

COURSE SYLLABUS



COURSE TITLE: MOA 155 – Medical Terminology
CLASS SECTION: D02
TERM: 2023F
COURSE CREDITS: 3
DELIVERY METHOD(S): Online – Asynchronous (with scheduled Online exams for Midterm and Final exams with Online Invigilation. 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](#).

INSTRUCTOR DETAILS

NAME: Angela Kemna
EMAIL: kemnaa@camosun.ca
OFFICE: CBA 231B or via telephone or virtual Sessions on Zoom.
HOURS: Office hours are to be arranged via email. Arrangements will be made for either telephone conversation or Virtual session, or if you prefer 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: For those who preferred and 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/>
- 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). You will need a camera on either your laptop or computer for the invigilation of your midterm or final exams, or if you would like to have a virtual office meeting with the instructor.

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

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.

This online version of the course is 14 weeks in an asynchronous delivery (no face-to-face or set class times for Chapter reviews). 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 and studying 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 you are a care giver or working, please make arrangements with your employers and support for care giving to have these dates and times free of interruption during the exam. If there are any changes, the instructor will notify the class in a reasonable timeframe prior to the date. All exams are coordinated using PDT & PST, please if you are in a different time zone, please change your time to write to accommodate the either PDT (Sept- Oct) PST (Oct-Dec) time zone.

Week	ACTIVITY or TOPIC		OTHER NOTES
1 Sept 5	Course Introduction Chapter 1 – Basic Word Structure	Chapter 2 – Terms Pertaining to the Body as a Whole	Chapter 1 & 2 Quizzes
2 Sept 11	Chapter 3 - Suffixes	Chapter 4 – Prefixes	Chapter 3 & 4 Quizzes
3 Sept 18	Chapter 5 –Digestive System	Chapter 6 - Additional Suffixes and Digestive System Terminology	Chapter 5 & 6 Quizzes
4 Sept 25	Chapter 7 – Urinary System	Chapter 8 – Female Reproductive System	Chapter 7 & 8 Quizzes NOTE: Sept 30 STAT
5 Oct 2	Chapter 9 – Male Reproductive System	Chapter 10 – Nervous System	Chapter 9 & 10 Quizzes
6 Oct 9	Chapter 11 – Cardiovascular System		Chapter 11 Quiz
7 Oct 16	MIDTERM EXAM – ONLINE with Online Invigilation during exam - (October 21, 2023, at 1pm – 330pm)		
8 Oct 23	Chapter 12 – Respiratory System		Chapter 12 Quiz
9 Oct 30	Chapter 13 – Blood System	Chapter 14 – Lymphatic and Immune System	Chapter 13 & 14 Quizzes
10 Nov 6	Chapter 15 – Musculoskeletal System		Chapter 15 Quiz
11 Nov 13	Chapter 16 - Skin	Chapter 17 – Sense Organs: The Eye and the Ear	Chapter 16 & 17 Quizzes
12 Nov 20	Chapter 18 – Endocrine System	Chapter 19 – Cancer Medicine (Oncology)	Chapter 18 & 19 Quizzes
13 Nov 27	Chapter 20 – Radiology and Nuclear Medicine	Chapter 21 – Pharmacology	Chapter 20 & 21 Quizzes
14 Dec 4	Chapter 22 - Psychiatry		Chapter 22 Quiz
EXAM WEEK	FINAL EXAM - Date Final exam will be scheduled ONLINE with Online Invigilation during the final exam week (Tentatively -December 15, 2023 130pm – 430 pm)		

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 and invigilated 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 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 you under the D2L learning platform. Note: 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 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 bulletins (under Course Home tab) 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.

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.

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.