MAS102 MEDICAL TERMINOLOGY
WEB COURSE
INSTRUCTOR: 3 CREDITS
OFFICE: Room
PHONE:
EMAIL:
OFFICE HOURS: By appointment.

TEXTBOOKS:
Tabor's Cyclopedic Medical Dictionary, 2010 (if you have an older version, that is fine also), F. A. Davis Company, Philadelphia, PA.

PREREQUISITES: None

RECOMMENDED SUPPLIES:
Flash Card Packet/index cards or Mosby’s Medical Terminology Flash Cards Spark Chart—Medical Terminology

COURSE DESCRIPTION:
This course is designed to provide students with a clear understanding of medical vocabulary. A workbook-text format is used to develop word building activities which guide the student through exercises that teach and reinforce medical terminology. Numerous and varied activities challenge the student to understand and remember the significant concepts of medical word building. CD’s provide reinforcement of pronunciation, definition of medical words, and spelling practice.

INSTRUCTIONAL OBJECTIVES: Upon completion of this course, the student will be able to:
1. Use the word-building method for developing a medical vocabulary.
2. Understand and remember the significant concepts of medical word building.
3. Use CD’s to reinforce pronunciation, definition of medical words, and for spelling practice.
4. Identify the organs and structures of the body systems.
5. Explain the main functions of the body systems.
6. Define suffixes and prefixes in medical words.
7. Build and analyze thousands of medical words.
8. Understand the meaning of new medical words by defining the elements.
9. Master pronunciation and spelling of medical terms by using the pronunciation guides and CD’s.

COURSE TOPICS:
1. Introduction to Programmed Learning and Medical Word Building
2. Body Structure
3. Integumentary System
4. Respiratory System
5. Cardiovascular and Lymphatic Systems
6. Digestive System
7. Urinary System
8. Reproductive System
9. Endocrine and Nervous Systems
10. Musculoskeletal System
11. Special Senses: The Eyes and Ears

TEACHING PROCEDURE:
Medical terminology, as a WEB course, is a word-building course that is taught through the use of Blackboard, audio CD practice, practice exercises, word combining practice, crossword puzzle practice, flash cards, body system photographs, and repetitive use of suffixes and prefixes.

INSTRUCTIONAL METHODS and STUDENT RESPONSIBILITIES
This is a WEB course. You will do your work at home, and will not be required to attend scheduled classes. You will do all of your work on-line (interactive assignments, tests, paper, etc.)

Taking a distance learning course can be challenging and obviously differs significantly from attending traditional college classes. While you do not need to attend class, there are many responsibilities and assignments that you must complete by certain deadlines. Since we never know what unexpected things may occur, I encourage you to work ahead so that if a situation arises at the time an assignment is due, you would already have completed it by working ahead. You can always work ahead, but you can’t go back after a deadline.

Your responsibilities include reading the assigned chapters in Medical Terminology Simplified, learning to spell medical terms, completing CD activities and emailing some to your instructor, taking chapter quizzes and writing a paper.

Please be aware that since you are the student enrolled in this course, all work should be your own. Plagiarism and outside assistance will not be tolerated. While I would encourage you to obtain assistance with spelling or grammar (if needed), the ideas and work which you submit must be your own. You will be on the honor system while taking this course. I encourage you to uphold this honor system since doing your own work will aid in your learning and will be a great benefit to you in your career.
MWCC policy: “Cheating and plagiarism (any forms of presenting someone else’s work as one’s own) are serious offenses and will not be tolerated” it is expected that you will read and familiarize yourself with the academic honesty policy in college literature, including the library’s website. If you are unsure what constitutes plagiarism, please see me or go to the Academic Support Center for assistance.

Plagiarism (the copying or borrowing of another’s ideas without giving credit) will not be tolerated; always cite resources.

Cheating, attempting to cheat on an exam, or having intent to cheat on an exam (having your book open while completing a quiz) will result in failure of that exam, and may result in failure of the course and possible withdrawal from this course.

This course will aid you in every other course that you take in the medical field. It will be to your advantage to learn the material thoroughly.

ACADEMIC SUPPORT CENTER

Many students find that college coursework provides new academic challenges. Students who wish to deepen their understanding of course concepts, extend their skills, and improve their performance in this course are encouraged to use the free tutoring and other support services available in the Academic Support Center. Both math and writing tutoring are available on a drop-in basis. Tutoring in other academic subjects is by appointment. Tutoring is available from 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 2:00 p.m. on Fridays. The Center also features an open computer lab and testing services (for students with documented disabilities) Limited tutoring is available during intersession and summer sessions I and II.

All MWCC students have access to “eTutoring,” free on-line professional tutoring in writing (all subjects), math (all levels), statistics, accounting, biology, chemistry, anatomy & physiology, Spanish, and research methods. To log in, go to www.eTutoring.org, click on Northeast Consortium, and use your student user name and password. Students can enter a chat room and work directly with a tutor, submit an e-question, or submit up to 3 drafts of a paper for tutor feedback. http://www.eTutoring.org

For more information, call 978-630-9333 or stop by Room 116.

The first option for help in a course should be the instructor.

STUDENTS WITH DISABILITIES:

Students with documented disabilities (physical, emotional, learning, and/or others) who believe that they may need accommodations in this class are encouraged to contact the Counselor for Students with Disabilities, in the counseling center as soon as possible to ensure that such accommodations are implemented in a timely fashion.
GRADING AND EVALUATION: (see schedule on the course calendar and below)

Since all of us have different schedules and unexpected things happen, this course will be completed at your own speed with only 6 specific due dates, plus the finals. You can work ahead any time that you want; the deadlines are set so that you will not fall behind. This way, you can work around any planned commitments. **You can always work ahead, but you can’t go back after a deadline.**

**Quizzes** will account for 30% of your grade.

After completing each chapter, you will take a quiz on blackboard. Each will consist of a variety of question types: multiple choice, true/false, matching and/or spelling. Anything in the chapter is fair game for a quiz—including the signs, symptoms, and diseases, the diagnostic procedures and the medical & surgical procedures at the end of each chapter. This is all memorization but something that you will use for the rest of your career in the medical field.

Do not open tests until you are ready to take them. Once opened and closed, you cannot enter them again. In fairness to other students, I will **not re-set any test** regardless of the excuse.

All quizzes will be removed at midnight of the day that they are due. I will drop the lowest quiz score. If you miss a deadline for a quiz, you will receive a zero and that will be the dropped grade. **Don’t forget, you can always work ahead, but you can’t go back after a deadline.**

**Chapter Activities** will account for 30% of your grade.

These exercises are found on the TermPlus 3.0 (purple CD) disc that came with your book.

The first chapter has only 3 exercises—do them all.

Starting with chapter 2 there will be several activities for each chapter. You are **required** to complete at least 3 exercises per chapter. You must submit the **Tag the Element**, the **Spelling** and **Build Medical Words** from each chapter. You can do these exercises as many times as you wish. When you get a score that you are happy with, enter the appropriate information and email the info to the following email address: Mas102web1@gmail.com

**This is the email address for the exercises only.** I record your first score, so don’t send it until you are happy with the score. **Send only these required 3 activities per chapter.**

It would be to your advantage to complete all of the exercises (do not mail me more than the required 3). The more exercises you do, the more you will learn. I will attempt to email you when I receive your first exercises so that you know you are doing it.
correctly. **Activities for each chapter need to be emailed before you take the quiz for that chapter.**

REMEMBER, the gmail address is for the exercises only. I will not be checking that email regularly. If you need to reach me, use my regular MWCC email listed at the beginning of this syllabus.

A **Paper** will account for 20% of your grade.

The paper requirements are in the course document tab on blackboard. Be sure to read them and follow them carefully. **Failure to follow directions will result in a reduction in your grade.** The paper will be due at midnight on **October 8th**. No exceptions. Remember, you can always work ahead, just not after the deadlines.

The **Final Exams** will account for 20% of your grade.

The final will consist of three exams which can be taken any time during a seven (7) day period. **Finals end at midnight on December 10th. No exceptions. Remember, you can always work ahead, just not after the deadline.**

The exams will consist of one with general questions, one spelling and one on abbreviations. The abbreviations can be found at the end of each chapter starting with chapter 2. I would start a study sheet now, reviewing the sheet every day until you are able to memorize them. You will use them throughout your career.

**NOTE:** Students must pass this course (and all other MAS and BIO courses) with a grade of 77 (C+) or better, in order to remain a student in good standing in the **MAS** program.

**THE INSTRUCTOR RESERVES THE RIGHT AT ANY TIME TO MAKE WHATEVER CHANGES IN THIS SYLLABUS THAT ARE FOUND TO BE NECESSARY.**
Recommended Order of Work
Assignment Schedule
FALL 2010

***Bibliography is due by midnight on September 24th.***

Chapter 1
Word Building

Read and follow directions for pronunciations. Listen to the Audio CD for Ch. 1. On the TermPlus 3.0 CD, complete all three (3) activities and email them to your instructor. Quiz 1.

Chapter 2
Body Structure

Read and follow directions for pronunciations. Listen to the Audio CD for Ch. 2. On the TermPlus 3.0 CD, complete Tag the Element, Spelling & Build Medical Words activities and email them to your instructor. Quiz 2.

Chapter 3
Integumentary System

Read and follow directions for pronunciations. Listen to the Audio CD for Ch. 3. On the TermPlus 3.0 CD, complete Tag the Element, Spelling & Build Medical Words activities and email them to your instructor. Quiz 3.

***These 3 chapters are due by midnight on October 1st.***

Chapter 4
Respiratory System

Read and follow directions for pronunciations. Listen to the Audio CD for Ch. 4. On the TermPlus 3.0 CD, complete Tag the Element, Spelling & Build Medical Words activities and email them to your instructor. Quiz 4.

Chapter 5
Cardiovascular, Lymphatic Systems

Read and follow directions for pronunciations. Listen to the Audio CD for Ch. 5. On the TermPlus 3.0 CD, complete Tag the Element, Spelling & Build Medical Words activities and email them to your instructor. Be sure to complete the activities for both the cardiovascular and the blood/lymphatic topics. Learn the flow of the blood through the heart. Quiz 5.
Chapter 6
Digestive System
Read and follow directions for pronunciations. Listen to the Audio CD for Ch. 6. On the TermPlus 3.0 CD, complete Tag the Element, Spelling & Build Medical Words activities and email them to your instructor. Quiz 6.

***These 3 chapters (4, 5, 6) are due by midnight on October 22nd.

Chapter 7
Urinary System
Read and follow directions for pronunciations. Listen to the Audio CD for Ch. 7. On the TermPlus 3.0 CD, complete Tag the Element, Spelling & Build Medical Words activities and email them to your instructor. Quiz 7.

Chapter 8
Reproductive System
Read and follow directions for pronunciations. Listen to the Audio CD for Ch. 8. On the TermPlus 3.0 CD, complete Tag the Element, Spelling & Build Medical Words activities and email them to your instructor. Be sure to complete the activities for both the female and male reproductive topics. Quiz 8.

Chapter 9
Endocrine, Nervous Systems
Read and follow directions for pronunciations. Listen to the Audio CD for Ch. 9. On the TermPlus 3.0 CD, complete Tag the Element, Spelling & Build Medical Words activities and email them to your instructor. Be sure to complete the activities for both the endocrine and the nervous system topics. Quiz 9.

***These 3 chapters (7, 8, & 9) are due by midnight on November 12th.

Chapter 10
Musculoskeletal System
Read and follow directions for pronunciations. Listen to the Audio CD for Ch. 10. On the TermPlus 3.0 CD, complete
Tag the Element, Spelling & Build Medical Words activities and email them to your instructor. Quiz 10.

Chapter 11
The Eyes & Ears

Read and follow directions for pronunciations. Listen to the Audio CD for Ch. 11. On the TermPlus 3.0 CD, complete Tag the Element, Spelling & Build Medical Words activities and email them to your instructor. Quiz 11.

***These 2 chapters (10 & 11) are due by midnight on 26th.

FINALS

Three final exams are to be completed December 3rd to December 10th