

COURSE SYLLABUS



COURSE TITLE: MOA 155-Medical Terminology
CLASS SECTION: D01
TERM: 2024S
COURSE CREDITS: 3
DELIVERY METHOD(S): Online – Asynchronous (with scheduled Online exams for Midterm and Final exams. See schedule below.

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ 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 or via Telephone/Virtual Session
HOURS: Office hours are to be arranged via email. Arrangements will be made for either telephone conversation or Virtual session, or a meeting in the office on Campus (Interurban).

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:

- a. Apply proper health care terminology and indicate the importance of accuracy in all health care communications.
- b. Demonstrate the ability to communicate with other health care professionals using the appropriate medical language.
- c. Recognize the importance of maintaining a relevant medical vocabulary.
- d. Articulate the appropriate method to communicate with other health care professionals using the proper medical language related to human anatomy and systems.
- e. Illustrate the principles of how medical words are formed related to the structures and functions of the associated systems of the body.
- f. 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: An e-text 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.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/>
- If you have a used hard copy text, or even the 12th edition, and you want access to the extra learning resources online, you can purchase the student Evolve Resources for the Language of Medicine 12th edition directly from the publisher's site for \$45.95 Canadian. You can learn more about that option here: <https://evolve.elsevier.com/cs/product/9780323551465?role=student>
- All Course Resources and Exams will be on D2L (access through Camosun College website (available on the first day of the course). During all quizzes and exams, will need a computer (tablets and phone access can hinder connection – do not use). These quizzes and exams need to be done on Chrome or Mozilla. And you will require a good strong Internet connection.
- Strongly Recommended: Sign-up for [Office 365](#) (provided free from Camosun College)

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.

This online version of the course is 14 weeks in an asynchronous delivery (no face-to-face or set class times). This course has a set schedule with all readings, quizzes and exams dates listed for the term. It is important for all students to self-direct their scheduled readings, quizzes, and exams preparation in this term. The Instructor is available via email or booked virtual meeting/sessions. In addition to attendance on the D2L site, students are expected to access all online materials available on the course D2L site and ensure the sufficient homework is completed for each week's online quizzes. The Midterm and Final exam will be in a D2L exam format and will be online with virtual invigilation; dates for midterm and final exams are set as per the schedule (see schedule below). If there are any changes, the instructor will notify the class in a reasonable timeframe prior to the date. All exams are coordinated using PST, please if you are in a different time zone, please change your time to write to accommodate the PST time zone.

Note: All Chapter Reviews quizzes start on a Monday and all Quizzes end on Sunday night except for the Midterm and the Final Exam which are scheduled Online 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. Deadlines scan 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

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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECATIONS

You must sign into D2L (will be available on May 6, 2024) on the first day between 830 am - 430 pm PDT (if you are not in BC, please note all communication, quiz/exam dates and times will be in PDT only). This is for Attendance purposes: If you do not sign into D2L on the first day your name will be marked as “Not attended” which registration will email you that you have lost your seat in the course, then it will be offered to a waitlisted student.

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

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 ASAP for help and strategies, for your academic success. You can 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 complete 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 the Instructor to book an appointment, 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 meeting see Instructor Information on D2L for contact information and office location.

Please note this has set exam and quiz dates, but it could be changed by Instructor within a reasonable time, please check the NEWS bulletins on D2L for updates.

Schedule is subject to change at the discretion of the instructor.

Week	ACTIVITY or TOPIC		OTHER NOTES
1 May 6	Course Introduction Chapter 1 – Basic Word Structure	Chapter 2 – Terms Pertaining to the Body as a Whole	Chapter 1 & 2 Quizzes
2 May 13	Chapter 3 - Suffixes	Chapter 4 – Prefixes	Chapter 3 & 4 Quizzes
3 May 20	Chapter 5 –Digestive System	Chapter 6 - Additional Suffixes and Digestive System Terminology	Chapter 5 & 6 Quizzes
4 May 27	Chapter 7 – Urinary System	Chapter 8 – Female Reproductive System	Chapter 7 & 8 Quizzes
5 June 3	Chapter 9 – Male Reproductive System	Chapter 10 – Nervous System	Chapter 9 & 10 Quizzes
6 June 10	Chapter 11 – Cardiovascular System		Chapter 11 Quiz
7 June 17	MIDTERM EXAM – ONLINE- More Information to come prior to exam. June 22, 2024, at 1pm – 330pm		
8 June 24	Chapter 12 – Respiratory System		Chapter 12 Quiz
9 July 1	Chapter 13 – Blood System	Chapter 14 – Lymphatic and Immune System	Chapter 13 & 14 Quizzes
10 July 8	Chapter 15 – Musculoskeletal System		Chapter 15 Quiz
11 July 15	Chapter 16 - Skin	Chapter 17 – Sense Organs: The Eye and the Ear	Chapter 16 & 17 Quizzes
12 July 22	Chapter 18 – Endocrine System	Chapter 19 – Cancer Medicine (Oncology)	Chapter 18 & 19 Quizzes
13 July 29	Chapter 20 – Radiology and Nuclear Medicine	Chapter 21 – Pharmacology	Chapter 20 & 21 Quizzes

14 Aug 5	Chapter 22 - Psychiatry	Chapter 22 Quiz
EXAM WEEK	FINAL EXAM - Date Final exam will be scheduled ONLINE. (August 17, 2024 start at 130pm – 430 pm)	

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.

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 <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/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 <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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:
<http://camosun.ca/services/accessible-learning/>

Academic Progress

Please visit https://www.camosun.ca/sites/default/files/2021-05/e-1.1_0.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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

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 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 and Procedures” (<https://camosun.ca/registration-records/policies-and-procedures-students/registration-policies-students>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/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: <http://www.camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/sexual-violence. 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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/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.