

Textbook (chose appropriate options below)

- List required textbook by title and ISBN.
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Textbook Zero Sample language to paste after textbook:

Text Book Zero! This text is available in a digital format. Please see the links posted on our class Jet Net site. This text is available to rent or purchase in digital format through the JC Bookstore.

Open Educational Resources (OERs) are strongly encouraged. If no textbooks are required, a disclaimer to the effect that students will not have to purchase books for the course:

This course uses OER! Resources are available in electronic format as a direct download from the publisher and/or the JetNet shell.

Follett Access! Please review the cost of your required materials at the following link to determine the best option for you to purchase your materials: <https://www.bkstr.com/jacksonstore>

For more information on the Follett ACCESS Program, you can view the frequently asked questions here: <https://www.jccmi.edu/bookstore/student-services-follett-access/>.

If after reviewing the costs, you choose to opt out, you may do so here: www.jccmi.edu/optout. Please note your opt out selection is for your entire semester schedule. You cannot opt out and opt in to individual courses. And you must opt out by the due date for your first class.

Medical Terminology

MOA 120 I60

Fall 2020

Number of Credits: 3

Days Class Meets: online

Meeting Times: online

Location: online

Instructor: Amanda Hiram

Office: n/a

Contact Phone: 517-206-2422

Contact Email: hiramamandam@jccmi.edu

Office Hours: n/a

Online: Pearson MyLab Medical Terminology

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.

Prerequisite(s)

ENG 085

Course Goals

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.

Course Objectives/Competencies

1. Describe the origin of medical terms.
2. Define the four word parts and the combining vowel.
3. Build, analyze, and define medical terms using word parts.
4. Describe organizational components of the body, directional terms, anatomic planes, regions, and quadrants.
5. Identify the major body system structures and their related word parts.

6. Define medical terms related to diseases and disorders.
7. Define diagnostic terms for each body system.
8. Identify plural endings for medical terms.
9. Define surgical terms related to each body system.
10. Define medical terms commonly used in obstetrics and neonatology.
11. Define medical terms used in oncology.
12. Recognize common abbreviations used in each body system and specialty area.
13. Pronounce medical terms.
14. Spell medical terms.

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Extras

Computer, secure high-speed internet service, index cards, markers, mobile medical terminology Apps., video recording device, microphone and headset.

Course Management

Learning is a process. We will use small steps when learning new content. In the course, we use the following learning plan "Learn"-Engage in new material with Guided Lectures and textbook readings "Practice Assessments"-Engage in interactive activities assessments. The assessments will show the student and teacher strengths and weaknesses as the student moves towards competency. The information may shape how the teacher supports the student and how the student modifies his or her practices. Some activities are required and some are optional (see syllabus for required activities) "Evaluations"-Exams are designed to evaluate and categorize level of knowledge and skills. The information may shape how the teacher and student modify learning processes where needed.

If you are experiencing challenges when managing the course and the learning plan, please arrange with your instructor to discuss ways to improve learning.

Grading Procedure

Practice Assessment Activities=2 pt guided lecture; 2pt spelling challenge; 5pt self-pace study; 3pt self-pace review questions (180 points total)

A minimum score of 85% is required to pass this course. Admission into most Allied Health Programs will require an 85% in this course. A student falling below a total grade of 85% will be provided a remediation option. The instructor will work with the student to select the appropriate option.

Evaluation Activities: Chapter exams=25pts (375 points total), Midterm exam=200 pts, Final Exam=200points,

All module EXAMS are timed; you are given between 20-40 sec per question to answer.

This was put in place so you do not 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.

Occasionally you may come across a question in which there is more than one correct answer and the computer may mark your answer wrong, 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.

Final Exam and Midterm Graded Pronunciations~ Pronunciation assessment is a required activity of the final exam. The pronunciation portion is worth 30 points of the overall score of the final exam. All terms must be correctly pronounced for credit. – THERE WILL BE NO PRONUNCIATION FOR THIS SEMESTER.

Mid Term Exam- The midterm examination is a timed exam (45 minutes) and will consist of 100 multiple-choice questions. The midterm exam will cover chapters 1-8.

Final Exam- The final examination is a timed exam (45 minutes) and will consist of 100 multiple-choice questions. The final exam covers chapters 9-15.

The final exam and midterm will consist of 100 questions (2pt each)

Late Work Policy

I DO NOT accept late work. If it is late it is a zero. Please pay close attention to benchmarks (due dates). You have the entire course available for you to work at your own pace but benchmarks are put in to place to keep you on pace. Of course please contact me in cases of extenuating circumstances (family death or sickness requiring hospitalization).

It is HIGHLY SUGGESTED you start completing your work early in the week. Quite often you may encounter unexpected events like internet issues or illness, I have no sympathy for these events when you have a full week to complete your work so GET STARTED EARLY!!

Grading Scale

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

Failure

A 3.0 or "B" is a passing grade for most second admit programs at Jackson College. Only courses with passing grades count toward graduation (2.0 or higher). 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.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, open labs, counseling services.

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

Calendar

Calendar timelines and assignments are an approximation and could be changed. The schedule of this course is designed to allow learners to work at his or her own pace. The course is delivered in 7-weeks and requires attention, focus and good time management skills. Milestones are put in place to pace learners and create a check- in opportunity. If a learner does not meet the milestones for each chapter, the learner may be required to submit work more often and meet regularly with the instructor.

Chapter #	Date	TOPIC	HOMEWORK
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Chapter 1	Due: 11/8/20	Introduction to Word Parts and Word Construction	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions;</p> <p>Evaluation: Chapter exam</p>
Chapter 2	Due: 11/8/20	Understanding Suffixes	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions</p> <p>Evaluation: Chapter exam</p>
Chapter 3	Due: 11/8/20	Understanding Prefixes	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions;</p> <p>Evaluation: Chapter exam</p>

Chapter 4	Due: 11/8/20	The Human Body in Health and Disease	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture, Spelling Challenge; Self Pace Study; Self Pace Study Questions;</p> <p>Evaluation: Chapter exam</p>
Chapter 5	Due: 11/8/20	The Integumentary System	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions</p> <p>Evaluation: Chapter exam</p>
Chapter 6	Due: 11/15/20	The Skeletal and Muscular System	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions</p> <p>Evaluation: Chapter exam</p>

Chapter 7	Due: 11/15/20	Blood, the Lymphatic System and Immunology	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions</p> <p>Evaluation: Chapter exam</p>
Chapter 8	Due: 11/15/20	The Cardiovascular System	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions</p> <p>Evaluation: Chapter exam</p>
MID SEMESTER	Due: 11/22/20		Evaluation: Proctor Midterm with pronunciation
Chapter 9	Due: 11/29/20	The Respiratory System	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions</p> <p>Evaluation: Chapter exam</p>

Chapter 10	Due: 11/29/20	The Digestive System	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions</p> <p>Evaluation: Chapter exam</p>
Chapter 11	Due: 12/6/20	The Urinary System	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions</p> <p>Evaluation: Chapter exam</p>
Chapter 12	Due: 12/6/20	The Reproductive System and Obstetrics	<p>Learn: Read Chapter; Guided Lecture(follows textbook)</p> <p>Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions</p> <p>Evaluation: Chapter exam</p>

Chapter 13	Due: 12/13/20	The Nervous System and Mental Health	Learn: Read Chapter; Guided Lecture(follows textbook) Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions Evaluation: Chapter exam
Chapter 14	Due: 12/13/20	The Special Senses of Sight and Hearing	Learn: Read Chapter; Guided Lecture(follows textbook) Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions Evaluation: Chapter exam
Chapter 15	Due: 12/18/20	The Endocrine System	Learn: Read Chapter; Guided Lecture(follows textbook) Practice Assessments: Guided Lecture , Spelling Challenge; Self Pace Study; Self Pace Study Questions Evaluation: Chapter exam
End of Semester	Due: 12/18/20		Evaluation: Final Exam

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

Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate within the first couple days of the term to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you

Participation/Progress Symbols

· In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur each Friday for the duration of the semester. Students identified as no longer participating will be dropped or administratively withdrawn from the class."

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Caveat

Please note some that some revisions to the syllabus or course schedule may be necessary during the course. School closing policies, instructor illness and other procedural improbabilities are described for students.

(Edited by **Karen Hocter** - original submission Wednesday, October 28, 2020, 12:53 PM)