

**Northern Essex Community College**  
**Fall 2015**  
**HES 115 Medical Terminology**

**Instructor:** Cheryl  
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**Office:** El Hefini Building LC 303A

**Office Hours:** Upon Request

**Lecture:** 3 Credits

**Prerequisites/Proficiencies:** Basic Reading and Basic Writing proficiency

**Course Description:**

This course will focus on the study of basic prefixes, suffixes, roots, abbreviations, symptomatic, disease and operative terminology. Terms will be selected using an anatomic systems approach. Terms of positions, direction and planes of the human body will be discussed.

**Required Text:**

*Basic Medical Language* LaFleur Brooks, Myrna, LaFleur Brooks, Danielle. Mosby Elsevier 2010, Fourth Edition

**Learning Outcomes:**

After completion of this course students will be able:

1. Read, correctly spell and pronounce common medical terms as described in the text.
2. Identify and interpret different prefixes, suffixes and word roots used in the medical language.
3. Utilize the concept of word elements to write a definition of selected medical terms (operative, symptomatic and diagnostic).
4. Identify medical procedures and tests.
5. Identify the anatomical and clinical divisions of the body.
6. Identify organs and structures of the body by system.
7. Identify and define the meaning of acceptable abbreviations in medical language.

8. Identify terms relating to medical specialists and specialties.
9. Identify and define selected terms related to signs and symptoms of disease pathology and surgery.
10. Read and use medical language to interact with individuals employed in the medical fields.

**Teaching Procedures:**

In the online environment the methodology of instruction changes. The instructor is no longer primarily a provider of information, but rather a facilitator who helps learners to build knowledge by providing opportunities for interaction with other learners, the Professor, and the material itself. To this end, the Professor must use methods that promote interaction for appropriateness and correctness of content.

**Methods of Instruction:**

Lecture/PowerPoint  
Games

Group Assignments  
Article Review

Audio Visual

**COURSE SCHEDULE**

<b>Dates</b>	<b>TOPIC AND LESSON</b>	<b>Assignments</b>
Week One 10/31/15-11/8/15	Basic Elements of a Medical Word Lesson 1 Directional Terms, Planes, Regions and Quadrants Lesson 2	Pages 21-24 Pages 44-47 Discussion Board Quiz I online
Week Two 11/9/15-11/15/15	Integumentary System Lesson 3 Musculoskeletal System Lesson 10	Pages 65-69 Pages 296-303 Discussion Board Quiz II online
Week Three 11/16/15-11/22/15	Respiratory System Lesson 4 Cardiovascular and Lymphatic System Lesson 7	Pages 93-98 Pages 192-197 Discussion Board Quiz III online
Week Four 11/23/15-11/29/15	Urinary System Lesson 5 Reproductive System Lesson 6	Pages 128-133 Pages 160-166 Discussion Board Quiz IV online

Week Five 11/30/15-12/6/15	Endocrine System Lesson 12 Digestive System 8	Pages 343-345 Pages 223-228 Discussion Board Quiz V online
Week Six 12/7/15-12/13/15	Nervous System Lesson 9 Eye and Ear Lesson 11	Pages 324-330 Pages 259-265 Discussion Board Quiz VI online
Week Seven 12/14/15-12/20/15	Review for Final Exam	Final Exam Online

**\*\*\* Subjected to change at the discretion of the Professor**

#### **Course Grade Evaluation:**

Discussion Board Responses and Participation	20%
Homework	10%
Lesson Quizzes	50%
Final Exam	20%

#### **Discussion Board Responses and Participation:**

Students are required to check the discussion board frequently. Well thought out and planned responses to the discussion board questions are required by **Sunday** of each week. The student is required to post ONE initial post and is not required to respond to other posts. Responses will take place in class. Some weeks will require multiple questions.

Discussion board questions will be posted on Sunday. Discussion will close the following Sunday night at 11:59pm. All responses and replies must be completed by Sunday night at 11:59pm to earn credit.

#### **Guidelines for Success:**

#### **Participation/Attendance:**

Class participation is extremely important. Without participation, there is no class. Failure to participate during the first week of the course will result in automatic withdrawal. Participation is defined as posting activities within a discussion board and/or assignment submission. Students who do not participated during the first week forfeit their rights to be reinstated into the course. If absent from lecture students are to notify the Professor by voice or email to fulfill missed activities/assignments.



While Online Education classes are asynchronous, they are not self-paced. Although only a portion of students grades are tied to discussion, participation is MANDATORY. Students are expected to login and participate at least three (3) times per week on separate days throughout the term.

Students are expected to attend all class meetings. While recognizing that illness or extenuating circumstances happen to everyone, but in the interest of encouraging regular attendance, I have developed the following policy:

If absence, students are to notify the Professor by voicemail or email to fulfill missed activities/assignments.

Late activities/assignments will not be accepted if the Professor is not contacted prior to absence.

### **Information Technology:**

All current and potential Northern Essex Community College students should be prepare to complete assignments, exams, and projects using a variety of computer technology formats for any course in which they are enrolled. As part of the learning experience, a faculty member may use technology to enhance his or her course. There are various formats that can be used:

Online: Completely online with no classroom meetings  
Hybrid: Online course with some limited classroom meetings

Web Enhanced: Traditional class meetings with required web assignments

Web Companion: Traditional class meetings with supplemental web assignments.

### **Academic Ethics and Plagiarism:**

The NECC Academic Catalog defines plagiarism as follows:

"Plagiarism is a very serious violation of academic ethics and the NECC Student Code of Conduct. The College expects all students to maintain high standards of academic honesty and integrity.

Plagiarism is defined by the College to be the use of any other person's research, images, words or ideas as though they were your own, without giving appropriate credit to the original source. If a student uses another person's research, images, words or ideas he/she must give credit to the original source through proper citation (consult the instructor about this requirement), regardless of whether the use is a direct quote, or it is incorporated into his/her own work.

### **Learning Accommodations:**

Students enrolled in a course that have special needs related to learning disabilities or are deaf or hard of hearing, should contact:

-Learning Accommodations Center, Behrakis One Stop SC 111 (978) 556-3654

-Deaf and Hard of Hearing, Behrakis One Stop SC 110 (978) 556-3658 9V/TTY)  
(978) 556-3673 (TTY/VP)

## **Lesson Objectives:**

### **Lesson One:**

1. Define the origins of medical language.
2. Define, build, pronounce and spell medical terms built from word parts related to body structure.
3. Define, pronounce and spell medical terms NOT built from word parts as they relate to body structure.
4. Learn abbreviations related to body structure.

### **Lesson Two:**

1. Define, build, pronounce and spell directional terms built from word parts relating to body planes and cavities
2. Define, pronounce and spell words NOT built from word parts as they relate to anatomical planes and cavities.
3. Interpret the meanings of abbreviations related to body planes and cavities.

### **Lesson Three:**

1. Define, build, pronounce and spell medical terms built from word parts relating to the Integumentary system.
2. Define, pronounce and spell medical terms NOT built from word parts related to the Integumentary system.
3. Interpret the meaning of abbreviations relating to the Integumentary system.

### **Lesson Four:**

1. Define, build, pronounce and spell medical terms built from word parts relating to the Respiratory system.
2. Define, pronounce and spell medical terms NOT built from word parts relating to the Respiratory system.
3. Interpret the abbreviations associated with the Respiratory system.

### **Lesson Five:**

1. Define, build, pronounce and spell medical words built from word parts relating to the Urinary system.
2. Define, pronounce and spell medical words NOT built from word parts as they relate to the Urinary system.
3. Interpret the meaning of abbreviations used in relation to the Urinary system.

### **Lesson Six:**

1. Define, build, pronounce and spell words built from word parts relating to the male and female Reproductive systems.
2. Define, pronounce and spell words NOT built from word parts relating to the male and female reproductive systems.
3. Interpret the meaning of abbreviations relating to the male and female reproductive systems.



**Lesson Seven:**

1. Define, build, pronounce and spell medical terms built from word parts as they relate to the Cardiovascular system and Lymphatic system.
2. Define, pronounce and spell medical terms NOT built from word parts relating to the Cardiovascular system and Lymphatic system.
3. Interpret the meanings of abbreviations relating to the Cardiovascular system and Lymphatic system.

**Lesson Eight:**

1. Define, build, pronounce and spell medical terms built from word parts relating to the Digestive system.
2. Define, pronounce and spell medical terms NOT built from word parts as they relate to the Digestive system.
3. Interpret the meaning of abbreviations relating to the Digestive system.

**Lesson Nine:**

1. Define, build, pronounce and spell medical terms built from word parts related to the eye and ear.
2. Define, pronounce and spell medical terms NOT built from word parts associated with the eye and ear.
3. Interpret meaning of abbreviations relating to the ear and eye.
4. Distinguish singular and plural endings.

**Lesson Ten:**

1. Define, build, pronounce and spell words built from word parts associated with the Musculoskeletal system.
2. Define, pronounce and spell words NOT built from word parts related to the Musculoskeletal system.
3. Interpret meanings of abbreviations associated with the Musculoskeletal system.

**Lesson Eleven:**

1. Define, build, pronounce and spell words built from word parts relating to the Nervous system.
2. Define, pronounce and spell words NOT built from word parts associated with the Nervous system.
3. Interpret meanings of abbreviations relating to the Nervous system

**Lesson Twelve:**

1. Define, build, pronounce and spell medical terms built from word parts related to the Endocrine system.
2. Define, pronounce and spell medical terms NOT built from word parts associated with the Endocrine system.
3. Interpret the meanings of abbreviations associated with the endocrine system.