

Syllabus

Course Code: HESC 105

Title: Medical Terminology

Institute: Health Science

Department: Nursing

Course Description: Through a study of medical language, the student will be able to build a practical, working medical vocabulary. Emphasis will be placed on understanding the significance of Greek and Latin prefixes, suffixes, and word roots as they pertain to the human body.

Prerequisites: None

Corequisites: None

Prerequisites or corequisites: None

Credits: 3

Lecture Hours: 3

Lab/Studio Hours: 0

Required Textbook/Materials:

For all face-to-face and Distance Education (DE) sections:

1. Gylys, B. A., & Wedding, M. E. (2017). Medical Terminology Systems: a Body System Approach). 8th ed. F.A. Davis. ISBN-13: 978-0-8036-5867-7
2. A medical dictionary

Additional Time Requirements:

For information on Brookdale's policy on credit hour requirements and outside class student work refer to Academic Credit Hour Policy.

Additional Support/Labs:

See <https://www.brookdalecc.edu/academic-tutoring/>

Course Learning Outcomes:

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

- Interpret medical terms that apply to body systems, diagnosis, disease, and treatment accurately.
- Analyze medical terms for correct clinical application.
- Use medical terminology appropriately when speaking about a topic or case study.
- Write medical terms using correct spelling.
- Discuss health issues significant to society.

Course Content:

Unit I: Fundamental Word Structure and Overview of Anatomical Terms

Unit II: The Integumentary System, Skeletal System, and Muscular System

Unit III: The Cardiovascular, Blood, Lymphatic Systems and Immune, Digestive and Respiratory Systems

Unit IV: The Nervous and Endocrine Systems and Special Senses

Unit V: The Urinary and Reproductive Systems, Human Genetics and Obstetrics

Unit VI: Radiology, Oncology, Psychiatry, and Medical Records

Department Policies:

- Class attendance is strongly recommended. You must sign the attendance sheet each week. Please report necessary absence to course faculty before class, if possible. It is the student’s responsibility to get missed assignments and/or class notes from class peers.
- Students who do not attend class will find that they have difficulty fulfilling the requirements of this course.
- Punctuality matters. If you are more than ten minutes late to class, you may be admitted only at the discretion of the faculty.
- Assignments must be handed in on time.
- Exams must be taken on the scheduled dates.

Grading Standard:

| GRADING BREAKDOWN | | GRADING STANDARD FOR ALL SECTIONS. |
|----------------------------------|---|--|
| <u>Distance Education</u> | <u>Face-Face Sections</u> | The course grade will be determined as follows: |
| <u>(DE) Sections</u> | | A 92-100 |
| Quizzes – 25% | Quizzes – 40% | A- 89-91 |
| Research Paper – 20% | Midterm – 20% | B+ 86-88 |
| Medical Language Lab – 15% | Final Exam – 20% | B 82-85 |
| Midterm – 15% | Research Paper – 20% | B- 79-81 |
| Final Exam – 15% | Oral Presentation - Required to pass course, not graded | C+ 76-78 |
| Discussion Forums – 10% | | C 70-75 |

Oral Presentation - Required to
pass course, not graded

D 60-69

F 59 and below

Face-to-Face students: The course grade will be derived from a weighted average of all exams, quizzes, and term paper. An “accepted grade” on the oral presentation is required, but is not averaged into the course grade.

Distance Education students: The course grade will be derived from a weighted average of all exams, quizzes, term paper, Medical Language Lab assignments, and Canvas assignments. An “accepted grade” on the electronic oral presentation is required but is not averaged into the course grade. Please see Canvas for additional details.

NOTE: Cheating is defined as any violation of examination integrity including eliciting or distributing information. Any student who gives or receives information related to examination questions is cheating! Such behaviors are violations of the Brookdale Community College Student Conduct Code and may result in dismissal from the course. Please refer to the Student Handbook for clarification.

Oral presentation:

For face to face sections: the student will read in class a paragraph he/she has composed of 100 words that incorporates a minimum of 35 medical terms used appropriately. The presentation will be graded on a complete/incomplete basis. A complete is required for course credit.

For DE sections: the student will prepare an electronic presentation he/she has composed of 100 words that incorporates a minimum of 35 medical terms used appropriately. The presentation will be graded on a complete/incomplete basis. A complete is required for course credit.

Examinations and Assignments:

For face to face sections: The grades for examinations, quizzes, and a paper will be tabulated for a final grade.

For DE sections: The grades for examinations, quizzes, Medical Language Lab assignments, Canvas discussions and assignments, and a paper will be tabulated for a final grade.

Research Paper:

The student will prepare a 4 – 6 page research paper detailing a medical condition which has been approved by the instructor.

Completion of Course:

The student will meet the date designated by the instructor for the completion of all make-up work. For face to face and DE sections: All assignments must be completed satisfactorily in order to receive credit for this course.

Criteria for Evaluation of the Research Paper:

Subject: student must receive approval of his/her subject from the instructor.

40% Content

- The content of this paper must demonstrate that the student has met the course objectives. At least 15 – 20% of the words must be medical terms.

20% Self-expression

- The paper is written in the student's own words
- Direct quotes are in APA format
- Major ideas are acknowledged and referenced (citations).

20% Organization

- The content is presented in a sequential, logical manner with an introduction and conclusion.
- The initial paragraph indicates the purpose of the paper.
- A reference list is included with a minimum of four professional citations (excluding the textbook).
- The paper and reference list follow APA format.
- The paper is typed in Word and double-spaced. Make use of the spell check, the thesaurus, and the grammar check on the computer.
- There must be a minimum of four pages and a maximum of six pages.

20% Grammar

- (Usage Guidelines for the Standards of Written English)
- Is every sentence a complete sentence?
- Does every sentence end with a punctuation point?
- Are other punctuation points used correctly?
- Does every sentence begin with a capital letter?
- Are all proper nouns and appropriate proper adjectives capitalized?
- Does every verb agree in number with its subject?
- Are verb forms and tenses used correctly?
- No use of the first person is included (I, my, me).
- Are personal pronouns used correctly?
- Does every pronoun agree with its antecedent in number and in gender?
- Are pronoun references clear?
- One point will be deducted for each spelling error.

College Policies:

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit www.brookdalecc.edu/support.

For information regarding:

- Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the [Student Handbook](#) and [Catalog](#).

Notification for Students with Disabilities:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Accessibility Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

Mental Health:

24/7/365 Resources:

- Monmouth Medical Center Psychiatric Emergency Services at **(732) 923-6999**
- 2nd Floor Youth Helpline – Available to talk with you about any problem, distress, or hardship you are experiencing. Call or text at **888-222-2228** or visit the website at <https://www.2ndfloor.org/>

Faculty Counselors:

- Students who need to make an appointment with a faculty counselor can do so by calling 732-224-1822 (non-emergency line) during business hours. Faculty counselors are licensed mental health professionals who can assist students and refer them to other mental health resources.

Diversity Statement:

Brookdale Community College fosters an environment of inclusion and belonging. We promote a safe and open culture, encourage dialogue respecting diverse perspectives informed by credible sources, and uphold the virtues of civil discourse. We celebrate all identities with the understanding that ultimately, diversity, equity, and inclusion cultivate belonging and make us a stronger Brookdale community.

**The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arise.*