

# COURSE SYLLABUS



COURSE TITLE: MOA 155 – Medical Terminology  
CLASS SECTION: D01  
TERM: Winter 2023  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Online

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](#).

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

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*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

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NAME: Jean Abrahamson, MATC  
EMAIL: [abrahamsonj@online.camosun.ca](mailto:abrahamsonj@online.camosun.ca) (on D2L) OR [abrahamsonj@camosun.ca](mailto:abrahamsonj@camosun.ca) (general Camosun)  
OFFICE: Not applicable.  
HOURS: By appointment. Please email to book a time.

*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

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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

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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

- 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 12<sup>th</sup> edition hard copy text 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>

#### 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 or DATE RANGE                         | TOPIC  | PRACTICE ACTIVITY, DISCUSSION, CHAPTER QUIZ, EXAM DUE DATES   |
|--|--|---|
| Week 1<br>January 9, 2023 to<br>January 15 | Course Introduction<br><br>Chapter 1 Basic Word Structure<br><br>Chapter 2 Terms Pertaining to the Body as a Whole | Introductory discussion post<br>Practice Activities<br>Chapter 1 and Chapter 2 Quizzes<br>11:59 p.m. January 15 |
| Week 2<br>January 16 to<br>January 22      | Chapter 3 Suffixes<br><br>Chapter 4 Prefixes   | Practice Activities<br>Chapter 3 and Chapter 4 Quizzes<br>11:59 p.m. January 22                                 |
| Week 3<br>January 23 to<br>January 29      | Chapter 5 Digestive System<br><br>Chapter 6 Additional Suffixes and Digestive System Terminology                   | Practice Activities<br>Chapter 5 and Chapter 6 Quizzes<br>11:59 p.m. January 29                                 |
| Week 4<br>January 30 to<br>February 5      | Chapter 7 Urinary System<br><br>Chapter 8 Female Reproductive System   | Practice Activities<br>Chapter 7 and Chapter 8 Quizzes<br>February 5  |

| WEEK or DATE RANGE                                      | TOPIC   | PRACTICE ACTIVITY, DISCUSSION, CHAPTER QUIZ, EXAM DUE DATES                       |
|---|---|---|
| Week 5<br>February 6 to<br>February 12                  | Chapter 9 Male Reproductive System<br><br>Chapter 10 Nervous System                 | Practice Activities<br>Chapter 9 and Chapter 10 Quizzes<br>11:59 p.m. February 12 |
| Week 6<br>February 13 to<br>February 19                 | Chapter 11 Cardiovascular System  | Practice Activities<br>Chapter 11 Quiz<br>11:59 p.m. February 19                  |
| Week 7<br>February 20 to<br>February 26                 | Reading break   |   |
| Week 8<br>February 27 to<br>March 5                     | <b>Midterm Exam</b>   | <b>Saturday March 4<br/>9:30 a.m., online</b>                                     |
| Week 9<br>March 6, 2023 to<br>March 12                  | Chapter 12 Respiratory System<br><br>Chapter 13 Blood System                        | Practice Activities<br>Chapter 12 and Chapter 13 Quizzes<br>11:59 p.m. March 12   |
| Week 10<br>March 13 to<br>March 19                      | Chapter 14 Lymphatic and Immune<br>Systems<br><br>Chapter 15 Musculoskeletal System | Practice Activities<br>Chapter 14 and Chapter 15 Quizzes<br>11:59 p.m. March 19   |
| Week 11<br>March 20 to<br>March 26                      | Chapter 16 Skin<br><br>Chapter 17 Sense Organs: The Eye and<br>The Ear              | Practice Activities<br>Chapter 16 and Chapter 17 Quizzes<br>11:59 p.m. March 26   |
| Week 12<br>March 27 to<br>April 2                       | Chapter 18 Endocrine System<br><br>Chapter 19 Cancer Medicine (Oncology)            | Practice Activities<br>Chapter 18 and Chapter 19 Quizzes<br>11:59 p.m. April 2    |
| Week 13<br>April 3 to<br>April 9                        | Chapter 20 Radiology and Nuclear<br>Medicine<br><br>Chapter 21 Pharmacology         | Practice Activities<br>Chapter 20 and Chapter 21 Quizzes<br>11:59 p.m. April 9    |
| Week 14<br>April 10 to<br>April 16                      | Chapter 22 Psychiatry   | Practice Activities<br>Chapter 22 Quiz<br>11:59 p.m. April 16                     |
| Camosun Final Exam<br>Period<br>April 17 to<br>April 25 | <b>Final Exam</b>   | <b>Saturday April 22<br/>9:30 a.m., online</b>                                    |

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](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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| DESCRIPTION     | WEIGHTING |
|-----------------|-----------|
| Chapter Quizzes | 30%       |
| Midterm Exam    | 35%       |
| Final Exam      | 35%       |
| TOTAL           | 100%      |

If you have a concern about a grade you have received for an evaluation, please contact 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 & EXPECTATIONS

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### 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 with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances 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 before the end of term.

Do not make travel plans until the exam schedule is 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.

Medical notes must be dated, signed, and written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder.

## SCHOOL OR DEPARTMENTAL INFORMATION

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

## STUDENT RESPONSIBILITY

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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

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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                   | <a href="http://camosun.ca/advising">http://camosun.ca/advising</a>                       |
| Accessible Learning                 | <a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a> |
| Counselling                         | <a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>                 |
| Career Services                     | <a href="http://camosun.ca/coop">http://camosun.ca/coop</a>                               |
| Financial Aid and Awards            | <a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>               |
| Help Centres (Math/English/Science) | <a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>               |
| Indigenous Student Support          | <a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>                   |
| International Student Support       | <a href="http://camosun.ca/international/">http://camosun.ca/international/</a>           |
| Learning Skills                     | <a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>           |
| Library                             | <a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>     |
| Office of Student Support           | <a href="http://camosun.ca/oss">http://camosun.ca/oss</a>                                 |
| Ombudsperson                        | <a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>                           |
| Registration                        | <a href="http://camosun.ca/registration">http://camosun.ca/registration</a>               |
| Technology Support                  | <a href="http://camosun.ca/its">http://camosun.ca/its</a>                                 |
| Writing Centre                      | <a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>           |

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.

### 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 <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 <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"

(<http://camosun.ca/learn/calendar/current/procedures.html>) 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://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and <https://camosun.ca/services/sexual-violence-support-and-education>. To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### 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 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.