

**HS 295: MEDICAL TERMINOLOGY**  
**COURSE SYLLABUS**  
**SECTION 1 TuTh 10-1050**  
**116 CPS**

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**Office Hours:** 11- 1 PM Tu -Th

**A. Course Description**

HS 295: Medical Terminology - 3 credits

This hybrid course examines medical terminology and vocabulary used by a variety of professionals in the healthcare field utilizing in class and 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, 8<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 one - three chapters each week. 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

***Class will meet in-person Tuesday and Thursday unless otherwise specified.***

A calendar (timetable) is be posted to D2L for all students, indicating dates, along with the activities, assignments, and exams scheduled for the course.

**In Class Presentations and online PowerPoint Presentations:**

There will be 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.

The in-class sessions will introduce the weekly content utilizing PowerPoints. There will also be some group/partner work, which will count toward a portion of your grade.

As this is a hybrid course, independent study is expected. Students must use their time to finish the text chapter readings, complete the questions at the end of the chapters and to complete online quizzes, etc.

**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. ***The appropriate quiz covering weekly topics will be available starting the first day of each week (Tuesday) and close on Saturdays of each week at 11:59 p.m. 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.***

Additional information regarding the quizzes can be found in the content of D2L.

**Mid-term and Final Exams**

Two comprehensive exams, a mid-term and a final, will be given during the course. Point value of each exam is between 150 – 300 total points per exam. **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.***

**Papers/Article reviews/Terminology Challenge Assignments:**

**Three written papers/article reviews are required in addition to terminology challenges.**

The purpose is to help reinforce terminology within the context of written clinical cases/studies. Specific guidelines, grading rubrics and dates due for each writing assignment are available in the content of D2L. Papers are to be submitted as a Word or PDF document.

Written assignment #1 – Introduction

Written assignment #2 – Informative Paper – Student Selected Research Subject

Written assignment #3 – Article Review - Case Study

Written assignment #4 – Article Review - Experimental Study

Terminology Challenges 1 through 4

Homework Packets 1 through 4

**Written Papers/Article reviews/Terminology Challenge Assignments and Group Work are 20% of the final course grade. Failure to turn Written Assignments and Terminology challenges in by the due dates will result in a zero. In addition, failure to submit to the proper drop box 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. 4 written assignments/article summaries and reviews
4. 4 applied terminology assignments
5. 4 homework packets
6. Midterm exam
7. Final exam

Copies of papers and certain assignments are due in the Dropbox of D2L by the due date and time as indicated on Course Calendar.

## **G. Derivation of Course Grade**

1. Quizzes --~ 35% of grade
2. Written work/Class participation ~30%
3. Midterm exam -- ~15% of grade
4. Final exam -- ~20% 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 [bfojtik@uwsp.edu](mailto:bfojtik@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 days, Tuesday – 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.

**The instructor reserves the right to make changes to the syllabus and course content. Any in-class announcements (verbal or written) are considered official addendum to this syllabus. It is the student's responsibility to know what changes have been made. It is the student's responsibility to check D2L and emails for course announcements.**