Expected Learning Outcomes:

Upon completion of the course, the student will be able to:

1. Recognize the elements and meaning of terms used in the health field.
   - Discuss the 4 parts of medical terms
   - Define word building
   - Define the body's 4 tissue types
   - List and describe major organs and accessory organs found in the body's 12 systems (integumentary; musculoskeletal; endocrine; cardiovascular; lymphatic and hematic; respiratory; digestive; urinary; reproductive; nervous; and special senses (eye and ear)).
   - List body cavities and major content
   - Identify the divisions of the back
   - Describe directional and positional terms
   - Describe the anatomical positions
   - Locate and list the 9 anatomical divisions of the abdomen
   - Describe and list the 3 layers of the skin
   - Differentiate the axial or appendicular skeleton
   - List and describe the 3 types of muscle tissue
   - List major glands and hormones of the endocrine system
   - List the electrical conduction system that controls the heart
   - List the blood grouping system
   - Discuss the process of respiration and digestion
   - Use medical terms to describe the circumstances relating to male and female reproductive system.
   - Identify the mechanisms of urine production
   - Distinguish between central nervous system, peripheral and autonomic system
   - Describe how we see in general medical terms
   - Describe overall path of sound vibration for hearing
   - Recognize the different classes of drugs

2. Transfer knowledge by combining root words with prefixes and suffixes.
   - Recognize word roots and combining forms
   - Identify prefixes and suffixes
   - Build medical terms from word parts involving: body structure; integumentary system; musculoskeletal system; endocrine system; cardiovascular system; lymphatic and hematic system; respiratory system; digestive system; urinary system; reproductive system; nervous system; and special senses (eye and ear); pharmacology; and special topics including emergency medicine, gerontology, radiology, and oncology.
   - Describe how to read and interpret a medical term.

3. Spell and pronounce correctly words that are learned.
   - State the rules for determining singular and plural endings.
   - Utilize correct spelling when writing medical terms.
   - Discuss the importance of using caution with abbreviations.
   - Pronounce medical terms and major anatomical structures out loud.
   - Interpret common abbreviations associated with 12 body systems; pharmacology and special topics including emergency medicine, gerontology, radiology, and oncology.

4. Define vocabulary, pathology, diagnostic medical terms relating to: integumentary system; musculoskeletal system; endocrine system; cardiovascular system; lymphatic and hematic system; respiratory system, digestive system; urinary system; reproductive system; nervous system; and special senses (eye and ear); pharmacology and special topics including emergency medicine, gerontology, radiology, and oncology.

5. Transfer knowledge by combining root words with prefixes and suffixes.
   - Recognize word roots and combining forms
   - Identify prefixes and suffixes
   - Build medical terms from word parts involving: body structure; integumentary system; musculoskeletal system; endocrine system; cardiovascular system; lymphatic and hematic system; respiratory system; digestive system; urinary system; reproductive system; nervous system; and special senses (eye and ear); pharmacology and special topics including emergency medicine, gerontology, radiology, and oncology.
system; and special senses (eye and ear); pharmacology; and special topics including emergency medicine, gerontology, radiology, and oncology

Describe how to read and interpret a medical term


Medical Terminology Interactive (MTI) code is bundled with the Textbook above IF and only IF purchased through the IVCC Bookstore. You must also email me for the CLASS ID. You will need both to register for the interactive section of this class.

Strongly suggested: Taber’s or Mosby’s Medical Dictionary

**INSTRUCTOR:** Pam Mammano, RN, MS
Office: B220  Phone Number: 815-224-0322
Email Address: pam_mammano@ivcc.edu (best way to contact me)
Office Hours: Due to nursing clinical and 8 week class schedules my office hours vary and are posted on my office door.

**NOTE:** If I do not hear from you, by the end of the week — 7 days after the class has started — you will be withdrawn from this class. Remember this may affect your financial aid. This is an on-line course offered through Blackboard. You will need the Pearson Access Code (bundled with your book) and the Class ID that is sent to you from me. Once in the Blackboard Course you need both the access code and Class ID to utilize the interactive section of this class. Exams are to be taken through the Respondus Lockdown Browser. More information is found in the ALH 1001 Blackboard course; on my IVCC faculty web page, [www.ivcc.edu/mammano](http://www.ivcc.edu/mammano) and on the IVCC student technology help page:

**Other important Course Notes**

**Prerequisite:** None

A. **Student Requirements and Method of evaluation:**

1. The student must meet the objectives of the course. The student MUST use your IVCC STUDENT EMAIL address both when registering in Blackboard and when emailing me.
2. This on-line course requires the student to have access to a computer with internet capabilities. For those students who do not have this in their home, they may utilize any of the computer labs on campus, especially D201, to complete course work. Each student is responsible to verify the capabilities of their computer to ensure it is equivalent to those required for hosting the on-line portion of this course.

- Download requirements for video / sound can be loaded from the course site on the Pearson web site (Medical Terminology Interactive).
- IF YOU EXPERIENCE TECHNICAL DIFFICULTY WITH EITHER YOUR COMPUTER OR YOUR INTERNET PROVIDER, IT IS THE STUDENT’S RESPONSIBILITY TO CONTACT TECHNICAL SUPPORT FOR CORRECTIVE ACTIONS. You can call IVCC computer resources or use the IVCC intranet for some problems.
- IF YOU EXPERIENCE DIFFICULTY WITH THE ON-LINE section of Medical Terminology Interactive, THE STUDENT MUST CONTACT THE TECHNICAL SUPPORT FOR Pearson DIRECTLY. THE 800 NUMBER IS FOUND ON THE Pearson SITE AND IN THE booklet you purchased in the IVCC Bookstore that has the access code.
- If this is your first on-line course, or if you have weak computer skills. It is strongly suggested that you attend a computer resource orientation. You can access the schedule at [http://www.ivcc.edu/crc/orientation_schedule.html](http://www.ivcc.edu/crc/orientation_schedule.html)
- Also to access your computer knowledge, IVCC offers a free Basic Computer Skills Inventory. To utilize this inventory contact the IVCC Assessment Center at 815-224-0542 or 815-224-0552.

Students are expected to finish on-line assignments (including exams) on time/ by the due date. All assignments, including exams, will be taken on-line. All exams are to be taken through the Respondus Lockdown Browser. The course calendar will identify deadlines for all
Assignments. The course calendar may be downloaded from the instructor's web page. www.ivcc.edu/mammano/ or under Assignments in Blackboard or at the end of this document.

PLEASE BE AWARE OF DEADLINES...

Assignments WILL NOT BE AVAILABLE ONCE THE DEADLINE HAS PASSED. There is a time frame noted for every exam – for every second the student goes over the time frame one point will be deducted. No extra credit points will be awarded on an exam that is either taken late (extenuating circumstances that have been OK’s by the instructor) or on exams that have been submitted after the allotted time frame. If you have some extenuating circumstances, please notify the instructor as soon as possible. There may be a couple of extra credit points available on the unit exams. But other than those extra credit is NOT given in this class.

Your participation in the Interactive section will be monitored.

Each student will have ONE attempt at each exam. If you have computer problems while taking the exams please email me ASAP. If you continue to have computer problems while taking your exams, it may be necessary for you to complete the exams either at IVCC or your local library.

Fill in the Blank, True/False, Multiple Choice, Matching and short essay may make up the unit and final exams. There will be approximately 30 -40 seconds per question/answer. You will be able to see the time frame before you take the exam. You must download the Respondus Lockdown Browser and use this browser to take the exam. You will only be able to access the exam once. In other words, once you activate you will have to finish it. This exam will be reviewed by the instructor before the grade (points) will be available to you through Blackboard.

Anytime you would like to review your exam, make an appointment with me.

Cheating is not tolerated! The exams are not open book nor are they to be taken as a group effort – you must know the material to pass the exams. If caught there are severe consequences, including receiving a F for this class. Refer to student Code of Conduct for college policy.

PLEASE NOTE: Exams are to be taken by the deadline. If you contact me and I give permission to take the exam late, (due to extenuating circumstances) no extra credit points for that exam will be awarded. For every day it is late one point will be deducted. No exam may be taken later than a week after due date. Zero points will be awarded for that exam.

Arrangements must be made with the instructor and a password obtained to enter the exam once deadline has passed. Once the password is issued, the exam must be completed within 48 hours. Access/passwords will not be granted if more than 7 days has elapsed from original due date and a zero will be given for incomplete exam. One point will be deducted for each second that the exam is submitted after the allotted time frame and no extra credit points will be awarded for that exam.

To maintain the integrity and validity of on-line exams, all questions and/or responses will be scrambled and come from a test pool so each student will virtually receive different exams. Pay attention to the assignments – not all chapters are in order – this is because it will follow A&P, to help those students utilize the material.

Grading: There will be 14 Unit or Chapter Exams and one Comprehensive Final Exam. Grades are based on Point Totals. Grades are determined by the number of points that you earn divided by the total possible points. You can keep track of your own grades by: In Blackboard click on Tools and then My Grade.

You can figure out your percentage by dividing YOUR total points by the total POSSIBLE points.

EXAMPLE: I obtained 75 points on Exam # 1, 61 points on Exam #2. The possible points were 65 points on Exam # 1 and 65 points on Exam #2; therefore there were 130 possible points. I scored 75 + 61 = 136 points. To find out my percentage I’d divide my total points of 136 by 130 (the Total Possible) = 104% or an A average.

NO GRADES WILL BE GIVEN OUT OVER THE PHONE!

Grading Scale

| 90 - 100 = A | 70 - 79 = C | Below 59 = F |
| 80 - 89 = B | 60 - 69 = D |

If you miss more than 3 exams, you maybe dropped from this course, IF it is before the required due date.
C. This is an on-line course which maybe completed earlier than the due dates.
The topics covered
A. Introduction to course
B. Basic Word Structure
   1. Prefixes, suffixes, combining forms
   2. Conversion of medical terms into simple English
C. Terms pertaining to the Body as a Whole
   1. Structural organization of the body
   2. Positional and directional terms
D. Suffixes
   1. Combining forms
   2. Suffixes and terminology
E. Prefixes
   1. Combining forms
   2. Prefixes and terminology
F. Terminology of Anatomy and Physiology, Pathology, and of: 12 major body systems:
   (Skin; Musculoskeletal; Cardiovascular; Blood and Lymphatic; Nervous; Respiratory; Digestive
   Organs of Special Sense - Eyes and Ears; Endocrine; Urinary; Female Reproductive; and Male
   Reproductive Systems)
G. Terms pertaining to Pharmacology
   1. Classification of drugs and their uses
H. Terms pertaining to Special Topics: Emergency Medicine; Gerontology; Radiology;
   Oncology; Occupational Therapy; Surgery; Mental Health

D. Recommendations for Success in an On-line Course: While an On-line course format offers flexibility to
   students, it does require self-discipline, organization, and a commitment on the student’s part. A detailed
   course calendar is provided in which to plan, prepare, and meet deadline requirements. It is suggested that
   each student establish a routine for completing course work and avoid procrastination. In other words, the
   successful students approach this course much the same way they do their other courses in that they
   do something each day/week instead of trying to complete all the assignment near the end of the unit.
   For most students working and reworking the On-line Quizzes under course documents and in the MTI
   section—under the Hyperlink for MTI in Blackboard and the end of the chapter quizzes either through your text book.
   Many students have expressed making flashcards and utilizing them in studying has also been very
   beneficial. For some, the On-line course offers flexibility is an exciting new way to earn college credit,
   for others is it a disaster. If you have difficulties contact me by either phone or email. It is the student’s
   responsibility to inform the instructor of any barriers to completing course work and/or meeting deadlines
   PRIOR to the established due date/deadline.

   • Time spent in the on-line course will be monitored by the instructor. If the student is not meeting the time requirement
to satisfactorily progress in the course, the student will be required to meet with the instructor to discuss progress and
develop a plan of action.

E. Disability Statement: You may be eligible for academic accommodations if you have a
   documented physical, psychiatric or cognitive disability such as a learning disability or ADD/ADHD. If
   you have a disability and need more information regarding possible accommodations, please contact
   Tina Hardy at 815-224-0284 or Judy Mika at 815-224-0350, or stop by office B-204
F. Student have the ability to withdraw from classes through WebAdvisor. IVCC has the right to
   rescind a withdrawal in cases of academic dishonesty or at the instructor’s discretion. Remember
   withdrawing may also affect with your financial aide.
G. Please note: All students are responsible for checking their IVCC student email. All electronic college correspondence will only be sent to the IVCC email. For more information on accessing this account go to http://www.ivcc.edu/studenthelpdesk.aspx?id=16712.

H. Important FALL 2013 IVCC Dates: Additional information regarding IVCC policies and the semester schedule can be found in the college catalog and on the IVCC web page: www.ivcc.edu

Assignment Dates:

Please note the chapters may not be covered sequentially. Note the dates below! The exams must be finished by 8 pm on the due date. See the syllabus for the penalty in going over the allotted time. Please plan accordingly. YOU CAN ALWAYS TAKE THE EXAMS BEFORE THE DUE DATE!!! This is an 16 week course being offered in an 8 week format – note that there are 2 exams most weeks.

Exam Assignments

<table>
<thead>
<tr>
<th>CHAPTER / EXAM #</th>
<th>DUE DATE</th>
<th>MUST BE SUBMITTED BY 8 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter One: Introduction To Medical Terminology</td>
<td>Exam #1</td>
<td>May 29</td>
</tr>
<tr>
<td>Chapter Two: Body Organization</td>
<td>Exam #2</td>
<td>June 2</td>
</tr>
<tr>
<td>Chapter Three: Integumentary System</td>
<td>Exam #3</td>
<td>June 5</td>
</tr>
<tr>
<td>Chapter Four: Musculoskeletal System</td>
<td>Exam #4</td>
<td>June 9</td>
</tr>
<tr>
<td>Chapter Five: Cardiovascular System</td>
<td>Exam #5</td>
<td>June 12</td>
</tr>
<tr>
<td>Chapter Six: Blood &amp; the Lymphatic &amp; the Immune System</td>
<td>Exam #6</td>
<td>June 16</td>
</tr>
<tr>
<td>Chapter Twelve: Nervous System</td>
<td>Exam #7</td>
<td>June 19</td>
</tr>
<tr>
<td>Chapter Seven: Respiratory System</td>
<td>Exam #8</td>
<td>June 23</td>
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<tr>
<td>Chapter Eight: Digestive System</td>
<td>Exam #9</td>
<td>June 26</td>
</tr>
<tr>
<td>Chapter Thirteen: Special Senses: The Eye &amp; Ear</td>
<td>Exam #10</td>
<td>June 31</td>
</tr>
<tr>
<td>Chapter Eleven: Endocrine System</td>
<td>Exam #11</td>
<td>July 3</td>
</tr>
<tr>
<td>Chapter Nine: Urinary System</td>
<td>Exam #12</td>
<td>July 7</td>
</tr>
<tr>
<td>Chapter Ten: Reproductive System</td>
<td>Exam #13</td>
<td>July 10</td>
</tr>
<tr>
<td>Chapter Fourteen: Special Topics</td>
<td>Exam #14</td>
<td>July 14</td>
</tr>
<tr>
<td>Comprehensive Final</td>
<td>Exam #15</td>
<td>July 17</td>
</tr>
</tbody>
</table>

Grades will be Turned on July 21 @ 4PM

*Please read syllabus for penalty for going over allotted time.*