COURSE INFORMATION

Course Title: Medical Terminology

Course Number(s): CBS0107

Term: 1

Time Requirement: (hours/week)
Lecture Hours: 1 Laboratory Hours: 0 Total Units: 1

Additional Course Activities: (hours/week)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hrs/wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional online module activities/exercises</td>
<td>0.5</td>
</tr>
<tr>
<td>Reading assignments from recommended text</td>
<td>1</td>
</tr>
<tr>
<td>Review and test/quiz/examination preparation</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Prerequisites:
Admission to college or equivalent*
*as determined by instructor, department chair, and/or dean.

Co-requisites:
N/A

Faculty:
Lead Faculty: Raheleh Khorsan
Contact Information: email: rahelekhorsan@scuhs.edu
Office Hours: By appointment
Office Location: L building

COURSE PURPOSE

Course Description:
This course is a survey course that covers the basic elements of medical terminology. Students will learn the western medical terminology for various systems in the human body, including the musculoskeletal, nervous, respiratory, digestive, cardiovascular, urinary, immune and reproductive systems. It also includes Western medical abbreviations and the formation of singular/plurals forms.

Program Learning Outcomes

DC Program:
- Communication and Record Keeping
  - The graduate will communicate professionally. (Objectives 1-7)

DAOM Program:
- Communication
  - Effectively communicate verbally, non-verbally, and in written form. (Objectives 1-7)
• **Interprofessional Collaboration**
  o Collaborate with appropriate professionals to plan and manage patient-centered care. (Objectives 1-7)

**MAOM Program:**
• **Communication**
  o Effectively communicate verbally, non-verbally, and in written form. (Objectives 1-7)
• **Interprofessional Collaboration**
  o Collaborate with appropriate professionals to plan and manage patient-centered care. (Objectives 1-7)

**Objectives:**
At the conclusion of this course, a successful student will be able to:
1. Identify the origin of medical terms to include the four word parts, the combining vowel and plural endings.
2. Assemble, analyze and define medical terms using word parts.
3. Identify the organizational components of the body, directional terms, anatomic planes, regions and quadrants.
4. Identify the major body system structures and their related word parts.
5. Identify medical terms related to diseases and disorders; and, medical terms commonly used in obstetrics, neonatology and oncology.
6. Identify diagnostic and surgical terms for each body system.
7. Identify common abbreviations used in each body system and specialty area.

**COURSE SCHEDULE**
As posted on MySCU

**INSTRUCTIONAL MATERIALS**

**Optional Materials:**
1. Evolve online course for Exploring Medical Language 9\textsuperscript{th} Edition.

**Recommended Text(s):**

**Provided Materials:**
N/A

**Required Attire:**
N/A

**TEACHING METHODS AND ACTIVITIES**
May include but are not limited to:
1. Independent learning activities
2. In-class assessments
3. Online teaching and assessment
EVALUATION OF STUDENT LEARNING

Grading procedures/Scale:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Points/%</th>
<th>Grade</th>
<th>% Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm Exam</td>
<td>100</td>
<td>A</td>
<td>90% to 100%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td>B</td>
<td>80% to 89%</td>
</tr>
<tr>
<td>Module Quizzes</td>
<td>150</td>
<td>C</td>
<td>70% to 79%</td>
</tr>
<tr>
<td>Total</td>
<td>350</td>
<td>D</td>
<td>60% to 69%</td>
</tr>
<tr>
<td>Extra Credit Quizzes (3 total @ 3 points each)</td>
<td>9 points</td>
<td>F</td>
<td>Less than 60%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Test review policy:
Any review for examinations, quizzes, or other evaluation tools must be completed within 2 weeks of the notification of scores.

Late Quizzes/Assignments
Late quizzes will not be accepted. Make up quizzes will not be given for any reason.

ATTENDANCE

Attendance is tracked by your weekly participation. During weeks where there are quizzes or assignments, successful completion of the quiz or assignment will constitute attendance in the class. Failure to complete an assignment or quiz will be considered an absence and will result in a 5% absence letter.

Missing more than one week of participation may result in you being dropped from the course due to attendance and you will receive a WF.

UNIVERSITY POLICIES

Students are expected to spend at least two hours for each lecture or practicum hour and one hour for every two laboratory hours of course time per week in activities and assessments outside the classroom. Examples of activities include, but are not limited to: writing papers; reading articles or text; small group work; presentations; completing assignments; preparation for assessments; online activities and other activities that do not include direct instructor interaction and involvement.

All university policies apply to this course and all others. For full policy information please consult the university SCU Policy Manual. For a quick reference guide to the following policies: make-up examination, F-challenge examination, grade posting, results of failing grades, student support information, syllabus amendments, special needs, student conduct, and attendance, please consult the academic policies document housed on the Online Student Services [the preceding is a hyperlink]. https://webapps.scuhs.edu/OnlineStudentServices/Academic_Policies.pdf

ACADEMIC HONESTY

Professional Conduct:
Students are expected to conduct themselves in a professional manner. Professionalism may be assessed in this course but may not count towards the course grade. Professionalism includes but is not limited to: adherence to the Student’s Code of Conduct (i.e. not cheating, reporting those who do, NOT asking the faculty to adjust, treat, or diagnose them in class); engaging in respectful communication with faculty, peers and staff; not talking while the lead instructor is on stage demonstrating procedures; and, being considerate of the needs of others. Students can expect professional behavior from faculty and staff at SCU.

Syllabus prepared by: Raheleh Khorsan
Revised: 5-1-18