

# COURSE SYLLABUS



COURSE TITLE:	MOA 155-Medical Terminology
CLASS SECTION:	D02
TERM:	2022F
COURSE CREDITS:	3
DELIVERY METHOD(S):	Online – Asynchronous (with scheduled Off Campus D2L quizzes & exams)

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>.

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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:	ANGELA KEMNA
EMAIL:	<a href="mailto:kemnaa@camosunca">kemnaa@camosunca</a>
OFFICE:	Interurban CBA 266 or via Telephone/Collaborate – please email to book appointment
HOURS:	Office hours are to be arranged via email. Arrangements will be made for either telephone conversation or Collaborate (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

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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:

- 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

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- 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). First class day there is a mandatory check-in on D2L under Discussions to be posted before the end of the day (830 pm). Policies of the college require a mandatory checkin on the first day (Sept 6/22).
- During all quizzes and exams, will need a computer (tablets and phone access can be hinder). These quizzes and exams need to be done on Chrome. And you will require a good strong Internet connection.

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

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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). 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 to complete each week's online quizzes. The Midterm and Final exam will be a D2L exam completed at home, dates are already scheduled (see schedule below). Specific instructions for these exams will be posted by the instructor closer to the dates.

**Note:** All Chapter Reviews start on a Monday and all Quizzes end on Sunday night with the exception of the Midterm and the Final Exams which are scheduled; see schedule for dates and times. All dates are firm and will

be held on the dates, you are responsible for making appropriate arrangements to participate in the exam dates and times as see on the schedule.

This is a tentative schedule for chapter reviews. All Chapter quizzes will open on a Monday and close on Sunday night. If there are any changes the Instructor will notify you by an online announcement on D2L (under NEWs). Please contact the Instructor for any concerns or issues with this schedule.

Week	ACTIVITY or TOPIC		OTHER NOTES
1 Sept 6-11	Course Introduction Chapter 1 – Basic Word Structure	Chapter 2 – Terms Pertaining to the Body as a Whole	Note all quizzes will be open on the Monday and must be completed by Sunday night Chapter 1 & 2 Quizzes
2 Sept 12-18	Chapter 3 - Suffixes	Chapter 4 – Prefixes	Chapter 3 & 4 Quizzes
3 Sept 19-25	Chapter 5 –Digestive System	Chapter 6 - Additional Suffixes and Digestive System Terminology	Chapter 5 & 6 Quizzes
4 Sept 26- Oct 2	Chapter 7 – Urinary System	Chapter 8 – Female Reproductive System	Chapter 7 & 8 Quizzes <b>NOTE: Sept 30 STAT</b>
5 Oct 3-9	Chapter 9 – Male Reproductive System	Chapter 10 – Nervous System	Chapter 9 & 10 Quizzes
6 Oct 10-16	Chapter 11 – Cardiovascular System		Chapter 11 Quiz <b>NOTE: OCT 10 STAT</b>
7 Oct 17-23	MIDTERM EXAM – OFF CAMPUS - <b>October 22, 2022</b> - <b>At Home online Midterm - 1pm – 3pm</b> See D2L Calendar and NEWs for More Details		
8 Oct 24-30	Chapter 12 – Respiratory System		Chapter 12 Quiz
9 Oct 31-Nov 6	Chapter 13 – Blood System	Chapter 14 – Lymphatic and Immune System	Chapter 13 & 14 Quizzes
10 Nov 7-13	Chapter 15 – Musculoskeletal System		Chapter 15 Quiz <b>NOTE: NOV 11 STAT</b>
11 Nov 14-20	Chapter 16 - Skin	Chapter 17 – Sense Organs: The Eye and the Ear	Chapter 16 & 17 Quizzes
12 Nov 21-27	Chapter 18 – Endocrine System	Chapter 19 – Cancer Medicine (Oncology)	Chapter 18 & 19 Quizzes
13 Nov 28-Dec 4	Chapter 20 – Radiology and Nuclear Medicine	Chapter 21 – Pharmacology	Chapter 20 & 21 Quizzes

14 Dec 5-11	Chapter 22 - Psychiatry	Chapter 22 Quiz
EXAM WEEK	FINAL EXAM - Final exam will be OFF CAMPUS at home (December 16, 2022 100pm – 300 pm) =	

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

DESCRIPTION	WEIGHTING
CHAPTER QUIZZES                      22 quizzes @4.54% Each	30%
EXAMS	70%
Midterm Spelling Exam                      5%	
Midterm Theory Exam                      30%	
Final Spelling Exam                      5%	
Final Theory Exam                      30%	
	<b>TOTAL</b> 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 & EXPECTATIONS

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 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](mailto:kemnaa@camosun.ca)).

Review course information and resource 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.

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.bc.ca](mailto:kemnaa@camosun.bc.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.

## SCHOOL OR DEPARTMENTAL INFORMATION

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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 at the end of term.

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.

Medical notes must be dated, signed, and be 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/>.

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Support Service

Website

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Academic Advising

<http://camosun.ca/advising>

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Support Service	Website
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/financiaid">http://camosun.ca/financiaid</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.

#### 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 <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 [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). 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 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.