Class Description:

Welcome to Medical Terminology! This course will encompass a comprehensive study of medical terminology with an emphasis on determining meanings by dividing words into their component parts. You will have a basic understanding of anatomy and physiology which is discussed throughout each chapter. Correct spelling, pronunciation and meaning of common medical terms related to individual body systems, clinical procedures, laboratory tests and pathological conditions are covered. This course is designed to introduce the learner into the world of the medical field and perhaps inspire one to pursue a career within the health care setting.

Units: 3.00
CSU 54.00 hours lecture
Initial instructions for beginning of class:

This is an online only class and you will not be able to open the course in blackboard until the first day of class. You must have the following materials and equipment available to you no later than the first day of class. You will not be able to take part in this class without them in your possession. This is non-negotiable. If you cannot meet these requirements, please do not register for this class.

*It is Very Important that you please see instructions below to know what to do the first day of class…*

How to Negotiate the First Day of Class:

I strongly recommend that you practice logging onto Blackboard the week prior to the start of class, to make sure all problems are addressed before the first day. This is especially important if you have never taken an online class before. For help, you can use the link listed below or contact the Blackboard Help Desk in the Tutoring, Learning & Computing Center (TLC) at 661-362-3351, extension 3344 for assistance.

There are three different scenarios for the first day of class. Follow the one that applies to you:

*If you are officially enrolled in this class:*
Login to Blackboard between 6 am and 11:59pm on the first day and complete all initial procedures. From the introduction page, click on the “Start Here” button. Follow all instructions on that page to follow check-in procedures. Failing to meet these initial Day 1 requirements will result in your designation as a “No Show” and you will be dropped from the class roster. I will be unable to reinstate your name to the roster after that point. There is always a waitlist for this class filled with students who would love to take your spot on the roster.

If you are waitlisted for this class:
Email the instructor on the first day of class between 6 am and 9pm to request an ADD code. After the 9pm deadline, the instructor will evaluate how many spots are available on the class roster, determine how many of the waitlisted students can be added, and email an ADD code to those students. Waitlisted students will be added in order of their position on the waitlist and there is no guarantee that all waitlisted students will receive an ADD code as it is subject to roster space. Students who receive an ADD code should complete registrations procedures immediately and purchase the textbook no later 6 pm on Thursday of the first week. It usually takes approximately 24 hours for your name to be added into Blackboard. Check back frequently and when you have access to the course online via Blackboard, complete the Day 1 requirements. You will need to move quickly to catch up with the rest of the class.

If you are registered as a COC student but not enrolled in this class:
You may email the instructor to request a CRASH code during the first day of class (6 am to 9pm). You will be emailed with a crash code ONLY IF there is room on the roster after all waitlisted students who have requested an ADD code have registered. There is an extensive waitlist for this class, so it is unlikely that there will be space available, but you are welcome to email me with the request. It doesn’t hurt to ask! If you are given a CRASH code, register, purchase the textbook and then work on catching up. You will be responsible for all course requirements, regardless of when you started the class. Regardless of your situation, you MUST have a textbook for this class and complete all Day 1 procedures. All students are responsible for all assignments, even if you add after the first day.

HARDWARE:
You must have daily access to a PC (not just a phone) equipped with reliable online access. This includes access during times when COC computer labs are closed, i.e., you cannot rely only upon COC computer access.

PLEASE NOTE: Technical difficulties, such as loss of internet access, a broken computer, or “my dog ate my hard drive”, will NOT be accepted as excuses for failing to complete the required assignments. Don’t try it. I’ve heard them all.

*Mac computers are notorious for having difficulty with the Blackboard platform. If you have trouble with your Mac, contact Distance Learning for solutions.*

**Course Management System Information:**

**INTERNET BROWSERS:**
I strongly encourage my students to use the browsers Firefox or Google Chrome (both available free online) which have had fewer complications with the websites you will be accessing in this class. I do not recommend using Internet Explorer. If you do choose to use Internet Explorer and experience problems, please try the other browsers before contacting me for help.

**Taking an Online Course:**

There are many advantages to taking an online course for students with demanding schedules, but it is imperative that you understand before the class begins what will be required of you in order to do well in this class. Please note the following:

• This is a short-term course, meaning that instead of the customary 16 week semester, the course length has been reduced to 5 weeks.

• The amount of material covered in this 5-week course is SIMILAR to the amount covered in a 16-week traditional course. That means you will be covering three times as much material each week.

• The amount of time you should expect to dedicate to this class/week will vary according to your individual abilities (such as reading comprehension skills and comfort with technology) but on average, you should expect to invest about 15 hours per week to successfully complete this course. This time will be distributed
across reading assignments, online activities, taking part in discussion groups, submitting homework, and taking quizzes and tests. This is a very intensive course. Only take this course if you are willing to put in the time needed to complete it successfully.

● This course will be conducted 100% online. There will be no face-to-face component required or offered.

● In order to pass this course, you will need to complete all assignments (including exams) thoroughly and accurately and submit them to me before their deadline.

Successfully completing an online course requires a student to develop and use strong self-organizational skills in order to stay on top of assignments and to avoid falling behind. If you find it easy to self-motivate and can plan and stick to a study schedule, than you will do well in an online course. If self-motivation is not one of your strengths, you need to develop those skills now! Please take the following recommendations to heart:

1. Keep a calendar of all homework, discussion, and exam deadlines. This can be written or you can use an online calendar, complete with emailed reminders.

2. Complete readings no later than the Monday of each week they are due. That way you can take part more effectively in the online discussion. You will also find that homework assignments are easier to complete.

3. Get used to emailing me with questions. Please don’t be shy. I find that those students who freely communicate with me regarding questions or confusion on the material tend to be the ones who do better in this class.

4. If you are struggling with the material in the class, don’t wait for several weeks to contact me about your concerns. This is a short class. We don’t have time to “wait and see” if those problems will work themselves out.

5. Get to know your fellow students. If the opportunity arises, organize a study group at the local coffee shop or library to review material and study for exams. This is the best way to learn the material. This course may be completely online, but there is nothing stating that you must study that way.

**Testing regulations:**

All exams and quizzes are administered online as timed test only.

**Student Learning Outcomes:**
1. Being able to give the medical meaning of prefixes, suffixes, and combining forms for each body system.
2. Demonstrate the ability to use word parts to build medical words through various learning activities incorporated in class.
3. Analyze the meaning of medical words for each body system with an introduction to basic anatomy and physiology of each body system.
4. Emphasis on relevant body systems, their parts and organs, disease processes, heredity and genetic outcomes.
5. Basic anatomy and physiology are discussed along with identifying anatomical structures of the human body through skeletons, textbooks, diagrams, photographs, lectures, and tutorials.
6. Study the function and behavior of organisms in relation to their disease entities.
7. Demonstrate the ability to interpret medical words in the context of medical reports.
8. Pronounce and spell medical words correctly for each body system.
9. Translate common abbreviations, acronyms, and slang terms for each body system.
10. Understand clinical procedures, laboratory tests, and pathological conditions as related to individual body systems.
11. Having the option to do volunteer work - Develop community relations by incorporating what you have learned in class.

Useful Links:

http://www.canyons.edu/distancelearning

http://www.canyons.edu/offices/distance_learning/blackboard/

http://www.canyons.edu/offices/distance_learning/info/minitutorial.asp

DSPS:

If you are a student with special needs and require additional assistance for this course specific to your circumstances, please contact DSPS & the Tutoring, Learning & Computing Center (TLC). Click the link provided or call them at 661-362-3351. They also have offices at both the Valencia and Canyon Country campuses.