



MEDICAL TERMINOLOGY

Disclaimer Statement

The final examination in this course will be remotely proctored. Please be sure you have your computer's camera on so you can display your photo identification so the proctoring system can verify your identity. If you run into any issues please reach out to your Success Coach.

You can also prepare for your examination by reading this helpful guide: <https://www.talview.com/en/test-taker-guide>

MEDTERM101 — Medical Terminology, 3.0 hours

PROFESSOR

Lisette M. Negrón currently resides in Arlington, VA. She joined the military when she was 18, served 4 years active duty and 11 years, and counting as a reservist. Over the course of her career, she has served as a Human Resources professional. She has been responsible for the overall training and development of hundreds of civilian employees and soldiers, managers, and supervisors. These developmental trainings consist of day-to-day operations, programs processes, HR systems trainings, and successful completion of HR management certifications. HR departments oversee various aspects of employment, such as compliance with labor laws and employment standards, administration of employee benefits, and some aspects of recruitment. As a reservist, she is the Health Sciences HR Officer for a Medical Ground Ambulance company, where she manages all areas of operations, staffing, logistics, training, and work-life balance.

Ms. Negrón completed her Doctorate degree in Business Administration with a concentration in HR Management and holds a graduate certificate in Health Care Administration.

She looks forward to being a part of this journey as your instructor.

CONTACT INFORMATION

E-mail: lnegrón@lakewood.edu

Phone: 800-517-0857 X 775

ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing info@lakewood.edu

BOOKS AND RESOURCES

Ehrlich Ann, Schroeder L. Carol, Ehrlich Laura, Schroeder A. Katrina. Medical Terminology for Health Professions, Spiral bound Version. 8th ed. Cengage, 2017

EVALUATION METHOD

Graded work will receive a numeric score reflecting the quality of performance.

Course Requirement Summary

- Assignments - Total of 80 Points
- Weekly discussion forums-Total of 80 Points
- Final Exam - 50 Points

GRADING SCALE

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 210. To determine the final grade, the student's earned points are divided by 210.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)

B = (80% - 89%)

C = (70% - 79%)

F < (Below 70%)

ACADEMIC INTEGRITY/ PLAGIARISM:

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

DISABILITY ACCOMMODATIONS

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: disabilityservices@lakewood.edu

SUPPLEMENTAL TEXTS

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

LIBRARY

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at modell@lakewood.edu or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

SUPPORT

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2
info@lakewood.edu
studentservices@lakewood.edu

CAREER SERVICES

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2
careerservices@lakewood.edu

LESSONS

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS
Lesson #1	<ul style="list-style-type: none">• Introduction to Medical Terminology• The Human Body in Health and Disease	<ul style="list-style-type: none">• Study Course Syllabus• Read Chapters 1-2• Complete Quiz(s)• Discussion Form• Lesson Evaluation

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS
Lesson #2		

- Skeletal System
- Muscular System
- Read Chapters 3-4
- Complete Quiz(s)
- Discussion Forum
- Lesson Evaluation

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS
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Lesson #3

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| <ul style="list-style-type: none"> • Cardiovascular System • Lymphatic and Immune Systems | <ul style="list-style-type: none"> • Read Chapters 5-6 • Complete Quiz(s) • Discussion Forum • Lesson Evaluation |
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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
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Lesson #4

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| <ul style="list-style-type: none"> • Respiratory System • Digestive System | <ul style="list-style-type: none"> • Read Chapters 7-8 • Complete Quiz(s) • Discussion Forum • Assignment 2 • Lesson Evaluation | <p>Assignment 1 upon completion of the lesson</p> |
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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
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Lesson #5

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| <ul style="list-style-type: none"> • The Urinary System • Nervous System and Mental Health | <ul style="list-style-type: none"> • Read Chapters 9-10 • Complete Quiz(s) • Discussion Forum • Assignment 2 • Lesson Evaluation | <p>Assignment 3 upon completion of the lesson</p> |
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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS
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Lesson #6

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| <ul style="list-style-type: none"> • Special Senses: Eyes and Ears • Skin: Integumentary System | <ul style="list-style-type: none"> • Read Chapters 11-12 • Complete Quiz(s) • Discussion Forum • Lesson Evaluation |
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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
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Lesson #7

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| <ul style="list-style-type: none"> • Endocrine System • Reproductive Systems | <ul style="list-style-type: none"> • Read Chapters 9 • Complete Quiz(s) • Discussion Forum • Lesson Evaluation | <p>Assignment 3 upon completion of the lesson</p> |
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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
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Lesson #8

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| <ul style="list-style-type: none"> • Diagnostic Procedures, Nuclear Medicine, Pharmacology | <ul style="list-style-type: none"> • Read Chapter 10 • Discussion Forum • Complete the Final Exam • Request the Next Course • Lesson Evaluation • THANKS FOR A GREAT CLASS | <p>Final exam upon completion of the lesson</p> |
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DESCRIPTION

This course introduces an in-depth study of medical terms and abbreviations specially designed for healthcare administrators. By working through several different organ systems, students will learn the parts of medical terms, how they relate to healthcare, and how they are used in a medical environment.

Program Objectives

1. Identify the roles of the four types of word parts, apply this medical terminology, and examine the commonly used roots and combining forms, as well as become comfortable with the planes on the body, its directions and cavities, and begin learning about terminology related to cells, genetics, tissues, and glands.
2. Identify and describe the structure of bones, joints, and other aspects of the skeletal system, as well as examine and describe the functions and structures of the muscular system and its parts.
3. Describe the heart, blood and blood vessels in terms of chambers, valves, blood flow, and other aspects of cardiac anatomy and health, as well as differences in regulation.
4. Describe the major functions of the respiratory and digestive systems and relate them to the structure.
5. Identify and describe the major structures of the urinary and nervous system, as well as describe their function as it relates to this structure using medical terminology. Also, recognize and describe the divisions in the nervous system.
6. Describe the functions and structure of the eyes, ears, and their accessory structures, as well as the structures and functions of the integumentary system
7. Describe the role of the endocrine glands in regulating homeostasis, as well as the hormones they secrete. Describe the reproductive systems of both sexes and their functions and processes.
8. Describe the vital signs recorded for most patients as well as different tests, scans, and techniques.

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