CMA 101 Syllabus - Medical Terminology I (Online)

**Course Description:**

This 11 week online course prepares the student to use appropriate medical terminology to identify the structural organization of the body, identify body systems, and describe body specialty orientation. Students will identify the major organs of each body system. Students will identify word parts and abbreviations as they relate to the body system. Students will also learn the proper pronunciation of medical terminology.

Textbook: [*Medical Terminology: An Illustrated Guide, 4th edition*;](https://drive.google.com/file/d/0B1PeBcJ0_HzfN1RwNGlLeVIwZ2s/view?usp=sharing) by Barbara J Cohen (links to individual textbook chapters are provided in each module)

**Course Leader:**

Instructor: Jerry Coe, CMA

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**Adjunct Instructor:**

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**All Assignments must be turned in using Google Docs and/or a Google Link,** **No Exceptions**!

Please share a link to your assignment in the space provided in Moodle.

**Beginning with module 1** - Review the lecture and supplemental instructional links. Then, complete the Homework, Competency Video, and Quiz (in that order) for each module.

Each Module will be due by the following Monday of the corresponding week, by 8 am.

The Comprehensive Final will open at 0800 on the Friday of Module 10 week, and must be completed by Tuesday of Finals week by 0800

**You will not be prompted to complete assignments. You must schedule yourself to be successful**

Please monitor your school email regularly. All grading comments will be sent there

If this is your first online class, please review the [Moodle Introduction](http://elearning.linnbenton.edu/mod/page/view.php?id=103290%22) video.

**Coursework Requirements:**

1. **Module Homework Assignments**
	1. Homework assignments are designed to support what you learn from the Lecture Slides
	2. Links to the corresponding textbook chapters are provided within each module assignment
	3. **All Module homework assignments must be submitted on a Google Doc! No exceptions**
		1. **Using the “Share” function, share a link to your assignment in Moodle for the corresponding module assignment**
	4. **All Module homework assignments must display:**
		1. **The Student’s Name, Class, and Assignment #**
		2. **Individual chapter Section Titles**
	5. **Each Module homework assignment lasts one week, opening on the Monday of the corresponding module week, and closing on the following Monday, at 8 am**
	6. **Submit answers only!**
	7. **Do your own work!**
	8. **Do not just cut and paste answers, and**
	9. **Do not cheat! You would not be cheating me or yourself….you would be cheating a patient that you haven’t met yet!**
	10. **There will be a 50% reduction in points if the student does not submit using a Google doc**
	11. **There will be a 50% reduction in points for late submissions**
	12. **There will be a 50% reduction in points for incomplete submissions, or submissions that are not labeled properly with your name, class, assignment number, and homework section titles.**
2. **Module Competency Videos**
	1. **All Module competency Videos will be by video recording**
	2. **Each video should be at least one minute in length, and no more than three minutes in length**
	3. Each Module competency Video is due by the following Monday, 8 am, of each corresponding module week
	4. **Completion of all Competency Videos is Mandatory!**
		1. **You must turn in, and successfully pass all of the listed competency Videos in order to receive a letter grade for this course.**
		2. **Failure to comply will result in a final grade of "F" regardless of the total points achieved**
	5. **To help you complete each video competency, it is recommended that you write down what you want to say before you say it on camera**
	6. **All video submissions must begin with a view of YOU, introducing yourself, while holding your student ID card. I need to see both!**
		1. **If this does not happen I will not accept your assignment**
		2. **If you do not correct this error, you will receive a zero, and potentially receive a failing grade for the class if it is not fixed**
	7. **All video recordings should be saved to your student LBCC Google Drive**
	8. **All video recordings must be submitted in Moodle using a shared Google link just like homework assignments, No exceptions!**
	9. **Late competencies will be reduced by 2 points**
3. **Module Quizzes**
	1. Each module has a required quiz that is due by Monday, at 8am, of the following corresponding week
	2. The answers for each quiz can be found in the corresponding module lecture slides, not the textbook.
	3. **Spelling Matters!**
		1. This course is as much a spelling class as it is a medical terminology class
		2. In healthcare spelling errors can mean the difference between life and death
		3. If you spell it wrong, you get it wrong
4. **Final Exam**
	1. The final exam will be **comprehensive, covering topics covered throughout the entire course**
	2. **The Final needs to be completed by Tuesday, 0800, of Finals Week**
	3. Once again, **Spelling Matters!** In healthcare spelling errors can mean the difference between life and death

**Course Outcome Requirements:**

**1.** Correctly apply a word-building systems approach to basic medical terminology

 **Objectives:**

* Identify Medical Terms, labeling the word parts (V.C.9)
* Define both medical terms and abbreviations related to all body systems (V.C.10)

**2.** Properly define and describe comprehensive whole-body terminology

 **Objectives:**

* Identify body systems (1.C.2)
* Describe body planes (1.C.3.a)
* Describe directional terms (1.C.3.b)
* Describe quadrants (1.C.3.c)
* Describe body cavities (1.C.3.d)

**3**. Properly define and describe qualitative and descriptive medical terminology

 **Objectives:**

* Identify and describe bacteria and color terminology
* Identify and describe body openings and plural endings
* Identify and describe numbers, positions, and directions
* Identify and describe medical and health professions

**Assessment:**

1.  **10 Module Homework Assignments; 10 pts. each (100)**

**2. 10 Module \*Competency Assessments; 5 pts. each (50)**

**3. 10 Module Quizzes; 10 pts. each (100)**

**4. Final Exam; 75 Pts. Max (75) Completed**

**5.**  **Total Available Points = 325**

**A = >292.5 pts. B = >260 pts. C = >227.5 pts. D = >195 pts. F = < 195 pts**

**\*Remember - Completion of all Competency Videos are Mandatory!**

**You must successfully pass all of the listed competency video exercises in order to receive a letter grade for this course. Failure to comply will result in a final grade of "F" regardless of the total points achieved.**

**Please talk to the instructor if you are having a problem with this class**

**DO NOT WAIT!!!**

**The sooner your needs are addressed, the sooner we can work out a solution.**

**Course Academic Dishonesty Policy:**

Any student caught cheating, duplicating another student’s work, or other form of academic dishonesty, will be counseled by the instructor. The first offense will result in a “zero” grade for that assignment/assessment, and the student’s name and offense sent to the Dean of Students for LBCC. A second offense will result in an automatic “fail” for the course and the student will be referred to the Dean of Students for LBCC to determine further disciplinary action.

**LBCC Comprehensive Statement of Nondiscrimination:**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](http://linnbenton.edu/42145BA0-3DCC-11E3-AA36782BCB47BBE7). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public\_report](http://linnbenton-advocate.symplicity.com/public_report)

**Request for Special Needs or Accomodations:**

Direct questions about or requests for special needs or accommodations to the LBCC Disability Coordinator, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer