

Course Syllabus

Jackson Community College
MOA120 - Medical Terminology Online

Course Syllabus
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Credits: 3

Course Description: A programmed learning word building system approach is used to teach basic medical terminology word roots, prefixes, suffixes, language origins, plural formation and grammar rules are studied. Emphasis is placed on word building, definitions, spelling, usage, pronunciation and acceptable medical abbreviations. **IMPORTANT: This is a late start, accelerated course. The course is condensed to 8 weeks. You will be learning two to three modules per week.**

Course Goal Statement: On completion of this course, the student will be able to identify, spell, and define all the primary medical terms related to the diagnosis, pathology, and treatment of the major body systems.

Attendance Policy: The modules will begin on Monday and end Sunday at 11:00pm, all module tasks are due on SUNDAY @ 11pm. This course is designed to allow you to work at your own pace throughout the week. You can access class any time of the day or night. **This course requires a student to login a minimum of 2 days each week. Failure to login to class 2 days a week will result in a loss of 20 points from the overall total points.**

Required Text: Lafleur textbook & online course (9th Edition): 9780323295505

Retails for \$116.95. Purchased in the JC bookstore includes all necessary access codes for the Evolve Classroom

Associate Degree Outcomes (ADO) The goals of the course include the successful achievement of measurable outcomes defined by Jackson Community College as vital to the educated individual at the Associates Degree level. The ADOs assessed in this course are:

Students who successfully complete this course will be able to expresses purpose or meaning through sound language; attempts and practices correct grammar and mechanics, along with follows directions and performs based on assignment criteria; shows awareness of protocols of listening and speaking; demonstrates the ability to paraphrase and answer questions at the developing level. ADO (2)

Student Responsibilities

Students are expected to participate and be prepared for each session. It is presumed by the facilitator that assignment, including reading, will be completed on time prior to material on subjects being presented; such preparations allows the student the best learning opportunities to understand material presented and pose questions in areas requiring clarity. The pace of this course makes it very difficult for a student to catch up

once a student falls behind.

It is highly suggested by the instructor that students utilize as many references as possible to enhance their learning and understanding. It is the student's responsibility to secure an internet connection. Students using dial up internet access will experience long delays opening some of the files.

Instructor's Responsibilities

The facilitator's responsibilities include facilitate learning by providing and explaining the necessary materials for each student to understand the assignments and develop course goals, objectives, and performance objectives

Course Methods

Course Modules/Teaching Methods

Jackson College works with Elsevier Evolve Medical Terminology Classroom. Students will access the Evolve Classroom to work through course content; Innovative and dynamic lessons, [activities](#), quizzes and exams. Students are required to access the Evolve Classroom and complete the quizzes and exams for grade. The resources provided within evolve are interactive and provide a diverse learning classroom.

Grades will be available within Evolve and JetNet grade book. JC will use the JetNet grade book to store all student grades.

The nature of online education is different than traditional classroom participation. The student is expected to access each week's modules several times a week, even daily. I will monitor the **Questions and Answers Forum** within Jetnet and post responses to questions/comments and hold class discussions. I will use the **News Forum** within Jetnet to announce pertinent information pertaining to class. Check these forums often. **Quizzes, Examinations ~ All module tasks are DUE by Sunday @ 11pm.**

Module~ Chapter Quizzes: There will *be* a 30- or 40-question quiz for each chapter. No make- up quizzes will be allowed. If a student misses a quiz a zero will be issued for that quiz.

All quizzes are timed, you are given between 20-40 sec per question to answer. This was put in place so you don't use your books to finish them. If you know the material well enough, the allotted time should be more than enough. **Please pay close attention to the spelling of the terms as well as the definitions; if you misspell a word it is wrong.** Also, when learning your abbreviations, make sure you know if they are capitalized or in small case letters! Abbreviations can mean something completely different if they are capitalized versus small case.

You may occasionally come across a question in which there is more than one correct answer and the computer may mark your answer wrong, this is why I urge you to look over your exam after the computer has graded it and e-mail me with any questions you may have. I will be happy to adjust your score if needed or give explanation for incorrect answers.

You are allowed **one reset quiz** for getting "booted off the internet." Once I reset a quiz for you your name goes on a list and you are not allowed any more resets. I will not reset the mid-term. If you think you may have problems with your internet, I suggest you fix them before taking your quizzes or take your quizzes at a more stable connection (a library, a college, or a computer with cable connection). If you have call waiting and you

are using a dial-up connection you may want to take it off for the semester or take the quizzes when you are least likely to get calls that will interrupt the connection.

Module~ Chapter Graded Quizzes and Exams. Students will have practice quizzes and exam within each module to complete for grade.

Students will be allowed multiple attempts on the practice quizzes. The highest score will be recorded. There is only ONE attempt for the module exams.

Final Exam Graded Pronunciations~ Students are required to record 30 terms using VOKI~ Voki is a FREE service that lets you: Create customized avatars. Add voice to your Voki avatars. Post your Voki to any blog, website, or profile.

Click on the link below and create your voki

<http://www.voki.com/pickup.php?scid=4595502&height=267&width=200>

Final Exam: The final examination, covering chapters 1-16 will be administered online and is a proctored exam.

Evaluation Methods

A 2.0 or "C" is a passing grade. Only courses with passing grades count toward graduation. Other colleges transfer in only courses with passing grades. Many financial aid sources, including most employers, require passing grades. Additionally, earning less than a 2.0 in a class results in not being able to participate in the next level of courses in a program that requires this course as a pre-requisite. If you attempt to register for the next course sequence and have not passed the pre-requisite course, you will be dropped from that class.

30% of grade	Module Exams
20% of grade	Practice quizzes
50% of grade	Final exam

Grading Criteria

Unless stated otherwise, grading is on the following scale.

4.0	100-94%
3.5	93-90 %
3.0	89-85 %
2.5	80-84 %
2.0	79-75 %
1.5	74-70 %
1.0	69-64 %
0.5	63-60 %
0.0	Below 60

Final Exam- The exam is PROCTORED

The final exam will consist of a minimum of 230 questions. The exam will consist of a combination of multiple choice, matching, abbreviation, and 30 pronunciations terms. **The final exam is worth 50% of the final grade. You must earn a minimum of 75% to pass class.**

The pronunciation portion of the final exams will require the use of recording software or applications. To learn more about the software this course uses for online pronunciation recording (VOKI) visit:

<http://www.voki.com/pickup.php?scid=4595502&height=267&width=200>

Distance Proctored Examination Policies and Procedures- Final Exam

Students who live greater than 100 miles from JC's main campus are approved to locate a proctor within his or her area. You will need to make arrangements for a proctored exam according to the guidelines listed below. All students living within 100 miles of JC must take the final exam at JC's main campus testing center.

All proctors must be submitted by the deadline given by the instructor. No Exceptions!
Please read carefully through the following instructions regarding your final exam.

1. Make sure I approve the proctor; by the deadline. It is your responsibility to find a proctor and schedule a time to take the final. You need to e-mail me with the following information:
Proctor's name – address – phone number – e-mail address
2. The proctor cannot be a relative or friend of the student.
3. The proctor cannot benefit from the success of the student in this class.
4. The proctor can be a college instructor, a librarian or another college testing center.

Note: The e-mail address must be a library, college or testing center that I am mailing the exam to. This is to verify that the exam is sent to a qualified proctor. I will not email instructions to a "home" email address.

8-Week Medical Terminology Course Outline

Week 1 Module 1	Introduction to Medical Language and online learning~ DUE DATE: 9/27/15 <i>Assignment:</i> Read and Study Chapter 1, Complete module quizzes and exam <i>Module activities(optional):</i> Complete all associated module activities
Week 1 Module 2	Body Structure, Color, Oncology, ~Due DATE: 9/27/15 <i>Assignment:</i> Read and Study Chapter 2, Complete module quizzes and exam <i>Module activities (optional):</i> Complete all associated module activities
Module 3	Directional Terms, Planes, Regions, Quadrants~ Due Date: 9/27/15 <i>Assignment:</i> Read and Study Chapter 3, Complete module quizzes and exam <i>Module activities(optional):</i> Complete all associated module activities .
Week 2 Module 4	Integumentary System~ Due Date: 10/4/15

**Week 2
Module 5**

Assignment: Read and Study Chapter 4, Complete module quizzes and exam
Module activities(optional): Complete all associated module [activities](#)
**Respiratory System and Introduction to Diagnostic Procedures and Tests. ~Due Date:
10/4/15**

**Week 3
Module 6**

Assignment: Read and Study Chapter 5, Complete module quizzes and exam
Module activities(optional): Complete all associated module [activities](#)

Urinary System. ~ Due Date: 10/11/15

Assignment: Read and Study Chapter 6, Complete module quizzes and exam
Module activities(optional): Complete all associated module [activities](#)

Module 7

Male Reproductive System. ~ Due Date: 10/11/15

Assignment: Read and Study Chapter 7, Complete module quizzes and exam
Module activities(optional): Complete all associated module [activities](#)

**Week 4
Module 8**

Female Reproductive System ~Due Date: 10/18/15

Assignment: Read and Study Chapter 8, Complete module quizzes and exam
Module activities(optional): Complete all associated module [activities](#)

Module 9

Obstetrics and Neonatology. ~Due Date: 10/18/15

Assignment: Read and Study Chapter 9, Complete module quizzes and exam
Module activities(optional): Complete all associated module [activities](#)

Cardiovascular, Immune, Lymphatic Systems and Blood~ Due Date: 10/25/15

**Week 5
Module 10
Week 5
Module 11**

Assignment: Read and Study Chapter 10, Complete module quizzes and exam
Module activities(optional): Complete all associated module [activities](#)

Digestive System ~ Due Date: 10/25/15

Assignment: Read and Study Chapter 11, Complete module quizzes and exam
Module activities(optional): Complete all associated module [activities](#)

Week 6

Ears and Eyes ~ Due Date: 11/1/15

Module 12 and 13

Assignment: Read and Study Chapter 12 and 13, Complete module quizzes and exam
Module activities(optional): Complete all associated module [activities](#)

Week 6	Musculoskeletal System ~Due Date: 11/1/15
Module 14	<i>Assignment:</i> Read and Study Chapter 14, Complete module quizzes and exam <i>Module activities(optional):</i> Complete all associated module activities
Week 7	Nervous System and Behavior Health and Endocrine System~ Due Date: 11/8/15
Module 15 and 16	<i>Assignment:</i> Read and Study Chapter 15 and 16, Complete module quizzes and exam <i>Module activities(optional):</i> Complete all associated module activities
Week 8	Comprehensive Medical Terminology Review Section~
FINAL	Final Exam Testing Period: 11/9 - 11/15/15

****FINAL EXAM****

HQV Grades:

What are HQV grades? HQV grades are mandated by the federal government to be entered for each student throughout the semester. These grades verify or confirm that a student is participating in class or not participating. If a student does not access class for a period greater than 7 class days an H will be recorded. If a student does not access class for a period greater than 14 class days, a Q will be recorded. **Once a student is “Q’d” I will not allow re-admission into class.**

H= Help, Q= Quit, V=Verify

Last modified: Sunday, September 13, 2015, 9:19 PM