

Columbia College
Medical Terminology (CPNP010)
Introduction to Health Care Terminology
Lecture 1
Course Outline

Semester Dates: June 30th, 2014 to September 6th, 2014

Please note that when a holiday falls during the week, your class will be rescheduled for the following Saturday. Students are required to make arrangements to be present at the rescheduled class.

Facilitator: Dr. Monique Horbay

Email: mah134@mail.usask.ca

Class Time: Saturdays from 9:30 AM to 1:30 PM

Room: 805-109

Credit: Non Credit Course

Prerequisite: None

Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Course Description:

In this course the student will be introduced to medical language common to most health care professionals. The student will learn basic rules as how medical terms are formed. This will include learning and recognizing common word roots, prefixes and suffixes, abbreviations and definitions. Medical terms will be related to body structure, body systems, common therapeutic and diagnostic procedures, as well as selected specialty areas. This is a 10 week course.

Learning Outcomes:

As a result of active participation in these sessions, a student can expect to:

- Understand basic rules as to how medical terms are formed.
- Distinguish the meaning of medical terms by analyzing their prefixes, suffixes and word roots.
- Identify the most common prefixes, suffixes and word roots.
- Recognize the importance of correct spelling of medical terms.
- Discuss importance of using caution with abbreviations.
- Recognize, define, spell and pronounce basic medical terms and abbreviations related to body organization and each body system.
- Recognize, define, spell and pronounce medical terms and abbreviations related to selected specialty areas – pharmacology and oncology.

Course Format:

This course uses a variety of teaching/learning methods including discussion, personal reflection, experiential exercises, student presentations, role-plays, group activities and especially case studies. Our faculty aims to create a learning environment where the learner is actively engaged in inquiry, critical thinking and problem solving. The classroom provides you with a place where you can learn with and from others in a cooperative and collaborative manner.

You are expected to take a very active part in class discussions and take responsibility for your own learning. Be a positive and co-operative team member. Columbia College uses a facilitation model of instruction where the facilitator's role is to facilitate your learning. The expectation is that you will come to class prepared with pre-class homework completed. Your facilitator will engage you in activities that are based on your completed homework and readings. Your enthusiastic and positive approach in the classroom will create an atmosphere that will help every student develop the knowledge, skills and attitudes that are needed for success.

How you conduct yourself in our classes will, to a large extent, mirror your conduct in society and your future work site. For example, if you have a tendency to ask questions, challenge the ideas of others in a respectful manner, draw out the best from your colleagues, and encourage both group development and task accomplishment in this class, it is likely you will do the same at work. A high level of student involvement and developing professionalism is expected in the classroom as you work towards your goal.

Required Textbooks and Equipment:

Fremgen, B.F. and Frucht, S.S. (2012). Medical Terminology, A Living Language, 5th Edition. Pearson Education, Inc. Upper Saddle River, NJ.

College Prep Medical Terminology Workbook

Recommended Readings and Resources:

Students may access these sources from the College and from home.

ProQuest Nursing and Allied Health, Canadian Business and Current Affairs, and Canadian Newsstand

- <http://proquest.umi.com/login>
Username: cc-library
Password: welcome

GALE InfoTrac Custom Journals

- <http://infotrac.galegroup.com/itweb/calg145?db=SP00>
Password: cclibrary09

Further Recommended Readings and Resources:

Textbook Companion Website as per facilitator's instructions

Homework Assignment Due for the First Class:

Prior to first class, please read:

- Fremgen et al (2012) Chapter 1 and complete the practice exercises at the end of the chapter.

Evaluation - Assessment of Student Performance:

The final grade in the course will be based on the following elements. Wherever possible facilitators will use rubrics to assess your performance and offer feedback.

Title of Assignment/Examination	Due Date	Weight
Quizzes	Daily	30%
Homework	Beginning of each class	5%
Midterm Exam	Class 5	25%
Final Exam	TBA	40%

Please note that all homework and assignments are due at the beginning of each class.

Grading:

Grades for each component will be added together at the end of the semester. The final total will be translated to the Columbia College's 4.0 grading scale as follows:

Marking and Grading Conversion:

Description	Letter Grade	Grade Points	Percentage Scale	
Excellent	A+	4.0	100	95
	A	4.0	94	90
	A-	3.7	89	85
Good	B+	3.3	84	80
	B	3.0	79	75
	B-	2.7	74	70
Satisfactory	C+	2.3	69	65
	C	2.0	64	60
	C-	1.7	59	55
Poor	D	1.0	54	50
Failure	F	0.0	49	0

The passing grade for Columbia College Practical Nurse applicants is a B+.

Submission and Completion of Assignments:

You are expected to submit assignments by the due date. Any late assignments may be assessed a marking penalty of 5%. If you are unable to submit an assignment on the due date, you must request an extension **before** the due date by filling out an *Application for Assignment Extension form (SSPP-F012)* that is to be submitted to the Department Chair for approval. This form is available on Columbia's website, Bldg. 802 – Main Office and from Department Chairs.

Requesting an Examination Deferral:

If you are requesting an exam to be deferred, you must submit an *Application for Deferred Examinations form (SSPP-F012)* to the Department Chair **within 48 hours of the missed examination date and time**. Applications for deferred examinations will only be considered due to medical or personal emergency. A medical certificate or other appropriate documentation may be required. This form is available on Columbia's website, Bldg. 802-Main Office and from Department Chairs.

Attendance Requirements:

Columbia College believes that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late is also considered unacceptable as it interferes with the learning opportunities of others. Unavoidable absences or lateness must be reported to the course facilitator in advance. Please refer to Columbia College's *Attendance Policy and Regulations (ADM-P151)* for detailed information on Attendance Requirements.

Academic Integrity:

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

There is no tolerance for academic dishonesty and any student caught plagiarizing is subject to serious sanctions as outlined in the *Student Code of Conduct Policy (ADM-P229)*. Students are encouraged to familiarize themselves with this policy and avoid any behavior that could possibly be seen as cheating, plagiarizing, misrepresenting, or putting into question the integrity of one's academic work.

Student Conduct:

It is the responsibility of each student to uphold the expectations and responsibilities outlined in the *Student Code of Conduct Policy (ADM-P229)* and any additional requirements established by your program.

Generally, each student will:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;

- conduct themselves in a professional manner with regard to their communication with others and their behavior in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

Important Dates:

Description	Date
Last to add/drop courses	5 school operating days from the start of the semester OR before the third scheduled class, whichever is greater
Last day to withdraw without academic penalty	50% or less of the semester has been completed
Final Examination	A final exam may take many formats. If a final exam is scheduled, it will be taken in an assigned room under the supervision of a Test Proctor. <u>Students must be on time as they will not be permitted to enter once the exam has started.</u> Exam dates, times, and location are posted by the main office Bldg. 802 and by the library in Bldg. 4. <u>It is the student's responsibility to check this exam posting.</u>

Appeals:

Please refer to the *Student Appeal Policy (ADM-P177)*.

Students with Temporary or Permanent Disabilities:

Students with temporary or permanent disabilities may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Disability Services by making an appointment with a Disability Services Advisor – Main Office – Bldg. 802 or emailing disabilityservices@columbia.ab.ca. The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Accommodation Policy and Handbook (ADM-P188)*.

Student Support:

Students should be aware that Life Coaching, Career and Disability Services, and Student Support Services (i.e. tutoring, academic strategists, etc.) are provided by Columbia College. Inquire how to request these services at the Main Office in building 802. It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.

Class Schedule/Overview:

Please note that this schedule is subject to change. Any changes or cancellations will be emailed to you. It is your responsibility to check the email address you have given to the school on a daily basis for any messages from the Department Chair/designate, facilitator or College Administration. It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Class Session	Topics	Pre-Class Readings
1	Overview of Medical Terminology 101 <ul style="list-style-type: none">SyllabusHow to use the textbookOnline access Introduction to Medical Terminology <ul style="list-style-type: none">Building medical terms from 4 different word parts: word root, prefix, suffix and combining vowelPronunciationSpellingSingular and plural endingsAbbreviationsMedical record and healthcare settings	<ul style="list-style-type: none">Chapter 1 (pp. 1-20)
2	Body Organization <ul style="list-style-type: none">Levels of body organizationBody planes, regions and cavitiesDirectional and positional termsRelated word building and abbreviations Integumentary System <ul style="list-style-type: none">Anatomy and physiology of the Integumentary systemRelated word building, vocabulary and abbreviationsRelated pathologic, diagnostic and therapeutic medical terms	<ul style="list-style-type: none">Chapter 2 (pp. 21-48)Chapter 3 (pp. 49-82)

3	Musculoskeletal System <ul style="list-style-type: none"> • Anatomy and physiology of the musculoskeletal system • Related word building, vocabulary and abbreviations • Related pathologic, diagnostic and therapeutic medical terms Cardiovascular System <ul style="list-style-type: none"> • Anatomy and physiology of the cardiovascular system • Related word building, vocabulary and abbreviations • Related pathologic, diagnostic and therapeutic medical terms 	<ul style="list-style-type: none"> • Chapter 4 (pp. 83-136) • Chapter 5 (pp. 137-176)
4	Blood and the Lymphatic and Immune Systems <ul style="list-style-type: none"> • Anatomy and physiology of the cardiovascular system • Related word building, vocabulary and abbreviations • Related pathologic, diagnostic and therapeutic medical terms Respiratory System <ul style="list-style-type: none"> • Anatomy and physiology of the respiratory system • Related word building, vocabulary and abbreviations • Related pathologic, diagnostic and therapeutic medical terms 	<ul style="list-style-type: none"> • Chapter 6 (pp. 177-216) • Chapter 7 (pp. 217-254)
5	Review Classes 1-4 MIDTERM EXAM <ul style="list-style-type: none"> • Material from classes 1- 4 	<ul style="list-style-type: none"> • Review chapters 1-7

6	Digestive System <ul style="list-style-type: none"> • Anatomy and physiology of the digestive system • Related word building, vocabulary and abbreviations • Related pathologic, diagnostic and therapeutic medical terms Urinary System <ul style="list-style-type: none"> • Anatomy and physiology of the urinary system • Related word building, vocabulary and abbreviation • Related pathologic, diagnostic and therapeutic medical terms 	<ul style="list-style-type: none"> • Chapter 8 (pp. 255-294) • Chapter 9 (pp. 295-328)
7	Reproductive System <ul style="list-style-type: none"> • Anatomy and physiology of the reproductive system • Related word building, vocabulary and abbreviations • Related pathologic, diagnostic and therapeutic medical terms Endocrine System <ul style="list-style-type: none"> • Anatomy and physiology of the endocrine system • Related word building, vocabulary and abbreviations • Related pathologic, diagnostic and therapeutic medical terms 	<ul style="list-style-type: none"> • Chapter 10 (pp. 329-376) • Chapter 11 (pp. 377-408)
8	Nervous System <ul style="list-style-type: none"> • Anatomy and physiology of the nervous system • Related word building, vocabulary and abbreviations • Related pathologic, diagnostic and therapeutic medical terms Special Senses: The Eye and Ear <ul style="list-style-type: none"> • Anatomy and physiology of the eye and ear • Related word building, vocabulary and abbreviations • Related pathologic, diagnostic and therapeutic medical terms 	<ul style="list-style-type: none"> • Chapter 12 (pp. 409-444) • Chapter 13 (pp. 445-488)

9	Special Topics: Pharmacology and Oncology <ul style="list-style-type: none"> • Related word building, vocabulary and abbreviations • Related pathologic, diagnostic and therapeutic medical terms Review Classes 1-9	<ul style="list-style-type: none"> • Chapter 14 (pp. 489-498) (pp. 526-530) • Review Chapters 1-14
10	<i>.Final Exam - location to be determined.</i>	<ul style="list-style-type: none"> • Chapters 1 to 14


Approval:



 Program Chair's Signature

June 19, 2014

Date



 Vice-President's, Academic Signature

June 19, 2014

Date



 Registrar's Signature

June 19, 2014

Date