

Course Number: 22108 Medical Terminology, HLTH 101C-ES
Hours: Lecture - 3.0, Credits - 3.0
Prerequisite(s): None
Term: Spring 2025, January 21, 2025, to May 10, 2025
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Course Description

A course designed to promote an understanding of the proper use, spelling, pronunciation, and meaning of medical terms. This course emphasizes learner participation through group activities and reading assignments. Basic anatomy and physiology and common pathology of the body systems will also be discussed. Designed for people working in the healthcare environment.

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Learning Outcomes

[Educated Person Statement of Philosophy](#)

Upon completion of this course, students will be able to:

- Describe the fundamental structures and functions of the body's organ systems.
- Explain the construction of medical terms including prefixes, suffixes, root words, and combined forms.
- Define, identify, pronounce, and spell terminology related to the field of medicine.
- Apply medical terminology terms, phrases, and abbreviations utilized in medical reports.
- Use medical references and other resources to research medical terminology.

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Course Materials and Resources

Laptop/Desktop with reliable internet access

Textbook and Access Code, Required:

Davi-Ellen Chabner, The Language of Medicine, 13th Edition, WB Saunders Company, St. Louis, MO (ISBN numbers may vary)

MUST purchase BOTH the Course TEXTBOOK and ACCESS CODE for access to the modules on Canvas. Without the access code you will not be able to access correct materials. **The access code in the textbook is NOT for this course.

This comes as a bundle from the NHTI bookstore or can be purchased directly from the publisher at a significant cost saving to the student.

To purchase through the publisher please use the link below:

https://evolve.elsevier.com/cs/promotion/SP_2025_Med_NHTI-Concord's_CC_CP_Evolve

Resources, Suggested:

Medical Dictionary of your choice:

- Dorland, Taber, and Stedman are all excellent dictionaries.
- Websites with free searchable medical dictionaries are listed on Canvas.

Drug Reference of your choice:

- The Quick Look Drug Book
- Merck Manual (Link to the free online searchable version of this publication on Canvas)
- Websites with free drug search information are also listed on Canvas

Quick Study Guide

- Medical Terminology & Abbreviations – Quick Study Easel – ISBN-13 978 142322304-7
- Medical Terminology – The Basics – ISBN-13: 978-157222538-1


Textbooks, and materials, are available online at [eFollet](#) unless specified by your instructor.

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Canvas Orientation

If this is your first time using Canvas at CCSNH, please complete the [Canvas student orientation](#) to familiarize yourself with its navigation and use.

Available Technical Support

If you need help navigating this course, explore the Canvas [Student Guide](#). The Student Guide, Chat, and Phone offer helpful information and are always found by clicking on the  help button on the bottom-right of every page in Canvas.

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Instructional Approach

The course supports weekly lessons and is designed to utilize a variety of instructional methods, which include, but are not limited to:

- Online audio and visual lectures complimented by a student workbook.
- Review exercises, including fill-in-the-blank questions, labeling activities, video exercises, game playing, and practice quizzes, and group activities.
- Practical application with the incorporation of scenarios, medical cases, vignettes, and audio pronunciation exercises

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Assessment of Learning

Assignment /Assessment Descriptions

- Successful and timely completion of course assignments and activities – Evolve includes “gradable activities” with each case study – **These are NOT included in your grades. These are practice only.**
- **DISCUSSION BOARDS:** The weekly discussions are designed to get to know your classmates and extend your learning beyond the textbook. Students will post their **initial post by Tuesday, midnight, and must be original in thought. Any post copied and posted from another site will be considered plagiarism and will receive a zero for the grade.** Students also must respond to classmates posts weekly by Saturday midnight. **Discussion Board instructions and how grades are determined can be found on the Discussion Board Rubric posted on Canvas.**
- **WEEKLY TIMED EXAMS (these are graded).** All exams will be multiple choice and fill in the blanks. Upon submission, don’t panic, Canvas auto-grades, so your initial grade will most likely be lower than your final grade. For all questions, except for multiple choice, I grade to prevent spelling or word choice from being graded as incorrect. Upon review, I will add comments to any answers I update.
- **CUMULATIVE FINAL EXAM:** During the last week of the semester there will be a cumulative final exam. Additional details will be posted on Canvas. *This exam must be submitted on time, no late submissions will be accepted.*

THIS IS A MEDICAL TERMINOLOGY CLASS – SPELLING COUNTS!

Grading Criteria and Grade Calculation

Category	% of Final Course Grade
18 Chapter Exams	60%
14 Discussions	15%
1 Cumulative Final	25%
Total	100%

Grading Schema	
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

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Course Schedule

This syllabus is to be used as a guide; it contains information about the course, how it will be taught, what will be required of students, and assessment methods that will be used. All information is subject to change at any time. ****Assignment week is from Sunday through Saturday. Assignments will be due on SATURDAY at 11:59pm**

Weeks and Dates	Modules/Chapters	Topics	Activities/Assignments	Assignment Due Dates
Week 1 1/21 - 1/25	Module 1 & 2	Course Introduction Basic Word Structure Terms pertaining to the body as a whole	Read chapters 1 & 2 Discussion Board item # 1 Exams 1 & 2	Saturday 1/25
Week 2 1/26 - 2/1	Module 3 & 4	Suffixes Prefixes	Read Chapters 3 & 4 Discussion Board item # 2 Exams 3 & 4	Saturday 2/1
Week 3 2/2 - 2/8	Module 5 & 6	Digestive System – Terms and Abbreviations Additional Suffixes- Digestive	Read Chapter 5 & 6 Discussion Board item # 3 Exams 5 & 6	Saturday 2/8
Week 4 2/9 - 2/15	Module 7	Urinary System – Terms and Abbreviations	Read Chapter 7 Discussion Board item # 4 Exam # 7	Saturday 2/15
Week 5 2/19 - 2/22	Module 8	Female Reproductive System-Terms and Abbreviations	Read Chapter 8 Discussion Board item # 5 Exam # 8	Saturday 2/22
Week 6 2/23 - 3/1	Module 9	Male Reproductive System – Terms and Abbreviations	Read Chapter 9 Discussion Board item # 6 Exam # 9	Saturday 3/1
Week 7 3/2 - 3/8	Module 10	Nervous System – Terms and Abbreviations	Read Chapter 10 Discussion Board item # 7 Exam 10	Saturday 3/8
Week 8 3/9 - 3/15	Module 11	Cardiovascular System-Terms and Abbreviations	Read Chapter 11 Discussion Board item # 8 Exam 11	Saturday 3/15
Week 9 3/16 - 3/22	SPRING BREAK WEEK			
Week 10 3/23 - 3/29	Module 12	Respiratory System – Terms and Abbreviations	Read Chapter 12 Discussion Board item # 9 Exam 12	Saturday 3/29
Week 11 3/30 - 4/5	Module 13 & 14	Blood System – Terms and Abbreviations Lymphatic & Immune System-Terms and Abbreviations	Read Chapter 13 & 14 Exam 13 & 14 Discussion Board item # 10	Saturday 4/5
Week 12 4/6 - 4/12	Module 15	Musculoskeletal System-Terms and Abbreviations	Read Chapter 15 Discussion Board item # 11 Exam 15	Saturday 4/12

Weeks and Dates	Modules/Chapters	Topics	Activities/Assignments	Assignment Due Dates
Week 13 4/13 - 4/19	Module 16	The Skin- Terms and Abbreviations	Read Chapter 16 Discussion Board item # 12 Exam 16	Saturday 4/19
Week 14 4/20 - 4/26	Module 17	The Sense Organs - Terms and Abbreviations	Read Chapter 17 Discussion Board item # 13 Exam 17	Saturday 4/26
Week 15 4/27 - 5/3	Module 18	Endocrine System- Terms and Abbreviations	Read Chapter 18 Discussion Board item # 14	Saturday 5/3
Week 16 5/3 - 5/10	Module 19	FINAL EXAM	Due no later than Saturday, May 10 at 11:59p.m.	

Course Notices

Faculty Email Response Time

I will respond to email messages within 24 hours during the week and 48 hours on weekends and holidays. Please be aware that the CCSNH system has filters on incoming emails. Those from personal email addresses are likely to be blocked and/or not received. It is best to email me using your CCSNH student email to ensure timely delivery

Posting of Grades

Grades will be posted by Tuesday of the week following the end of a module.

Attendance Policy

Credit for this course is based on the minimum number of planned contact hours it should take for students to satisfactorily complete each week's online lesson. Online attendance will be tracked by evidence of the completion of weekly exams corresponding to weekly lessons and due dates. **Failure to confer with the course instructor in advance regarding online course absences or online lapses in deadlines will translate into no credit for any missed work.** For other information on the college's attendance policy, please refer to that section outlined in the Student Handbook.

Late and Make-up Assignment Policy

Students are expected to complete all course work by the due dates noted in this syllabus and as also posted on CANVAS under each week listed. Because this is an online course, it is important to complete your work on time and keep up with the progression of learning. Missed assignment deadlines should be thought of as missing an in-person class.

Communication is the key! Unless otherwise arranged, no late work will be accepted. Students can submit late work **only** when arranged with the instructor **before or on** the day that the item is due. Otherwise, late work will receive a grade of zero (**exception: see discussion board grading**). No late work will be accepted beyond the time of the final exam.

Computer crashes and Printer Mishaps:

Technology is great when it works. Sometimes it doesn't. Plan your time well so that you are not faced with such a problem the night before something is due. Assignments may be submitted early or ahead of schedule. **This is not a valid reason for missing an assignment deadline for an online class.**

This policy is not intended to be unforgiving, but an assurance that new concepts and skills build on previously learned concepts and skills and ensures fairness to all students.

Keys to Success

- **TIME:** You can compare this course to learning a new language. Learning new vocabulary and material is very time consuming. Being an online course, students are responsible for reading the required material, understanding the expectations & instructions and completing the assignments on time.
- **MOTIVATION:** Find ways to motivate yourself because online courses require more self-discipline than in person. There is often a tremendous amount of work in a short period of time.
- **ORGANIZATION AND DEDICATION:** You must be ready to integrate a large amount of information and keep that information organized. Managing and applying such a large amount of information will require persistent and consistent dedication to the class.
- **STUDY SMARTER NOT HARDER:** Create a study schedule with reasonable goals. **Daily** short study sessions with breaks in between increase retention. Conduct 20–30-minute study sessions with a 5- or 10-minute break in between. You can use an incentive like treats (I use (Peanut M&M's). Lastly, studying before bed boosts your memory because you process the most recent activities first while you sleep.
- **ATTITUDE:** Students with a better attitude do better in online classes than those who **do not**. Remember that **you are** establishing a knowledge base, skills, and abilities that will serve you for the rest of your personal life and professional career. Bring a great attitude and **you will** succeed!

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Academic Affairs Notices

Students are responsible for reading the [Academic Affairs Notices](#). These are the same for each course at NHTI and are updated each semester.