

**UNIVERSITY OF NORTHERN COLORADO
COLLEGE OF NATURAL AND HEALTH SCIENCES
OFFICE OF EXTENDED STUDIES**

Syllabus – Independent Study

FND 210-932 Medical Terminology - 2 credits

Instructor: Jamie Erskine, PhD, RD

Office Hours: Vary by academic semester; a reply will be sent to e-mails by the next business day.

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Course Description

For students of any major. Terminology used in medical sciences. Development of medical vocabulary.

Course Objectives

Upon completion of this course, students will:

1. Define medical terms using word parts such as prefix, root, and suffix.
2. Identify terms based on physiological systems, human anatomy, and related pathologies.
3. Recognize commonly used medical abbreviations.

Course Overview

To orient you, here is a brief overview of the format of the course. The object is to learn medical terms by body systems. You will begin by learning parts of medical terms to help you deduce meanings as you go through several terms with similar prefixes and suffixes. **A timed, graded quiz will be taken at the end of each chapter, a timed mid-term exam must be scheduled for you to take with a proctor, and a timed comprehensive final exam must be scheduled to take with a proctor at the end of class.** A proctor can be a librarian, a staff member at a testing center, a clergy person, a nursing supervisor, a teacher, or an employer. A proctor cannot be a friend or family member. You must provide the Office of Extended Studies with the name and contact e-mail or phone number of your proctor and your proctor will receive a password for you to access the exam in your proctor's presence. The mid-term and final exams will be automatically graded online as soon as you complete them in the same manner as the quizzes are graded. We require that you use a computer with DSL or cable connection to the Internet for taking the mid-term and final exams. Should you have problems during a quiz or exam, please e-mail me (jamie.erskine@unco.edu) and we will work to resolve the problem.

There are several methods offered to help you study. You may elect to use the textbook as your primary resource. There are several exercises to work through. You may choose to use the online activities located in each chapter link on the Course Materials page. Or, you may use a combination of the text and online resources. Your learning style and time commitment should be your guide to which exercises/activities you use to prepare for the quizzes and exams. There are optional ungraded pre-tests available for each chapter so you may practice before taking the graded chapter quizzes.

The Tools link in the left hand column of the screen is handy for checking your grades.

Required Text

LaFleur Brooks, M., LaFleur Brooks, D., Exploring Medical Language, A Student-Directed Approach, 8th ed., Mosby Elsevier, St. Louis, 2012 **with Student Access Key/Code**. The ISBN for both the text and Student Access Code is 9780323077118. **You need both the text and the Student Access Code to have access to the full Blackboard site, online quizzes, and online exams.**

The student access code may be used only once and comes with new text books. If you purchase a used text you will need to purchase the student access key/code separately. The student access code purchased separately has the ISBN of 9780323095389.

Course Schedule

The following schedule is recommended for successful completion of the course within a 15 week standard semester. HOWEVER you may work faster if you choose or you may take up to a full year to complete the course. **Fill in dates to meet your goals after each week heading below.** Keep in mind that you may only log onto a quiz once. Therefore, when you open a quiz you need to be ready to take it - no previews.

Week 1 - Fill in the date you register for the course here

Course Orientation – Go to Course Materials, Click Getting Started and then Before You Begin and download any software that you may need, instructions are provided

Chapter 1: Introduction to Word Parts

Chapter 2: Body Structure, Color, and Oncology

Week 2

Chapter 3: Directional Terms, Anatomic Planes, and Quadrants

Chapter 4: Integumentary System

Week 3

Chapter 5: Respiratory System

Week 4

Chapter 6: Urinary System

Week 5

Chapter 7: Male Reproductive System

Week 6

Chapter 8: The Female Reproductive System

Week 7 -Take the Mid-term Exam

Week 8

Chapter 9: Obstetrics and Neonatology

Week 9

Chapter 10: Cardiovascular, Immune, and Lymphatic Systems and Blood

Week 10

Chapter 11: Digestive System

Week 11

Chapter 12: Eye

Chapter 13: Ear

Week 12

Chapter 14: Musculoskeletal System

Week 13

Chapter 15: Nervous System Behavioral Health

Week 14

Chapter 16: Endocrine System

Week 15 - Take the Final Exam

Inform the instructor when you have completed the course to begin processing your grade for inclusion on your university transcript.

Course Requirements

16 Chapter quizzes	20 points each
Mid-term Exam	80 points
Comprehensive Final Exam	100 points
Total Points Possible	500 points

Note that the quizzes and the exams are timed. You have 20 minutes to take each quiz. There is a visible clock on the screen while you take the quiz and 1 minute warning when your time is about to run out. You must **SUBMIT** your quiz at the end to receive credit. The format is a mix of fill-in and multiple choice questions. You will be asked for correct spelling and to recognize abbreviations for some questions. ***If you have technical difficulties when taking a quiz, please contact me, your instructor, immediately via e-mail. I will reset the quiz for you or figure out how to correct the problem if possible. I will respond to you via e-mail regarding a resolution.*** The Mid-term Exam covers Chapters 1 - 8 and will be a similar format to the on-line quizzes except it will be with a proctor. **Please fill out the Exam Request Form and mail it to the Independent Study Office (Independent Study, c/o Extended Studies, University of Northern Colorado, CB 21, Greeley, Colorado, 80639), fax it: (970) 351-2519 or email it to indeps.desk@unco.edu. They will then send a password to your proctor allowing you access to the exam.** The Exam Request Form can be

found at the top of the Course Materials page. You will have 60 minutes to take the Mid-term. The Final Exam is comprehensive and you will be allowed 75 minutes to take the final exam. The final exam will be taken online with a proctor. **Books or study materials are not allowed while taking the quizzes or exams. It is not permissible to print out exams or quizzes.**

Grading

A percentage of total points that you earn will be used to determine your grade for the course using the following scale:

90 - 100% of the total points = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

<60% = F

You may access your points at any time by going into the Tools page and clicking on My Grades.

Honor Code

All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: *Honesty, Trust, Respect, Fairness, and Responsibility*. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

UNC's Policies

UNC's policies and recommendations for academic misconduct will be followed.

Students with Disabilities:

Any student requesting disability accommodation for this class should contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner.