
8. Cardiovascular System
9. Blood and Lymphatic System
10. Musculoskeletal System
11. Urinary System
12. Female Reproductive System
13. Male Reproductive System
14. Endocrine System
15. Nervous System
16. Special Senses

A class schedule will be posted to D2L for all students, indicating dates, along with the activities, assignments, and exams scheduled for the course.

**As this is an online course, students are relatively free to work at their own pace. It is highly recommended you stay on course with the provided schedule to stay on top of the material, and to complete the assignments, quizzes and exams on time. Students can work ahead if they desire. To be successful in the course it is recommended students first read the appropriate chapters in their entirety before taking quizzes.**

**Only 1 attempt is allowed per quiz. Additional resources including lecture materials and study modules are also posted to D2L to further the students' understanding of Medical Terminology under the "content" tab. It is the student's responsibility to complete all materials by the due dates indicated in the syllabus and/or schedule. Failure to complete activities by the indicated due dates will result in a zero for that assignment(s), unless the absence is considered excused by a doctors/coaches note etc.**

### **Online PowerPoint Presentations:**

There will be a study guide and one to two power point modules for each textbook chapter and/or topic. These will be found in the content of D2L. It is recommended that you study each chapter, take the chapter quiz and proceed on to the next chapter as outlined in the calendar. Additional learning resources provided by the textbook publisher are available to the student online at DavisPlus.

### **Quizzes:**

Fifteen (15) quizzes will be given during the course via D2L. Each quiz will address the content as specified in the course calendar. Each quiz will consist of approximately 25 questions/definitions regarding medical terms. One point will be earned for each correct question/definition. Please note that each quiz will be timed and you have only one chance to complete the quiz. **Quizzes will be made available starting the first day of class and will remain open until 11:59 p.m on the final day of class.**

*It is your responsibility* to complete all quizzes within the designated time frame. **Missed quizzes will not be reset. Failure to complete quizzes during the designated time frame will result in a zero for that quiz.**

### **Mid-term and Final Exams**

Two comprehensive exams, a mid-term and a final, will be given during the course.

**Release date** and **completion date** for these two exams can be found in the course calendar. *It is your responsibility to complete the mid-term and final exam within the designated timeframe.* **Failure to complete the exams during the designated timeframes will result in a zero for each exam missed.**

**Each exam is 25% of the final course grade.**

**Papers Assignment:**

**A Written paper/article review is required.** The purpose is to help reinforce terminology within the context of written clinical cases/ studies. Specific guidelines, grading rubric and due date is available in the content of D2L.

**Failure to turn in the Written Assignment by the due date will result in a zero. In addition, failure to submit to the proper dropbox will result in a zero, as the assignment will be considered late.**

**E. Grading Scale**

93 - 100	A	77 – 79	C+
90 - 92	A-	73 – 76	C
87 – 89	B+	70 – 72	C-
83 – 86	B	67 – 69	D+
80 – 82	B-	60 – 66	D
		Less than 60	F

**F. Exams and Assignments\***

1. 15 quizzes
2. 1 Written Assignment
3. Midterm exam
4. Final exam

**G. Derivation of Course Grade**

1. Quizzes -- 35% of grade
2. Written assignment -- 15%
3. Midterm exam -- 25% of grade
4. Final exam -- 25% of grade

**H. Course Policies**

The News tool in D2L or E-mail will be used as a means of communication. Please check both on a regular basis to keep current. Any changes or need for additional information affecting the course as a whole will be communicated through D2L or e-mail. The syllabus, schedule and assignments are all subject to change.

Please use my campus e-mail rbrooks@uwsp.edu for any necessary individual communication. You may e-mail me with any questions or concerns you may have. I will make every effort to address your concerns within a reasonable time (within two week days, Monday – Friday). However, do not expect an instant answer and please be patient.

Assignments/quizzes/exam grades will be available to you in the Grades Tool of D2L.

Any necessary communication regarding assignments placed in the drop box will be posted through drop box feedback.

Legitimate emergencies do occur and may prevent the completion of course work by the designated time. Please inform me as soon as possible when emergency situations occur, and indicate your plans for completing the work. Extension of the completion time will be considered on an individual basis. If you decide to drop the course, it is your responsibility to contact the appropriate individuals and within the appropriate time-frame.

## **I. University Policies**

### **Academic Integrity**

The board of regents, administrators, faculty, academic staff and students of the University of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions. (Excerpt from UWSP 14.01 STATEMENT OF PRINCIPLES)

### **Academic Accommodations**

Support services are available for students with disabilities. Any student who has a disability and is in need of classroom and/or exam accommodations, please contact the instructor and the Office of Disability Services as soon as possible.

### **Course Calendar**

A course outline/calendar will be distributed to all students via the Content of D2L indicating

dates, along with the activities, assignments, and exams scheduled for the semester.