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
Textbook and cost:

ISBN# 9780134318127
Cost: New= $116.00  Used= $87.00  Rent: Used= $52.20*  New= $75.40
Buy Digital= $70.00  Rent Digital= $48.00

Initial instructions for beginning of class:

This is an online only class and you will not be able to open the course in Canvas until the first day of class. However, I have been known to open up the course one week prior. You must do your initial post the first day of class by 11pm.

*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 Canvas 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 Canvas 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 Canvas between 7 am and 11:00pm on the first day and complete all initial procedures. From the Module page, click on the “Introduction Discussion Assignment”. Follow all instructions on that page to follow posting procedures. Note: The first person will reply to my introduction letter, then others will reply to the most current student. Failing to meet these initial Day 1 requirements by 11pm 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 7 am and 11pm to request an ADD code. After the 11pm 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 the “Introduction Discussion Assignment” immediately. It usually takes approximately 2-24 hours for your name to be added into Canvas. Check back frequently and when you have access to the course online via Canvas, 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 (7 am to 11pm). 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.

*All students are responsible for all assignments, even if you add after the first day.*

**HARDWARE:**
You must have daily access to a PC/Lap Top (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.

**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 to do well in this class.

Please note the following:
The amount of time you should expect to dedicate to this class/weeks 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 discussions, submitting short essays, 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 assignments, discussions, 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 Sunday of each week they are due. That way you can take part more effectively in the online discussion. You will also find that 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. We don’t have time to “wait and see” if those problems will work themselves out.
5. Get to know your fellow students through emailing accesses. 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/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 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.
Also- **Please notify me that you are a DSPS student so we can accommodate your needs for this online course.

Have a great rest of the summer session and you will be given the syllabus and course outline roughly one week prior to the course starting!!!

Professor J. Ruddell, RN, MSN, PHN