HCA100WW: Health Care Terminology Course Syllabus – SP 2017

Contact Information:
Instructor Name: Sarah Esveldt
Phone Number: (262) 951-3029
Email Address: sesveldt@carrollu.edu
Office Location: Business Hall – 239 N. East Ave
Office Hours: M/W 12:00-1:00pm, Tues 10am-12pm

Attendance Policy:
Please note - this is a fully online course – we will not meet face to face at any time.

Purpose of This Course/Course Description:
The study of basic medical terminology by learning root words, prefixes and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary.

Course Objectives:
To acquire a medical vocabulary and knowledge of medical terminology.
To provide the student with the ability to utilize medical terminology in communications with colleagues, and others involved in patient care.

Learning Outcomes:
Analyze medical words by using the tools of word analysis by dividing them into component parts, (prefixes, combining forms, & suffixes), which will enable the student to understand complex terminology easier.
List and spell medical terms utilized in medical practice.
Describe the terms utilized for the major disease processes including symptoms, diagnosis, diagnostic testing, surgeries, and therapies.

Course Text:
Cengage MindTap online course access

Measures of Achievement: To meet the Course Objectives of this course, learners will need to complete the weekly assigned activities and necessary learning assessments, such as quizzes, written assignments, and exams.

Quizzes and Examinations
Chapter Tests: (LO 1, 2, 3) There will be quizzes each week that will assess your understanding and comprehension of medical terms. The quizzes will be administered and graded within the online course.

Course Assignments: (LO 1, 2, 3) There are a variety of assignments due throughout the course. Assignments are due on Sunday by midnight each week. Please refer to the course for complete information on each assignment.

Word Part Review Test: (LO 1) There will be a test at the end of week 2. This test, which is located after Chapter 2 in the textbook, covers the content word parts that are presented in Chapters 1 and 2.
Grading

Unless stated otherwise, grading is on the following scale.

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<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>95–100</td>
<td>A</td>
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<tr>
<td>90-94</td>
<td>AB</td>
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<tr>
<td>85-89</td>
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<td>80-84</td>
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<td>70-79</td>
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<td>60-69</td>
<td>D</td>
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<tr>
<td>60-below</td>
<td>F</td>
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Late policy: All coursework must be completed by the date due, no late work or rework is accepted.

The instructor and the University reserve the right to modify, amend, or change the syllabus (course requirements, grading policy, etc.) as the curriculum and/or program require(s).

Students with documented disabilities who may need accommodations, or any student considering obtaining documentation should make an appointment with Ms. Martha Bledsoe, Director of Services for Students with Disabilities, no later than the first week of class. She can be reached by calling 262-524-7335 or contacting her via email at mbledsoe@carrollu.edu.

The Carroll University Academic Integrity Policy is located in your student handbook (https://my.carrollu.edu/ICS/Departments/Student_Affairs). I encourage you to familiarize yourself with it. If a student violates this policy in any way, I reserve the right to impose a sanction of failure on the assignment/assessment or failure in the course. If you have questions about appropriate citations, please ask.
**Course Schedule**: Please note that this schedule is subject to change. It is your responsibility to read all announcements and other notifications. There will not be make-ups or additional credit given under any conditions.

| WEEK 1 | Chapter 1 Introduction to Medical Terminology  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 2 | Chapter 2 The Human Body in Health and Disease  
Chapter 3 The Skeletal System  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap.  
***Word Part Test*** |
| WEEK 3 | Chapter 4 The Muscular System  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 4 | Chapter 5 The Cardiovascular System  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 5 | Chapter 6 The Lymphatic and Immune Systems  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 6 | Chapter 7 The Respiratory System  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 7 | Chapter 8 The Digestive System  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 8 | SPRING BREAK! |
| WEEK 9 | Chapter 9 The Urinary System  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 10 | Chapter 10 The Nervous System  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 11 | Chapter 11 Special Senses: The Eyes and Ears  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 12 | Chapter 12 Skin: The Integumentary System  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 13 | Chapter 13 The Endocrine System  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 14 | Chapter 14 The Reproductive Systems  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 15 | Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology  
*Assignment*: Study Chapter and complete the Learning Exercises in MindTap. |
| WEEK 16 | Comprehensive Medical Terminology Review Section  
*Assignment*: Complete the Comprehensive Medical Terminology Review exercises and quiz |