

COURSE SYLLABUS



COURSE TITLE: MOA 155 – Medical Terminology
CLASS SECTION: 001
TERM: 2024F
COURSE CREDITS: 3
DELIVERY METHOD(S): Classroom – Face-to-Face

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

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

Camosun College requires mandatory attendance for the first-class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Angela Kemna
EMAIL: kemnaa@camosun.ca
OFFICE: Interurban CBA 231B
HOURS: Tuesday and Thursday 100 – 120 pm

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

REQUIRED

- **Mandatory Attendance for First Class**
- This **section of MOA 155 -001 requires mandatory attendance** for the first class meeting of the course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies for Students ‘ Registration [Policies for Students | Camosun College](#)
- **Mandatory face-to-face attendance starting on the first day of classes. If you do not show up or write an email with excused absence and a reason, you will be marking “Not Attended” and will be removed from the Roster; to allow waitlisted students to get a seat in the course.**
- Chabner, D. (2025). *The Language of Medicine* (13th ed.). Elsevier - Evolve. ISBN: 978-0-443-10779-5: hard copy text
- NOTE: An Etext option is also available for this course through the Camosun Bookstore website (you purchase a retail access card with a code on it) <https://www.campusbookstore.com/link/?id=da1834d8-82be-4d76-8319-c72e80ebab64>
- 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 13 is the only edition to purchase. Please do not purchase or use edition 12 because there are many change between the editions and all quizzes and exams are based on Edition 12.
- Highly Recommended - Office 365 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 3 & 5	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 Tuesday and must be completed by Monday night
2 Sept 10 & 12	Chapter 3 - Suffixes	Chapter 4 – Prefixes	Chapter 3 & 4 Quizzes
3 Sept 17 & 19	Chapter 5 –Digestive System	Chapter 6 - Additional Suffixes and Digestive System Terminology	Chapter 5 & 6 Quizzes

4 Sept 24 & 26	Chapter 7 – Urinary System	Chapter 8 – Female Reproductive System	Chapter 7 & 8 Quizzes
5 Oct 1 & 3	Chapter 9 – Male Reproductive System	Chapter 10 – Nervous System	Chapter 9 & 10 Quizzes
6 Oct 8 & 10	Chapter 11 – Cardiovascular System		Chapter 11 Quiz
7 Oct 15 & 17	Chapter 12 Respiriology		Chapter 12 Quiz
8 Oct 22 & 24	Midterm Prep Oct 22 Midterm Exam Oct 24/24 1030-1220 pm Rm 214		MIDTERM EXAM – In Class (October 24, 2024, 1030 am – 1220 pm) Room 214
9 Oct 29 & Oct 31	Chapter 13 – Blood System	Chapter 14 – Lymphatic and Immune System	Chapter 13 & 14 Quizzes
10 Nov 5 & 7	Chapter 15 – Musculoskeletal System		Chapter 15 Quiz
11 Nov 12 & 14	Chapter 16 - Skin	Chapter 17 – Sense Organs: The Eye and the Ear	Chapter 16 & 17 Quizzes
12 Nov 19 & 21	Chapter 18 – Endocrine System	Chapter 19 – Cancer Medicine (Oncology)	Chapter 18 & 19 Quizzes
13 Nov 26 & 28	Chapter 20 – Radiology and Nuclear Medicine	Chapter 21 – Pharmacology	Chapter 20 & 21 Quizzes
14 Dec 3 & 5	Chapter 22 – Psychiatry & Final Exam Prep		Chapter 22 Quiz
EXAM WEEK Dec 9 -17	FINAL EXAM - Date Final exam will be scheduled during the final exam week (TBA)		

Note: All Chapter Reviews quizzes start on a Tuesday and all Quizzes end on Monday night except for the Midterm and the Final Exam which are scheduled and invigilated (Face-to-face – in Computer lab classroom) exams; see schedule for dates and times. Click on this link for Standards and Requirements for Rescheduling or Repeating a Final Exam Policies <https://camosun.ca/sites/default/files/2022-11/e-1.17.1.pdf>

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 noticed is required. Deadline’s can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

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](#) policy for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Access the D2L site daily/weekly for new information from Instructor.

Please note all classes will be on campus, face-to-face. The college expects you to attend these face-to-face classes throughout the term. If you are going to be absent for a class during the term, you are expected to email the instructor within 24 hours. Please use your personal email address, not D2L mailing system (I do not always receive these emails and may not respond or acknowledge that I have received them).

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 course information and resources on D2L. Read all NEWS 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. Midterm and Final exams are a set date for everyone to write their exam; your classroom will change to a computer lab for these exams. You will be notified by the instructor of the room number, date and time (announcements will be in class and on D2L NEWS). There are no rewrites unless extenuating circumstances, as per the policies of the college. If you are not able to attend you must contact the instructor 1 week in advance, preferably in person in CBA 231B.

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 should be made in person meeting see Instructor Information on D2L for contact information and office location.

Deadlines and exams:

You must submit your assignments by the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, 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 at the scheduled times except for students requiring an 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:

- a) notifies the instructor *in advance* of the exam (not after), and
- b) provides documented evidence of the circumstance (e.g. medical certificate).

In most cases of an excused absence for an exam, an alternate exam will be scheduled for the student at the end of term.

Please review the Final Exam policy [Full details.](#)

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 you before booking tickets. Travel plans are not an acceptable reason to miss an exam.

Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.

SCHOOL OR DEPARTMENTAL INFORMATION

<https://legacy.camosun.ca/learn/school/business/>

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.

Please review the Final Exam policy [Full details.](#)

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

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

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

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 (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

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 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 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.