



SYLLABUS: HLTH 2372 (Spring - 2018)

Course Information

Course:	HLTH 2372 Medical Terminology
Term:	Spring 2018
Meeting time:	Online
Instructor:	Kahler Stone
Email address:	stdkws18@shsu.edu
Office hours:	By appointment only / Virtually
Office location:	N/A

E-Textbook

Fagerberg, S.W. *Medical Terminology On-Line Interactive –4th edition*. (2016)
Caduceus International Publishing.

- You will have access to the on-line textbook (it is not really a textbook, more of a website with material) when you register for the course with Caduceus.
- E-textbook to Purchase:
(Since our course only lasts one semester, you may select the 12 month subscription)
- Go to the following website, create an account, select your e-textbook above and choose your payment option. <https://shsu.cipcourses.com>

ADDITIONAL CONTACT INFORMATION FOR CADUCEUS

Student Computer Technical Help (ANYTIME)
E-mail: Go to the E-Textbook Website and click HELP "CONTACT US"
<https://shsu.cipcourses.com> and Register
24/7 Toll Free; 1-866-280-2900 (8am-6pm EST).

How to order the optional workbook:

This material is taken directly from your online e-textbook; but if a hard copy is desired for studying the material, and you'd like to save time and ink in printing the information from the e-textbook, this 501 page workbook is available at Target Copy or you can purchase it off Amazon. Ask for the Undergraduate Level Workbook. (This content does not replace your online completions, which are the mandatory component of this course).

Target Copy: <http://target-copy.com/medical-terminology-undergraduate/>

Course Description

This course is designed as a student-centered, interactive on-line computer-based course. The audio-visual lecture textbook prepares students for self-testing questions focusing on the foundations of medical, anatomical, and procedural terms used in the health care profession. Students have the opportunity to test their cognitive knowledge of medical terms through the use of interactive flashcards and multiple choice questions through audio-visual lectures.

Course Goal

The medical terminology course is designed to assist students with the cognitive language skills they will need to prepare themselves as health care professionals. Medical terminology is a prerequisite course for numerous advanced medical and allied health degrees.

Course Objectives

The student will acquire knowledge and understanding of medical terms and procedures by completing the following objectives:

1. Utilize a computer to enhance medical, Latin, Greek and English language skills.
2. Define and spell medical terms by integrating term prefixes, suffixes, and roots words into their professional vocabulary.
3. Identify and explain the function of specific roots of medical terms.
4. Describe the process of the construction of medical compound terms.
5. Construct medical compound terms by utilizing the multiple word combination formats.
6. Analyze and fracture key compound medical terms found on the course flashcards, multiple choice questions, and lecture slides.
7. Define and correctly spell medical equipment, treatments, diseases, and diagnostic compound terms.
8. Identify visually and describe verbally medical problems, disorders, and diseases presented in the audio-lectures.
9. Interpret medical course content, literature, records, and research presented in related courses and within the professional medical community.

Course Content

- Lecture 1: Basics of medical terminology
- Lecture 2: Foundations and historical perspectives of medical terminology
- Lecture 3: Components of body systems and analysis
- Lecture 4: Relationships of diseases, disorders, and syndromes

- Lecture 5: Understanding the connection of the muscular-skeletal system
- Lecture 6: Nervous system and special human sensory systems
- Lecture 7: Cardiovascular System
- Lecture 8: Respiratory System
- Lecture 9: Integumentary System
- Lecture 10: Digestive System
- Lecture 11: Genital and Urinary System
- Lecture 12: Sexually Transmitted Diseases and Infections
- Lecture 13: Endocrine System

Methodology

This course is offered on-line.

Course Requirements

The guidelines for successful completion of the on-line course include:

1. Listen to all audio-visual lectures presented in the on-line format.
2. Complete all of the interactive self-testing assessment flashcards. Flashcards may be printed and used as a study aid if desired.
3. Complete all of the multiple choice interactive self-test questions.
4. Complete the final exam covering the all components of the course. This exam will be administered on-line.

This course is self-paced. It is the responsibility of the student to work at a pace that will lead to completion of the course by the end of the semester. I would suggest that you meet the following target completion dates:

Week 3	Complete Chapters 1-5
Week 6	Complete Chapters 6-10
Week 9	Complete Chapters 11-15
Week 13	Study for and complete the final examination

***The course must be completed by the last class day - Friday, May 4th.**

Final Exam Preparation

Before taking the final exam, please read thoroughly the instruction page displayed at the beginning before you start the exam. The final exam lasts for maximum of 180 minutes (3 hours). It contains 300 questions, both True/False and Multiple Choice developed from your e-textbook and online self-testing materials. Before taking the final exam in chapter 16, I suggest that you go back and complete the Chapter Test exercises in chapters 4 and 6-14. Those activities only need to be completed once but you can go back and take those tests as many

times as you like to familiarize yourself with the type of questions that will be found within the final exam. Also, review the flash cards for best results.

Final exam must be completed by May 4th by Midnight (11:59pm).

Course Evaluation

Your overall grade will be determined using weighted scores from the lessons and the final exam. The average of all lessons will count for 60 percent of your grade, and the final exam will count for 40 percent of your grade. Chapter tests can be retaken one time. The final is a timed test which can only be taken once.

Purchasing Course Materials

Students enrolling in HLTH 2372 will pay SHSU tuition and course fees that will remain within the institution. Additional fees for the on-line course will be paid via credit or debit card to Caduceus International Publishing Company. This covers the cost of the on-line textbook. A special discount will be given to SHSU students enrolling in the course. Possible alternative payment options will be described on the course website.

When you enroll with Caduceus, be sure to enroll in section “Spring 2018.”

Sam Houston State University Policies

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Population Health Mission

The mission of the Department of Population Health is to foster student-centered learning for early and advanced health professionals; to conduct applied, evidence-based research in

population health; and to improve health and wellbeing through community engagement at the local and global levels.

Americans with Disabilities Act (ADA)

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. Students with disabilities that may affect adversely their work in this class should register with the SHSU Counseling Center and talk with their University supervisor and classroom mentor teachers about how they can help. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until registration with the Counseling Center is complete.

STUDENTS WITH DISABILITIES POLICY

It is the policy of Sam Houston State University that no otherwise qualified individual with disabilities shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Students with disabilities may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720

Academic Integrity

According to the administration's guidelines: "All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials."

"Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, [chewing gum], using tobacco products, making offensive remarks, reading newspapers, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be referred to the Dean of Students for disciplinary action in accordance with the university policy."

The full policy for "Code of Student Conduct and Discipline" is found at the following link: <https://www.shsu.edu/students/guide/dean/codeofconduct.html>

FERPA

The Federal Education Rights & Privacy Act requires that we advise students that by registering for this course, their SHSU assigned e-mail address will be revealed to classmates and the instructor. By continuing your enrollment in the course you acknowledge your understanding of this policy. By enrolling in this course you agree to the following statement: "I understand that as a result of registering for this course, my SHSU/Blackboard assigned e-mail address will be revealed to classmates and the instructor."

Equal Opportunity Statement

Sam Houston State University is an Equal Opportunity / Affirmative Action Institution.

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education.

NOTICE OF NON-DISCRIMINATION

Sam Houston State University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the University's Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

TITLE IX CONTACTS

Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Sam Houston State University. While compliance with the law is everyone's responsibility at SHSU, below is a list of staff members that have primary responsibility for Title IX Compliance.

Title IX Coordinator--Jeanine Bias
Associate Dean of Students --Lowman Student Center, Suite 215
936-294-3026 or jbias@shsu.edu