

COURSE SYLLABUS



COURSE TITLE: MOA 155 – Medical Terminology
CLASS SECTION: 001
TERM: 2023F
COURSE CREDITS: 3
DELIVERY METHOD(S): Classroom – Face-to-Face

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun’s [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME: Angela Kemna
EMAIL: kemnaa@camosun.ca
OFFICE: CBA 231B
HOURS: Tuesday & Thursday 130 – 220 pm in the office. Or book an appointment via email.

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course will provide students with an understanding of medical terminology through the development of the necessary language skills to define, pronounce and correctly spell medical terms and includes related physiology and anatomy.

PREREQUISITE(S): One of: C in English 12, C in Camosun
Alternative CO-REQUISITE(S): None
EXCLUSION(S): None

COURSE LEARNING OUTCOMES / OBJECTIVES

- Upon successful completion of this course a student will be able to:
- Apply proper health care terminology and indicate the importance of accuracy in all health care communications.
 - Demonstrate the ability to communicate with other health care professionals using the appropriate medical language.
 - Recognize the importance of maintaining a relevant medical vocabulary.

- Articulate the appropriate method to communicate with other health care professionals using the proper medical language related to human anatomy and systems.
- Illustrate the principles of how medical words are formed related to the structures and functions of the associated systems of the body.
- Demonstrate a basic understanding of body systems, anatomical structures, medical processes and procedures, and diseases.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- Chabner, D-E. (2021). *The language of medicine* (12h ed.). St. Louis, MO: Elsevier Inc ISBN: 978-0-323-55147-2: hard copy text
- NOTE: If you prefer an e-text option this is also available for this course through the Camosun Bookstore website (you purchase a retail access card with a code on it) <https://www.camosuncollegebookstore.ca/default.asp?>
- The publisher provides excellent, student study resources with your new text purchase at this link: <http://evolve.elsevier.com/Chabner/language/>
- Important: For this course **The Language of Medicine, Edition 12 is the only edition to purchase**. Please do not purchase or use edition 11 or any other edition, because there are many change between the editions and all quizzes and exams are based on Edition 12.
- Office O365 is available to Camosun students for free. Information on that offer is here: <https://legacy.camosun.ca/services/its/other-services.html> Contact ITS for assistance.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Week	ACTIVITY or TOPIC		OTHER NOTES
1 Sept 5 & 7	Course Introduction Chapter 1 – Basic Word Structure	Chapter 2 – Terms Pertaining to the Body as a Whole	Chapter 1 & 2 Quizzes Note all quizzes will be open on the <u>Tuesday</u> and must be completed by Monday night
2 Sept 12 & 14	Chapter 3 - Suffixes	Chapter 4 – Prefixes	Chapter 3 & 4 Quizzes
3 Sept 19 & 21	Chapter 5 –Digestive System	Chapter 6 - Additional Suffixes and Digestive System Terminology	Chapter 5 & 6 Quizzes
4 Sept 26 & 28	Chapter 7 – Urinary System	Chapter 8 – Female Reproductive System	Chapter 7 & 8 Quizzes Note: Sept 30 STAT
5 Oct 3 & 5	Chapter 9 – Male Reproductive System	Chapter 10 – Nervous System	Chapter 9 & 10 Quizzes
6 Sept 10 & 12	Chapter 11 – Cardiovascular System		Chapter 11 Quiz

7 Oct 17 & 19	Chapter 12 Respiriology		Chapter 12 Quiz
8 Oct 24 & 26	Midterm Prep Midterm Exam Oct 24/23 230-500 pm Rm # TBA		MIDTERM EXAM – In Class (October 24, 2023, 230 pm – 5 pm) Room TBA
9 Oct 31 & Nov 2	Chapter 13 – Blood System	Chapter 14 – Lymphatic and Immune System	Chapter 13 & 14 Quizzes
10 Nov 7 & 9	Chapter 15 – Musculoskeletal System		Chapter 15 Quiz
11 Nov 14 & 16	Chapter 16 - Skin	Chapter 17 – Sense Organs: The Eye and the Ear	Chapter 16 & 17 Quizzes
12 Nov 21 & 23	Chapter 18 – Endocrine System	Chapter 19 – Cancer Medicine (Oncology)	Chapter 18 & 19 Quizzes
13 Nov 28 & Nov 30	Chapter 20 – Radiology and Nuclear Medicine	Chapter 21 – Pharmacology	Chapter 20 & 21 Quizzes
14 Dec 5 & 7	Chapter 22 – Psychiatry & Final Exam Prep		Chapter 22 Quiz
EXAM WEEK	FINAL EXAM - Date Final exam will be scheduled during the final exam week (TBA)		

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
CHAPTER QUIZZES	22 x 4.55% each	30%
EXAMS		70%
Midterm Exam	35%	
Final Exam	35%	
		TOTAL
		100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information. <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Access the D2L site daily/weekly for new information from Instructor. If you are not familiar with D2L or used this learning platform, please click on this link

<https://online.camosun.ca/d2l/le/content/6654/Home?itemIdentifier=TOC> to help your understanding the D2L learning platform. Every instructor uses D2L in different ways, once you are into this course's site there are instructions and directions from the instructor how to use this course's site.

Expect to spend a minimum of 6 hours per week to prepare for the weekly quizzes and exams. Recommended study practices for memorization are daily reading and review of content, and using any resources provided by the instructor or publisher. If you are struggling with memorization, contact the instructor for help and strategies as soon as possible, for your academic success. You can attend an office hour or book an appointment via email (kemnaa@camosun.ca).

Review the course information and resources on D2L. Read all NEWs bulletins (found under Course Home) for daily/weekly updates from your instructor to keep up to date with Instructor guidance and announcements.

You are responsible to completing all quizzes and exams on time, on the due dates. There are no rewrites for missed quizzes or exams, as per the guidelines listed below.

Email Instructor to book an appointment or attend office hour on campus, when you need additional support and strategies for studying and content related questions (kemnaa@camosun.ca), appointments for contact will be made either via telephone conversation or a virtual or in person meeting see Instructor Information on D2L for contact information and office location.

Deadlines and exams:

All quizzes will open on Tuesday's and close on Monday night (see dates on quizzes). You must complete and submit your quizzes by the due date. There are no additional assignments or make-up exams of any kind if you performed poorly on an quiz, midterm or final exam.

EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates will result in a zero grade. All exams must be written on-campus at the scheduled times with the exception of students requiring accommodation by CAL. It is understood that emergency circumstances do occur (e.g., severe illness or family emergency); for such circumstance's accommodation may be granted at the discretion of the instructor, provided the student: If these circumstances occur you must notify the instructor *in advance* (ASAP) of the exam (not after). See the instructor or book and appointment with the instructor for a discussion regarding this situation.

Do not make travel plans until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult with you before booking tickets. Travel plans are not an acceptable reason to miss an exam.

Students registered through the [Centre for Accessible Learning \(CAL\)](#) need to register 2 weeks prior to the midterm and final exams, if using your accommodations for these exams.

SCHOOL OR DEPARTMENTAL INFORMATION

School of Business – Applied Business Technology Department

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

There is a mandatory Check In on D2L under the Discussions tab required on the 1st day of the course. This is for college attendance purposes. You must log into D2L course site and complete this Discussion posting for your attendance requirement on the first day. If you are not able to attend you must email the instructor prior to the first day and each day for the first week.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <https://camosun.ca/services/academic-supports/accessible-learning>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <https://camosun.ca/sites/default/files/2021-07/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.