

Instructor: Gary B. Williams, Jr., B.S., NREMT-P
Office: Sherman Hall, Room 309
Telephone: Office: 410-455-1659
Email: garywil1@umbc.edu
Office Hours: Posted, by appointment

Course Description

An introduction to medical terminology and the structure of medical words including prefixes, suffixes, roots and combining forms. Course includes the study of pronunciation, spelling, and definitions of medical terms, as well as anatomical, pathological and surgical terminology as related to body's systems.

Course Objectives

1. Master the tools for analyzing words into component parts
2. Identify the four word parts
3. Define anatomical terms as for the major body systems
4. Participate in forum discussions
5. Appropriately spell medical terms
6. Recognize and define common prefixes and suffixes
7. Utilize medical terminology in appropriate context and form
8. Designate the organs within the major body systems
9. Comprehend the most common diseases associated with body systems

Required Textbooks

Essential Medical Terminology, Jones & Bartlett by Stanfield, Hui, Cross; 4th Edition
ISBN: 978-1-284-03878-1

Recommended Materials

Dorland's Illustrated Medical Dictionary, 32nd Edition. W.B. Saunders Co.
ISBN: 978-1-4160-6257-8

Attendance

While there are no in-person classes for this course, attendance will be monitored by the assignments that are due, participation in forums and the instructor viewing the student's account activity on Blackboard.

Case Studies

There will be a case study assignment associated with each chapter of the book. All work must be completed in Blackboard by the due date which is noted on the class schedule. **Late assignments are not graded or accepted.**

Forum Participation

There will be five graded forums. Each forum is worth two points and will constitute 5% of your final grade. Students must actively participate in the forum to receive two points. Students must answer all questions and must respond to **at least three** different student's posts. The forums will open on Tuesday and close on Sunday. No late posts will count toward the grade assessment.

Online Testing

Four unit exams and weekly quizzes are scheduled throughout the semester as noted on the class schedule. The exams may include any and/or all of the following: multiple choice, short answer, word building, true/false and critical thinking questions.

The following are the instructions for taking the on-line quizzes.

1. Quizzes can be found under the quizzes tab.
2. You will have 48 hours to complete the quiz once it opens up on blackboard.
3. You will have 1 attempt at taking the quiz.
4. You will have 15 minutes to take the quiz and then the program will shut down.
5. You will not be able to return to previously answered questions so please make sure you are satisfied with your answer prior to moving on to the next question.
6. You will not be able to pause the quiz and come back to it; the quiz must be completed once you start taking it.
7. Please do not use anyone's brain but your own.
8. Textbooks and notes will be allowed during the quiz.

The following are the instructions for taking the on-line exams.

1. Exams can be found under the Exam tab.
2. You will have 48 hours to complete the exam once it opens up on blackboard.
3. You will have 1 attempt at taking the exam.
4. You will have 2 hours to take the exam and then the program will shut down.
5. You will be able to return to previously answered questions.
6. You will not be able to pause the exam and come back to it; the exam must be completed once you start taking it.
7. Please do not use anyone's brain but your own.
8. Textbooks and notes will be allowed during the exam.

Grading

The final course grade is based on the following criteria:

Case Studies	15%
Forum Participation	5%
Weekly Quizzes	10%
Unit Exam (4 exams)	40%
Final Exam	30%

Student expectations and responsibilities

Students are expected to read each chapter, complete the exercises in the book and use the student CD for practice and phonetical assistance. Students are responsible for reading and completing all the assignments as outlined in the syllabus and schedule. It is understood that assignments submitted after the due date will not be accepted for a grade. Students are expected to actively participate in the online forum discussions by not only posting a response to the instructors question but responding to three of the fellow classmate's posts also. Students are responsible for meeting all course expectations in an independent manner, and to rely on the instructor for guidance and clarification. Students are to be courteous and respectful to the instructor and fellow classmates in all communications and correspondences associated with this course. Students should plan to spend approximately 6-10 hours per week doing assigned readings and other work for this course.

Session #	Topic and/or Activity
Opens each Monday of the week	The weekly assignments tab will contain more detailed information regarding assignments/forums and the actual due dates for assignments/forums and exams.
Session 1	Course syllabus and orientation Chapter 1: Word Pronunciation Chapter 2: Word Parts and Word Building Rules
Session 2	Chapter 3: Bacteria, Color, and Some Medical Terms Chapter 4: Body Openings and Plural Endings
Session 3	Chapter 5: Numbers, Positions, and Directions Chapter 6: Medical and Health Professions Exam 1: Chapter 1 – 2
Session 4	Chapter 7: Medical Abbreviations Chapter 8: Diagnostic and Laboratory Abbreviations
Session 5	Chapter 9: Review of Root Words Chapter 10: Body Organs and Parts Exam 2: Chapter 3 – 6
Session 6	Chapter 11: Integumentary System
Session 7	Chapter 12: Gastrointestinal System
Session 8	Chapter 13: Respiratory System Exam 3: Chapter 7 – 9
Session 9	Chapter 14: Cardiovascular System
Session 10	Chapter 15: Nervous System
Session 11	Chapter 16: Genitourinary System
Session 12	Chapter 17: Musculoskeletal System Exam 4: Chapter 10 – 15
Session 13	Chapter 18: Eyes and Ears
Session 14	Chapter 19: Endocrine System
Session 15	Chapter 20: Cancer Medicine
	Final Exam: Chapter 1 – 20